CRAVEN COMMUNITY COLLEGE

2018 – 2019 CATALOG

www.CravenCC.edu

Founded 1965

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

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New Bern Campus

800 College Court

New Bern, North Carolina 28562

(252) 638-7200

Havelock Campus

305 Cunningham Boulevard

Havelock, North Carolina 28532

(252) 444-6005

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

NOTE: Interested parties may use the contact information below (1) to learn more about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. 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.

Southern Association of Colleges & Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
Phone: 404-679-4500
Website: www.sacscoc.org

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

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NOTICE TO STUDENTS

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

Message from the President

Welcome to the 2018-19 academic year at Craven Community College! At Craven CC, we believe in providing educational opportunities that are relevant to your goals.

Inside our academic catalog, you will find a wide selection of educational possibilities that will lead you toward earning an academic degree, diploma or certificate. Classes are also available for those looking to obtain new job skills or personal enrichment.

What makes our community college special is that we serve a diverse array of students from a variety of backgrounds—from high schoolers to those going back to school after many years, from military to moms and career changers to transfer students—we are here to serve you.

We are Craven County's first choice for teaching and learning, working with local officials and organizations to provide students with the highest quality education and training available. We actively stay involved in our community to serve as many people as possible and are proud to collaborate with numerous local businesses to make our offerings affordable and accessible. Through partnerships with several county and city organizations and area industry leaders, our mutual vision and passion for academic success has yielded top-of-the-line programs that provide our students with the highest quality educational opportunities.

As you embark on your educational journey with us or continue on the path you've already started, Craven Community College is here for you every step of the way. We know your decision to join us is an important one, so we thank you for choosing to become part of the Craven Community College family!

Sincerely,

Dr. Ray Staats
President

About Craven

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

Craven Community College is recognized as a vibrant community college focused on student success and lifelong learning through innovative academic programs, community partnerships, cultural arts programming, military educational services, public radio and workforce development.

About Craven Community College

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

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

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

Craven enrolls about 5,200 students in its curriculum (credit) educational offerings programs each year. More than 11,000 students are served in the college's Workforce Development programs annually. The average age is 29. Craven's average class size is 16.

Craven offers two-year associate's 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 Baccalaurate 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's 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.

Admissions

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 requirement is met by graduation from high school or by possession of a state High School Diploma Equivalency (GED Diploma) 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 www.CravenCC.edu (click the "APPLY" link). Students may also request applications by mail, in person or by email (admissions@cravencc.edu).

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.

New Bern Campus	Havelock Campus
800 College Court	305 Cunningham Blvd.
New Bern, NC 28562	Havelock, NC 28532
(252) 638-7430	(252) 444-2119

Important Note: Student E-mail

Each student applying to the College receives a student Google e-mail account (Gmail), which is the college's official means for contacting students. Information about the Gmail account is included in the admission letter mailed to each applicant. Additional information critical to student success, financial aid and academic standing is communicated through student Gmail accounts. Students are responsible for regularly checking this email.

2. Provide Transcripts

High School, Homeschool, and GED Transcripts: An official High School or GED equivalent transcript from an accredited institution recognized by the Department of Education is required. The transcript must show the official graduation or GED 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 through: GED.com (request transcript)

The requirement to provide a High School transcript or GED certificate may be waived if an applicant has an Associate or higher degree.

College Transcripts: Prospective students must submit an official copy of transcripts from all previous post-secondary institutions if they are using financial aid, 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 transcripts to the Registrars 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 NACES member agencies at www.naces.org/

Please note: Official transcripts are those received by mail, email, or hand delivery to Craven Community College. 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®.

3. Take the Placement Test

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 once during a six-month period, for a fee. Students with documented disabilities may make special arrangements to take the test by contacting the ADA Coordinator.

Placement tests may be waived based upon qualifying SAT cores, ACT scores, Multiple Measures, or College transfer credit. Please contact the Admissions Staff for more information.

4. Schedule and Attend New Student Orientation

Applicants seeking to earn a certificate, diploma, or associate degree are required to complete a new student orientation. During orientation, new students learn valuable information about Craven and the resources available to assist them in reaching their goals. Students will acquire tips to help them be successful in college and information to assist them with the advising and registration process. To register for an orientation session please visit http://cravencc.edu/first-year-experience/ then select Student Orientation. Students will receive a certificate to take to their academic advising session as proof of completion.

5. Meet with an Advisor

Students 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 and appointments are available. Advising appointments may be scheduled online at http://www.cravencc.edu/admissions/advising.

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

A Special Credit/Visiting Student wishing to be reclassified as a Regular Student must complete 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 at http://cravencc.edu/admissions/international-students-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 students who is registered for 12 or more semester hours of credit

Part-time Student: A students who is registered for fewer than 12 semester hours of credit

Admissions

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).

http://www.northcarolina.edu/legal/residence/index.htm.

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 academic program.

Application Deadlines

Esthetics Technology

Fall Admission 2018	accepted through July 31, 2018

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

Fall Admission 2019	Sept. 24 – Dec. 17, 2018

LPN to ADN Transition

Spring Admission 2019	Aug. 1 – Sept. 14, 2018

Practical Nursing

Fall Admission 2019	Sept. 24 – Dec. 17, 2018

Health Information Technology

Fall Admission 2019	May 1 – June 30, 2019

Medical Assisting

Fall Admission 2019	May 1 – June 30, 2019

Physical Therapist Assistant

Fall Admission 2019	Feb. 1 – April 30, 2019

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 head start on their college and careers, tuition free. This program provides structured opportunities for qualified public, private, and home-schooled juniors and seniors to pursue one of three pathways that lead to college certificates, diplomas, or degrees and provide entry-level job skills.

Academic credits earned through the Career and College Promise 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" refer 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;
- Have a weighted GPA of 3.0 or higher on high school courses or have the recommendation of the high school principal or his/her designee; if GPA is 2.0 - 2.9.
- 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, astudent 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:

- Accounting: Small Business Accounting (C25100HA)
- Automotive: Electrical/Electronic (C60160HB)
- Automotive: Undercar (C60160HC)
- Business Admin.: Customer Service (C25120HF)
- Business Admin.: Transfer Prep (C25120HH)
- Computer-Integrated Machining Technology: Basic Machinist (C50210HA)
- Criminal Justice: Transfer/BLET Prep (C55180HE)
- Early Childhood Education: Child Development (C55220HA)
- Electronic Engineering Technology: Intro to Electronics (C40200HA)
- Entrepreneurship (C25490HA)
- Health Information Technology (C45360HA)
- Information Technology: Productivity Software (C25590HB)
- Information Technology: Java Programming (C25590HE)
- Information Technology: Cyber Security Concepts (C25590HF)
- Information Technology: A+ Prep (C25590HM)
- Information Technology: Entry Level Computer Technician (C25590HQ)
- Medical Assisting: Transcription (C45400HA)
- Medical Office Administration: General Medical Office (C25310HG)
- Welding: Entry-level Welding (C50420HA)

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;
- Have a weighted GPA of 3.0 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

For more information on the North Carolina Career and College Promise Pathways please visit our website at http://www.cravencc.edu/admissions/application/high-school-students/.

Cooperative Innovative High School (Early College) Pathway

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

Craven Early College (CEC) and Early College EAST (Eastern Applied Sciences and Technology) are headquartered on the Craven Community College New Bern and Havelock campuses 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. Job shadowing experiences occur during years one and two and students will have internship and apprenticeship opportunities as upperclassmen. 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's degree (at no cost to the student) in one of the following pathways: Associate in Arts, or Associate in Science.

- Both Craven Early College and Early College EAST are part of the national initiative of "new schools" championed by the Bill & Melinda Gates Foundation.
- 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 school system transportation.
- These innovative programs follow the college's calendar rather than the Craven County Schools' 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 2018-2019*

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

Security/Parking per semester $15.00
(each additional parking sticker) $2.00

Student Accident Insurance, per semester $1.40

Placement Retesting Fee $3.00

Placement Test Fee for non-students $5.00

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

Test proctoring (non-students) $20.00

Nursing Admissions Testing $55.00

Professional Liability Insurance (various health and career programs) – annual fee $16.00

Nursing Badge Replacement $60.00

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

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

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

   d. A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the tenth calendar day of the class.

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

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

4. For a class which the College collects receipts 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 Enrollment Management during normal hours of operation, by mail or e-forms, and are reviewed by the appeals committee on a monthly basis. 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 Enrollment Services staff and faculty. Students may submit an appeal in writing or e-forms to the Dean of Enrollment Management.
- **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 Enrollment Services/Records Office, and processed by that office. All tuition appeals must be in writing and submitted with supporting documentation to the Dean of Enrollment Management within six months from the beginning of the semester for which the charge was incurred.

Tuition appeals will <u>generally</u> 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 percent 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 his/her 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. **<u>Pre-existing conditions are not justifiable.</u>**
- Extended incapacitation/hospitalization or death of a student's immediate family member (which caused the student to miss 20 percent 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 CCC Personnel resulting in inappropriate course enrollment. Requests must be initiated through the CCC office where student was advised.
- Late notifications of denial to a specific degree program-with supporting documents.
- Institutional errors by CCC 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 CCC Catalog, CCC Student Handbook, or CCC 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: www.cravencc.edu/admissions/tuition.

For additional information about refunds, contact the Student Accounts Office staff at 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. The priority deadline for processing financial aid paperwork for fall semester is June 1.

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

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

- 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 (go to www.sss.gov for more information)

For federal financial aid programs, an applicant must meet one of the following conditions in order to be considered an independent for the 2018-2019 academic year:

- be born before January 1, 1995
- 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 by visiting www.fafsa.ed.gov. 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 of all 2016 taxable income (IRS tax transcript; with W-2's) and non-taxable income (disability, child support, etc.). All non-taxable income information provided should be representative of the prior calendar year (2016 for the 2018-2019-aid year).

Transfer Students

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

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.

Federal Financial Aid Programs

Federal Pell Grant

The Federal Pell Grant provides grants up to $6,095 per year to all eligible applicants.* Students must file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov after October 1, 2017. The application should list Craven Community College (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, 2019, 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 (SEOG)

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

Federal Work-Study (FWS)

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

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, as well as the General Education Development (GED) Certificate and the Adult High School Diploma Programs (AHSD). The VA Coordinator will assist veterans and their dependents through the process of acquiring benefits.

Vocational Rehabilitation

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

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

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

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, SEOG and college work-study.

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

The requirements are:

1. Maintain a minimum cumulative grade point average of 2.0.
2. Pass two-thirds (67%) of all coursework attempted. Coursework attempted includes withdrawals, automatic withdrawals, incompletes, repeated courses, developmental coursework, or courses taken at another institution and courses taken at CCC 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 97 credits attempted.

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

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 e-mail 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 Title III 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 and have an expected family contribution less than or equal to $5,000 (subject to change).

Child Care Program

The North Carolina General Assembly appropriates funds for child care services for student parents in community colleges. This is approved only for a year 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.

Scholarship Opportunities

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

Craven Community College Scholarships

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

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

All scholarship forms (Entering Freshmen Scholarships, President's Scholarships, Returning Student Scholarships) are available early January from the college website. Applicants are encouraged to apply for scholarships online at http://cravencc.edu/financialaid/scholarships/. Click on #craven FREE money.

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

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.

Over the next five years spanning through 2021, advising will be the focus of our Quality Enhancement Plan (QEP). Craven's Advising Community and Engagement (ACE) program is a comprehensive advising model that fosters collaborative relationships 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. Each advising team is comprised of a professional advisor, a faculty mentor and a peer mentor – all from the student's intended program of study. 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 should 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. Not sure who your advisor is? Go to WebAdvisor – Academic Profile – My Profile.
- Preview your Program Evaluation in WebAdvisor.
- 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's 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.

NOTE: 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 eight-week terms are also provided for students. Summer sessions are a minimum of eight weeks.

Students meeting certain criteria may register online through WebAdvisor, 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 WebAdvisor, 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 WebAdvisor Academic Link 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. Once enrolled in courses, students may drop or add courses according to the Academic Calendar. Students will not be able to register for a class once that class has started.

Parking Permits

Once students have registered, paid for classes, and completed their student picture ID, they can obtain a college parking permit. There is no additional cost for the permit.

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

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.

Enrolled full-time, degree-seeking students 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.

Military Learner Online (MLO)

Craven Community College is committed to our military students. The Military Learner Online (MLO) is completed entirely online in eight-week mini-mesters. All active duty personnel and their dependents, who enroll in these sections are guaranteed seats. If a student has met all prerequisites, he or she can complete his or her Associate in Arts degree in two years. Speak to an advisor at the Military Affairs Resource Center or at the EDTR on MCAS Cherry Point.

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 every 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

A prerequisite course is one that must be completed prior to registration for another higher-level course. Course prerequisites are listed in this catalog, directly under the course description. Check the catalog carefully prior to attempting to register for a class. All prerequisites must be completed prior to starting a higher-level course, although prerequisites can be in progress when a student registers. Audited courses (AU) do not satisfy course prerequisite guidelines.

Unsuccessful Prerequisite Completion

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

Certain courses require a grade of C in the prerequisite course to maintain course registration. These grade requirements are noted in the 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 (as described above).

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 on http://cravencc.edu/students/student-forms/

2. Complete the Permit to Audit Courses form and have Financial Aid sign the audit form (financial aid

can be affected by this change).

3. Submit the completed form to First Stop.

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 <u>not</u> receive veteran's 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 e-mail 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.

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 found 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 CCC 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 percent 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. Graduation application forms are found online at Student Forms. The student should complete this form with the assistance of his/her professional or academic advisor. Completed forms are submitted to the Student Accounts Office, which forwards the application to the Registrar's Office. See the Academic Calendar for 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's 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:

- http://www.northcarolina.edu

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

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

East Carolina University

State Employee Credit Union (SECU) Partnership East at Craven Community College

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

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

- BS Elementary Education
- BS Special Education
- BS Middle Grades Education

Special Education and Middle Grades education are offered entirely online and field placements are made within the area. The Elementary Education degree is delivered mostly online with a few face-to-face evening classes on the New Bern campus. Although students will continue to work with their CCC advisors until completion of their transfer degrees, students may contact the SECU Partnership East 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's Degree with CCC may complete bachelor's degrees in the following program areas at East Carolina University (ECU):

- Birth-Kindergarten Education – AAS to BSBK
- Business – AA to BSBA (entirely online)
- Business Education – AAS to BSBE (entirely online)
- Communication – AA to BS (entirely online)
- Hospitality Management – 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 CCC advisors until completion of their transfer degree, they may contact the ECU Associate Director for Military Outreach for more information: (252) 444-6003/800-398-9275 [The ECU Military Outreach Office, IAT Building, Suite 114 (Havelock Campus)].

North Carolina State University

The NCSU College of Engineering at Craven Community College

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

BSE students take general education, math, and science courses from Craven Community College and engineering courses from NC State. For the engineering courses, students use high-definition interactive video at the Havelock campus to participate in courses taught at the Raleigh campus. In addition, students participate in live courses taught by NC State personnel in Havelock and utilize 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 CCC engineering students will continue to work with their CCC advisors until completion of their transfer degree, they may contact the NCSU Engineering Program Coordinator for more information: (252) 444-3357 or wbfortne@ncsu.edu [The NC State College of Engineering office, Room 108 Redd Building (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 (CCC) students can earn a Bachelor of Science Degree in Aviation Management at Southern Illinois University (SIU). Craven Community College and SIU have an articulation/partnership agreement. After obtaining their Aviation Systems Technology Degree at CCC, 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 or visit their website at www.siu.edu for more information.

North Carolina Wesleyan College

Craven Community College and North Carolina Wesleyan College 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 CCC advisors until completion of their associate degrees, students may contact the North Carolina Wesleyan College 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.

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

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

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 N.C. Community College System (NCCCS) Programs and baccalaureate/university programs across the state and throughout the country, with a variety of options provided at the New Bern, Cherry Point and Havelock campuses. For up-to-date information about new and developing articulation agreements, students may contact their advisors, the Student Services Division [(252) 638-7200/Student Center], the Cherry Point Branch Office [(252) 444-6000, the Havelock Campus [(252) 444- 6005] and the CCC website at www.CravenCC.edu.

Student Services and Learning Support

Academic Skills Center

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

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

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

Make-up Exams are administered per instructor guidelines.

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

New Bern ASC Hours (Fall and Spring)
Monday – Thursday 8 a.m.to 7 p.m.
Friday 8 a.m. to 2:30 p.m.

Havelock ASC Hours
Monday – Thursday 8 a.m. to 7 p.m.
Friday 8 a.m. to 2:30 p.m.

Summer hours vary.

Disability Services

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

If a student believes that disability-related issues have affected or may affect academic progress, he/she may voluntarily supply documentation 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.

Student Request for Accommodations under the Americans with Disabilities Act form and documentation will be received by the ADA Coordinator in Barker Hall, Room 109.

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

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

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

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

Student Life

While academics are of primary importance at the College, learning and development outside the classroom 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 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 purpose of the Automotive Technology Club is: (1) to promote professional competency among students who are training to be automotive technicians; (2) to research, coordinate, and provide opportunities for educational field trips to observe and learn about various aspects of the automotive industry; (3) to host guest speakers/instructors from the automotive industry in order to become informed about current trends and new products; and (4) to assist club members in finding industry-related jobs within the local area.
- **CCC 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 maintain a minimum GPA of 3.5, have recommendations from the faculty and staff and be enrolled full-time.
- **Criminal Justice Society** - The purpose of the Criminal Justice Society is (1) to promote professionalism; (2) to provide career supportive activities; (3) to open a network connection between students and law enforcement agencies; and (4) to promote a sense of unity and academic support.
- **ENCORE! - ENCORE!** is Craven Community College's singing ambassadors who perform at the college and throughout the community.
- **Gaming Club** - The purpose of the Gaming Club is (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.
- **H.I.T. Club** - The purpose of the Health Information Technology Club is (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 percent of programs accredited by the Accreditation Council for Business Schools and Programs (ACBSP) (accounting, business administration, entrepreneurship, information technology). KBD's purpose 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.

- **Machinist Club** – The purpose of the Machinist Club is (1) to promote professional competency; (2) to provide an opportunity for the members to serve together productively; and (3) to promote better understanding of the machining and manufacturing fields and cooperation among faculty members and students. (4) to travel to local employers and trade shows to promote learning.
- **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 Therapy Assistant Club** - The purpose of the Physical Therapist Club is (1) to encourage and promote awareness in the field of Physical Therapy within the college and the community. (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's 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 purpose of the Science Club is (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 purpose of the SkillsUSA Organization is (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 Associatio**n – 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.
- **Student Nursing Association** - The purpose 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.
- **Study Abroad** - The purpose of the Club shall be (1) to promote an appreciation of International cultures as reflected in art, music, literature, film and other media (2) to develop ties with the International community in and around New Bern, as a means of both serving and better understanding said community (3) to provide leadership opportunities for its members (4) to enhance the language skills of students of the Spanish and French languages through both educational and recreational means, and (5) to assist students in the acquisition of those skills that will best prepare them to function effectively and successfully in the multi-cultural, multi-lingual, competitive marketplace of the 21st century.

- **TRiO**- The purpose of the TRiO Leadership Club (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. (6) To unite in a common bond without regard to race, sex, religion, creed, or national origin.
- **Welding Club** - The purpose of the Welding Club is (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 Student Center.

English as a Second Language

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

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

For additional information see: http://www.cravencc.edu/fye.

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

TRiO Student Support Services

Student Support Services is one of the nine federally-funded TRiO grant 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 180 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,
- Provide information on the full range of financial aid programs, benefits and resources for locating public and private scholarships,
- Provide assistance in completing financial aid applications,
- Education or counseling services designed to improve financial and economic literacy,
- Assist 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 638-1236.

Military Affairs Resources Center (Havelock campus)

The Military Affairs Resources Center (MARC) was established specifically to address the unique academic, financial and social needs of active military members and veterans transitioning from warrior to student. Craven Community College is committed to providing military-affiliated students with quality assistance and guidance throughout their academic career. The MARC provides one-on-one assistance to ensure that the college's current and former military students have a positive college experience. Our faculty and staff want you to feel supported every step of the way. Balancing college life with career and personal responsibilities can be very challenging. The MARC staff members are happy to assist you in handling these challenges and getting the most out of your college education.

Food Service

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

Bookstore

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

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

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

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 Examination

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

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

The College awards credit for APP, CLEP and DSST examinations based on the credit recommendations of the American Council on Education for comparable courses it offers. A maximum of 20 semester hours of credit is allowed under the Credit by Examination Policy. Credit will apply towards graduation requirements in the student's program; however, quality points are not awarded. A student desiring college credit through these programs must have the applicable testing agency forward the examination results to the College. Credit will be awarded based upon established criteria.

Credit by Departmental Exams

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

Procedures are as follows:

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

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

Students who enter Craven Community College with only high school credit in foreign language may elect to begin their foreign language instruction in the first level course for the language of their interest such as FRE 111, GER 111 or SPA 111, by presenting CLEP exam scores showing proficiency for level one courses. The LAUT department can provide information on CLEP testing.

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.

Awarding Credit for Extrainstitutional Learning

Extrainstitutional learning is defined as learning that is attained outside the sponsorship of legally authorized and accredited post-secondary educational institutions. The College may award credit for extrainstitutional learning based on documentation provided to the Registrar and recommendations of the American Council on Education (ACE) for comparable courses the college offers.

Course Syllabi

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

Academic Dishonesty

Academic dishonesty is regarded by the College as a breach of academic ethics and deserves consequences. Academic dishonesty includes acts such as cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other projects with an intent to defraud. 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	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.

Academic Information

Grade Descriptions

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

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

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

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 WebAdvisor, 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 semester by the student conferring with the instructor to determine that there has been no mistake and to present his or her case.
2. If the case is not resolved by the instructor, the instructor will suggest that the student complete a "Student Grade Appeal" form which should be signed and dated by the instructor and submitted by the student to the department chair/dean who will hear his or her appeal. The submitted "Student Grade Appeal" form should have the course syllabus and any relevant coursework attached. This should be completed within two weeks from the date of the grade appeal meeting with the instructor.
3. If the case cannot be resolved at the department level, the student should submit to the supervising dean a copy of the "Student Grade Appeal" with appropriate signatures and dates and request an appointment. This should be completed within two weeks from the date of the grade appeal meeting with the department chair/program director.
4. If the issue is unresolved, the student may submit within two weeks a copy of the "Student Grade Appeal" which includes the dean's signature to the Chief Academic Officer (CAO). The CAO may at his/her discretion create a committee of three individuals to hear the student's appeal. The committee should consist of a member of the Student Government Association, a faculty member from the same department as the appealed instructor if possible (but excluding the department chair and appealed instructor), and a third member of the CAO's choice.
5. The committee will make a recommendation to the CAO. The CAO will confer with the instructor for final determination. The student should be notified of the decision in writing within two weeks of the request. This decision is final.

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

Academic Recognition

Dean's List

To recognize students with outstanding scholastic records, the College publishes a Dean's List on its website and in area newspapers 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 his/her 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.

Academic Information

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 Skills 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 CravenCC Alert. 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 at http://www.cravencc.edu/about/policies.

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, etc.

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 e-mail, course schedules, syllabi etc.) relating to student responsibilities.

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

These policies 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 our website at www.cravencc.edu/about/policies.

Degrees and Programs

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 work force.

Certificate/Diploma Programs

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

Graduation Requirements

- Students must complete the minimum number of course credit hours prescribed for their program of study.
- Students must complete a minimum of 25 percent 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 to graduate.
- 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

*Online course offerings required for these programs may vary from semester to semester and are subject to availability of instructors and the number of students enrolling in a particular program/course. It should also be noted that it may not be possible to complete the entire degree, diploma, or certificate within the recommended time frame by taking online classes only. Please seek guidance from an advisor prior to beginning any of these programs.

***These programs are available in an online format.**

Degrees and Programs

***These programs are available in an online format.**

Degrees and Programs

***These programs are available in an online format.**

***These programs are available in an online format.**

Degrees and Programs

***These programs are available in an online format.**

■ 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	Intro 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	North Carolina Business Taxes	2
ACC 140	Payroll Accounting	2
CTS 130	Spreadsheet	3

Summer Semester – Year One		Credits
ENG 111	Writing and Inquiry	2
____ _	Humanities/Fine Arts Elective	3
PSY 150	General Psychology	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
____ _	Accounting & Finance Elective	2

Spring Semester – Year Two		Credits
ACC240	Govt & Not – for – Profit	3
ACC269	Audit & Assurance Services	3
BUS115	Business Law I	3
COM231	Public Speaking	3
ECO251	Principles of Microeconomics, or	3
ECO252	Principles of Macroeconomics	3

Total Credits 70

Accounting & Finance Major Elective courses 2 hours required

		Credits
ACC150	Accounting Software Apps	2
BUS115	Business Law II	3
BUS139	Entrepreneurship	3
BUS153	Human Resource Management	3
BUS225	Business Finance	3
MKT120	Principles of Marketing	3
MKT223	Customer Service	3
WBL111	Work-Based Learning	1
WBL112	Work-Based Learning	2
WBL113	Work-Based Learning	3
WBL121	Work-Based Learning	1
WBL122	Work-Based Learning	2
WBL131	Work-Based Learning	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology & Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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) 638-4550

Admissions Office
(252) 638-7200

■ ACCOUNTING & FINANCE (D25800)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA111	College Student Success	1
ACC120	Principles of Financial Accounting	4
BUS110	Intro to Business	3
CIS 110	Introduction to Computers	3
MAT143	Quantitative Literacy	3
Spring Semester – Year One		**Credits**
ACC121	Principles of Managerial Accounting	4
ACC131	Federal Income Taxes	3
ACC132	NC Business Taxes	2
ACC140	Payroll Accounting	2
Fall Semester – Year Two		**Credits**
ACC 150	Accounting Software Apps	2
ACC180	Practice in Bookkeeping	3
BUS115	Business Law I	3
BUS153	Human Resource Management	3
COM231	Public Speaking	3
	Total Credits	**39**

■ ACCOUNTING & FINANCE (C25800)

Certificate Awarded

Course		Credits
ACC 120	Principles of Financial Acct	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 CIS 111	Introduction to Computers, or Basic PC Literacy	3/2
	Total Credits	**15-16**

■ ACCOUNTING – Small Business Accounting (C25800A/HA)

Certificate Awarded

Course		Credits
ACC120	Principles of Financial Accounting	4
ACC131	Federal Income Taxes	3
ACC150	Accounting Software Apps	2
BUS115	Business Law I	3
BUS139	Entrepreneurship	3
CIS 110	Introduction to Computers	3
	Total Credits	**18**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

ASSOCIATE IN ARTS (A10100)

Degree Awarded: Associate in Arts

RECOMMENDED COURSE SEQUENCE

Fall Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Writing and Inquiry	3
_____	Math UGETC	3/4
_____	Humanities/Fine Arts UGETC	3
_____	Social/Behav Science UGETC	3

Spring Semester		Credits
ENG 112	Writing/Research in the Disciplines	3
HEA 110 PED ___	Personal Health/Wellness, or 2 credit hours of PED	3/2
_____	History Requirement	3
_____	Math Requirement	3/4
_____	Natural Sciences UGETC	4

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

Spring Semester		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**

Literature Requirement Options

		Credits
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3

History Requirement Options

		Credits
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3

Math Requirement Options

		Credits
MAT 143	Quantitative Literacy	3

Students may also choose from any of the Math UGETC options listed on page 156.

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

Select from Humanities/Fine Arts and Social/Behavioral Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 156. Other Transfer Electives are listed on pages 154-155. See an advisor to determine the best course for your program.

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

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

Program Description

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. For information on the options and sequencing required, check the current Associate in Arts Advising Sheets, available online at www.cravencc.edu.

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

Career Opportunities

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

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

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

Transfer Opportunities

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

These transfer institutions include:

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

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

Contact Information

Chair of English, Communication and Humanities (252) 514-2014

Chair of Math, Science and Social Science (252) 672-7513

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

Admissions Office (252) 638-7200

■ ASSOCIATE IN ENGINEERING (A10500)

Degree Awarded: Associate in Engineering

RECOMMENDED COURSE SEQUENCE

Fall Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Writing and Inquiry	3
MAT 271	Calculus I	4
_____	Social/Behav Science UGETC	3
Spring Semester		**Credits**
ENG 112	Writing/Research in the Disciplines	3
HEA 110 PED ___	Personal Health/Wellness, or 2 credit hours of PED	2-3
MAT 272	Calculus II	4
_____	Humanities/Fine Arts UGETC	3
_____	Natural Sciences UGETC	4
Fall Semester		**Credits**
_____	Literature Requirement	3
MAT 273	Calculus III	4
_____	History Requirement	3
_____	General Education Requirement	3
Spring Semester		**Credits**
_____	General Education Requirement	3
_____	Social/Behav Science UGETC	3
_____	Humanities/Fine Arts UGETC	3
_____	Natural Sciences UGETC	4
_____	Transfer Elective	3
_____	Transfer Elective	2-3
	Total Credits	**60**

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

Select from Humanities/Fine Arts and Social/Behavioral Sciences courses listed in the Universal General Education Transfer Component Courses (UGETC) on page 156. Other Transfer Electives are listed on pages 154-155. See an advisor to determine the best course for your program.

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

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

■ Program Description

The Associate in 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 which includes intermediate level algebra. At Craven Community College, this means that a student must have tested beyond Intermediate Algebra (DMA 080). 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:

- Integrate content across and between STEM disciplines.
- Demonstrate the ability to collect, interpret, formulate conclusions formally from data using both quantitative and qualitative methods.
- Write and speak with clarity, coherence and persuasiveness.
- Demonstrate how historical, philosophical, cultural, global and socioeconomic factors affect human interactions and behaviors.
- 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

Chair of Math, Science and Social Science
(252) 672-7513

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

Admissions Office
(252) 638-7200

■ ASSOCIATE IN FINE ARTS In Visual Arts (A10600)

Degree Awarded: Associate in Fine Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ART 111	Art Appreciation	3
ART 121	Two-Dimensional Design	3
ART 131	Drawing I	3
ENG 111	Writing and Inquiry	3
*_____	Social Sciences UGETC	3

Second Semester		Credits
ART 114	Art History Survey I	3
ART 122	Three-Dimensional Design	3
ENG 112	Writing/Research in the Disciplines	3
MAT 143	Quantitative Literacy	3
ART ___	AFA Art Course	3

Third Semester		Credits
ART 115	Art History Survey II	3
ART ___	AFA Art Course	3
ART ___	AFA Art Course	3
ENG ___	Literature UGETC	3
*_____	Natural Science UGETC	3

Fourth Semester		Credits
*_____	History UGETC	3
*_____	Communication/Humanities UGETC	3
_____	Transfer Elective	1-3
_____	Transfer Elective	1-3
_____	Transfer Elective	1-3
	Total Credits	**60**

Transfer Elective and UGETC Requirement Options

**The listing of Universal General Education Transfer Component (UGETC) courses can be found on page 159.*

Select from Communication/Humanities, History, Literature, Natural Sciences, Social/Behavioral Sciences UGETC courses listed on page 159. Other Transfer Electives are listed on pages 154-155. See an advisor to determine the best course for your program.

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

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

■ 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 using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

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

Transfer Opportunities

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

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

Contact Information

Program Coordinator of Visual Arts
(252) 638-7359

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

Admissions Office
(252) 638-7200

■ ASSOCIATE IN FINE ARTS In Music (A10700)

Degree Awarded: Associate in Fine Arts

RECOMMENDED COURSE SEQUENCE

First Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Writing and Inquiry	3
MUS 110	Music Appreciation	3
MUS 121	Music Theory I	4
MUS 151	Class Music I	1
MUS 181	Show Choir I	4

Second Semester		Credits
ENG 112	Writing/Research in the Disciplines	3
MAT 143	Quantitative Literacy	3
MUS 122	Music Theory II	4
MUS 152	Class Music II	1
MUS 182	Show Choir II	4

Third Semester		Credits
ENG ___	Literature UGETC	3
*_____	Natural Science UGETC	3
MUS 161	Applied Music I	2
*_____	Communication/Humanities UGETC	3
_____	Other Elective	1-4

Fourth Semester		Credits
*_____	History UGETC	3
_____	Social/Behavioral Sciences UGETC	3
MUS 162	Applied Music II	2
_____	Other Elective	1-4
_____	Other Elective	1-4
	Total Credits	**60**

Other Elective and UGETC Requirement Options

**The listing of Universal General Education Transfer Component (UGETC) courses can be found on page 160.*

Select from Communication/Humanities, History, Literature, Natural Sciences, Social/Behavioral Sciences (UGETC) on page 156. Other Transfer Electives are listed on pages 154-155. Other Transfer Electives are listed on page 154. See an advisor to determine the best course for your program.

AFA Music courses, such as MUS 151 and MUS 161, should be selected to meet the audition requirements for the student's specific area of music (voice or instrument).

■ 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 using both quantitative and qualitative methods.
- Write and speak with clarity, coherence, and persuasiveness.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

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

Transfer Opportunities

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

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

Contact Information

Program Coordinator of Music
(252) 638-7357

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

Admissions Office
(252) 638-7200

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

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

Fourth Semester		Credits
_____	Course No. ≥ 110 except ACA and WBL	1-4
_____	Course No. ≥ 110 except ACA and WBL	1-4
_____	Course No. ≥ 110 except ACA and WBL	1-4
_____	Course No. ≥ 110 except ACA and WBL	1-4
_____	Course No. ≥ 110 except ACA and WBL	1-4
_____	Course No. ≥ 110 except ACA and 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 156. See an advisor to determine the best course for your program.*

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

***Any Math or Natural Sciences course from the Universal General Education Transfer Component (UGETC) list for the AA or AS degree on page 156 or the Additional General Education Course list on page 157. 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), can not be used for this degree.

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

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 critiria are met, the transfer of courses from a North Carolina community college into a bachelor degree program at the UNC-System universities. However, college transfer courses taken within the Associate in General Education degree will be transferable on a course-by-course basis. A student completing this degree may combine a variety of college transferable general education courses with industrial or service technologies core courses to obtain an associate's degree that is applicable to 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 speak with clarity, coherence, and persuasiveness.
- Describe the role and value of the arts and humanities in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

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

Transfer Opportunities

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

Contact Information

Chair of English, Communication and Humanities
(252) 638-7328

Chair of Math, Science and Social Science
(252) 672-7513

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

Admissions Office
(252) 638-7200

■ ASSOCIATE IN SCIENCE (A10400)

Degree Awarded: Associate in Science

RECOMMENDED COURSE SEQUENCE

Fall Semester		Credits
ACA 122	College Transfer Success	1
ENG 111	Writing and Inquiry	3
_____	Math UGETC	4
_____	Social/Behav Science UGETC	3

Spring Semester		Credits
*ENG 112	Writing/Research in the Disciplines	3
*HEA 110 *PED ___	Personal Health/Wellness, or 2 credit hours of PED	2-3
_____	Humanities/Fine Arts UGETC	3
_____	Math UGETC	4
_____	Natural Sciences UGETC	4

Fall Semester		Credits
_____	Literature Requirement	3
_____	Math or Natural Sciences Requirement	4
_____	History Requirement	3
_____	General Education Requirement	3

Spring Semester		Credits
_____	General Education Requirement	3-4
_____	Social/Behav Science Requirement	3
_____	Transfer Elective	3
_____	Transfer Elective	3
_____	Transfer Elective	3
_____	Transfer Elective	2-3
	Total Credits	**60**

Transfer Elective, Humanities/Fine Arts, Social/Behavioral Sciences, Math, Gen Ed, Science and UGETC Requirement Options

Select from the Universal General Education Transfer Component Courses (UGETC) listed on page 158. Other Transfer Electives are listed on pages 154-155. See an advisor to determine the best course for your program.

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

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

Literature Requirement Options

		Credits
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3

History Requirement Options

		Credits
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3

■ 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 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 Science degree. For information on the options and sequencing required, check the current Associate in Science advising sheets, available online at www.cravencc.edu.

Diploma

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

Admission Criteria

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

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

Program Learning Outcomes

Graduates of this program will be able to:

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

Career Opportunities

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

Transfer Opportunities

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

These transfer institutions include:

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

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

Contact Information

Chair of Math, Science and Social Science
(252) 672-7513

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

Admissions Office (252) 638-7200

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 Transp Electrical	5

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

Summer Semester – Year One		Credits
ENG 112	Writing Research in the Disciplines	3
___ ___	Humanities /Fine Arts Elective	3
MAT 110	Math Measurement & Literacy	3

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

Spring Semester – Year Two		Credits
AUT 221	Auto Transmission/Transaxles	3
AUT 231	Manual Trans/Axels/Drivetrains	3
AUT 231A	Manual Trans/Axles/Drivetrains Lab	1
ATT 140	Emerging Transp Tech	3
___ ___	Automotive Major Electives	1
PSY 150	General Psychology	3

Total Credits 65

Major Elective courses – Choose a total of 3 hours

		Credits
AUT 141A	Sys & Steering System Lab	1
AUT 163A	Advanced Auto Electricity Lab	1
AUT 212	Auto Shop Management	3
AUT 221A	Auto Trans/Transaxles Lab	1
TRN 120A	Basic Transport Electricity Lab	1
TRN 170	PC Skills for Transportation	2
WBL 110	World of Work	1
WBL 111	Work Based Learning I	1
WBL 112	Work Based Learning I	2
WBL 113	Work Based Learning I	3
WBL 121	Work Based Learning II	1
WBL 122	Work Based Learning II	2
WBL 131	Work Based Learning III	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology & Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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

Program Description

The Automotive Systems Technology curriculum prepares students for employment as automotive service technicians. The program provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast-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.
- Efficiently demonstrate the use of automotive industry standards for engine repair and performance.
- Demonstrate an understanding of transportation technologies, including climate control, electrical and electronic systems, and emerging technologies.
- Efficiently diagnose and repair suspension/steering and brakes systems.

Career Opportunities

Upon completion of the program students may be hired by

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

Transfer Opportunities

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

Contact Information

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

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 (C60160B) 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	**15**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

AUTOMOTIVE SYSTEMS TECHNOLOGY – Undercar (C60160C) and (C60160HC)*

Certificate Awarded

Course		Credits
AUT 141	Suspension & Steering	3
AUT 141A	Suspensions & 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	**14**

*An approved High School *Career and College Promise* Career-Technical Education Pathway


Jordan

AVIATION SYSTEMS TECHNOLOGY (A60200)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
AVI 110	Aviation Maintenance - General	15
CIS 111	Basic PC Literacy	2*
Spring Semester – Year One		**Credits**
AVI 120	Airframe Maintenance I	12
ENG 111	Writing and Inquiry	3
Fall Semester – Year Two		**Credits**
AVI 130	Airframe Maintenance II (A-term)	9
AVI 230	Airframe Maintenance III (B-term)	7
ENG 112	Writing/Research in the Disciplines	3
_____	Social/Behavioral Sciences Elective (Choose one from Economics or Social/Behavioral Science List 1)	3
Spring Semester – Year Two		**Credits**
AVI 250	Powerplant Maintenance II	15
MAT 110	Math Measurements and Literacy	3
Fall Semester – Year Three		**Credits**
AVI 240	Powerplant Maintenance I (A-term)	6
AVI 260	Powerplant Maintenance III (B-term)	9
HUM 110	Technology and Society	3
	Total Credits	**91**

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

Select a Social/Behavioral Sciences Elective List 1 from the General Education Elective on page 153. See an advisor to determine the best course for your program.

AVIATION SYSTEMS TECHNOLOGY - Airframe (D60200A)

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
AVI 110	Aviation Maintenance General	15
Spring Semester – Year One		**Credits**
AVI 120	Airframe Maintenance I	12
Fall Semester – Year Two		**Credits**
AVI 130	Airframe Maintenance II	9
AVI 230	Airframe Maintenance III	7
	Total Credits	**44**

AVIATION SYSTEMS TECHNOLOGY - Powerplant (D60200B)

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
AVI 110	Aviation Maintenance General	15
Spring Semester – Year One		**Credits**
AVI 250	Powerplant Maintenance II	15
Fall Semester – Year Two		**Credits**
AVI 240	Powerplant Maintenance I	6
AVI 260	Powerplant Maintenance III	9
	Total Credits	**46**

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 componets, 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 enter the work force as mechanics with:

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

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

Transfer Opportunities

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

Contact Information

Director of Aviation Programs
(252) 444-1377

Admissions Office
(252) 638-7200
or
(252) 444-6012

BASIC LAW ENFORCEMENT – TRAINING (C55120)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

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

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 100 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) 638-7200

BIOTECHNOLOGY (A20100)
In Association with Pitt Community College

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

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One (Craven CC)		Credits
ACA 111	**College Student Success**	1
BIO 111	**General Biology I**	4
CHM 131 **131A** **CHM 151**	**Introduction to Chemistry and** **Intro to Chemistry Lab, or** **General Chemistry I**	4
ENG 111	**Writing and Inquiry**	3
MAT 110 **MAT 171**	**Mathematical Measure, or** **Precalculus Algebra**	**3** **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 **WEB 110**	**Introduction to Computers, or** **Internet/Web Fundamentals**	3

Summer Semester – Year One (Craven CC)		Credits
ENG 114	**Professional Research and Reporting**	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 BTC 286 **PHY 110** **PHY 110A**	Industrial Biology, or Immunological Techniques, or **Conceptual Physics, and** **Conceptual Physics Lab**	
PHY 125 **PHY 151***	Health Sciences Physics, or **College Physics I** (choose two)	8
BTC 288 or **WBL 112***	Biotech Lab Experience, or **Work-Based Learning I**	2
	Total Credits	**67/68**

Cooperative Agreement

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

Program Description

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

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

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

Select a Social/Behavioral Sciences Elective List 2 from the General Education Electives listed on page 153. See an advisor to determine the best course for your program.

Courses that appear in **BOLD** *are taught at Craven Community College.*

Admission Criteria

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

Career Opportunities

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

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

Contact Information

Chair of Math, Science and Social Science
(252) 672-7513

Admissions Office
(252) 638-7200

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	Introduction to Computers	3
ENG 111	Writing and Inquiry	3

Spring Semester – Year One		Credits
ACC 121	Principles of Managerial Acct	4
BUS 137	Principles of Management	3
BUS 240	Business Ethics	3
_____	Business Admin. Major Elective	1
MAT 143	Quantitative Literacy	3

Summer Semester – Year One		Credits
ENG 112	Writing Research in the Disciplines	3
_____	Humanities/Fine Arts Elective	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
BUS 115	Business Law I	3
_____	Business Admin. Major Elective	3
_____	Economics Elective	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 Management	3
BUS 239	Business Applications Seminar	2
CTS 130	Spreadsheet	3
_____	Business Admin. Major Elective	1
_____	Finance Elective	3
	Total Credits	**67**

Business Administration Major Elective courses – 4 hours required

		Credits
ACC 131	Federal Income Taxes	3
ACC 132	North Carolina Business Taxes	2
BAF 110	Principles of Banking	3
BAF 111	Teller Training	2
BAS 120	Intro to Analytics	3
BUS 116	Business Law II	3
BUS 125	Personal Finance	3
BUS 217	Employment Law and Regs	3
BUS 225	Business Finance	3
BUS 234	Training and Development	3
DBA 110	Database Concepts	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
ISC 132	Manufacturing Quality Control	3
ISC 221	Statistical Quality Control	3
ISC 272	Quality Manufacturing Concepts	3
MKT 232	Social Media Marketing	4
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 112	Work-Based Learning I (20 hr work)	2
WBL 113	Work-Based Learning I (30 hr work)	3
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 122	Work-Based Learning II (20 hr work)	2
WBL 131	Work-Based Learning III (10 hr work)	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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 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

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

Contact Information

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

BUSINESS ADMINISTRATION (D25120A)

Diploma Awarded

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ACC 120	Principles of Financial Acct	4
BUS 110	Intro to Business	3
CIS 110	Introduction to Computers	3
ENG 111	Writing and Inquiry	3
Spring Semester – Year One		**Credits**
BUS 137	Principles of Management	3
BUS 153	Human Resource Management	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
_____	Business Admin. Major Elective	3
_____	Economics Elective	3
	Total Credits	**41**

BUSINESS ADMINISTRATION – Banking (C25120D)

Certificate Awarded

Course		Credits
BAF 110	Principles of Banking	3
BAF 111	Teller Training	3
BUS 110	Intro to Business	3
BUS 125	Personal Finance	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
	Total Credits	**18**

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	Introduction to Computers	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
	Total Credits	**18**

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BUSINESS ADMINISTRATION – Transfer Prep (C25120H) and (C25120HH)*

Certificate Awarded

Course		Credits
ACC 120	Principles of Financial Acct	4
ACC 121	Principles of Managerial Acct	4
BUS 115	Business Law I	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
	Total Credits	**17**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

BUSINESS ADMINISTRATION: Emphasis in Operations Management (A25120B)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

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

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

Summer Semester – Year One		Credits
ECO 251	Principles of Microeconomics	3
* ____	Humanities/Fine Arts Elective	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
BUS 115	Business Law I	3
BUS 153	Human Resource Management	3
_____	Business Administration Ops Mgt Major Elective	3
ISC 131 ISC 132	Quality Management, or Mfg Quality Control	3
ISC 210	Ops and Production Planning	3
MKT 120	Principles of Marketing	3

Spring Semester – Year Two		Credits
BUS 225	Business Finance	3
COM 231	Public Speaking	3
MAT 143	Quantitative Literacy	3
OMT 260	Issues in Operations Mgt	3
	Total Credits	**69**

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

		Credits
ACC 225	Cost Accounting	3
BAS 120	Intro to Analytics	3
BUS 116	Business Law II	3
BUS 139	Entrepreneurship I	3
BUS 217	Employment Law and Regs	3
BUS 234	Training and Development	3
BUS 240	Business Ethics	3
CTS 130	Spreadsheet	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
ISC 221	Statistical Quality Control	3
ISC 272	Quality Manufacturing Concepts	3
MKT 223	Customer Service	3
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 112	Work-Based Learning I (20 hr work)	2
WBL 113	Work-Based Learning I (30 hr work)	3
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 122	Work-Based Learning II (20 hr work)	2
WBL 131	Work-Based Learning III (10 hr work)	1

*See page 74 Humanities/Fine Arts Elective course list.

BUSINESS ADMINISTRATION: Lean Six Sigma Black Belt Preparation (C25120AA)

Certificate Awarded

Course		Credits
BAS 120	Intro to Analytics	3
ISC 132	Manufacturing Quality Control	3
ISC 221	Statistical Quality Control	3
ISC 272	Quality Manufacturing Concepts	3
	Total Credits	**12**

Program Description

Operations Management is an emphasis under the Business Administration degree program. This emphasis is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries. Craven's operations management emphasis involves 69 SHC of study and emphasizes analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Key program concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical and information resources.

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

Admission Criteria

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

Program Learning Outcomes

In addition to business administration outcomes graduates of this emphasis will be able to:

- create a plan of quality and productivity process for a simulated process

Career Opportunities

Graduates should qualify for leadership positions or enhance their professional skills in:

- supervision
- team leadership
- operations planning
- quality assurance
- manufacturing and service management
- logistics/distribution
- health and safety
- human resources management
- inventory/materials management.

Transfer Opportunities

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

Contact Information

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

COMPUTER-AIDED DRAFTING TECHNOLOGY (A50150)

Degree Awarded: Associate in Applied Science

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Print Reading	2
DFT 170	Engineering Graphics	3
DFT 151	CAD I	3
ISC 112	Industrial Safety	2
MEC 188	Processing Composites I	3

Spring Semester – Year One		Credits
CIS 111	Basic PC Literacy	2
DFT 152	CAD II	3
DFT 154	Intro Solid Modeling	3
SST 110	Intro to Sustainability	3
_____	Computer-Aided Drafting Major Elec.	2

Summer Semester – Year One		Credits
DFT 254	Intermediate Solid Model/Render	3
ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I	3
PSY 150	General Psychology	3
____	Humanities/Fine Arts Elective	3

Fall Semester – Year Two		Credits
DFT 153	CAD III	3
DFT 253	CAD Data Management	3
ISC 132	Manufacturing Quality Control	3
MEC 212	Composite Material Testing	3

Spring Semester – Year Two		Credits
DFT 251	Customizing CAD Software	3
DFT 259	CAD Project	3
ENG 114	Professional Research and Reporting	3
MAC 114	Introduction to Metrology	2
MEC 215	Design of Composite Structures	3

Total Credits 68

Computer-Aided Drafting Technology Major Elective Courses – Select 2 hours

		Credits
DFT 189	Emerging Tech in CAD	2
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2
WBL 121	Work-Based Learning II	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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 architectural drafting, computer-assisted drafting and design (CADD), creating and managing two and three-dimensional models, linking CAD documents to other software applications, and operating systems.

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 architectural drafting, computer-assisted drafting and design (CADD), creating and managing two and three-dimensional models.
- Identify CAD documents and link them to other software applications and operating systems.
- Read/interpret mechanical drawings and apply communicated information to fabricators.
- Employ knowledge, skills, and attitudes that meets established industry benchmarks.

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

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

COMPUTER-INTEGRATED MACHINING TECHNOLOGY (A50210)

Degree Awarded: Associate in Applied Science

First 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
MAC 131	Blueprint Reading/Mach I	2
WLD 112	Basic Welding Processes	2

Second Semester – Year One		Credits
MAC 112	Machining Technology II	6
MAC 126	CNC Metal Fabrication	2
MAC 132	Blueprint Reading/Mach II	2
MAC 153	Compound Angles	2
MAC 248	Production Procedures	2

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

First Semester – Year Two		Credits
ENG 114	Professional Research and Reporting	3
MAC 226	CNC EDM Machining	2
MAC 231	CAM: CNC Turning	3
MAC 232	CAM: CNC Milling	3
MAC 233	Applications in CNC Machining	6

Second Semester – Year Two		Credits
HUM 110	Technology and Society	3
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MAC 229	CNC Programming	2
_____	Computer-Integrated Machining Major Elective	3
_____	Humanities/Fine Arts Elective	3
	Total Credits	**69**

Computer-Integrated Machining Major Elective courses – 3 hours required

DFT 152	CAD II	3
MAC 114	Introduction to Metrology	2
MAC 160	Coordinate Measuring Machining	3
MAC 228	Advanced CNC Processes	3
MAC 234	Adv Multi-Axis Machining	3
MAC 241	Jigs and Fixtures I	4
MAC 243	Die Making I	4
MAC 245	Mold Construction I	4
MEC 142	Physical Metallurgy	2
WBL 110	World of Work	1
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 112	Work-Based Learning I (20 hr work)	2
WBL 113	Work-Based Learning I (30 hr work)	3
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 122	Work-Based Learning II (20 hr work)	2
WBL 131	Work-Based Learning III (10 hr work)	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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.

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

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – Basic Machinist (C50210A) and (C50210HA)*

Certificate Awarded

Course		Credits
MAC 131	Blueprint Reading/Mach I	2
MAC 111	Machine Technology I	6
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
	Total Credits	**14**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – Intermediate Machinist (C50210B)

Certificate Awarded

Course		Credits
MAC 112	Machine Technology II	6
MAC 126	CNC Metal Fabrication	2
MAC 131	Blueprint Reading/Mach I	2
MAC 132	Blueprint Reading/Mach II	2
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
	Total Credits	**16**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – 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
MAC 131	Blueprint Reading/Mach I	2
MAC 132	Blueprint Reading/Mach II	2
MAC 226	CNC EDM Machining	2
MAC 248	Production Procedures	2
	Total Credits	**16**

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COMPUTER-INTEGRATED MACHINING TECHNOLOGY – 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**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – 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	Application in CNC Machining	6
MAC 234	Advanced Multi-Axis Machining	3
	Total Credits	**18**

COMPUTER-INTEGRATED MACHINING TECHNOLOGY – Metrology (C50210H)

Certificate Awarded

Course		Credits
DFT 152	CAD II	3
MAC 114	Introduction to Metrology	2
MAC 131	Blueprint Reading/Mach I	2
MAC 132	Blueprint Reading/Mach II	2
MAC 160	Coordinate Measuring Machine	3
	Total Credits	**12**

COSMETOLOGY (D55140)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

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

*Repeat course if a student needs additional clock hours for state exam

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 DRE 096 and DMA 010 or DMA 020 or DMA 030 in order to begin cosmetology courses.

COSMETOLOGY (C55140)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		**Credits**
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
Spring Semester – Year One		**Credits**
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
Summer Semester – Year One		**Credits**
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
Fall Semester – Year Two		**Credits**
**COS 117*	*Cosmetology Concepts IV (optional)*	*2*
**COS 118*	*Salon IV (optional)*	*7*
	Total Credits	**32**

*Optional courses if a student needs additional clock hours for state exam

Program Learning Outcomes

Graduates of this program will be able to:

- Demonstrate the ability to design and restructure hair and perform skin and nail care within a safe, sanitized, and multicultural environment.
- Demonstrate the ability to perform esthetic services in 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

Executive Director of Career Programs
(252) 638-4550

Admissions Office

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**

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 DRE 096 and DMA 010, DMA 020 or DMA 030.
- Submit the Esthetic Program Application and two CCC Esthetics Program Personal Reference forms completed by non-family members prior to last working day in July.
- 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 design and restructure hair and perform skin and nail care within a safe, sanitized, and multicultural environment.
- Demonstrate the ability to perform esthetic services in 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 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

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

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 231	Constitutional Law	3
ENG 111	Writing and Inquiry	3
_____	CJC Major Elective	3

Spring Semester – Year One		Credits
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 212	Ethics and Community Relations	3
_____	CJC Major Elective	4
_____	Humanities/Fine Arts Elective	3

Summer Semester – Year One		Credits
CIS 110 CIS 111	Intro to Computers, or Basic PC Literacy	2/3
ENG 112 ENG 114	Writing/Research in the Disciplines, or Professional Research and Reporting	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
CJC 131	Criminal Law	3
MAT 143 MAT 171	Quantitative Literacy, or Precalculus Algebra	3
_____	CJC Major Elective	6

Spring Semester – Year Two		Credits
CJC 221	Investigative Principles	4
_____	CJC Major Elective	8
	Total Credits	**64**

Select 9 hours in Criminal Justice Technology AAS Major Elective courses listed on page 92. See an advisor to determine the best course for your program.

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Criminal Justice Technology AAS Major Elective courses – 21 hours required

		Credits
CJC 114	Investigative Photography	2
CJC 120	Interview and Interrogation	2
CJC 122	Community Policing	3
CJC 132	Court Procedure and Evidence	3
CJC 141	Corrections	3
CJC 151	Intro to Loss Prevention	3
CJC 160	Terrorism: Underlying Issues	3
CJC 161	Intro to Homeland Security	3
CJC 162	Intel Analysis and Sec Mgmt	3
CJC 170	Critical Incident Mgmt Pub Safety	3
CJC 211	Counseling	3
CJC 213	Substance Abuse	3
CJC 214	Victimology	3
CJC 215	Organization and Administration	3
CJC 222	Criminalistics	3
CJC 223	Organized Crime	3
CJC 232	Civil Liability	3
CJC 233	Correctional Law	3
CJC 241	Community-Based Corrections	3
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 131	Work-Based Learning III (10 hr work)	1

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

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) 638-7200

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 Diploma Major Elective	6
Spring Semester – Year One		**Credits**
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 212	Ethics and Comm Relations	3
CJC 221	Investigative Principles	3
_____	CJC Diploma Major Elective	3
Fall Semester – Year Two		**Credits**
ENG 111	Writing and Inquiry	3
_____	CJC Diploma Major Elective	8
_____	Humanities/Fine Arts	3
	Total Credits	**46**

Criminal Justice Technology Diploma Major Elective courses – 14 hours required

		Credits
CIS 110 CIS 111	Introduction to Computers, or Basic PC Literacy	3/2
CJC 114	Investigative Photography	2
CJC 120	Interview and Interrogation	2
CJC 122	Community Policing	3
CJC 132	Court Procedure and Evidence	3
CJC 141	Corrections	3
CJC 151	Intro to Loss Prevention	3
CJC 160	Terrorism: Underlying Issues	3
CJC 161	Intro to Homeland Security	3
CJC 162	Intel Analysis and Sec Mgmt	3
CJC 170	Critical Incident Mgmt Pub Safety	3
CJC 211	Counseling	3
CJC 213	Substance Abuse	3
CJC 214	Victimology	3
CJC 215	Organization and Administration	3
CJC 222	Criminalistics	3
CJC 223	Organized Crime	3
CJC 232	Civil Liability	3
CJC 233	Correctional Law	3
CJC 241	Community-Based Corrections	3
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 131	Work-Based Learning III (10 hr work)	1

CRIMINAL JUSTICE TECHNOLOGY (C55180)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 131	Criminal Law	3
CJC 132	Court Procedure and Evidence	3
CJC 212	Ethics and Community Relations	3
	Total Credits	**15**

CRIMINAL JUSTICE TECHNOLOGY: CORRECTIONAL (C55180A)

Certificate Awarded

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 141	Introduction to Correction	3
CJC 212	Ethics and Community Relations	3
CJC 233	Correctional Law	3
CJC 241	Community-Based Corrections	3
	Total Credits	**15**

HOMELAND SECURITY/TERRORISM (C55180B)

Certificate Awarded

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 131	Criminal Law	3
CJC 160	Terrorism: Underlying Issues	3
CJC 161	Introduction to Homeland Security	3
CJC 212	Ethics and Community Relations	3
	Total Credits	**15**

LAW ENFORCEMENT MANAGEMENT (C55180C)

Certificate Awarded

Course		Credits
CJC 111	Introduction to Criminal Justice	3
CJC 162	Intel Analysis and Security Mgmt	3
CJC 170	Critical Inc Mgmt for Pub Safety	3
CJC 212	Ethics and Community Relations	3
CJC 215	Organization and Administration	3
	Total Credits	**15**

TRANSFER/BLET Prep (C55180E) 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	Introduction to Correction	3
CJC 212	Ethics and Community Relations	3
	Total Credits	**18**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

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 111	Basic PC Literacy	2
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family and Community	3
EDU 153	Health, Safety and 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 and Twos	3

Summer Semester – Year One		Credits
_____	Humanities/Fine Arts Elective	3
ENG 111	Writing and Inquiry	3
PSY 150 SOC 210	General Psychology, or Introduction to Sociology	3

Fall Semester – Year Two		Credits
EDU 151	Creative Activities	3
EDU 184	Early Childhood Intro Prac	2
EDU 221	Children with Exceptionalities	3
EDU 259	Curriculum Planning	3
EDU 280	Language and Literacy Exp	3
ENG 112 ENG 114	Writing/Research in the Disciplines, or Professional Research and Reporting	3

Spring Semester – Year Two		Credits
EDU 271	Educational Technology	3
EDU 284	Early Childhood Capstone Prac	4
EDU 288	Adv Issues in Early Childhood	2
_____	Math/Science Elective	4/3/4
_____	Major Elective	4
	Total Credits	**67**

Early Childhood Education AAS Major Elective courses – 4 hours required

		Credits
BUS 110	Introduction to Business	3
EDU 125	Sign Language for Educators	3
EDU 157	Active Play	3
EDU 216	Foundations of Education	4
EDU 234A	Infants, Toddlers, and Twos Lab	1
EDU 235	School-Age Dev and Program	3
EDU 261	Early Childhood Admin I	3
EDU 262	Early Childhood Admin II	3
SPA 111	Elementary Spanish I	3
SPA 181	Spanish Lab 1	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Math/Science Elective

		Credits
BIO 140 BIO 140A	Environmental Biology, and Environmental Biology Lab or,	
MAT 110	Math Measurement and Literacy	
MAT 143	Quantitative Literacy	
MAT 171	Precalculus Algebra	

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 DRE 096 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

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

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 Ed	4
EDU 131	Children, Family & 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 and Twos	3
MAT 143	Statistical Methods I	3

Summer Semester – Year One		Credits
___ ___	Humanities/ Fine Arts Elective	3
ENG 112	Writing/Research in the Disciplines	3
OR		
ENG 114	Professional Research & Reporting	3
PSY 150	General Psychology	3
OR		
SOC 210	Introduction to Sociology	3

Fall Semester – Year Two		Credits
EDU 151	Creative Activities	3
ECO 251	Microeconomics	3
OR		
ECO 252	Macroeconomics	3
EDU 221	Children with Exceptionalities	3
EDU 261	Early Childhood Admin I	3
EDU 280	Language & Literacy Exp	3

Spring Semester – Year Two		Credits
EDU 284	Early Childhood Capstone Prac	4
EDU 262	Early Childhood Admin II	3
___ ___	Natural Science Elective	4
BIO 110	Principles of Biology	4
OR		
BIO 111	General Biology	4
	Total Credits	**70**

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 Developmet 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

Dr. Terri Colon,
Lead Early Childhood Education Instructor
colont@cravencc.edu
(252) 638-7239

Admissions Office
(252) 638-7200

EARLY CHILDHOOD EDUCATION (A55220C) 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 Ed	4
EDU 131	Children, Family & 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 and Twos	3
MAT 143	Statistical Methods I	3

Summer Semester – Year One		Credits
___ ___	Humanities/ Fine Arts Elective	3
ENG 112	Writing/Research in the Disciplines	3
OR		
ENG 114	Professional Research & Reporting	3
PSY 150	General Psychology	3
OR		
SOC 210	Introduction to Sociology	3

Fall Semester – Year Two		Credits
EDU 151	Creative Activities	3
ECO 251	Microeconomics	3
OR		
ECO 252	Macroeconomics	3
EDU 221	Children with Exceptionalities	3
EDU 216	Foundation in Education	3
EDU 280	Language & Literacy Exp	3

Spring Semester – Year Two		Credits
EDU 284	Early Childhood Capstone Prac	4
EDU 250	Praxis I Preparation	3
___ ___	Natural Science Elective	4
BIO 110	Principles of Biology	4
OR		
BIO 111	General Biology	4
	Total Credits	**70**

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

Dr. Terri Colon,
Lead Early Childhood Education Instructor
colont@cravencc.edu
(252) 638-7239

Admissions Office
(252) 638-7200

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 Ed	4
EDU 131	Children, Family and Community	3
EDU 153	Health, Safety and Nutrition	3
PSY 150 SOC 210	General Psychology, or Introduction to Sociology	3

Spring Semester – Year One		Credits
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 234	Infants, Toddlers and Twos	3
ENG 111	Writing and Inquiry	3

Fall Semester – Year Two		Credits
EDU 151	Creative Activities	3
EDU 184	Early Childhood Intro Prac	2
EDU 221	Children with Exceptionalities	3
ENG 112 ENG 114	Writing/Research in the Disciplines or Professional Research and Reporting	3
EDU 280	Language and Literacy Exp	3
	Total Credits	**43**

EARLY CHILDHOOD PRE BIRTH TO KINDERGARTEN (D55220A)

Diploma Awarded

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family and Community	3
EDU 153	Health, Safety and Nutrition	3
PSY 150 SOC 210	General Psychology, or Introduction to Sociology	3

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

Fall Semester – Year Two		Credits
EDU 151	Creative Activities	3
EDU 221	Children with Exceptionalities	3
EDU 280	Language and Literacy Exp	3
____	Elective	3
	Total Credits	**42**

Early Childhood Education Diploma Elective courses –3 hours required

		Credits
BUS 110	Introduction to Business	3
EDU 125	Sign Language for Educators	3
EDU 157	Active Play	3
EDU 216	Foundations of Education	4
EDU 235	School-Age Dev and Program	3
EDU 261	Early Childhood Admin I	3
EDU 262	Early Childhood Admin II	3
SPA 111	Elementary Spanish I	3
SPA 181	Spanish Lab 1	1

EARLY CHILDHOOD EDUCATION (C55220)

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family and Community	3
EDU 146	Child Guidance	3
EDU 153	Health Safety and Nutrition	3
EDU 184	Early Childhood Intro Prac	2
	Total Credits	**15**

INFANT/TODDLER CARE (C55290)

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Ed	4
EDU 131	Children, Family and Community	3
EDU 144	Child Development I	3
EDU 153	Health Safety and Nutrition	3
EDU 234	Infants, Toddlers and Twos	3
	Total Credits	**16**

Early Childhood Education – Child Development (C55220A) and (C55220HA)*

Certificate Awarded

Course		Credits
EDU 119	Intro to Early Childhood Ed	4
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
PSY 150	General Psychology	3
	Total Credits	**16**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

Early Childhood Education – Preschool (C55220D)

Certificate Awarded

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

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 235	School-Age Dev and Program	3
EDU 145	Child Development II	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. Forms are online at ncchildcare.nc.gov/providers/pv_provide forms.asp 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.

EARLY CHILDHOOD EDUCATION (A55220B)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ENG111	Writing & Inquiry	3
COM 231	Public Speaking	3
EDU119	Intro to Early Childhood Ed	4
EDU131	Children, Family & Community	3
EDU153	Health, Safety & Nutrition	3
Spring Semester – Year One		**Credits**
EDU144	Child Development I	3
EDU145	Child Development II	3
EDU146	Child Guidance	3
EDU234	Infants, Toddlers and Twos	3
MAT143	Statistical Methods I	3
Summer Semester – Year One		**Credits**
___ ___	Humanities/ Fine Arts Elective	3
ENG 112	Writing/Research in the Disciplines	3
OR		
ENG 114	Professional Research & Reporting	3
PSY 150	General Psychology	3
OR		
SOC 210	Introduction to Sociology	3
Fall Semester – Year Two		**Credits**
EDU151	Creative Activities	3
ECO251	Microeconomics	3
OR		
ECO252	Macroeconomics	3
EDU221	Children with Exceptionalities	3
EDU216	Foundation in Education	3
EDU280	Language & Literacy Exp	3
Spring Semester – Year Two		**Credits**
EDU284	Early Childhood Capstone Prac	4
EDU250	Praxis I Preparation	3
___ ___	Natural Science Elective	4
BIO 110	Principles of Biology	4
OR		
BIO 111	General Biology	4
	Total Credits	**70**

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.

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

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

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

Contact Information

Dr. Terri Colon,
Lead Early Childhood Education Instructor
(252) 638-7239
colont@cravencc.edu

Admissions Office
(252) 638-7200

EARLY CHILDHOOD EDUCATION (A55220C)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ENG111	Writing & Inquiry	3
COM 231	Public Speaking	3
EDU119	Intro to Early Childhood Ed	4
EDU131	Children, Family & Community	3
EDU153	Health, Safety & Nutrition	3

Spring Semester – Year One		Credits
EDU144	Child Development I	3
EDU145	Child Development II	3
EDU146	Child Guidance	3
EDU234	Infants, Toddlers and Twos	3
MAT143	Statistical Methods I	3

Summer Semester – Year One		Credits
___ ___	Humanities/ Fine Arts Elective	3
ENG112	Writing/Research in the Disciplines	3
OR		
ENG114	Professional Research & Reporting	3
PSY 150	General Psychology	3
OR		
SOC210	Introduction to Sociology	3

Fall Semester – Year Two		Credits
EDU151	Creative Activities	3
ECO251	Microeconomics	3
OR		
ECO252	Macroeconomics	3
EDU221	Children with Exceptionalities	3
EDU261	Early Childhood Admin I	3
EDU280	Language & Literacy Exp	3

Spring Semester – Year Two		Credits
EDU284	Early Childhood Capstone Prac	4
EDU262	Early Childhood Admin II	3
___ ___	Natural Science Elective	4
BIO 110	Principles of Biology	4
OR		
BIO 111	General Biology	4

	Total Credits	70

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.

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

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

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

Contact Information

Dr. Terri Colon,
Lead Early Childhood Education Instructor
(252) 638-7239
colont@cravencc.edu

Admissions Office
(252) 638-7200

ELECTRICAL ENGINEERING TECHNOLOGY (D40180)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ELC 131	Circuit Analysis I	4
ENG 111	Writing and Inquiry	3
ISC 112	Industrial Safety	2
MAT 121	Algebra/Trigonometry I	3
Spring Semester – Year One		**Credits**
ELC 113	Residential Wiring	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
ELC 135	Electrical Machines	3
Fall Semester – Year Two		**Credits**
ELC 117	Motors and Controls	4
ELC 118	National Electric Code	2
ELC 119	NEC Calculations	2
ELN 260	Programmable Logic Controllers	4
	Total Credits	**40**

Program Description

The Electrical Engineering Technology diploma is designed to provide training for entry-level technicians desiring a career in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. According to the Occupational Outlook Handbook, electrical engineering technology involves the generation and supply of power. This program includes various hands-on laboratory classes that focus on current issues in the application of electrical engineering principles. Electrical Engineering Technology prepares students for practical design and production work.

Beginning with electrical fundamentals, coursework in the 40 SHC program progressively introduces electronics, electrical machines and controls, and electrical power systems. In the curriculum, students learn the basics of DC and AC electrical circuits. Other coursework includes the study of various fields associated with the electrical/electronics industry. Students learn basic algebra and trigonometry concepts, as well as receive a thorough grounding in industrial safety.

Admission Criteria

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

- Demonstrate proficiency to safely and effectively utilize common tools and test equipment found in the electronics/electrical field.
- Demonstrate proficiency to safely and effectively perform preventive maintenance, troubleshoot and repair a variety of electronic circuits and machines.
- Demonstrate proficiency to read, interpret, and employ electronic schematics in the installation, maintenance, troubleshooting, and repair of electronic circuits and systems.
- Demonstrate proficiency, knowledge and understanding of the National Electrical Code (NEC) to determine proper methods, materials and protection for branch circuits, feeders, service equipment and general utilization equipment.

Career Opportunities

Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in:

- electrical generation/distribution
- industrial maintenance
- electronics repair
- other fields requiring a broad-based knowledge of electrical and electronics concepts.

Contact Information

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

ELECTRICAL ENGINEERING TECHNOLOGY – Electrical Maintenance with Specialization in Residential Application (C40180A)

Certificate Awarded

Course		Credits
ELC 113	Residential Wiring	4
ELC 118	National Electrical Code	2
ELC 119	NEC Calculations	2
ELC 131	Circuit Analysis I	4
ISC 112	Industrial Safety	2
	Total Credits	**14**

ELECTRICAL ENGINEERING TECHNOLOGY – Electrical Maintenance with Specialization in Commercial Applications (C40180C)

(Advanced) Certificate Awarded

Course		Credits
ELC 117	Motors and Controls	4
ELN 133	Digital Electronics	4
ELC 135	Electrical Machines	3
ELN 260	Programmable Logic Controllers	4
	Total Credits	**15**

ELECTRONICS ENGINEERING TECHNOLOGY (A40200)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

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

Spring Semester – Year One		Credits
ELC 113	Residential Wiring	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
MAT 122	Algebra/Trigonometry II	3

Summer Semester – Year One		Credits
ENG 112	Writing Research in the Disciplines	3
PSY 150	General Psychology	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	Programmable Logic Controllers	4

Spring Semester - Year Two		Credits
CIS 111	Basic PC Literacy	2
ELC 135	Electrical Machines	3
ELN 132	Analog Electronics II	4
ELN 234	Communication Systems	4
_____	Electronic Engineering Tech Major Electives	3
	Total Credits	**68**

Electronics Engineering Technology Major Elective courses – 3 hours required

		Credits
AHR 110	Intro to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 115	Refrigeration Systems	2
DFT 151	CAD I	3
DFT 152	CAD II	3
ELN 258	FCC Comm License Prep	3
HYD 110	Hydraulic/Pneumatics I	3
WBL 110	World of Work	1
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 112	Work-Based Learning I (20 hr work)	2
WBL 113	Work-Based Learning I (30 hr work)	3
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 122	Work-Based Learning II (20 hr work)	2
WBL 131	Work-Based Learning III (10 hr work)	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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 68 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

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

ELECTRONICS ENGINEERING TECHNOLOGY - Home Appliance Repair (D40200)

Degree Awarded: Diploma

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ELC 131	Circuit Analysis I	4
ISC 112	Industrial Safety	2
MAT 121	Algebra/Trigonometry I	3
Spring Semester – Year One		**Credits**
AHR 110	Intro to Refrigeration	5
AHR 111	HVACR Electricity	3
ELC 117	Motors and Controls	4
ENG 111	Writing and Inquiry	3
Summer Semester – Year One		**Credits**
AHR 115	Refrigeration Systems	2
ELC 113	Residential Wiring	4
ELN 131	Analog Electronics I	4
ELN 133	Digital Electronics	4
	Total Credits	**39**

ELECTRONICS ENGINEERING TECHNOLOGY – Intro to Electronics (C40200A) and (C40200HA)*

Certificate Awarded

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

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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	Communication 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	Programmable Logic Controllers	4
ISC 112	Industrial Safety	2
	Total Credits	**13**

ENTREPRENEURSHIP (A25490)

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	Intro to Business	3
CIS 111	Basic PC Literacy	2
PSY 150	General Psychology, or	
SOC 210	Introduction to Sociology	3

Spring Semester – Year One		Credits
BUS 139	Entrepreneurship	3
BUS 115	Business Law I	3
ETR 220	Innovation and Creativity	3
ETR 230	Entrepreneur Marketing	3
_____	Entrepreneur Major Elective	5

Summer Term		Credits
BUS 153	Human Resource Management, or	
HRM 245	Human Resource Mgmt. - Hosp.	3
ENG 111	Writing and Inquiry	3
_____	Humanities/Fine Arts Elective	3
MAT 143	Quantitative Literacy	3

Fall Semester – Year Two		Credits
ECO 251	Principles of Microeconomics	3
ENG 114	Professional Research and Reporting	3
ETR 240	Funding for Entrepreneurs	3
_____	Entrepreneur Major Elective	3
MKT 223	Customer Service	3

Spring Semester – Year Two		Credits
BUS 245	Entrepreneurship II	3
COM 231	Public Speaking	3
ETR 270	Entrepreneurship Issues	3
ACC 121	Principles of Managerial Accounting, or	
BUS 125	Personal Finance, or	
BUS 225	Business Finance	4/3/3

Total Credits 69

Entrepreneurship Major Electives – 8 hours

		Credits
ACC 121	Principles of Managerial Accounting	4
ACC 132	N.C. Business Taxes	2
BUS 125	Personal Finance	3
BUS 217	Employment Law and Regulations	3
BUS 225	Business Finance	3
BUS 240	Business Ethics	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
MKT 123	Fundamentals of Selling	3
MKT 232	Social Media Marketing	4
WEB 110	Internet/Web Fundamentals	3
WEB 210	Web Design	3
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 112	Work-Based Learning I (20 hr work)	2
WBL 121	Work-Based Learning II (10 hr work)	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Program Description

Students interested in starting their own business can learn the ins and outs of how to get started in the process and how to follow through to be successful through Craven Community College's new Entrepreneurship program. The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Coursework includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional coursework includes computers and economics.

Students with an interest in art, creative writing, music or welding may also choose up to 8 hours of elective courses within Craven's entrepreneurial program to develop those skills. Basic foreign language acquisition is another optional part of the program students may choose to learn to enable them to operate in the global entrepreneurial economy.

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

Craven Community College's Entrepreneurship 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:

- Develop a business plan for a new venture.
- Demonstrate creativity and innovation as it relates to new business startup.
- Describe the steps necessary to secure funding for a new business venture.

Career Opportunities

Entrepreneurship plays a vital role in the growth of the U.S. economy. The list of new business ideas is limitless, but includes:

- Eating and drinking places
- Health care services
- Personnel supply services
- Computer services
- Management and public relations services
- Real estate
- Amusement and recreation services
- Lawn and home care services
- Sustainable opportunities.

Contact Information

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-72000

Entrepreneurship (D25490)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

First Semester – Fall		Credits
ACA 111	College Student Success	1
ACC 120	Principles of Financial Acct	4
BUS 110	Intro to Business	3
BUS 115	Business Law I	3
CIS 111	Basic PC Literacy	2
Second Semester – Spring		**Credits**
BUS 139	Entrepreneurship	3
ETR 220	Innovation and Creativity	3
ETR 230	Entrepreneur Marketing	3
ETR 270	Entrepreneurship Issues	3
Third Semester – Fall		**Credits**
COM 231	Public Speaking	3
ECO 251	Principles of Microeconomics	3
_____	Entrepreneur Major Elective	3
MKT 223	Customer Service	3
PSY 150	General Psychology, or	
SOC 210	Introduction to Sociology	3
	Total Credits	**40**

Entrepreneurship (C25490A) and (C25490HA)*

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

First Semester – Fall		Credits
ACC 120	Principles of Financial Acct	4
BUS 110	Intro to Business	3
CIS 110	Intro to Computers	3
Second Semester – Spring		**Credits**
BUS 139	Entrepreneurship	3
ETR 220	Innovation and Creativity	3
	Total Credits	**16**

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HEALTH INFORMATION TECHNOLOGY (A45360)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BIO 168	Anatomy and Physiology I	4
CIS 110	Introduction to Computers	3
ENG 111	Writing and Inquiry	3
HIT 110	Fundamentals of HIM	3
MED 121	Medical Terminology I	3

Spring Semester – Year One		Credits
BIO 169	Anatomy and Physiology II	4
HIT 112	Health Law and Ethics	3
HIT 114	Health Data Systems	3
HIT 122	Prof. Practice Exp I	1
MAT 110	Math Measurement and Literacy	3
MED 122	Medical Terminology II	3

Summer Semester – Year One		Credits
DBA 110	Database Concepts	3
ENG 114	Professional Research and Reporting	3
ECO 251 PSY 150	Principles of Microeconomics, or General Psychology	3

Fall Semester – Year Two		
HIT 210	Healthcare Statistics	3
HIT 211	ICD Coding	4
HIT 216	Quality Management	2
HIT 220	Health Informatics and EHR	2
HIT 226	Principles of Disease	3

Spring Semester – Year Two		Credits
HIT 214	CPT/ Other Coding	2
HIT 215	Reimbursement Methodologies	2
HIT 218	Management Principles in HIT	3
HIT 222	Prof. Practice Exp III	2
HIT 280	Professional Issues	2
_____	Humanities/Fine Arts Elective	3
	Total Credits	**71**

Select a Humanities/Fine Arts Elective from the General Education Electives List 1 on page 153. See an advisor to determine the best course for your program.

HEALTH INFORMATION TECHNOLOGY (C45360A) and (C45360HA)*

Certificate Awarded

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

*An approved High School *Career and College Promise* Career-Technical Education Pathway

Program Description

Students who are interested in a health care career without direct patient contact may enjoy the Health Information Technology field. Individuals provide information to health care professionals and medical facilities concerning their symptoms and medical history, the results of examinations, reports of X-rays and laboratory tests, diagnoses, and treatment plans. Craven's HIT curriculum provides its graduates with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information.

The HIT program is 71 SHC and includes 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.

The curriculum includes study in anatomy, physiology, and pathophysiology; health care statistics, medical terminology and coding. Students also complete courses in health law and ethics, quality management and computers for health care. A professional issues course is offered in the last semester, and students also complete six SHC in English and a course each in either psychology or economics and humanities/fine arts.

Graduates of the Associate in Applied Science (AAS) degree in the Health Information Technology

Program will be eligible to write 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.

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 admission, progression and graduation requirements.

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

- Admission to Craven Community College must be completed before seeking acceptance into the Health Information Technology program.
- Students must have completed DMA 010 through DMA 050 and DRE 096 through DRE 098 courses, if indicated by the college placement test. Scores on placement tests may require students to take certain developmental courses before entrance into the Health Information Technology program.
- Prior to beginning PPEs, students must submit a completed physical examination form signed by a licensed physician 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 not be able to graduate.

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.

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/MOA Program Coordinator
(252) 638-7316

Health Programs Admissions Office
(252) 639-2025

HOSPITALITY MANAGEMENT (A25110)

Degree Awarded: Associate in Applied Science

(by Carteret Community College)

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One (Craven CC)		Credits
ACA 111	College Student Success, or	
ACA 122	College Transfer Success	1
CIS 111	Basic PC Literacy	2
ENG 111	Expository Writing	3
ACC 120	Principles of Financial Acct	4
MAT 110	Math Measurement and Literacy	3

Spring Semester – Year One		Credits
ART 111	Art Appreciation, or	
HUM 115	Critical Thinking	3
COM 231	Public Speaking	3
HRM 245	Human Res Mgmt – Hospitality	3
SOC 210	Introduction to Sociology, or	
PSY 150	General Psychology	3

Fall Semester – Year Two (Carteret CC)		Credits
HRM 110	Intro to Hospitality and Tourism	3
CUL 110	Sanitation and Safety	2
CUL 135	Food and Beverage Service	2
CUL 135A	Food and Beverage Service Lab	1
HRM 120	Front Office Procedures	3
HRM 140	Legal Issues-Hospitality	3

Spring Semester – Year Two		(Carteret CC)
CUL 142	Fundamentals of Food	5
HRM 235	Quality Mgmt-Hospitality	3
HRM 240	Marketing for Hospitality	3
HRM 220	Cost Control-Food and Beverage	3
HRM 280	Management Problems-Hosp	3

Summer Semester – Year Two		(Carteret CC)
WBL 112	Work-Based Learning I	2
CUL 120	Purchasing	2
HRM 210	Meetings & Event Planning	3
HRM 215	Restaurant Management	3

Total Credits **66**

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
MUS 113	American Music	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Cooperative Agreement

Craven Community College has established a collaborative agreement with Carteret Community College that allows students to take 27 hours of courses at Craven and the remaining courses at Carteret Community College. Carteret Community College awards the Associate in Applied Science Degree in Hospitality Management after the completion of 66 total SHC.

Program Description

Students who are interested in a hospitality career can earn more than one-third of their required credits toward an associate degree, two days a week, or online, at Craven Community College.

The Hospitality Management curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

Admission Criteria

Health Information Technology is a selective admis Admissions 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 that patient health information is complete, accurate, and protected.
- Effectively use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.
- Code, classify, and index diagnoses and procedures for the purpose of reimbursement, standardization, retrieval and statistical analysis.

Career Opportunities

Employment opportunities for hospitality career graduates exist in:

- Restaurants
- Tourist sites
- Hotels
- Hospitals
- Rehabilitation facilities
- Schools
- Banquet facilities

Contact Information

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

INDUSTRIAL SYSTEMS TECHNOLOGY (A50240)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ENG 111	Writing and Inquiry	3
ELC 131	DC/AC Circuit Analysis	4
WLD 112	Basic Welding Processes	2
ISC 112	Industrial Safety	2
MAC 121	Introduction to CNC	2
BPR 111	Print Reading	2
Spring Semester – Year One		
ELC 113	Basic Wiring I	4
ELC 117	Motors and Controls	4
ENG 114	Professional Research & Reporting	3
HYD 110	Hydraulics/Pneumatics 1	3
Summer Semester – Year One		
MAT 110	Mathematical Measures	3
____ _	Humanities/Fine Arts Elective	3
PSY 150	General Psychology	3
Fall Semester – Year Two		
BPR 121	Blueprint Reading	2
ELN 231	Industrial Controls	3
AHR 110	Intro to Refrigeration	5
ELN 260	Programmable Logic Controllers	4
MNT 110	Intro to Maintenance Procedures	2
Spring Semester – Year Two		
CIS 113	Computer Basics	1
DFT 152	CAD II	3
MNT 111	Maintenance Practices	3
____ _	Elective	2
MEC 111	Machine Processes I	3
	Total Credits	**67**

INDUSTRIAL SYSTEMS TECHNOLOGY (D50240)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ELC 131	DC/AC Circuit Analysis	4
WLD 112	Basic Welding Processes	2
ISC 112	Industrial Safety	2
MAC 121	Introduction to CNC	2
BPR 111	Print Reading	2
MNT 110	Intro to Maint Procedures	2
Spring Semester – Year One		
ELC 117	Motors and Controls	4
HYD 110	Hydraulics/Pneumatics I	3
MEC 111	Machine Processes I	3
MNT 111	Maintenance Practices	3
Summer Semester – Year One		
MAT 110	Mathematical Measures	3
ELC 113	Basic Wiring I	4
ENG 111	Expository Writing	3
	Total Credits	**38**

INDUSTRIAL SYSTEMS TECHNOLOGY (C50240)

Certificate Awarded

REQUIRED COURSES

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

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:

- Inspect industrial systems
- Maintain industrial systems
- Troubleshoot industrial systems
- Repair industrial systems
- Perform calculations related to industrial systems
- Maintain a safe work environment
- Communicate effectively in the workplace
- Demonstrate employability skills in the workplace

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 Tech-nology with East Carolina University.

Contact Information

Ricky Meadows
Executive Director of
Career Programs
(252) 638-4550
meadowsr@cravencc.edu

Admissions Office
(252) 638-72000

INFORMATION TECHNOLOGY – DATA MANAGEMENT (A25590A)

Degree Awarded: Associate Applied Science

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
ENG 111	Writing and Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
BAS 120	Intro to Analytics	3
DBA 240	Database Analysis/Design	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
SEC 110	Security Concepts	3

Summer Semester – Year One		
ENG 114	Professional Research and Reporting	3
_____	Humanities/Fine Arts Elective	3
MAT ___	Math Elective	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 155	Tech Support Functions	3
CTS 240	Project Management	3
DBA 120	Database Programming	3
DBA 125 BAS 121	Database Reporting, or Data Visualization	3

Spring Semester – Year Two		Credits
CTI 289	CTI Capstone Project	3
CTS 225	Spreadsheet Data Analysis	3
DBA 221	SQL Server DB Prog II	3
ECO 251	Principles of Microeconomics	3
____	IT Database Management Major Elec.	4
	Total Credits	**71**

Information Technology – Data Management AAS Major Elective courses – 4 hours required

		Credits
ACC 120	Prin of Financial Accounting	4
ACC 150	Accounting Software Appl	2
BUS 137	Principles of Management	3
BUS 228	Business Statistics	3
CIS 115	Intro to Prog and Logic	3
CSC 151	JAVA Programming	3
CSC 153	C# Programming	3
CTS 210	Computer Ethics	3
CTS 250	User Support and Software Eval	3
CTS 287	Emerging Technologies	3
DBA 220	Oracle DB Programming II	3
DBA 223	MySQL DB Programming II	3
OST 136	Word Processing	3
OST 164	Text Editing	3
OST 184	Records Management	3
SEC 160	Security Administration I	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2

Information Technology – Humanities/Fine Arts Electives courses – 3 hours required

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Information Technology – Math Electives

		Credits
MAT 121	Algebra/Trigonometry I	3
MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Information Technology Options

Information Technology (A25590) students may earn Associate in Applied Science degrees in five core areas (database management, network management, software and web development, support and services and cyber security). 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 Outcomes

Graduates of this program will be able to:

- Identify security risks to a networked information system
- Apply basic principles of programming logic
- Identify the relationship between the business objectives and the IT requirements of an enterprise
- Complete a significant integrated technology project from the design phase through implementation

Career Opportunities

Graduates should qualify for employment in:

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

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

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-72000

INFORMATION TECHNOLOGY – DATA SUPPORT (D25590A)

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
ENG 111	Writing and Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
BAS 120	Intro to Analytics	3
DBA 240	Database Analysis/Design	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
ENG 114	Professional Research and Reporting	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 240	Project Management	3
DBA 120	Database Programming	3
DBA 125 BAS 121	Database Reporting, or Data Visualization	3
_____	IT Database Management Major Elec.	6
	Total Credits	**49**

Information Technology – Data Support Diploma Major Elective courses – 6 hours required

		Credits
CTS 155	Tech Support Functions	3
CTS 210	Computer Ethics	3
CTS 225	Spreadsheet Data Analysis	3
CTS 287	Emerging Technologies	3
DBA 221	SQL Server DB Prog II	3
OST 184	Records Management	3
SEC 110	Security Concepts	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2

INFORMATION TECHNOLOGY – OFFICE SUPPORT (D25590AB)

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
ENG 111	Writing and Inquiry	3

Spring Semester – Year One		Credits
ACC 120	Principles of Financial Accounting	4
BAS 120	Intro to Analytics	3
CTS 130	Spreadsheet	3
DBA 110	Database Concepts	3
DBA 240	Database Analysis and Design	3

Summer Semester – Year One		Credits
ENG 114	Professional Research and Reporting	3
_____	IT Office Support Major Elective	3

Fall Semester – Year Two		Credits
ACC 150	Accounting Software Applications	2
CTS 115	Info Sys Business Concepts	3
CTS 240	Project Management	3
CTS 225 OST 184	Spreadsheet Data Analysis, or Records Management	3
_____	IT Database Management Major Elec.	3
	Total Credits	**49**

Information Technology – Office Support Diploma Major Elective courses – 6 hours required

		Credits
BUS 137	Principles of Management	3
CTS 155	Tech Support Functions	3
CTS 210	Computer Ethics	3
CTS 250	User Support and Software Eval	3
CTS 287	Emerging Technologies	3
OST 136	Word Processing	3
OST 164	Text Editing Applications	3
SEC 110	Security Concepts	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2

INFORMATION TECHNOLOGY – NETWORK MANAGEMENT (A25590B)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CTI 110	Web, Programming & DB Foundation	3
CTI 120	Network and Security Foundation	3
CTS 120	Hardware/Software Support	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
CTS 115	Info Sys Business Concepts	3
CTS 250	User Support and Software Evaluation	3
ENG 111	Writing and Inquiry	3
NET 125	Introduction to Networks	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3

Summer Semester – Year One		
ENG 114	Professional Research and Reporting	3
_____	Humanities/Fine Arts Elective	3
MAT ___	Math Elective	3
NET 126	Routing Basics	3

Fall Semester – Year Two		Credits
NET 225	Routing and Switching I	3
NET 226	Routing and Switching II	3
NOS 120	Linus/Unix Single User	3
NOS 125	Linux Scripting	3
NOS 231	Windows Administration I	3
_____	IT Network Management Major Elec.	1

Spring Semester – Year Two		Credits
CTI 240	Virtualization Admin I	3
CTI 289	CTI Capstone Project	3
ECO 251	Principles of Microeconomics	3
NOS 220	Linux Administration I	3
	Total Credits	**71**

Information Technology – Network Management AAS Elective courses – 1 hour required

		Credits
CIS 110	Intro to Computers	3
CIS 115	Intro to Program and Logic	3
CTI 241	Virtualization Admin II	3
CTI 260	Data Center Troubleshooting	3
CTS 155	Tech Support Functions	3
CTS 210	Computer Ethics	3
CTS 240	Project Management	3
CTS 287	Emerging Technologies	3
DBA 120	Database Programming	3
SEC 150	Secure Communications	3
SEC 160	Security Administration I	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2

INFORMATION TECHNOLOGY – NETWORK MANAGEMENT (D25590B)

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 and Security Foundation	3
CTS 120	Hardware/Software Support	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
CTS 115	Info Sys Business Concepts	3
CTS 250	User Support and Software Evaluation	3
ENG 111	Writing and Inquiry	3
NET 125	Introduction to Networks	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3

Summer Semester – Year Two		Credits
ENG 114	Professional Research and Reporting	3
NET 126	Routing Basics	3

Fall Semester – Year Two		Credits
NET 225	Routing and Switching I	3
NET 226	Routing and Switching II	3
NOS 120	Linus/Unix Single User	3
NOS 125	Linux Scripting	3
	Total Credits	**49**

INFORMATION TECHNOLOGY – SOFTWARE AND WEB DEVELOPMENT (A25590C)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

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

Spring Semester – Year One		Credits
CSC 151	Java Programming	3
CTS 115	Info Sys Business Concepts	3
SEC 110	Security Concepts	3
WEB 115	Web Markup and Scripting	3
WEB 151	Mobile Application Development	3

Summer Semester – Year One		
ENG 114	Professional Research and Reporting	3
____	Humanities/Fine Arts Elective	3
MAT__	Math Elective	3

Fall Semester – Year Two		Credits
CSC 251	Advanced Java Programming	3
CSC 258	Java Enterprise Programs	3
DBA 120	Database Programming	3
NOS 125	Linux/Unix Scripting	3
WEB 210	Web Design	3

Spring Semester – Year Two		Credits
CSC 153	C# Programming	3
CTI 289	CTI Capstone Project	3
DBA 223	MySQL DB Programming	3
ECO 251	Principles of Microeconomics	3
_____	IT Software & Web Dev. Major Elec.	4
	Total Credits	**71**

Information Technology – Software and Web Development AAS Elective courses – 4 hours required

		Credits
BAS 120	Intro to Analytics	3
BAS 121	Data Visualization	3
CIS 110	Intro to Computers	3
CSC 134	C++Programming	3
CTS 130	Spreadsheet	3
CTS 210	Computer Ethics	3
CTS 240	Project Management	3
CTS 287	Emerging Technologies	3
DBA 110	Database Concepts	3
DBA 220	Oracle DB Programming II	3
DBA 221	SQL Server DB Prog II	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2
WEB 215	Adv Markup and Scripting	3

INFORMATION TECHNOLOGY – SOFTWARE AND WEB DEVELOPMENT (D25590C)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

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

Spring Semester – Year One		Credits
CSC 151	Java Programming	3
CSC 153	C# Programming	3
DBA 223	MySQL DB Programming	3
WEB 115	Web Markup and Scripting	3
WEB 151	Mobile Application Development	3

Fall Semester – Year Two		Credits
CSC 251	Advanced Java Programming	3
CSC 258	Java Enterprise Programs	3
CTS 115	Info Sys Business Concepts	3
DBA 120	Database Programming	3
ENG 114	Professional Research and Reporting	3
WEB 210	Web Design	3
	Total Credits	**49**

Information Technology Core Area Program Learning Outcomes

Graduates of these program will be able to:

A25590A - Employ the elements of relational databases and effective database design to build tables, queries, forms and reports in a DBMS system.

A25590B - Build a small local area network, using network devices.

A25590C - Develop and use a program that demonstrates understanding of programming essentials, including control structures, events, exceptions, forms and classes.

A25590D - Identify methods for troubleshooting systems.

A25590E - Identify a comprehensive and effective security policy.

INFORMATION TECHNOLOGY – SUPPORT AND SERVICES (A25590D)

Degree Awarded: Associate Applied Science

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
ENG 111	Writing and Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
CTS 120	Hardware/Software Support	3
CTS 130	Spreadsheet	3
CTS 250	User Support and Software Evaluation	3
DBA 110	Database Concepts	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3

Summer Semester – Year One		
ENG 114	Professional Research and Reporting	3
_____	Humanities/Fine Arts Elective	3
MAT ___	Math Elective	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 155	Tech Support Functions	3
CTS 240	Project Management	3
DBA 120	Database Programming	3
NET 125	Introduction to Networks	3

Spring Semester – Year Two		Credits
CTI 240	Virtualization Admin I	3
CTI 289	CTI Capstone Project	3
ECO 251	Principles of Microeconomics	3
WEB 110	Internet/Web Fundamentals	3
_____	IT Support and Services Major Elec.	1
	Total Credits	**71**

Information Technology – Support and Services AAS Elective courses – 1 hour required

		Credits
BAS 120	Intro to Analytics	3
CIS 115	Intro to Programming and Logic	3
CTI 241	Virtualization Admin II	3
CTI 260	Data Center Troubleshooting	3
CTS 210	Computer Ethics	3
CTS 225	Spreadsheet Data Analysis	3
CTS 287	Emerging Technologies	3
DBA 125	Database Reporting	3
DBA 221	SQL Server DB Prog II	3
DBA 223	MySQL DB Programming II	3
DBA 240	Database Analysis/Design	3
MKT 223	Customer Service	3
NET 126	Routing Basics	3
NET 225	Routing and Switching I	3
NET 226	Routing and Switching II	3
NOS 120	Linux/UNIX Single User	3
NOS 125	Linux/Unix Scripting	3
NOS 231	Windows Admin II	3
SEC 160	Security Administration I	3
SEC 260	Security Admin II	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2

Humanities/Fine Arts and Math Electives

Select a Humanities/Fine Arts Elective and Math Elective from the General Education Electives listed on page 153. See an advisor to determine the best course for your program.

INFORMATION TECHNOLOGY – SUPPORT AND SERVICES (D25590D)

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
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
CTS 120	Hardware/Software Support	3
CTS 250	User Support and Software Evaluation	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3

Fall Semester – Year Two		Credits
CTS 115	Info Sys Business Concepts	3
CTS 155	Tech Support Functions	3
CTS 240	Project Management	3
ENG 111	Writing and Inquiry	3

Spring Semester – Year Two		Credits
CTI 240	Virtualization Admin I	3
ENG 114	Professional Research and Reporting	3
_____	IT Support and Services Major Elec.	6
	Total Credits	**49**

Information Technology – Support and Services Diploma Elective courses – 6 hours required

		Credits
BAS 120	Intro to Analytics	3
CTI 241	Virtualization Admin II	3
CTI 260	Data Center Troubleshooting	3
CTS 130	Spreadsheet	3
CTS 210	Computer Ethics	3
CTS 225	Spreadsheet Data Analysis	3
CTS 287	Emerging Technologies	3
DBA 110	Database Concepts	3
DBA 120	Database Programming	3
MKT 223	Customer Service	3
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NOS 120	Linux/UNIX Single User	3
NOS 125	Linux/Unix Scripting	3
NOS 231	Windows Admin II	3
SEC 160	Secure Admin I	3
SEC 260	Secure Admin II	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2

INFORMATION TECHNOLOGY – CYBER SECURITY (A25590E)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CTS 210	Computer Ethics	3
CTI 110	Web, Programming & DB Foundation	3
CTI 120	Network and Security Foundation	3
ENG 111	Writing and Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
CTS 115	Info Sys Business Concepts	3
CTS 120	Hardware/Software Support	3
NET 125	Introduction to Networks	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3

Summer Semester – Year One		
ENG 114	Professional Research and Reporting	3
_____	Humanities/Fine Arts Elective	3
MAT___	Math Elective	3
NET 126	Routing Basics	3

Fall Semester – Year Two		Credits
NOS 120	Linux Single User	3
NOS 125	Linux Scripting	3
NOS 231	Windows Administration II	3
SEC 150	Secure Communications	3
SEC 160	Secure Administration I	3
_____	IT Cyber Security Major Elective	1

Spring Semester – Year Two		Credits
CTI 240	Virtualization Admin I	3
CTI 289	CTI Capstone Project	3
ECO 251	Principles of Microeconomics	3
NOS 220	Linux Administration I	3
SEC 260	Secure Administration II	3
	Total Credits	**74**

Select a Humanities/Fine Arts Elective and Math Elective from the General Education Electives listed on page 153. See an advisor to determine the best course for your program.

Information Technology – Cyber Security AAS Elective courses – 1 hour required

		Credits
CIS 110	Introduction to Computers	3
CIS 115	Intro to Programming and Logic	3
CTI 241	Virtualization Admin II	3
CTI 260	Data Center Troubleshooting	3
CTS 155	Tech Support Functions	3
CTS 240	Project Management	3
CTS 250	User Support and Software Eval	3
CTS 287	Emerging Technologies	3
DBA 120	Database Programming	3
NET 225	Adv. Router and Switching	3
NET 226	Routing and Switching II	3
WBL 111	Work-Based Learning I	1
WBL 112	Work-Based Learning II	2

INFORMATION TECHNOLOGY – CYBER SECURITY (D25590E)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CTS 210	Computer Ethics	3
CTI 110	Web, Programming & DB Foundation	3
CTI 120	Network and Security Foundation	3
ENG 111	Writing and Inquiry	3
NOS 110	Operating System Concepts	3

Spring Semester – Year One		Credits
CTS 115	Info. Systems Business Concepts	3
CTS 120	Hardware/Software Support	3
NET 125	Introduction to Networks	3
NOS 230	Windows Admin I	3
SEC 110	Security Concepts	3

Summer Semester – Year One		Credits
ENG 114	Professional Research and Reporting	3
NET 126	Routing Basics	3

Fall Semester – Year Two		Credits
NOS 120	Linux Single User	3
NOS 125	Linux Scripting	3
SEC 150	Secure Communications	3
SEC 160	Secure Administration I	3
	Total Credits	**49**

Information Technology Certificate Program Description

The Information Technology (IT) certificate curriculum prepares students for specialized employment in the technology sector.

INFORMATION TECHNOLOGY – DATA SUPPORT SPECIALIST (C25590A)

Certificate Awarded

Course		Credits
BAS 120	Intro to Analytics	3
CTI 110	Web, Programming and DB Found.	3
DBA 110	Database Concepts	3
DBA 120	Database Programming	3
DBA 240	Database Analysis and Design	3
DBA 221	SQL Server DB Programming II	3
	Total Credits	**15**

INFORMATION TECHNOLOGY – PRODUCTIVITY SOFTWARE (C25590B) AND C25590HB*)

Certificate Awarded

Course		Credits
BAS 120	Intro to Analytics	3
CIS 110	Introduction to Computers	3
CTS 130	Spreadsheet	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
	Total Credits	**15**

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INFORMATION TECHNOLOGY – ACCOUNTING TECH (C25590C)

Certificate Awarded

Course		Credits
ACC 120	Principles of Financial Accounting	4
ACC 150	Accounting Software Applications	2
CIS 110 or	Introduction to Computers or	3/2
CIS 111	Basic PC Literacy	
CTS 130	Spreadsheet	3
CTS 225	Spreadsheet Data Analysis	3
	Total Credits	**4-15**

INFORMATION TECHNOLOGY – WEB DEVELOPMENT SPECIALIST (C25590D)

Certificate Awarded

Course		Credits
CIS 115	Intro to Programming and Logic	3
CTI 110	Web, Programming and DB Found.	3
DBA 120	Database Programming	3
DBA 223	MySQL DB Programming II	3
WEB 115	Web Markup and Scripting	3
WEB 210	Web Design	3
	Total Credits	**18**

INFORMATION TECHNOLOGY – JAVA PROGRAMMING (C25590E) AND (C25590HE*)

Certificate Awarded

Course		Credits
CIS 115	Intro to Programming and Logic	3
CTI 110	Web, Programming and DB Found.	3
CSC 151	Java Programming	3
CSC 153	C# Programming	3
CSC 251	Advanced Java Programming	3
	Total Credits	**15**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

INFORMATION TECHNOLOGY – CYBER SECURITY CONCEPTS (C25590F) AND (C25590HF*)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundations	3
CTS 115	Info. Systems Business Concepts	3
NET 125	Introduction to Networks	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
	Total Credits	**15**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

INFORMATION TECHNOLOGY – INFORMATION ASSURANCE CONCEPTS (C25590G)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundations	3
CTS 115	Info. Systems Business Concepts	3
ENG 111	Writing and Inquiry	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
SEC 160	Secure Administration I	3
	Total Credits	**18**

INFORMATION TECHNOLOGY – CYBER SECURITY ADMINISTRATION (C25590H)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundations	3
NET 125	Introduction to Networks	3
SEC 110	Security Concepts	3
SEC 150	Secure Communications	3
SEC 160	Secure Administration I	3
	Total Credits	**15**

INFORMATION TECHNOLOGY – CYBER SECURITY TECHNICIAN (C25590I)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundations	3
NET 125	Introduction to Networks	3
SEC 110	Security Concepts	3
SEC 160	Secure Administration I	3
SEC 260	Secure Administration II	3
	Total Credits	**15**

INFORMATION TECHNOLOGY – SECURITY + PREP (C25590J)

Certificate Awarded

Course		Credits
CTI 110	Web, Programming and DB Found.	3
CTI 120	Network and Security Foundations	3
NOS 110	Operating Systems Concepts	3
SEC 110	Security Concepts	3
	Total Credits	**12**

INFORMATION TECHNOLOGY – WINDOWS OPERATING SYSTEMS (C25590K)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundations	3
NOS 110	Operating Systems Concepts	3
NOS 230	Windows Administration I	3
NOS 231	Windows Administration II	3
	Total Credits	**12**

INFORMATION TECHNOLOGY – LINUX OPERATING SYSTEMS (C25590L)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundations	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux Single User	3
NOS 125	Linux/Unix Scripting	3
NOS 220	Linux Administration I	3
	Total Credits	**15**

INFORMATION TECHNOLOGY – A+ PREP (C25590M) AND (C25590HM*)

Certificate Awarded

Course		Credits
CIS 110	Introduction to Computers	3
CTI 120	Network and Security Foundations	3
CTS 120	Hardware/Software Support	3
NOS 110	Operating Systems Concepts	3
NOS 230	Windows Administration I	3
	Total Credits	**15**

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INFORMATION TECHNOLOGY – CISCO CCNA PREP (C25590N)

Certificate Awarded

Course		Credits
NET 125	Introduction to Networks	3
NET 126	Routing Basics	3
NET 225	Adv. Router and Switching	3
NET 226	Routing and Switching II	3
	Total Credits	**15**

INFORMATION TECHNOLOGY – OPERATING SYSTEMS SURVEY (C25590P)

Certificate Awarded

Course		Credits
CTI 120	Network and Security Foundations	3
NOS 110	Operating Systems Concepts	3
NOS 120	Linux Single User	3
NOS 230	Windows Administration I	3
	Total Credits	**15**

INFORMATION TECHNOLOGY – ENTRY LEVEL COMPUTER TECHNICIAN (C25590Q) AND (C25590HQ*)

Certificate Awarded

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

*An approved High School *Career and College Promise* Career-Technical Education Pathway

INFORMATION TECHNOLOGY – JAVA ENTERPRISE (C25590R)

Certificate Awarded

Course		Credits
CIS 115	Intro to Programming and Logic	3
CSC 151	Java Programming	3
CSC 251	Advanced Java Programming	3
CSC 258	JAVA Enterprise Programs	3
	Total Credits	**15**

MANUFACTURING TECHNOLOGY (A50320B)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
CIS 111	Basic PC Literacy	2
ELC 131	Circuit Analysis I	4
ISC 112	Industrial Safety	2
MAC 121	Intro to CNC	2
MAC 131	Blueprint Reading/Mach I	2

Spring Semester – Year One		Credits
HYD 110	Hydraulics/Pneumatics I	3
MAC 114	Introduction to Metrology	2
MAC 117	Metal Forming Skills I	4
MEC 142	Physical Metallurgy	2
MEC 145	Manufacturing Materials I	3

Summer Semester – Year One		
ENG 111	Writing and Inquiry	3
MAT 121	Geometry/Trigonometry	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
DFT 151	CAD I	3
DFT 152	CAD II	3
ELC 117	Motors and Controls	4
ISC 132	Manufacturing Quality Control	3
WLD 112	Basic Welding Processes	2

Spring Semester – Year Two		Credits
ENG 112	Writing Research in the Disciplines	3
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MEC 111	Machine Process I	3
_____	Humanities/Fine Arts Electives	3
_____	Manufacturing Technology: Major Elective	2
	Total Credits	**66**

Manufacturing Technology Major Elective courses - 3 hours required

		Credits
ELN 231	Industrial Controls	3
PLA 162	Plastics Mfg Processes	3
WBL 110	World of Work	1
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 112	Work-Based Learning I (20 hr work)	2
WBL 113	Work-Based Learning I (30 hr work)	3
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 122	Work-Based Learning II (20 hr work)	2
WBL 131	Work-Based Learning III (10 hr work)	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

Program Description

Craven's Manufacturing Technology curriculum provides an introduction to the principles and practices of manufacturing in today's global marketplace. Students will be exposed to valuable high-tech concepts applicable in a variety of industries such as plastics, metals, furniture, textiles, and electronics.

The curriculum provides students with real-world knowledge of manufacturing management practices, manufacturing materials and processes, research and development, and quality assurance. Coursework will include machining processes, Computer-Aided Drafting/Computer-Aided Manufacturing (CAD/CAM), CNC principles, and other computerized production techniques.

This 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 percent of Craven County's workforce is classified as manufacturing.

Transfer Opportunities

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

Contact Information

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

MANUFACTURING TECHNOLOGY - Machining (C50320A)

Certificate Awarded

Course		Credits
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 131	Blueprint Reading/Mach I	2
MEC 111	Machine Processes I	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	Introduction to Metrology	2
MEC 145	Manufacturing Materials I	3
	Total Credits	**13**

MANUFACTURING TECHNOLOGY - Industrial Systems (C50320E)

Certificate Awarded

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

*An approved High School *Career and College Promise* Career-Technical Education Pathway

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	Intro to CNC	2
MEC 187	Composite Materials	3
MEC 188	Processing Composites I	3

Spring Semester – Year One		Credits
CIS 111	Basic PC Literacy	2
MAC 114	Introduction to Metrology	2
MEC 110	Intro to CAD/CAM	2
MEC 145	Manufacturing Materials I	3
MEC 180	Engineering Materials	3
MEC 189	Processing Composites II	3

Summer Semester – Year One		
ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I	3
PSY 150	General Psychology	3
_____	Humanities/Fine Arts Electives	3

Fall Semester – Year Two		Credits
BPR 121	Blueprint Reading/Mech	2
DFT 151	CAD I	3
DFT 152	CAD II	3
ISC 132	Mfg Quality Control	3
MEC 212	Composite Material Test	3
PLA 110	Introduction to Plastics	2

Spring Semester – Year Two		Credits
ENG 112	Writing Research in the Disciplines	3
MAC 117	Metal Forming Skills I	4
MEC 215	Design of Composite Struc	3
_____	Manufacturing Technology: Composite—Major Elective	2
	Total Credits	**68**

Manufacturing Technology: Composite Major Elective courses – 2 hours required

		Credits
ELN 231	Industrial Controls	3
PLA 162	Plastics Mfg Processes	3
WBL 110	World of Work	1
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 112	Work-Based Learning I (20 hr work)	2
WBL 113	Work-Based Learning I (30 hr work)	3
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 122	Work-Based Learning II (20 hr work)	2
WBL 131	Work-Based Learning III (10 hr work)	1

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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 68 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 process, vacuum bag schedules, and equipment operation involved in the manufacturing of various composite material combinations.
- Be able to fabricate, repair and fasten composites structures as per blueprint specifications.
- Be able to test composites structures to meet specifications using specialized test equipment.

Career Opportunities

Graduates should qualify for employment as

- lab technicians
- lab testing specialists
- composite manufacturing technicians.

Graduates will be able to advance in the workplace and develop with new cutting-edge technologies.

Transfer Opportunities

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

Contact Information

Executive Director of Career Programs
(252) 638-4550

Admissions Office
(252) 638-7200

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	Intro to CNC	2
MEC 187	Composite Materials	3
MEC 188	Processing Composites I	3
Spring Semester – Year One		**Credits**
CIS 111	Basic PC Literacy	2
MAC 114	Introduction to Metrology	2
MEC 110	Intro to CAD/CAM	2
MEC 145	Manufacturing Materials I	3
MEC 180	Engineering Materials	3
MEC 189	Processing Composites II	3
Summer Semester – Year One		
ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I	3
	Total Credits	**37**

MANUFACTURING TECHNOLOGY Composites (C50320AA)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

Course		Credits
MEC 188	Processing Composites I	3
MEC 189	Processing Composites II	3
MEC 212	Composite Material Test	3
MEC 215	Design of Composite Struc	3
	Total Credits	**12**

MANUFACTURING TECHNOLOGY Composites – Journeyman (C50320AB)

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

Course		Credits
MEC 180	Engineering Materials	3
MEC 187	Composite 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

RECOMMENDED COURSE SEQUENCE

Course		Credits
ISC 132	Mfg Quality Control	3
MEC 212	Composites Materiasl Test	3
MEC 215	Design of Composite Structure	3
PLA 110	Introduction to Plastics	2
PLA 162	Plastics Manufacturing Processes	3
	Total Credits	**14**

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	Writing & Inquiry	3
ELC 131	Circuit Analysis I	4
DFT 152	CAD II	3
ISC 112	Industrial Safety	2
ATR 115	Intro to Mechatronics	4

Spring Semester – Year One		Credits
ATR 112	Intro 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 I	3

Summer Semester – Year One		
MAT 121	Algebra/Trigonometry I	3
_____	Humanities/Fine Arts Elective	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
ELC 117	Motors and 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	Intro to Solid Modeling	3
PHY 131	Physics- Mechanics	4
ATR 212	Industrial Robots	3
_____	Elective	2
MEC 130	Mechanisms	3

Total Credits 76

Mechatronics Electives
Elective courses – 2 hours required

		Credits
ATR 219	Automation Troubleshooting	2
WBL 112	Work-Based Learning	2

Humanities/Fine Arts Electives
Choose a total of 3 credit hours:

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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 Industrial Systems Technology program, the graduate should be able to:

- Industrial maintenance
- Maintain industrial systems
- Troubleshoot industrial systems
- Repair industrial systems
- Maintain a safe work environment
- Communicate effectively in the workplace
- Demonstrate employability skills in the workplace

Career Opportunities

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

Ricky Meadows
Executive Director of
Career Programs
(252) 638-4550
meadowsr@cravencc.edu

Admissions Office
(252) 638-7200

MECHATRONICS ENGINEERING TECHNOLOGY (D40350)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
ELC 117	Motors & Controls	4
ELC 131	Circuit Analysis I	4
DFT 152	CAD II	3
ISC 112	Industrial Safety	2
Spring Semester – Year One		**Credits**
ATR 112	Intro to Automation	3
ELC 135	Electrical Machines	3
ELN 133	Digital Electronics	4
PHY 131	Physics-Mechanics	4
HYD 110	Hydraulics/Pneumatics I	3
Summer Semester – Year One		
CIS 110	Introduction to Computers	3
ENG 111	Writing & Inquiry	3
MAT 121	Algebra/Trigonometry I	3
Fall Semester – Year Two		**Credits**
ELC 213	Instrumentation	4
ELN 260	Programmable Logic Controllers	4
	Total Credits	**48**

MECHATRONICS ENGINEERING TECHNOLOGY: MAINTENANCE TECHNICIAN (C40350A)

Certificate Awarded

REQUIRED COURSES

Required Courses		Credits
ATR 112	Intro to Automation	3
ELN 133	Digital Electronics	4
ELC 135	Electrical Machines	3
DFT 152	CAD II	3
HYD 110	Hydraulics/Pneumatics I	3
	Total Credits	**17**

MEDICAL ASSISTING (A45400)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
BIO 163	Basic Anatomy and Physiology	5
MAT 110	Measurement and Literacy	3
MED 110	Orientation to Medical Assisting	1
MED 121	Medical Terminology I	3
MED 140	Exam Room Procedures I	5

Spring Semester – Year One		Credits
MED 118	Medical Law and Ethics	2
MED 122	Medical Terminology II	3
MED 130	Administrative Office Procedures I	2
MED 131	Administrative Office Procedures II	2
MED 150	Laboratory Procedures I	5
MED 272	Drug Therapy	3

Summer Semester- Year One		Credits
ENG 111	Writing and Inquiry	3
MED 260	MED Clinical Practicum	5
MED 262	Clinical Perspectives	1

Fall Semester- Year Two		Credits
ENG 114	Professional Research and Reporting	3
MED 274	Diet Therapy/Nutrition	3
PSY 150	General Psychology	3
_____	Humanities/ Fine Arts	3

Spring Semester- Year Two		Credits
HIT 218	Management Principles in HIT	3
MED 136	Preventive Health	2
MED 232	Medical Insurance Coding	2
MED 270	Symptomatology	3
MED 276	Patient Education	2
	Total Credits	**67**

See advising sheet.

Medical Assisting Humanities/Fine Arts Elective courses – 3 hours required

		Credits
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	

Program Description

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. While the majority of medical assistants work in physicians' practices, their duties vary from office to office. In keeping with the needs of Craven County's medical community, Craven's program emphasizes clinical abilities and offers a 5 semester hour credit (SHC) practicum.

Coursework in the 43 SHC program and the 67 SHC program includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, and computer operations. Students also learn to assist with examinations and treatments within the clinical setting, perform routine laboratory procedures and electrocardiography, and administer medication under supervision. Medical Assisting focuses on ethical and legal issues associated with patient care.

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

The diploma curriculum includes study in anatomy and physiology, three SHC in English and courses PC Literacy and CPR/First Aid. Craven Community College's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs.

Admission Criteria

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.

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 and have completed DMA 010 through DMA 030 and DRE 096 through DRE 098 course, if indicated by the college placement test, to be eligible for program admission. 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, clinical and laboratory procedures in keeping with the ever growing needs of the local medical community.
- Meet the ethical and legal responsibilities involved with patient care.
- Demonstrate competency in exam room procedures.
- Manage the economics of the medical office, incorporating supervisory experience.

Career Opportunities

Employment opportunities are available in

- physicians' offices
- health maintenance organizations
- health departments.

Contact Information

Medical Assisting Program Coordinator
(252) 638-1031

Health Programs Admissions Office
(252) 639-2025

MEDICAL ASSISTING (D45400)

Diploma Awarded

REQUIRED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BIO 163	Basic Anatomy and Physiology	5
MAT 110	Math Measurement and Literacy	3
MED 110	Orientation to Medical Assisting	1
MED 121	Medical Terminology I	3
MED 140	Exam Room Procedures I	5
Spring Semester – Year One		**Credits**
MED 118	Medical Law and Ethics	2
MED 122	Medical Terminology II	3
MED 130	Administrative Office Procedures I	2
MED 131	Administrative Office Procedures II	2
MED 150	Laboratory Procedures I	5
MED 272	Drug Therapy	3
Summer Semester- Year One		**Credits**
ENG 111	Writing and Inquiry	3
MED 260	MED Clinical Practicum	5
MED 262	Clinical Perspectives	1
	Total Credits	**44**

MEDICAL ASSISTING CERTIFICATE (C45400HA)/(C45400HE)*

Certificate Awarded

RECOMMENDED COURSE SEQUENCE

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

*An approved High School *Career and College Promise* Career-Technical Education Pathway

MEDICAL OFFICE ADMINISTRATION (A25310G)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BIO 163	Basic Anatomy and Physiology	5
MED 121	Medical Terminology I	3
OST 148	Medical Insurance and Billing	3
OST 149	Medical Legal Issues	3
Spring Semester – Year One		**Credits**
ENG 111	Writing and Inquiry	3
CIS 110	Intro to Computers, or	3
CIS 111	Basic PC Literacy	2
MED 122	Medical Terminology II	3
OST 131	Keyboarding	2
OST 161	Medical Office Procedures	3
Summer Semester – Year One		**Credits**
ENG 114	Professional Research and Reporting	3
PSY 150	General Psychology	3
_____	Humanities/Fine Arts Elective	3
Fall Semester – Year Two		**Credits**
OST 134	Text Entry and Formatting	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 122	Office Computations	3
OST 243	Medical Office Simulation	3
Spring Semester – Year Two		**Credits**
OST 136	Word Processing	3
OST 241	Medical Office Transcription I	3
OST 263	Healthcare Customer Relations	3
OST 281	Emerging Issues/Medical Office	3
OST 280	Electronic Health Records	3
	Total Credits	**67-68**

Humanities/Fine Arts Elective

Select a Humanities/Fine Arts elective from the General Education Electives listed on page 153. See an advisor to determine the best course for your program.

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 three core areas (General Office, Medical Billing and Coding and Patient Services Representative). 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 a variety of business and medical documents following current healthcare standards.
- Demonstrate competency in the use of medical-specific software.
- Produce accurate documentation for outpatient 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

HIT/MOA Program Coordinator
(252) 638-7316

Health Programs Admissions Office
(252) 639-2025

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	1
BIO 163	Basic Anatomy and Physiology	5
MED 121	Medical Terminology I	3
OST 148	Medical Insurance and Billing	3
OST 149	Medical Legal Issues	3
Spring Semester – Year One		**Credits**
ENG 111	Writing and Inquiry	3
CIS 110	Intro to Computers, or	3
CIS 111	Basic PC Literacy	2
MED 122	Medical Terminology II	3
OST 161	Medical Office Procedures	3
OST 263	Healthcare Customer Rel.	3
Summer Semester – Year One		**Credits**
ENG 114	Professional Research and Reporting	3
PSY 150	General Psychology	3
_____	Humanities/Fine Arts Elective	3
Fall Semester – Year Two		**Credits**
OST 164	Office Editing	3
OST 184	Records Management	3
OST 243	Medical Office Simulation	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
Spring Semester – Year Two		**Credits**
OST 136	Word Processing	3
OST 241	Medical Office Transcription I	3
OST 249	Medical Coding Cert. Prep	3
OST 264	Medical Auditing	3
OST 280	Electronic Health Records	3
	Total Credits	**68-69**

Select a Humanities/Fine Arts Elective from the General Education Electives listed on page 153. See an advisor to determine the best course for your program.

MEDICAL OFFICE ADMINISTRATION – Patient Services Representative (A25310H)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
MAT 110	Math Measurement & Lit.	3
MED 121	Medical Terminology I	3
OST 148	Medical Insurance and Billing	3
OST 149	Medical Legal Issues	3
Spring Semester – Year One		**Credits**
ENG 111	Writing and Inquiry	3
CIS 110	Intro to Computers, or	3
CIS 111	Basic PC Literacy	2
MED 122	Medical Terminology II	3
OST 188	Issues in Office Admin	3
OST 161	Medical Office Procedures	3
Summer Semester – Year One		**Credits**
ENG 114	Professional Research and Reporting	3
PSY 150	General Psychology	3
_____	Humanities/Fine Arts Elective	3
Fall Semester – Year Two		**Credits**
BUS 125	Personal Finance	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 243	Medical Office Simulation	3
OST 286	Professional Development	3
Spring Semester – Year Two		**Credits**
OST 136	Word Processing	3
OST 165	Advanced Office Editing	3
OST 241	Medical Office Transcription I	3
OST 263	Healthcare Customer Relations	3
OST 280	Electronic Health Records	3
	Total Credits	**66-67**

Select a Humanities/Fine Arts Elective from the General Education Electives listed on page 153. See an advisor to determine the best course for your program.

MEDICAL OFFICE ADMINISTRATION – General (D25310G)

Degree Awarded: Diploma

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BIO 163	Basic Anatomy and Physiology	5
MED 121	Medical Terminology I	3
OST 148	Medical Insurance and Billing	3
OST 149	Medical Legal Issues	3
Spring Semester – Year One		**Credits**
ENG 111	Writing & Inquiry	3
CIS 110	Intro to Computers, or	3
CIS 111	Basic PC Literacy	2
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 and Formatting	3
OST 164	Office Editing	3
OST 184	Records Management	3
OST 122	Office Computations	3
OST 243	Medical Office Simulation	3
	Total Credits	**43-44**

MEDICAL OFFICE ADMINISTRATION – General (C25310G and C25310HG)*

Certificate Awarded

Spring Semester – Year One		Credits
CIS 110	Intro to Computers	3
MED 121	Medical Terminology I	3
OST 131	Keyboarding	2
OST 148	Medical Insurance and Billing	3
OST 161	Medical Office Procedures	3
	Total Credits	**14**

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MEDICAL OFFICE ADMINISTRATION – Billing and Coding (C25310F)

Certificate Awarded

Fall Semester – Year One		Credits
MED 121	Medical Terminology I	3
OST 161	Medical Office Procedures	3
Spring Semester – Year One		**Credits**
OST 148	Medical Insurance and Billing	3
OST 247	Procedure Coding	3
OST 248	Diagnostic Coding	3
	Total Credits	**15**

MEDICAL OFFICE ADMINISTRATION – Patient Service Representative (C25310H)

Certificate Awarded

Fall Semester – Year One		Credits
MED 121	Medical Terminology I	3
OST 148	Medical Insurance and Billing	3
OST 164	Office Editing	3
Spring Semester – Year One		**Credits**
OST 165	Advanced Office Editing	3
OST 188	Issues In Office Administration	3
OST 263	Healthcare Customer Relations	3
	Total Credits	**18**

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 and Inquiry	3
BIO 168	Anatomy and Physiology I	4
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Second Semester		Credits
BIO 169	Anatomy and Physiology II	4
ENG 112 ENG 114	Writing/Research in the Disciplines, or Professional Research and Reporting	3
_____	Literature Elective	3
PSY 241	Developmental Psychology	3
_____	Social Science Elective	3

Third Semester		Credits
MAT 152	Statistical Methods I	4
_____	Humanities/Fine Arts Elective	3
_____	Social Science Elective	3
CHM 131 131A _ CHM 151	Introduction to Chemistry and Intro to Chemistry Lab, or General Chemistry I	4

Fourth Semester		Credits
BIO 275	Microbiology	4
_____	Humanities/Fine Arts Elective	3
MAT 143 MAT 171	Quantitative Literacy, or Precalculus Algebra	3/4
SOC _	Sociology Elective	3
HIS __	History Elective	3
	Total Credits	**60/61**

Humanities/Fine Arts Elective Options - 6 hours required

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

History Elective Options - 3 hours required

		Credits
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3

Literature Elective Options - 3 hours required

		Credits
ENG 231	American Literature I	3
ENG 232	American Literature II	3

Social Science Elective Options - 3 hours required

		Credits
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
POL 120	American Government	3

Sociology Elective Options - 3 hours required

		Credits
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

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.

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 speak with clarity, coherence, and persuasiveness.
- Describe the role and value of the arts and humanities in society and culture.
- Demonstrate how historical, philosophical, cultural, global, and socioeconomic factors affect human interactions and behaviors.

Career Opportunities

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

Transfer Opportunities

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

Nursing Program Coordinator/
Director of Nursing
(252) 638-2765

Health Programs Admissions Office
(252) 639-2025

Admissions Office
(252) 638-7200

NURSING (A45110)

Degree Awarded: Associate in Applied Science

Fall Entry

REQUIRED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success, or	1
ACA 122	College Transfer Success	1
BIO 168	Anatomy and Physiology I	4
ENG 111	Writing and Inquiry	3
NUR 111	Introduction to Health Concepts	8
PSY 150	General Psychology	3

Spring Semester – Year One		Credits
BIO 169	Anatomy and Physiology II	4
NUR 112	Health-Illness Concepts, and	5
NUR 114	Holistic Health Concepts, or	5
	for LPN to RN Transition Students...	
NUR 214	Nursing Transition Concepts	5
PSY 241	Developmental Psychology	3

Summer Semester – Year One		Credits
NUR 212	Health Systems Concepts	5

Fall Semester – Year Two		Credits
NUR 113	Family Health Concepts	5
NUR 211	Health Care Concepts	5

Spring Semester – Year Two		Credits
ENG 112	Writing/Research in the Disciplines, or	3
ENG 114	Professional Research and Reporting	3
NUR 213	Complex Health Concepts	10
_____	Humanities/ Fine Arts *See advising sheet.*	3
	Total Credits	**67**

Nursing Humanities/Fine Arts Elective course options – 3 hours required

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey 1	3
ART 115	Art History Survey II	3
HUM 115	Critical Thinking	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Program Description

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

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

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

Admission Criteria – 2018 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:

- Student must complete all developmental courses, DMA 010 through DMA 050 and DRE 096 through DRE 098, if indicated by the college placement test. Students must also complete chemistry at the high school level or above with a "C" or higher.
- Student is 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. If a nursing student is not successful in a general education support course during the semester of the plan of study, the student may not progress, and that course must be successfully repeated for re-entry. 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. They enroll in the third semester of the program if space is available.
- Physical Examination: The necessary form will be provided by the College. This examination must be completed within 30 days prior to enrollment and will be reviewed by the nursing faculty. Immunizations are required of nursing students. This procedure may be hazardous in the event of pregnancy. A doctor should be consulted if the immunization is necessary.
- Prior to the student's participation in the clinical component of the nursing programs, the primary clinical site requires a criminal background check for all states of residence. The clinical sites may require drug testing. At the time of this catalog preparation, the primary clinical site is requesting a statewide criminal background check for the past seven years. The clinical sites have the right to deny student access based on criminal background check results. This denial would result in the student'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 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.

■ NURSING (A45110) continued

■ 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.
- 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

Nursing Program Coordinator/ Director of Nursing
(252) 638-2765

Health Programs Admissions Office
(252) 639-2025

Admissions Office
(252) 639-7200

NURSING (ADN) PATHWAY (P1032C)*

Certificate Awarded

REQUIRED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 122	College Transfer Success	1
BIO 168	Anatomy and Physiology I	4
ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3

Spring Semester – Year One		Credits
BIO 169	Anatomy and Physiology II	4
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
	Total Credits	**24**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

** See page 142 for the listing of Humanities/Fine Arts Elective courses listing for Nursing.

PRACTICAL NURSING (D45660)

Diploma Awarded

REQUIRED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success, or	1
ACA 122	College Transfer Success	1
BIO 163	Basic Anatomy and Physiology	5
NUR 101	Practical Nursing I	11
PSY 150	General Psychology	3
Spring Semester – Year One		**Credits**
ENG 111	Writing and Inquiry	3
NUR 102	Practical Nursing II	10
PSY 241	Developmental Psychology	3
Summer Semester – Year One		**Credits**
NUR 103	Practical Nursing III	9
	Total Credits	**45**

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 – 2018 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:

- Students must complete all developmental courses, DMA 010 through DMA 050 and DRE 096 through DRE 098, if indicated by the college placement test. Students must also complete chemistry at the high school level or above with a "C" or higher.
- 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:

- Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life and the achievement of potential.
- 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.
- 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.
- Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
- Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to divers clients across the lifespan.
- Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the registered nurse, changes to improve the client care process.
- Utilize informatics to access, manage and communicate client information.
- 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.
- 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

Nursing Program Coordinator/
Director of Nursing
(252) 638-2765

Health Programs Admissions Office
(252) 639-2025

Admissions Office
(252) 639-7200

PHYSICAL THERAPIST ASSISTANT (A45620)

Degree Awarded: Associate in Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
BIO 168	Anatomy and Physiology I	4
HUM 115	Critical Thinking, or	3
PHI 240	Intro to Ethics	3
MAT 110	Math Measurement and 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**
BIO 169	Anatomy and Physiology II	4
COM 120	Intro to Interpersonal Communication, or	3
COM 231	Public Speaking	3
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**
ENG 111	Writing and Inquiry	3
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 270	PTA Topics	1
PTA 260	Adv. PTA Clinical Ed*	10

*Clinical Education follows completion of seated courses in the same semester

Total Credits **68**

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. In order to be eligible for admission, students must:

- Submit a Physical Therapist Assisting Application by the designated deadline;
- Have completed DMA 010 through DMA 050 and DRE 096 through DRE 098, if indicated by the college placement test, to be eligible for program admission;
- 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 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 Coordinator
(252) 638-7341

Health Programs Admissions Office
(252) 639-2025

Admissions Office
(252) 639-7200

WELDING TECHNOLOGY (A50420)

Degree Awarded: Associate Applied Science

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Print Reading	2
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4

Spring Semester – Year One		Credits
MEC 111	Machine Processes I	3
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 122	GMAW (MIG) Plate/Pipe	3
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols and Specifications	3

Summer Semester – Year One		Credits
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement and Literacy	3
PSY 150	General Psychology	3

Fall Semester – Year Two		Credits
DFT 152	CAD II	3
ENG 112	Writing/Research in the Disciplines	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
ISC 112	Industrial Safety	2
WLD 221	GMAW (MIG) Pipe	3
WLD 231	GTAW (TIG) Pipe	3
_____	Humanities/Fine Arts Electives	3
_____	Welding Technology: Major Elective	3
	Total Credits	**72**

Welding Technology: Composite Major Elective courses – 3 hours required

		Credits
BUS 110	Introduction to Business	3
WBL 110	World of Work	1
WBL 111	Work-Based Learning I (10 hr work)	1
WBL 112	Work-Based Learning I (20 hr work)	2
WBL 113	Work-Based Learning I (30 hr work)	3
WBL 121	Work-Based Learning II (10 hr work)	1
WBL 122	Work-Based Learning II (20 hr work)	2
WBL 131	Work-Based Learning III (10 hr work)	1
WLD 251	Fabrication II	3

Humanities/Fine Arts Electives

		Credits
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3

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 69 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) 638-4550

Admissions Office
(252) 638-7200

WELDING TECHNOLOGY (D50420)

Diploma Awarded

RECOMMENDED COURSE SEQUENCE

Fall Semester – Year One		Credits
ACA 111	College Student Success	1
BPR 111	Print Reading	2
CIS 111	Basic PC Literacy	2
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
Summer Semester – Year One		**Credits**
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement and Literacy	3
Fall Semester – Year Two		**Credits**
WLD 141	Symbols and Specifications	3
WLD 261	Certification Practices	2
	Total Credits	**41**

WELDING TECHNOLOGY – ENTRY LEVEL WELDING (C50420A) 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
WLD 141	Symbols and Specifications	3
	Total Credits	**18**

WELDING TECHNOLOGY – HANDYMAN WELDING (C50420C)

Certificate Awarded

Course		Credits
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 141	Symbols and Specifications	3
	Total Credits	**18**

*An approved High School *Career and College Promise* Career-Technical Education Pathway

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), Associate in Engineering (AE), 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 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 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
ITA 181	Italian Lab 1
ITA 182	Italian Lab 2
MUS 111	Fundamentals of Music
MUS 121	Music Theory I
MUS 122	Music Theory II
MUS 123	Music Composition
MUS 131	Chorus I
MUS 132	Chorus II
MUS 141	Ensemble I
MUS 142	Ensemble II
MUS 151	Class Music I
MUS 152	Class Music II
MUS 161	Applied Music I
MUS 162	Applied Music II
MUS 181	Show Choir I
MUS 182	Show Choir II
MUS 231	Chorus III
MUS 232	Chorus IV
MUS 251	Class Music III
MUS 252	Class Music IV
MUS 261	Applied Music III
MUS 262	Applied Music IV
MUS 281	Show Choir III
MUS 282	Show Choir IV
SPA 181	Spanish Lab 1
SPA 182	Spanish Lab 2

Transfer Elective courses for AA, AS, AE, AFA continued

Mathematics/Computer Science Electives

CSC 134 C++ Programming
CSC 151 Java Programming
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 Acct
ACC 121 Principles of Managerial Acct
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 Ops.
CJC 141 Corrections
CTS 115 Introduction System 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

Universal General Education Transfer Component (UGETC) Options for Associate in Arts (AA), and Associate in Science (AS) 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 231	Public Speaking
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 Craven Community College uses MAT 143 in the Other General Education Hours of the AA
MAT 152	Statistical Methods I
MAT 171	Precalculus Algebra
MAT 271	Calculus I (Associate in Science only)
MAT 272	Calculus II (Associate in Science only)

Natural Sciences

AST 111	Descriptive Astronomy and
AST 111A	Descriptive Astronomy Lab
BIO 110	Principles of Biology
BIO 111	General Biology I
CHM 151	General Chemistry I
GEL 111	Introductory Geology
PHY 110	Conceptual Physics and
PHY 110A	Conceptual Physics Lab

Additional General Education Courses:

Humanities/Fine Arts AA/AS

COM 110	Intro to Communication
COM 120	Interpersonal Communication
COM 140	Intro to Intercultural Communication
DRA 122	Oral Interpretation
ENG 114	Professional Research and Reporting
ENG 261	World Literature I
ENG 262	World Literature II
FRE 111*	Elementary French I
FRE 112**	Elementary French II
FRE 211	Intermediate French I
GER 111*	Elementary German I
GER 112**	Elementary German II
GER 211	Intermediate German I
HUM 110	Technology and Society
HUM 115	Critical Thinking
HUM 120	Cultural Studies
HUM 160	Introduction to Film
HUM 211	Humanities I
HUM 212	Humanities II
ITA 111*	Elementary Italian I
ITA 112**	Elementary Italian II
ITA 211	Intermediate Italian I
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: FRE 181, French Lab 1; GER 181, German Lab 1; ITA 181, Italian Lab 1; SPA 181, Spanish Lab 1

**Corequisite: FRE 182, French Lab 2; GER 182, German Lab 2; ITA 182, Italian Lab 2; SPA 182, Spanish Lab 2

Social/Behavioral Sciences AA/AS

ANT 210	General Anthropology
ANT 221	Comparative Cultures
ANT 240	Archaeology
GEO 111	World Regional Geography
HIS 121	Western Civilization I
HIS 122	Western Civilization II
PSY 237	Social Psychology
PSY 239	Psychology of Personality
PSY 241	Developmental Psychology
PSY 281	Abnormal Psychology
SOC 213	Sociology of the Family
SOC 220	Social Problems
SOC 225	Social Diversity

Mathematics for Associate in Arts degree

CIS 115	Intro to Programming and Logic
MAT 143	Quantitative Literacy
MAT 152*	Statistifcal MethodsI
MAT 171*	Precalculus Algebra
MAT 172	Precalculus Trigonometry
MAT 263	Brief Calculus

*If not used for the UGETC Core

Mathematics for Associate in Science degree

CIS 115	Intro to Programming and Logic
MAT 143	Quantitative Literacy
MAT 152	Statistical Methods
MAT 263**	Brief Calculus
MAT 271*	Calculus I
MAT 272	Calculus II
MAT 273	Calculus III

*If not used for the UGETC Core
**If have not completed MAT 271

Natural Sciences for Associate in Art degree

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 120 Introductory Botany
BIO 130 Introductory Zoology
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 151* College Physics I

*If not used for the UGETC Core

Natural Sciences for Associate in Science degree

AST 111 Descriptive Astronomy
AST 111A Descriptive Astronomy Lab
BIO 110* Principles of Biology
BIO 111* General Biology I
BIO 112* General Biology II
BIO 120 Introductory Botany
BIO 130 Introductory Zoology
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 151* College Physics I
PHY 152* College Physics I
PHY 251* General Physics I
PHY 252* General Physics II

*If not used for the UGETC Core

Associate in Fine Arts in Visual Arts (AFA)

The General Education Core courses within the AFA in Visual Arts are Universal General Education Transfer Component (UGETC) Courses. UGETC courses are guaranteed to transfer to any one of the UNC-System universities to meet general education requirements. Other courses may transfer as elective credit. Also, UGETC course transfer as General Education courses to many independent colleges and universities within North Carolina.

Communication/Humanities UGETC

COM 231 Public Speaking
MUS 110 Music Appreciation
MUS 112 Introduction to Jazz
PHI 215 Philosophical Issues
PHI 240 Introduction to Ethics

Literature UGETC

ENG 231 American Literature I
ENG 232 American Literature II
ENG 241 British Literature I
ENG 242 British Literature II

History UGETC

HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 131 American History I
HIS 132 American History II

Natural Sciences UGETC (AA Options)

AST 111 Descriptive Astronomy and
AST 111A Descriptive Astronomy Lab
BIO 110 Principles of Biology
BIO 111 General Biology I
CHM 151 General Chemistry I
GEL 111 Introductory Geology
PHY 110 Conceptual Physics and
PHY 110A Conceptual Physics Lab

Social/Behavioral Sciences UGETC

ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics
POL 120 American Government
PSY 150 General Psychology
SOC 210 Introduction to Sociology

Associate in Fine Arts in Music

The General Education Core courses within the AFA in Music are Universal General Education Transfer Component (UGETC) Courses. UGETC courses are guaranteed to transfer to any one of the UNC-System universities to meet general education requirements. Other courses may transfer as elective credit. Also, UGETC course transfer as General Education courses to many independent colleges and universities within North Carolina.

Communication/Humanities UGETC

ART 111 Art Appreciation
ART 114 Art History Survey I
ART 115 Art History Survey II
COM 231 Public Speaking
MUS 112 Introduction to Jazz
PHI 215 Philosophical Issues
PHI 240 Introduction to Ethics

Literature UGETC

ENG 231 American Literature I
ENG 232 American Literature II
ENG 241 British Literature I
ENG 242 British Literature II

History UGETC

HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 131 American History I
HIS 132 American History II

Natural Sciences UGETC (AA Options)

AST 111 Descriptive Astronomy and
AST 111A Descriptive Astronomy Lab
BIO 110 Principles of Biology
BIO 111 General Biology I
CHM 151 General Chemistry I
GEL 111 Introductory Geology
PHY 110 Conceptual Physics and
PHY 110A Conceptual Physics Lab

Social/Behavioral Sciences UGETC

ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics
POL 120 American Government
PSY 150 General Psychology
SOC 210 Introduction to Sociology

Course Descriptions

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:	*DRE 097; 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 DRE 097; or satisfactory reading and writing placement scores. This means that a student must have successfully completed DRE 097, 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, 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.

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.

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.

Delivery Method Definitions

- **Online Course** - An online course is defined as one in which 100% of all face-to-face class meetings are replaced by required instruction completed at a distance and managed online through the Learning Management System. Online courses allow students to take courses from geographically remote locations without the need to come to campus. The tuition for these courses includes a distance learning fee.
- **Hybrid Course** - A hybrid course is defined as one where some but not all instruction is conducted and managed online through the Learning Management System. Time traditionally spent in the classroom is reduced but not eliminated. The goal of hybrid courses is to join the best features of a traditional class with the best features of online learning. Tuition for these courses includes a distance learning fee.

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 Skills Center – New Bern and Havelock Campuses
- Godwin Memorial Library – New Bern Campus

Hardware Requirements

- Windows Vista or later/Mac OS X or later
- 2 GB of RAM minimum

Software Requirements

- Web Browser – FireFox 3.6 or higher (Internet Explorer is not recommended nor supported for use with distance learning courses).
- E-mail – Students are required to use their school issued Gmail account for use with distance learning courses.
- Plug-ins – The most current version of the following plug-ins are required:
  - Adobe Acrobat Reader
  - Adobe Flash Player
  - Apple QuickTime
  - Windows Media Player
  - Java
- Antivirus software – Any current brand (e.g., AVG, 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.

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 at www.CravenCC.edu.

Disciplines — Dept. Code

Academic Related	ACA
Accounting	ACC
Air Conditioning, Heating, and Refrig	AHR
Anthropology	ANT
Art	ART
Astronomy	AST
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
Design Drafting	DDF
Developmental Mathematics	DMA
Developmental Mathematics Shells	DMS
Developmental Reading/English	DRE

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: DRE 096; and DMA 010 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.*

Course Descriptions

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

Prerequisites: ACC 120

Corequisites: None

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small 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 Services**	**3**	**0**	**0**	**3**

Prerequisites: ACC 220
Corequisites: None

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

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: None
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: DRE 097, or satisfactory reading placement score
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: DRE 098 or DRE 099 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: DRE 098 or DRE 099 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: DRE 098 or DRE 099 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: DRE 098 or DRE 099 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: DRE 098 or DRE 099 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 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**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* ART 121 is a prerequisite for this course.)
Fee: $35

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 265	**Digital Photography II**	**1**	**4**	**0**	**3**

Prerequisites: ART 264
Corequisites: None (*For Fine Art pre-majors in Art only:* ART 121 is a prerequisite for this course.)
Fee: $35

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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. Projects will be derived from the areas of traditional print media or multimedia presentation and web graphics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 281	**Sculpture I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* ART 122 is a prerequisite for this course.)
Fee: $35

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to threedimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 282	**Sculpture II**	**0**	**6**	**0**	**3**

Prerequisites: ART 281
Corequisites: None (*For Fine Art pre-majors in Art only:* ART 122 is a prerequisite for this course.)
Fee: $35

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 283	**Ceramics I**	**0**	**6**	**0**	**3**

Prerequisites: None
Corequisites: None (*For Fine Art pre-majors in Art only:* ART 122 is a prerequisite for this course.)
Fee: $35

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 284	**Ceramics II**	**0**	**6**	**0**	**3**

Prerequisites: ART 283
Corequisites: None (*For Fine Art pre-majors in Art only:* ART 122 is a prerequisite for this course.)
Fee: $35

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
ART 288	**Studio**	**0**	**6**	**0**	**3**

Prerequisites: Permission of Instructor
Corequisites: None
Fee: $35

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ASTRONOMY (AST)

Code	Description	Lecture	Lab	Clinic	Credit
AST 111	**Descriptive Astronomy**	**3**	**0**	**0**	**3**

Prerequisites: DMA 010, DMA 020, DMA 030; and DRE 098 or DRE 099; or satisfactory math and reading placement scores.

Corequisites: AST 111A

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education 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: DMA 010, DMA 020 and DMA 030; and DRE 098 or DRE 099; or satisfactory math and reading placement scores

Corequisites: AST 111

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education 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

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 113	**Automotive Servicing I**	**0**	**6**	**0**	**2**

Prerequisites: None
Corequisites: None

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

Code	Description	Lecture	Lab	Clinic	Credit
AUT 114	**Safety and Emissions**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 114A	**Safety and Emissions Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: AUT 114
Fee: $45

This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection. This lab is required for the Associate in Applied Science Degree in Automotive Systems Technology at Craven Community College.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 116	**Engine Repair**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
Fee: $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

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.

Code	Description	Lecture	Lab	Clinic	Credit
AUT 281	**Advanced Engine Performance**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

AVIATION MAINTENANCE (AVI)

Code	Description	Lecture	Lab	Clinic	Credit
AVI 110	**Aviation Maintenance General**	**10**	**15**	**0**	**15**

Prerequisites: DMA 010, DMA 020, and DMA 030; or DRE 098 or DRE 099; or satisfactory reading and math placement scores
Corequisites: None
Fee: $63

This course introduces general subjects related to all aspects of aircraft maintenance. Topics include mechanic privileges/limitations; math and physics; basic electricity; aircraft drawing; maintenance forms; fluid lines/fittings; weight and balance; corrosion control; and ground operations. Upon completion, students should be prepared to pass the FAA knowledge, oral, and practical exams for the general portion of the mechanic's certificate with either the airframe or powerplant ratings.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 120	**Airframe Maintenance I**	**6**	**18**	**0**	**12**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This course covers airframe structures, systems, and components with an emphasis on the different types of aircraft construction and repair methods. Topics include aircraft nonmetallic structures (composites), sheet metal, and wood structures; welding; covering and finishes (dope and fabric); assembly and rigging; and communication and navigation systems. Students should gain the knowledge and skills in these areas to prepare them for the airframe rating for the FAA mechanic's certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 130	**Airframe Maintenance II**	**6**	**9**	**0**	**9**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This course deals entirely with airframe systems and components. Topics include aircraft electrical, hydraulic, pneumatic, landing gear, position, warning, and fuel systems. Upon completion of the course, the student should be prepared to pass the applicable portions of the knowledge, oral and practical tests of the airframe rating for the FAA mechanic's certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 230	**Airframe Maintenance III**	**4**	**9**	**0**	**7**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

In this final course of the airframe series, the emphasis is on systems and components, culminating with the airframe inspection portion of the course. In addition to the inspection aspects, instrument, cabin environmental control, fire protection, and ice and rain control systems are covered. The student should be prepared to take the applicable portions of the written, oral, and practical examination for the airframe rating on the FAA mechanic's certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 240	**Powerplant Maintenance I**	**3**	**9**	**0**	**6**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This first course in the powerplant series covers theoretical and practical aspects of the two major types of aircraft propulsion systems, piston and jet engines. Auxiliary power units are also covered, including their relationship to the systems they operate. Upon completion, the student should be knowledgeable of aircraft engines to include maintenance and operation at the level required by the FAA to qualify for a powerplant rating on a mechanic's certificate.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 250	**Powerplant Maintenance II**	**10**	**15**	**0**	**15**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This course emphasizes engine systems and components. Topics include engine instruments and fire protection, electrical, lubrication, fuel, ignition, starting, and fuel metering systems. Students completing this course should be capable of passing appropriate portions of the FAA knowledge, oral, and practical tests for the powerplant rating.

Code	Description	Lecture	Lab	Clinic	Credit
AVI 260	**Powerplant Maintenance III**	**5**	**12**	**0**	**9**

Prerequisites: AVI 110
Corequisites: None
Fee: $63

This final course of the powerplant series covers engine systems and components; propellers and unducted fans, and induction, airflow, cooling, exhaust, and reverser systems. The course culminates with engine inspections. The student should be prepared to pass the applicable portions of the knowledge, oral and practical exams for the powerplant rating at the completion of this course.

BANKING AND FINANCE (BAF)

Code	Description	Lecture	Lab	Clinic	Credit
BAF 110	**Principles of Banking**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

Code	Description	Lecture	Lab	Clinic	Credit
BAF 111	**Teller Training**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on the job training.

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.

Code	Description	Lecture	Lab	Clinic	Credit
BAS 121	**Data Visualization**	**2**	**3**	**0**	**3**

Prerequisites: BAS 120
Corequisites: None

This course introduces key concepts in data visualization and reporting. Topics include concepts and methods used in graphical representation of data, exploration and reporting of data, and basic linear regression methods. Upon completion, students should be able to effectively use graphical tools to communicate insights about data.

BIOLOGY (BIO)

Code	Description	Lecture	Lab	Clinic	Credit
BIO 110	**Principles of Biology**	**3**	**3**	**0**	**4**

Prerequisites: DMA 010, DMA 020, and DMA 030; or DRE 098 or DRE 099; or satisfactory math and reading placement scores
Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved 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: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; and DRE 098 or DRE 099; 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 provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education 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 provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in natural sciences/mathematics.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 140	**Environmental Biology**	**3**	**0**	**0**	**3**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; and DRE 098 or DRE 099; 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: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; and DRE 098 or DRE 099; 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: DMA 010, DMA 020, DMA 030; and DRE 098 or DRE 099; 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: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; and DRE 098 or DRE 099; 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, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
BIO 169	**Anatomy and Physiology II**	**3**	**3**	**0**	**4**

Prerequisites: BIO 168
Corequisites: None
Fee: $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 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: DRE 096 or satisfactory reading placement score
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 135	**Principles of Supervision**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

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 provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

Code	Description	Lecture	Lab	Clinic	Credit
BUS 153	**Human Resource Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

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
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: DMA 010, DMA 020, DMA 030, and DMA 040; or satisfactory math placement score
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: DMA 010, DMA 020, DMA 030, DMA 040; and DRE 098 or DRE 099; 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: DMA 010, DMA 020, DMA 030, DMA 040; and DRE 098 or DRE 099; 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: Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080; and DRE 098 or DRE 099; or satisfactory math and reading placement scores
Corequisites: MAT 161 or 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
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: DRE 097; 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 111	**Basic PC Literacy**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: DRE 098; or satisfactory writing and reading placement scores

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

Code	Description	Lecture	Lab	Clinic	Credit
CIS 113	**Computer Basics**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: DRE 096; or satisfactory writing and reading placement scores

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: DMA 010, DMA 020, DMA 030, and DMA 040 or MAT 121 or MAT 171; 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 100	**Basic Law Enforcement Training**	**9**	**30**	**0**	**19**

Prerequisites: None
Corequisites: None
Fee: $65

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and area required for the state comprehensive certification examination. *This is a certificate-level course.*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 111	**Intro to Criminal Justice**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 112	**Criminology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 113	**Juvenile Justice**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 114	**Investigative Photography**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 120	**Interviews/ Interrogations**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 121	**Law Enforcement Operations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CJC 122	**Community Policing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 131	**Criminal Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

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.

Course Descriptions

Code	Description	Lecture	Lab	Clinic	Credit
CJC 160	**Terrorism: Underlying Issues**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorists groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete threat assessment for terrorists' incidents.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 161	**Intro Homeland Security**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 162	**Intel Analysis and Security Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course examines intelligence analysis and its relationship to the security management of terrorist attacks and other threats to national security of the United States. Topics include a historic overview, definitions and concepts, intelligence, evolution, politicization, operations strategies, surveillance, analysis perspectives, covert action, and ethics. Upon completion, students should be able to outline intelligence policies, evaluate source information, implement intelligence techniques and analysis, identify threats, and apply ethical behaviors.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 170	**Critical Incident Management Public Safety**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 211	**Counseling**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 212	**Ethics and Community Relations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 213	**Substance Abuse**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. Emphasis will be placed also on investigative techniques and laws pertaining to drug investigations.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 214	**Victimology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 215	**Organization and Administration**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 221	**Investigative Principles**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 222	**Criminalistics**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 223	**Organized Crime**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 231	**Constitutional Law**	**3**	**0**	**0**	**3**

Prerequisites: 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.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 233	**Correctional Law**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

Code	Description	Lecture	Lab	Clinic	Credit
CJC 241	**Community-Based Corrections**	**3**	**0**	**0**	**3**

Prerequisites: None

Corequisites: None

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COMMUNICATION (COM)

Code	Description	Lecture	Lab	Clinic	Credit
COM 110	**Introduction to Communication**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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: DRE 096; and DMA 010, DMA 020, or DMA 030; or satisfactory writing, reading and math placement 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: DRE 096; and DMA 010, DMA 020, or DMA 030; or satisfactory writing, reading and math placement scores

Corequisites: COS 111

Fee: $10

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: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Code	Description	Lecture	Lab	Clinic	Credit
COS 114	**Salon II**	**0**	**24**	**0**	**8**

Prerequisites: COS 111 and COS 112

Corequisites: COS 113

Fee: $10

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: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

Code	Description	Lecture	Lab	Clinic	Credit
COS 116	**Salon III**	**0**	**12**	**0**	**4**

Prerequisites: COS 111 and COS 112

Corequisites: COS 115

Fees: $10

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: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

Code	Description	Lecture	Lab	Clinic	Credit
COS 118	**Salon IV**	**0**	**21**	**0**	**7**

Prerequisites: None
Corequisites: COS 117
Fee: $10

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

Code	Description	Lecture	Lab	Clinic	Credit
COS 119	**Esthetics Concepts I**	**2**	**0**	**0**	**2**

Prerequisites: DRE 096; and DMA 010, DMA 020, or DMA 030 or MAT 060; or satisfactory writing, reading and math placement 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: DRE 096; and DMA 010, DMA 020, or DMA 030 or MAT 060; or satisfactory writing, reading and math placement 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: COS 119 and COS 120
Corequisites: COS 125
Fee: $10

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

Code	Description	Lecture	Lab	Clinic	Credit
COS 240	**Contemporary Design**	**1**	**3**	**0**	**2**

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COMPUTER SCIENCE (CSC)

CSC 120	**Computing Fundamentals I**	**3**	**2**	**0**	**4**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050, MAT 121 or MAT 171 or satisfactory math placement scores
Corequisites: None

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 130	**Computing Fundamentals II**	**3**	**2**	**0**	**4**

Prerequisites: CSC 120

Corequisites: None

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
CSC 134	**C++ Programming**	**2**	**3**	**0**	**3**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 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 151	**Java Programming**	**2**	**3**	**0**	**3**

Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040; 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: DMA 010 DMA 020, DMA 030, and DMA 040; 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 251	**Advanced Java Programming**	**2**	**3**	**0**	**3**

Prerequisites: CSC 151

Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Code	Description	Lecture	Lab	Clinic	Credit
CSC 258	**Java Enterprise Programs**	**2**	**3**	**0**	**3**

Prerequisites: CSC 151

Corequisites: None

This course provides a continuation to CSC 151 using the Java Enterprise Edition (JEE) programming architecture. Topics include distributed network applications, database connectivity, Enterprise Java Beans, servlets, collection frameworks, JNDI, RMI, JSP, multithreading XML and multimedia development. Upon completion, students should be able to program a client/server enterprise application using the JEE framework.

COMPUTER TECHNOLOGY INTEGRATION (CTI)

Code	Description	Lecture	Lab	Clinic	Credit
CTI 110	**Web, Programming and Database Foundation**	**2**	**2**	**0**	**3**

Prerequisites: DRE 097; and DMA 010, DMA 020, and DMA 030; or satisfactory reading and math placement scores
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: DRE 097; and DMA 010, DMA 020, and DMA 030; or satisfactory reading and math placement scores
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 240	**Virtualization Admin I**	**1**	**4**	**0**	**3**

Prerequisites: None
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 241	**Virtualization Admin II**	**1**	**4**	**0**	**3**

Prerequisites: CTI 240
Corequisites: None

This course covers administration of datacenter virtualization infrastructure. Topics include access control, fault tolerance, scalability, resource management, virtual machine migration and troubleshooting. Upon completion, students should be able to perform tasks related to virtualization security, data protection and resource monitoring.

Code	Description	Lecture	Lab	Clinic	Credit
CTI 260	**Data Center Troubleshooting**	**2**	**2**	**0**	**3**

Prerequisites: CTI 240
Corequisites: None

This course covers troubleshooting in a highly available, high performance, storage and computing system. Topics include provisioning, monitoring, diagnosing, and taking corrective actions in storage environments relating to Storage Area Network (SAN), Network Attached Storage (NAS), data protection and recovery. Upon completion, students should be able to demonstrate an understanding of SAN and NAS technologies, topologies, configuration, data protection, and fault triage and remediation.

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: DRE 098; or satisfactory reading 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 CIS 111 or OST 137
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 155	**Technical Support Functions**	**2**	**2**	**0**	**3**

Prerequisites: 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 210	**Computer Ethics**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097; or satisfactory reading placement scores
Corequisites: None

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 225	**Spreadsheet Data Analysis**	**2**	**2**	**0**	**3**

Prerequisites: CTS 130
Corequisites: None

This course presents basic and advanced techniques for data analysis and management using electronic spreadsheets. Topics include an overview of spreadsheet analytics, terminology, model preparation, and analytical techniques. Upon completion, students should be able to develop reliable and effective quantitative data models and reports to support analysis and decision-making for common business systems.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 240	**Project Management**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111
Corequisites: None
Fee: $10

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

Code	Description	Lecture	Lab	Clinic	Credit
CTS 250	**User Support and Software Eval**	**2**	**2**	**0**	**3**

Prerequisites: None

Corequisites: None

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

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 CIS 111 or CTI 110

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 120	**Database Programming I**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110 or CIS 111 or CTI 110

Corequisites: None

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 125	**Database Reporting**	**2**	**2**	**0**	**3**

Prerequisites: DBA 110 or DBA 120

Corequisites: None

This course provides a survey of the tools used in designing, creating and publishing database reports. Topics include both relational and XML datasets. Upon completion, students should be able to demonstrate an understanding of the different tools and frameworks used for database reporting.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 210	**Database Administration**	**2**	**3**	**0**	**3**

Prerequisites: DBA 120

Corequisites: None

This course covers database administration issues and distributed database concepts. Topics include: database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 220	**Oracle Database Programming II**	**2**	**2**	**0**	**3**

Prerequisites: DBA 120

Corequisites: None

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop an Oracle DBMS application which includes a GUI front-end and report generation.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 221	**SQL Server Database Programming II**	**2**	**2**	**0**	**3**

Prerequisites: DBA 120

Corequisites: None

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 223	**MySQL Database**	**2**	**2**	**0**	**3**

Prerequisites: DBA 120
Corequisites: None

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a MySQL DBMS application which includes a GUI front-end and report generation.

Code	Description	Lecture	Lab	Clinic	Credit
DBA 240	**Database Analysis/Design**	**2**	**3**	**0**	**3**

Prerequisites: CIS 110 or CIS 111 or CTI 110
Corequisites: None

This course is an exploration of the established and evolving methodologies for the analysis, design, and development of a database system. Emphasis is placed on business data characteristics and usage, managing database projects, prototyping and modeling, and CASE tools. Upon completion, students should be able to analyze, develop, and validate a database implementation plan.

DESIGN DRAFTING (DDF)

Code	Description	Lecture	Lab	Clinic	Credit
DDF 211	**Design Process I**	**1**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

Code	Description	Lecture	Lab	Clinic	Credit
DDF 212	**Design Process II**	**1**	**6**	**0**	**4**

Prerequisites: DDF 211
Corequisites: None
Fee: $35

This course stresses the integration of various drafting and design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply drafting and design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

Code	Description	Lecture	Lab	Clinic	Credit
DDF 213	**Design Process III**	**1**	**6**	**0**	**4**

Prerequisites: DDF 212
Corequisites: None
Fee: $35

This course provides an opportunity to produce a complete design project. Topics include materials, production means, analysis, documentation, calculations, and specifications. Upon completion, students should be able to produce a completed design project.

Code	Description	Lecture	Lab	Clinic	Credit
DDF 214	**Tool Design**	**2**	**4**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling.

DRAFTING (DFT)

Code	Description	Lecture	Lab	Clinic	Credit
DFT 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.

Course Descriptions

Code	Description	Lecture	Lab	Clinic	Credit
DFT 153	**CAD III**	**2**	**3**	**0**	**3**

Prerequisites: None
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 discipines. 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 251	**Customizing CAD Software**	**2**	**2**	**0**	**3**

Prerequisites: DFT 151
Corequisites: None

This course covers customizing CAD software. Topics include the creation of symbol libraries and screen menus, macro writing, and automation of common drafting functions on CAD. Upon completion, students should be able to create a symbol library and screen menu and automate common drawing functions.

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**	**2**	**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, bom's, annotations, and spreadsheets.

DEVELOPMENTAL MATHEMATICS (DMA)

Code	Description	Lecture	Lab	Clinic	Credit
DMA 010	**Operations with Integers**	**.75**	**.5**	**0**	**1**

Prerequisites: None
Corequisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions. *All students enrolled in DMA 010 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMA 020	**Fractions and Decimals**	**.75**	**.5**	**0**	**1**

Prerequisites: DMA 010
Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals. *All students enrolled in DMA 020 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMA 030	**Proportions/Ratio/ Rate/Percent**	**.75**	**.5**	**0**	**1**

Prerequisites: DMA 010 and DMA 020
Corequisites: None

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems. *All students enrolled in DMA 030 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMA 040	**Expressions/Linear Equations/Inequalities**	**.75**	**.5**	**0**	**1**

Prerequisites: DMA 010, DMA 020, and DMA 030
Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities. *All students enrolled in DMA 040 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMA 050	**Graphs/Equations of Lines**	**.75**	**.5**	**0**	**1**

Prerequisites: DMA 010, DMA 020, DMA 030, and DMA 040
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables. *All students enrolled in DMA 050 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMA 060	**Polynomials/Quadratic Applications**	**.75**	**.5**	**0**	**1**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications *All students enrolled in DMA 060 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMA 065	**Algebra for Precalculus Applications**	**1.5**	**1**	**0**	**2**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050

Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications. *All students enrolled in DMA 065 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMA 070	**Rational Expressions/ Equations**	**.75**	**.5**	**0**	**1**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications. *All students enrolled in DMA 070 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMA 080	**Rational Expressions/ Equations**	**.75**	**.5**	**0**	**1**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070

Corequisites: None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications. *All students enrolled in DMA 080 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

DEVELOPMENTAL MATHEMATICS SHELLS (DMS)

Code	Description	Lecture	Lab	Clinic	Credit
DMS 001	**Developmental Math Shell 1**	**.75**	**.5**	**0**	**1**

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. *All students enrolled in DMS 001 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMS 002	**Developmental Math Shell 2**	**1.5**	**1**	**0**	**2**

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. *All students enrolled in DMS 002 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMS 003	**Developmental Math Shell 3**	2.25	1.5	0	3

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. *All students enrolled in DMS 003 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DMS 004	**Developmental Math Shell 4**	**3**	**2**	**0**	**4**

Prerequisites: None

Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be four DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content. *All students enrolled in DMS 004 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

DRAMA/THEATRE (DRA)

Code	Description	Lecture	Lab	Clinic	Credit
DRA 122	**Oral Interpretation**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; 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*

DEVELOPMENTAL READING/ENGLISH (DRE)

Code	Description	Lecture	Lab	Clinic	Credit
DRE 096	**Integrated Reading and Writing I**	**2.5**	**1**	**0**	**3**

Prerequisites: None

Corequisites: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. *All students enrolled in DRE 096 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DRE 097	**Integrated Reading and Writing II**	**2.5**	**1**	**0**	**3**

Prerequisites: DRE 096

Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. *All students enrolled in DRE 097 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DRE 098	**Integrated Reading and Writing III**	**2.5**	**1**	**0**	**3**

Prerequisites: DRE 097

Corequisites: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. *All students enrolled in DRE 098 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

Code	Description	Lecture	Lab	Clinic	Credit
DRE 099	**Integrated Reading and Writing IV**	**2**	**0**	**0**	**2**

Prerequisites: DRE 097

Corequisites: ENG 111

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. *All students enrolled in DRE 099 will be required to participate in weekly tutoring activities and will be required to meet with a Title III success coach.*

ECONOMICS (ECO)

Code	Description	Lecture	Lab	Clinic	Credit
ECO 251	**Principles of Microeconomics**	**3**	**0**	**0**	**3**

Prerequisites: DRE 096; and DMA 010, DMA 020, DMA 030, DMA 040; 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: DRE 096 or satisfactory writing and reading placement scores

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: DRE 097

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: DRE 097

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: DRE 097

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: DRE 097

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: DRE 097

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: DRE 097

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: DRE 097

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

Course Descriptions

Code	Description	Lecture	Lab	Clinic	Credit
EDU 157	**Active Play**	**2**	**2**	**0**	**3**

Prerequisites: None

Corequisites: DRE 097

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: DRE 097

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and on-site faculty visits.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 216	**Foundations of Education**	**3**	**0**	**0**	**3**

Prerequisites: None

Corequisites: DRE 098

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.

*Revision to credits beginning Fall 2018. Revised from 4 to 3 credits.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 221	**Children with Exceptionalities**	**3**	**0**	**0**	**3**

Prerequisites: EDU 144 and EDU 145

Corequisites: DRE 098

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: DRE 098

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.

*Course Description Revision beginning Fall 2018. Revised course description

Code	Description	Lecture	Lab	Clinic	Credit
EDU 234A	**Infants/Toddlers and Twos Lab**	**0**	**2**	**0**	**1**

Prerequisites: None

Corequisites: DRE 098 and 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: DRE 098

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: Take One Set:

1. ENG-111 & MAT-143
2. ENG-111 & MAT-152
3. ENG-111 & 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: DRE 098

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: DRE 098 and EDU 119

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: DRE 098 , 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 271	**Educational Technology**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: DRE 098

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

Code	Description	Lecture	Lab	Clinic	Credit
EDU 280	**Language/Literacy Experiences**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: DRE 098

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: DRE 098

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: DRE 098

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 micro-computers. Upon completion, students should be able to understand the engineering process and profession. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
EGR 220	**Engineering Statics**	**3**	**0**	**0**	**3**

Prerequisites: PHY 251
Corequisites: MAT 272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

ELECTRICITY (ELC)

Code	Description	Lecture	Lab	Clinic	Credit
ELC 113	**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 118	**National Electrical Code**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 119	**NEC Calculations**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 131	**Circuit Analysis I**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation 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: None
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 138	**DC Circuit Analysis**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, and analyze DC circuits; and properly use test equipment.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 139	**AC Circuit Analysis**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: None
Fee: $35

This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment.

Code	Description	Lecture	Lab	Clinic	Credit
ELC 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

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 135	**Electronic Circuits**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers discrete component amplifiers, power supplies, wave-shaping, oscillators, and special purpose ICs. Topics include feedback, analog arithmetic circuits, current and voltage sources, amplifiers, timers, filters, regulators, and other related circuits. Upon completion, students should be able to determine, by the configuration, the function of common analog circuits and troubleshoot circuits based on applications.

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 111	**Writing and Inquiry**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098; 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. *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 111 A	**Writing and Inquiry Lab**	**0**	**2**	**0**	**1**

Prerequisites: DRE 098; or satisfactory reading and English placement scores
Corequisites: ENG 111

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

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, ENG 113 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, ENG 113, or ENG 114
Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement 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 premajor 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 premajor 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 215	**Law for Entrepreneurs**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces students to basic legal concepts specifically relevant to a business start-up venture. Topics include bailments and documents of title, nature and form of sales, risk and property rights, obligations and performance, business organizations, and agency and employment. Upon completion, students should be able to assess the legal responsibilities of a business start-up.

Code	Description	Lecture	Lab	Clinic	Credit
ETR 220	**Innovation and Creativity**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

Code	Description	Lecture	Lab	Clinic	Credit
ETR 230	**Entrepreneur Marketing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

Code	Description	Lecture	Lab	Clinic	Credit
ETR 240	**Funding for Entrepreneurs**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

Code	Description	Lecture	Lab	Clinic	Credit
ETR 270	**Entrepreneurship Issues**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

FRENCH (FRE)

Code	Description	Lecture	Lab	Clinic	Credit
FRE 111	**Elementary French I**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097; 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 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 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: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; and DRE 098 or DRE 090; or satisfactory math and reading placement scores.
Corequisites: None

This course introduces basis landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education 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: DRE 098 or DRE 099; or satisfactory reading placement score
Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in social/behavioral sciences.*

GERMAN (GER)

Code	Description	Lecture	Lab	Clinic	Credit
GER 111	**Elementary German I**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097; 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: DRE 096; or satisfactory reading placement score
Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HISTORY (HIS)

Code	Description	Lecture	Lab	Clinic	Credit
HIS 111	**World Civilizations I**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; 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 legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 114	**Health Data Sys/Standards**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers basic concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources and sets, archival systems, quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 122	**Prof Practice Exp I**	**0**	**0**	**3**	**1**

Prerequisites: None
Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 210	**Healthcare Statistics**	**2**	**2**	**0**	**3**

Prerequisites: MAT 110 or MAT 143
Corequisites: None

This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 211	**ICD Coding**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None

This course covers ICD diagnostic and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 214	**CPT/Other Coding Systems**	**1**	**3**	**0**	**2**

Prerequisites: HIT 211
Corequisites: None

This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 215	**Reimbursement Methodologies**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance and reporting requirements. Topics include prospective payment systems, billing process and procedures, charge-master maintenance, regulatory guidelines, reimbursement monitoring, and 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 216	**Quality Management**	**1**	**3**	**0**	**2**

Prerequisites: HIT 114
Corequisites: None

This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 218	**Management Principles in HIT**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 220	**Health Informatics and EHR 1**	**2**	**0**	**2**	

Prerequisites: HIT 114 and CIS 110 or CIS 111
Corequisites: None

This course covers EHR systems, design, implementation and application. Topics include EHR, Informatics, speech and imaging technology, information/network security and integrity, data dictionaries, modeling and warehousing. Upon completion, students should be able to facilitate usage af electronic health record systems and other technologies.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 222	**Prof Practice Exp III**	**0**	**0**	**6**	**2**

Prerequisites: None
Corequisites: None

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 226	**Principles of Disease**	**3**	**0**	**0**	**3**

Prerequisites: BIO 166 or BIO 169
Corequisites: None

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis and common complications and their management.

Code	Description	Lecture	Lab	Clinic	Credit
HIT 280	**Professional Issues**	**2**	**0**	**0**	**2**

Prerequisites: HIT 211
Corequisites: None

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

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 AND RESTAURANT MANAGEMENT (HRM)

Code	Description	Lecture	Lab	Clinic	Credit
HRM 245	**Human Resource Management - Hospitality**	**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: DRE 098 or DRE 099; 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: DRE 098 or DRE 099; or satisfactory reading and writing 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. This course explores a particular culture through intensive study on campus and field experience in a host country or area. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
HUM 160	**Introduction to Film**	**2**	**2**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; 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 110	**Workplace Safety**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

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 121	**Environmental Health and Safety**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 131	**Quality Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 132	**Mfg Quality Control**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 210	**Operations and Production Planning**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 221	**Statistical Qual Control**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

Code	Description	Lecture	Lab	Clinic	Credit
ISC 272	**Quality Mgmt Concepts**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a fundamental coverage of total quality management. Topics include leadership, customer satisfaction, employee involvement, continuous process improvement, and other modern approaches to maintaining a quality organization. Upon completion, students should be able to understand how the various elements of a quality system work together.

ITALIAN (ITA)

Code	Description	Lecture	Lab	Clinic	Credit
ITA 111	**Elementary Italian I**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097; 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: $45 for MAC 111A; $45 for MAC 111B; $85 for MAC 111

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 112	**Machining Technology II**	**2**	**12**	**0**	**6**

Prerequisites: MAC 111
Corequisites: None
Fee: $45 for MAC 112A; $45 for MAC 112B; $85 for MAC 112

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 114	**Introduction to Metrology**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 117	**Metal Forming Skills I**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None

This course is designed to prepare students to operate equipment used in metal forming production shops. Emphasis is placed on tooling skills, work planning, job control, handling of materials, operation of metal forming equipment, inspection, quality assurance, and safety. Upon completion, students should be able to operate metal forming workstations.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 121	**Intro to CNC**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 122	**CNC Turning**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None
Fee: $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

This course introduces CNC operations used in precision metal fabrication. Topics include CNC control of shears, brakes, punch presses, and lasers and the programming techniques used to produce parts. Upon completion, students should be able to demonstrate knowledge of equipment operations, CNC control functions, and part programming.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 131	**Blueprint Reading/Mach I**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 132	**Blueprint Reading/Mach II**	**1**	**2**	**0**	**2**

Prerequisites: MAC 131
Corequisites: None

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 153	**Compound Angles**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the application of basic types and uses of compound angles. Emphasis is placed on problem solving by tilting and rotating adjacent angles to resolve an unknown compound angle. Upon completion, students should be able to set up and develop compound angles on parts using problem-solving techniques. This course is a unique concentration requirement of the Tool, Die, and Mold Making concentration in the Machining Technology program.

Code	Description	Lecture	Lab	Clinic	Credit
MAC 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: MAC 112
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: MAC 112
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.

MAINTENANCE (MNT)

Code	Description	Lecture	Lab	Clinic	Credit
MNT 110	**Intro to Maint Procedures**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

Code	Description	Lecture	Lab	Clinic	Credit
MNT 111	**Maintenance Practices**	**2**	**2**	**0**	**3**

Prerequisites: MNT 110
Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, 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: MNT 110
Corequisites: None

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.

MATHEMATICS (MAT)

Code	Description	Lecture	Lab	Clinic	Credit
MAT 110	**Math Measurement and Literacy**	**2**	**2**	**0**	**3**

Prerequisites: DMA 010, DMA 020, DMA 030; 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.

Course Descriptions

Code	Description	Lecture	Lab	Clinic	Credit
MAT 121	**Algebra/Trigonometry I**	**2**	**2**	**0**	**3**

Prerequisites: DRE 098; and DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060; or satisfactory math placement score

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include 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.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 122	**Algebra/Trigonometry II**	**2**	**2**	**0**	**3**

Prerequisites: MAT 121 or MAT 161 or MAT 171 or MAT 175

Corequisites: None

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Code	Description	Lecture	Lab	Clinic	Credit
MAT 143	**Quantitative Literacy**	**2**	**2**	**0**	**3**

Prerequisites: DRE 098 and DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; or satisfactory reading/writing and math placement scores

Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved 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: DRE 098; and DMA 010, DMA 020, DMA 030, DMA 040, DMA 050; or satisfactory math placement score

Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved 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: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080; or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065; or MAT 121; or satisfactory math placement score

Corequisites: None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved 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. *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. *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. *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. *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. *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 provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved 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 ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a 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

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

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-manufactufing processes, and material selection of ferrous and non-ferrous metals, plastics, composities, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

Code	Description	Lecture	Lab	Clinic	Credit
MEC 187	**Composite Materials**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

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.

Course Descriptions

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: MED 110, MED 150

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

Code	Description	Lecture	Lab	Clinic	Credit
MED 131	**Administrative Office Procedures II**	**1**	**2**	**0**	**2**

Prerequisites: MED 130
Corequisites: MED 150

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: MED 121

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: MED 122

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

MUSIC (MUS)

Code	Description	Lecture	Lab	Clinic	Credit
MUS 110	**Music Appreciation**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; or satisfactory reading placement score
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education 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: DRE 098 or DRE 099; or satisfactory reading placement score
Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 112	**Introduction to Jazz**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; or satisfactory reading placement score
Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education 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: DRE 098 or DRE 099; or satisfactory reading placement score

Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 121	**Music Theory I**	**3**	**0**	**0**	**3**

Prerequisites: MUS 111

Corequisites: None

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. *This course has been approved 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 provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved 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: None

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. CCC offers this course in three different capacities: piano (P), voice (V), or guitar (G).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 152	**Class Music II**	**0**	**2**	**0**	**1**

Prerequisites: MUS 151
Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. CCC offers this course in three different capacities: piano (P), voice (V), or guitar (G).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 161	**Applied Music I**	**1**	**2**	**0**	**2**

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; and audition and instructor's consent
Corequisites: None

This course provides intermediate training in dance/voice-based performances and in the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on continued development of skills necessary for professional group choral preparation and performance, as well as effective social interaction with a performance troupe. Upon completion, students should be able to demonstrate the intermediate competencies necessary to perform the assigned literature in various venues and under various professional conditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 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. CCC offers this course in three different capacities: piano (P), voice (V), or guitar (G).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 252	**Class Music IV**	**0**	**2**	**0**	**1**

Prerequisites: MUS 251
Corequisites: None

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. CCC offers this course in three different capacities: piano (P), voice (V), or guitar (G).*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 261	**Applied Music III**	**1**	**2**	**0**	**2**

Prerequisites: MUS 162
Corequisites: None
Fee: $320

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

NOTE: This course is divided into two parts (MUS 261A and MUS 261B). MUS 261A is self-supporting (student pays a fee for one-on-one instruction in a specific instrument or voice); MUS 261B is two hours of supervised practice per week.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 262	**Applied Music IV**	**1**	**2**	**0**	**2**

Prerequisites: MUS 261
Corequisites: None
Fee: $320

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

NOTE: This course is divided into two parts (MUS 262A and MUS 262B). MUS 262A is self-supporting (student pays a fee for one-on-one instruction in a specific instrument or voice); MUS 262B is two hours of supervised practice per week.

Code	Description	Lecture	Lab	Clinic	Credit
MUS 281	**Show Choir III**	**3**	**3**	**0**	**4**

Prerequisites: MUS 182; and audition and instructor's consent
Corequisites: None

This course provides advanced training in dance/voice-based performance and in the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on development of advanced skills necessary for professional group choral performance and the technical skills necessary for the execution of such performances. Upon completion, students should be able to demonstrate the advanced competencies necessary to perform the assigned literature in various venues and under various professional conditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
MUS 282	**Show Choir IV**	**3**	**3**	**0**	**4**

Prerequisites: MUS 281; and audition and instructor's consent
Corequisites: None

This course provides advanced training in dance/voice-based pop/jazz/theatre performances and is the capstone course in a four-semester series. Emphasis is placed on refinement of advanced skills necessary for professional group choral performance and the technical skills necessary for the execution of such performances. Upon completion, students should be able to demonstrate a mastery of the skills necessary to plan and perform the assigned literature in various venues and under various professional conditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

NETWORKING TECHNOLOGY (NET)

Code	Description	Lecture	Lab	Clinic	Credit
NET 125	**Introduction to Networks**	**1**	**4**	**0**	**3**

Prerequisites: DRE 097 and DMA 010, DMA 020, and DMA 030 or satisfactory reading and math placement score
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	**Routing Basics**	**1**	**4**	**0**	**3**

Prerequisites: NET 125
Corequisites: None
Fee: $10

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Code	Description	Lecture	Lab	Clinic	Credit
NET 225	**Routing and Switching I**	**1**	**4**	**0**	**3**

Prerequisites: NET 125
Corequisites: None
Fee: $10

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

Code	Description	Lecture	Lab	Clinic	Credit
NET 226	**Routing and Switching II**	**1**	**4**	**0**	**3**

Prerequisites: NET 125
Corequisites: None
Fee: $10

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NETWORKING OPERATING SYSTEM (NOS)

Code	Description	Lecture	Lab	Clinic	Credit
NOS 110	**Operating System Concepts**	**2**	**3**	**0**	**3**

Prerequisites: DRE 097; or satisfactory reading placement score
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 will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 120	**Linux/UNIX Single User**	**2**	**2**	**0**	**3**

Prerequisites: NOS 110
Corequisites: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 125	**Linux/Unix Scripting**	**2**	**2**	**0**	**3**

Prerequisites: NOS 110
Corequisites: None

This course covers the concepts and features of shell scripting. Topics include process control, shell scripting, advanced search techniques and power user utilities. Upon completion, students should be able to successfully perform various shell scripting tasks.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 130	**Windows Single User**	**2**	**2**	**0**	**3**

Prerequisites: NOS 110
Corequisites: None
Fee: $10

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 220	**Linux/UNIX Admin I**	**2**	**2**	**0**	**3**

Prerequisites: NOS 120
Corequisites: None

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 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.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 231	**Windows Administration II**	**2**	**2**	**0**	**3**

Prerequisites: NOS 230
Corequisites: None

This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

Code	Description	Lecture	Lab	Clinic	Credit
NOS 232	**Windows Administration III**	**2**	**2**	**0**	**3**

Prerequisites: NOS 230
Corequisites: None

This course covers management and configuration of a highly available Windows Server operating system. Emphasis is placed on the implementation of business continuity and disaster recovery procedures for network services and access controls. Upon completion, students should be able to manage and configure a highly available Windows Server operating system.

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, NUR 212

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 114	**Holistic Health Concepts**	**3**	**0**	**6**	**5**

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 within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 211	**Health Care Concepts**	**3**	**0**	**6**	**5**

Prerequisites: BIO 169, NUR 112, NUR 114, PSY 241
Corequisites: NUR 113, NUR 212

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 212	**Health System Concepts**	**3**	**0**	**6**	**5**

Prerequisites: BIO 169, NUR 112, NUR114, PSY 241
Corequisites: NUR 113, NUR 211

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Code	Description	Lecture	Lab	Clinic	Credit
NUR 213	**Complex Health Concepts**	**4**	**3**	**15**	**10**

Prerequisites: NUR 113, NUR 211, and NUR 212
Corequisites: ENG 112 or ENG 114, 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

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 136	**Word Processing**	**2**	**2**	**0**	**3**

Prerequisites: CIS 110, CIS 111 or CIS 113

Corequisites: None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

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 164	**Text Editing Applications**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

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 184	**Records Management**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

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.

Course Descriptions

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.*

PHYSICS (PHY)

Code	Description	Lecture	Lab	Clinic	Credit
PHY 110	**Conceptual Physics**	**3**	**0**	**0**	**3**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; or DRE 098 or DRE 09; or satisfactory math and reading placement scores.
Corequisites: PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved 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: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050; or DRE 098 or DRE 099; or satisfactory math and reading placement scores.
Corequisites: PHY 110
Fee: $30 (seated/hybrid only)

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
Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement 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 151	**College Physics I**	**3**	**2**	**0**	**4**

Prerequisites: MAT 171; and DRE 098 or DRE 099; or satisfactory reading placement score
Corequisites: None
Fee: $30 (seated/hybrid only)

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. *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.

Code	Description	Lecture	Lab	Clinic	Credit
PLA 162	**Plastics Manufacturing Processes**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers manufacturing processes including machining, sawing, routing, drilling, taping, turning, thermoforming, molding, extrusion, laminating, reinforcing, expansion, casting, coasting, assembly, and finishing. Emphasis is placed on the process and equipment requirements, special operational concerns, setup, operation, tooling, capability limitations, maintenance, and safety. Upon completion, students should be able to select the correct process for the material required and discuss machine operation, setup, tooling, safety, and scrap recycling.

POLITICAL SCIENCE (POL)

Code	Description	Lecture	Lab	Clinic	Credit
POL 120	**American Government**	**3**	**0**	**0**	**3**

Prerequisites: DRE 097 or satisfactory reading placement score
Corequisites: DRE 098 or DRE 099

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. *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: DRE 098 or DRE 099 or satisfactory reading placement score
Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* **This 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

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

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

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: DRE 097 or satisfactory reading placement score
Corequisites: DRE 098 or DRE 099

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: DRE 097 or satisfactory reading placement score
Corequisites: DRE 098 or DRE 099

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: DRE 097 or satisfactory reading placement score

Corequisites: DRE 098 or DRE 099

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: CTI 120

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Code	Description	Lecture	Lab	Clinic	Credit
SEC 150	**Secure Communications**	**2**	**2**	**0**	**3**

Prerequisites: SEC 110

Corequisites: None

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

Code	Description	Lecture	Lab	Clinic	Credit
SEC 160	**Secure Admininstration I**	**2**	**2**	**0**	**3**

Prerequisites: SEC 110

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 260	**Secure Admininstration II**	**2**	**2**	**0**	**3**

Prerequisites: SEC 160

Corequisites: None

This course provides the skills necessary to design and implement information security controls. Topics include advanced networking and TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal and anomalous network traffic, identify common network attack patterns, and implement security solutions.

SOCIOLOGY (SOC)

Code	Description	Lecture	Lab	Clinic	Credit
SOC 210	**Introduction to Sociology**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; or satisfactory reading placement score
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education 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: DRE 098 or DRE 099; or satisfactory reading placement score
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
SOC 220	**Social Problems**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; or satisfactory reading placement score
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in social/behavioral sciences.*

Code	Description	Lecture	Lab	Clinic	Credit
SOC 225	**Social Diversity**	**3**	**0**	**0**	**3**

Prerequisites: DRE 098 or DRE 099; or satisfactory reading placement scoree
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: DRE 097 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 181
Corequisites: SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Code	Description	Lecture	Lab	Clinic	Credit
SPA 211	**Intermediate Spanish I**	**3**	**0**	**0**	**3**

Prerequisites: SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education 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

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

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

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

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

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 145	**Adv Transport Electronics**	**2**	**3**	**0**	**3**

Prerequisites: TRN 120

Corequisites: None

Fee:

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC?s, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC?s, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

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 110	**Internet/Web Fundamentals**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

Code	Description	Lecture	Lab	Clinic	Credit
WEB 115	**Web Markup and Scripting**	**2**	**2**	**0**	**3**

Prerequisites: CTI 110
Corequisites: CIS 115

This course introduces client-side Internet programming using the current W3Crecommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic Java scripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into websites.

Code	Description	Lecture	Lab	Clinic	Credit
WEB 151	**Mobile Application Dev I**	**2**	**2**	**0**	**3**

Prerequisites: DMA 010, DMA 020, and DMA 030; or satisfactory math placement scores
Corequisites: None

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

Code	Description	Lecture	Lab	Clinic	Credit
WEB 210	**Web Design**	**2**	**2**	**0**	**3**

Prerequisites: CTI 110 or WEB 110
Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

Code	Description	Lecture	Lab	Clinic	Credit
WEB 215	**Advanced Markup and Scripting**	**2**	**2**	**0**	**3**

Prerequisites: WEB 115
Corequisites: None

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

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 115A; $25 for WLD 115B; $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 116A; $25 for WLD 116B; $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 121A; $25 for WLD 121B; $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

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

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

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

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

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

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.

Workforce Development

COURSE INFO

Introduction
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, firemen, 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 held on campus and in areas away from the Craven Community College campus where suitable locations can be arranged and student interest justifies the classes. Classes have been held in schools, community centers and businesses. Classes are also offered through distance education 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 only 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-Cherry Point Campus offices.

The student will be eligible for a 100 percent 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 percent tuition refund if an applicable class is canceled due to insufficient enrollment.

The student will be eligible for a 75 percent 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 percent point of the scheduled hours of the class.

The student will be eligible for a 75 percent 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 semester/term may be refunded to the estate of the deceased if the student, having paid the required registration fee for a semester/term, dies during that semester/term (prior to or on the last day of examinations of the semester/term).

Certificates

Completion certificates are awarded to students meeting requirements for most Workforce Development classes and programs.

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.

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 or online. These courses are intended to provide training to upgrade a person's skills or qualifications, or assist in preparing an individual for a new career. These classes can be a single course or a series of courses designed for a specific job area.

A variety of courses are also offered to our military partners at 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.

Workforce Development

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 curriculum 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.

Medical Programs

Craven Community College offers a wide variety of health-related courses and training programs. Craven Community College health care training plays an active role in the continuing education of the citizens of Craven County and surrounding areas desiring to prepare themselves for employment in the ever-evolving health care 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 organization.

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 include 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

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.

The SBC Resource Center is located at the College's New Bern Campus. The Center provides free computer and Internet access, printer and access to resources.

For More Information:
www.cravencc.edu/sbc
252-638-1166

WITHDRAWAL FROM WORKFORCE DEVELOPMENT/ CONTINUING EDUCATION COURSES

STUDENT COURSE WITHDRAWAL

Students may request to withdrawal from a WFD/CE course. If the student has attended beyond the 10% point of the class, there is no refund. The purpose of submitting a withdrawal form is to establish a record as to why the student needed to withdrawal from a course and was unable to complete. Withdrawals in WFD/CE have no impact on Grade Point average.

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.

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 Motor Cycle 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".

BASIC SKILLS/LITERACY PROGRAMS

Adult Basic Education (ABE)
Adult Basic Education (ABE) is a program of instruction designed for adults who need to improve their reading, writing, speaking, math and technological skills to function more effectively in society or in the workplace. ABE students function below the high school level.

Adult High School (AHSD)
Adult High School (AHSD) is a program designed to help students earn their adult high school diploma. Students must complete a minimum of 22 credits, to earn their diploma. Students must provide an official copy of transcripts from the last high school attended. Registration, placement test and orientation required.

The Transition Academy
The Transition Academy is designed to provide adults with intellectual disabilities the opportunity to continue their education by improving their reading, writing, math and technological skills while preparing for the world of paid or non-paid work or other appropriate post-secondary education programs.

English as a Second Language (ESL)
English as a Second Language (ESL) is a program designed for adults whose native language is not English. Instruction focuses on English skills which will enable students to interact effectively in the community and in the workplace. Our classes are designed to provide reading, writing, speaking and basic living skills to students with a limited English-speaking background. Interested students should attend the class that is convenient for them. Registration and assessment will be completed at this time.

El inglés como un segundo idioma (ESL)
El programa de ESL es para los estudiantes adultos cuya lengua materna no es el inglés. La instrucción se concentra en las habilidades del inglés que les permitirán a los estudiantes interactuar efectivamente en la comunidad y en los lugares de trabajo. Las clases son completamente gratis. La registración es abierta; venga y regístrese en las clases en cualquier momento durante el semestre. También tenemos cursos en video y por la Internet para tomar en la comodidad de su hogar.

High School Equivalency
The high school equivalency program is designed to help students pass an official high school equivalency exam. Exams consist of several parts to include: writing, reading, social studies, science and mathematics. Students who pass the high school equivalency exam will receive a high school equivalency diploma.

Family Literacy Programs
The Family Literacy Program provides educational opportunities for children and their parents/guardians by integrating early childhood education and adult education into a unified program. Adults may study basic math and reading to prepare to take the high school equivalency exam and/or improve their English skills. In addition, the program includes transportation to school, breakfast and lunch. Children newborn to 5 years of age may attend.

Basic Skills Program
The mission of the Basic Skills Program is to provide educational opportunities for adults 16 years or older who are out of school. The program addresses the needs of adults who do not have a high school diploma or who want to improve their basic education skills to function more effectively in society. The Basic Skills Program of Craven Community College (CCC) offers a wide variety of classes at on-campus and off-campus sites throughout Craven County. Classes are offered during the day, afternoon and evening. All classes are free! Students who are 16 or 17 years old need special permission from a parent/guardian and the school district before enrolling in any Basic Skills Program.

Orientation sessions for ABE, High School Equivalency, and AHSD Programs
Orientation sessions are required for all of our new students. During our orientation sessions, students will receive details about the different programs and classroom options available. Additionally, students will complete an assessment to determine their academic strengths and weaknesses. Based on the results of the assessment, students will receive a referral to the appropriate classes in order to begin a 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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BS, MA – University of North Carolina at Wilmington

Debbie Sabin
Counselor
BA – University of North Carolina-Wilmington
MS – East Carolina University

Caroline Scales
English Educator
BA – University of North Carolina at Wilmington

Public Radio East

Kelly Y. Batchelor
Program Director - PRE
AA – Lenoir Community College

Jared T. Brumbaugh
News Coordinator - PRE

Valerie Crowder
News Reporter – PRE
BA – Syracuse University

Catherine A. Little
Business Account Executive - PRE

George W. Olsen
Producer–ATC Host - PRE
BA – University of Maine

Breth Powers
Data Entry Technician - PRE
AAS – Pitt Community College

Nakia Royal
Senior Administrative Assistant - PRE

ACADEMIC CALENDAR - (Fall 2018) - Revised 10/16/2018

Final Registration for Fall	August 14 -16
Faculty Workdays	August 14 -16
Classes Begin (Regular & A-Term)	August 17
75% Refund (A-Term)	August 21
College Convocation	August 24
75% Refund (Regular-Term)	August 27
Last Day to Appeal Final Grade for Summer Term	August 30
Faculty Enrollment Verifications due to Financial Aid Office (Regular & A-Term)	August 31
Labor Day Holiday (College Closed)	September 3
Financial Aid Grant Disbursement (Regular & A-Term)	September 24
Last Day to Withdraw from Class or Audit (A-Term)	October 8
End of A-Term	October 15
Last Day to Remove an Incomplete Grade for Spring/Summer-Terms	October 15
Last Day to Register for B-Term Classes	October 16
Faculty Workday/Professional Development Day (No Classes) or Make-up Day for Official Cancellation	October 16
Grades Posted/Attendance Rosters Due by 5:00 p.m.(A-Term)	October 17
Classes Begin (B-Term)	October 17
75% Refund (B-Term)	October 21
Faculty Enrollment Verifications due to Financial Aid Office (B-Term)	October 25
Last Day to Apply for Fall Graduation	October 29
Last Day to Withdraw from Class or Audit (Regular-Term)	November 1
Spring Priority Registration	November 5 - 8
Faculty Workday or Make-up Day for Official Cancellation	November 9
Open Registration Begins	November 12
Financial Aid Grant Disbursement (B-Term)	November 14
Last Day to Withdraw from Class or Audit (B-Term)	November 28
Faculty Workday or Make-up Day for Official Cancellation	November 21
Student/Faculty Semester Break (No Classes)	November 22 - 25
Thanksgiving Holidays (College Closed)	November 22 - 25
Final Exams	December 10 -15
End of Fall Semester (Regular-Term, Flex-Term & B-Term)	December 15
Faculty Workday	December 17
Grades Posted/Attendance Rosters Due by 5:00 p.m. (Regular-Term, Flex-Term & B-Term)	December 17
Administrative Holidays (College Closed)	December 21 – 31

Note: Dates are subject to change

A-Term – (8 Weeks)	August 17–October 15
Regular-Term – (16 Weeks)	August 17–December 15
B-Term – (8 Weeks)	October 17–December 15

ACADEMIC CALENDAR - (Spring 2019) - Revised 10/16/2018

New Year's Holiday (College Closed)	January 1
Staff Returns for Spring Semester	January 2
Final Registration for Spring Semester	January 2 - 4
Faculty Workdays	January 3 - 4
Classes Begin (Regular & A-Term)	January 7
75% Refund (A-Term)	January 11
75% Refund (Regular-Term)	January 17
Last Day to Appeal Final Grade for Fall Term	January 18
Martin Luther King Holiday (College Closed)	January 21
Faculty Enrollment Verifications due to Financial Aid Office (Regular & A-Term)	January 22
Last Day to Register for Flex-Term Classes	February 4
Classes Begin (Flex-Term)	February 5
75% Refund (Flex-Term)	February 12
Last Day to Withdraw from Class or Audit (A-Term)	February 13
Faculty Enrollment Verifications due to Financial Aid Office (Flex-Term)	February 15
Financial Aid Grant Disbursement (Regular & A-Term)	February 22
End of A-Term	March 4
Last Day to Remove an Incomplete Grade for Fall Term	March 4
Grades Posted/Attendance Roster Due by 2:00 p.m. (A-Term)	March 5
Last Day to Register for B-Term Classes	March 5
Faculty Workday/Professional Development Day (No Classes) or Make-up Day for Official Cancellation	March 5
Classes Begin (B-Term)	March 6
Financial Aid Grant Disbursement (Flex-Term)	March 8
75% Refund (B-Term)	March 10
Faculty Enrollment Verifications due to Financial Aid Office (B-Term)	March 14
Last Day to Apply for Spring Graduation	March 15
Last Day to Withdraw from Class or Audit (Regular-Term)	March 21
Last Day to Withdraw from Class or Audit (Flex-Term)	April 2
Summer/Fall Priority Registration	April 8 – 12
Last Day to Withdraw from Class or Audit (B-Term)	April 11
Open Registration Begins	April 15
Financial Aid Grant Disbursement (B-Term)	April 18
Spring Holiday (College Closed)	April 22
Student/Faculty Semester Break (No Classes)	April 23 – 28
Final Exams	May 1 - 7
End of Spring Semester (Regular-Term, Flex-Term & B-Term)	May 7
Grades Posted/Attendance Rosters Due by 5:00 p.m.- (Regular-Term, Flex-Term & B-Term)	May 8
Graduation/Faculty Workday	May 11

Note: Dates are subject to change

Term A–(8 Weeks)	January 7 – March 4
Regular Spring Semester–(16 Weeks)	January 7 – May 7
Flex Term–(12 Weeks)	February 5 – May 7
Term B–(8 Weeks)	March 6 – May 7

ACADEMIC CALENDAR - (Summer Term 2019) - Revised 10/16/2018

Student/Faculty Break (No Classes)……	May 13 - 19
Final Registration for Summer	May 15 - 17
Classes Begin	May 20
75% Refund (10 & 8 Week Term)	May 26
Memorial Day Holiday (College Closed)	May 27
Faculty Enrollment Verifications due to Financial Aid Office……..	May 28
Last Day to Appeal Final Grade for Spring Term…….…….	June 5
Last Day to Apply for Summer Graduation	June 13
Financial Aid Grant Distribution	June 20
Last Day to Withdraw from Class or Audit (8 Week Term)	June 26
Faculty/Student Break (No Classes)……	July 1 - 7
Independence Day Holiday (College Closed)	July 4
Fall Priority Registration	July 8 -11
Last Day to Withdraw from Class or Audit (10 Week Term)	July 11
Open Registration Begins……	July 15
Final Exams……	July 30 – August 5
End of Term	August 5
Grades Posted/Attendance Rosters Due by 5:00 p.m.	August 6

Note: Dates are subject to change

8 Week Term	May 21 – July 23
10 Week Term	May 21 – August 6

■ Directions

Craven Community College-New Bern Campus

Best Routes to New Bern Campus
800 College Court, New Bern

Arriving from Washington, NC or Upstate North Carolina:

Take US 17 South to NC 43 which becomes Glenburnie Road, turn right on College Court.

Arriving from Kinston, NC or Western North Carolina:

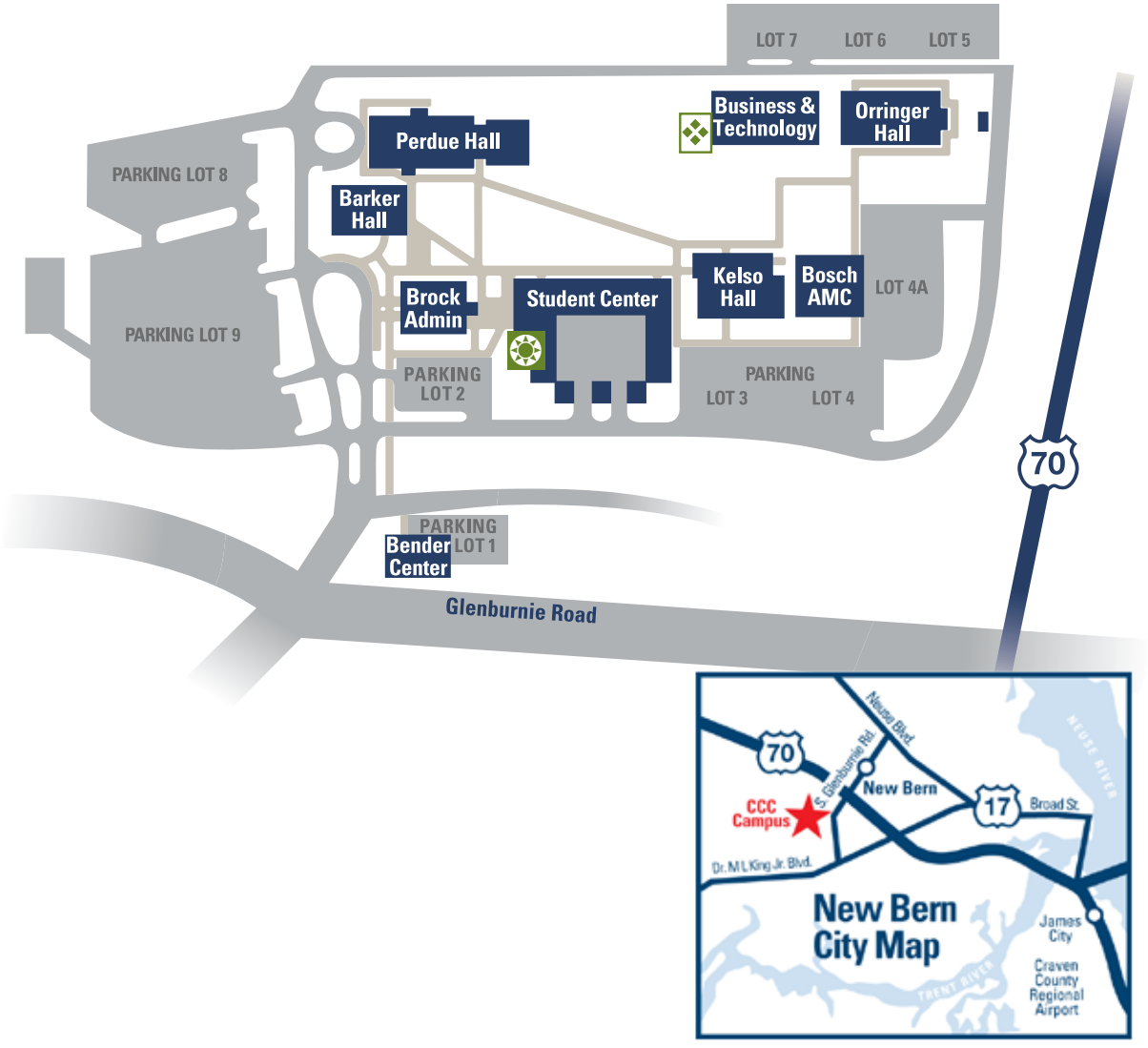
Take US 70 East to NC 43 intersection (Glenburnie Road), turn right at stop light, and then right again on College Court.

Arriving from Havelock, NC or Eastern North Carolina:

Take US 70 West to NC 43 intersection (Glenburnie Road), turn left at stop light, and then right on College Court.

Arriving from Jacksonville, NC or Southern North Carolina:

Take US 17 North to NC 43 intersection (Glenburnie Road), turn left at stop light, and then left again on College Court.



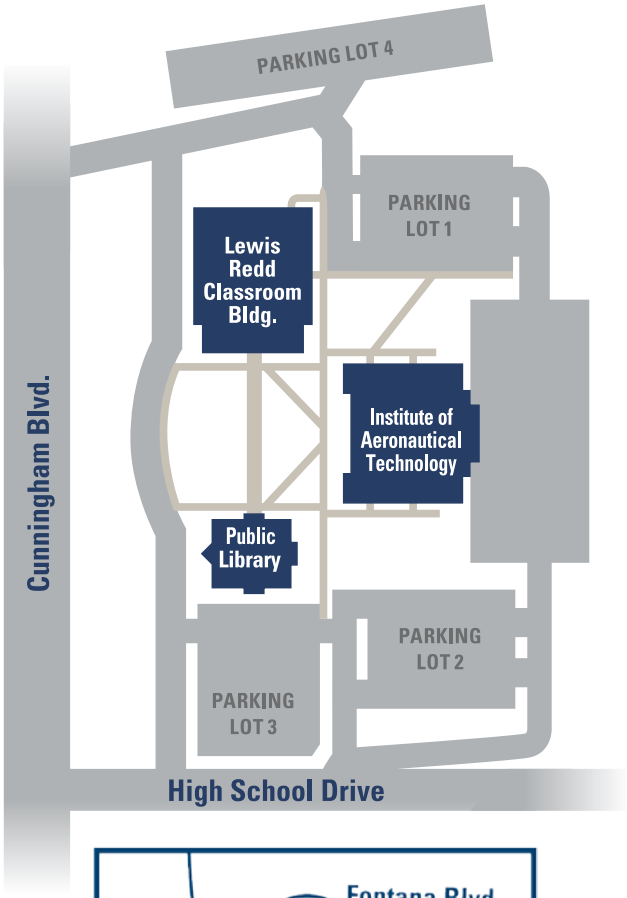
Directions

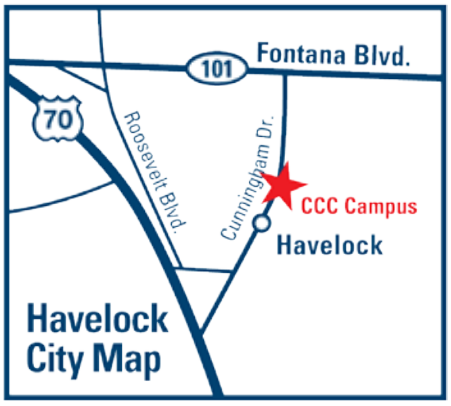
Craven Community College-Havelock Campus

Best Routes to Havelock Campus 305 Cunningham Blvd, Havelock

Arriving from Washington, NC or Upstate North Carolina:

Take US 17 South to US 70 East (at New Bern). Follow 70 East to Havelock. Turn left on State Route 101, then right on Cunningham Boulevard. The campus is on the left.





Arriving from Kinston, NC or Western North Carolina:

Take US 70 East through New Bern and follow 70 East to Havelock. Turn left on State Route 101, then right on Cunningham Boulevard. The campus is on the left.

Arriving from Eastern North Carolina:

Take US 70 West to Havelock, turning right on Cunningham Boulevard (at the airplane). The campus is on the right.

Arriving from Jacksonville, NC or Southern North Carolina:

Take US 17 North to US 70 East (at New Bern). Follow 70 East to Havelock. Turn left on State Route 101, then right on Cunningham Boulevard. The campus is on the left.

In addition to our New Bern and Havelock locations, Craven Community College has a location on board Marine Corps Air Station Cherry Point. The office and classrooms are located in the Jerry Marvel Training and Educational Building.

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-yrs	Completers of Programs 2<4 yr	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
1.	Basic Skills Student Progress	68.3%	34.5%	59.1%	55.5%
2.	Student Success Rate in College-level English Courses	55.9%	23.8%	50.9%	60.6%
3.	Student Success Rate in College-level Math Courses	32.5%	10.1%	29.0%	26.7%
4.	First Year Progression	75.0%	54.1%	70.5%	74.6%
5.	Curriculum Student Completion	51.9%	35.9%	43.7%	46.2%
6.	Licensure and Certification Passing Rate	90.9%	69.9%	82.0%	80.2%
7.	College Transfer Performance	87.6%	65.1%	82.5%	81.1%

CRAVEN COMMUNITY COLLEGE

2018 – 2019 CATALOG

www.CravenCC.edu