
CURRICULA

ASSOCIATE IN ARTS A10100

This program is designed for students who intend to transfer courses or the degree in its entirety to a four-year college or university in pursuit of a Bachelor of Arts degree.

GENERAL EDUCATION CORE (44 SHC)*

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. The curriculum provides opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

English Composition (6 SHC)

Humanities/Fine Arts (12 SHC) Select **four** courses from at least **three** of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. **At least one course must be a literature course and one course must be a core COM course.**

Social/Behavioral Sciences (12 SHC) Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC): Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required. *Mathematics (6 SHC):* At least one course in introductory mathematics is required, and one course must be CIS 110.

OTHER REQUIRED HOURS (20-21 SHC)

Other required hours include additional general education and professional courses from the Comprehensive Articulation Agreement transfer course list.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit | |
|--|-------------------------------------|-----|--------|---|
| General Education Core (44 SHC) | | | | |
| English Composition (6 SHC) | | | | |
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| ENG 113 | Literature-Based Research | 3 | 0 | 3 |
| or | | | | |
| ENG 114 | Professional Research and Reporting | 3 | 0 | 3 |
| Humanities/Fine Arts (12 SHC) | | | | |
| <i>(Select four courses from at least three of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, music, literature, philosophy, and religion. At least one course must be a literature course and one core COM course).</i> | | | | |
| ART 111 | Art Appreciation | 3 | 0 | 3 |
| ART 114 | Art History Survey I | 3 | 0 | 3 |
| ART 115 | Art History Survey II | 3 | 0 | 3 |
| ART 116 | Survey of American Art | 3 | 0 | 3 |
| COM 110 | Introduction to Communication | 3 | 0 | 3 |
| COM 231 | Public Speaking | 3 | 0 | 3 |
| ENG 231 | American Literature I | 3 | 0 | 3 |
| ENG 232 | American Literature II | 3 | 0 | 3 |
| ENG 241 | British Literature I | 3 | 0 | 3 |
| ENG 242 | British Literature II | 3 | 0 | 3 |
| ENG 261 | World Literature I | 3 | 0 | 3 |
| ENG 262 | World Literature II | 3 | 0 | 3 |
| HUM 211 | Humanities I | 3 | 0 | 3 |
| HUM 212 | Humanities II | 3 | 0 | 3 |
| MUS 110 | Music Appreciation | 3 | 0 | 3 |
| PHI 210 | History of Philosophy | 3 | 0 | 3 |
| PHI 215 | Philosophical Issues | 3 | 0 | 3 |
| PHI 220 | Western Philosophy I | 3 | 0 | 3 |
| PHI 221 | Western Philosophy II | 3 | 0 | 3 |
| PHI 240 | Introduction to Ethics | 3 | 0 | 3 |
| REL 110 | World Religions | 3 | 0 | 3 |
| REL 111 | Eastern Religions | 3 | 0 | 3 |
| REL 112 | Western Religions | 3 | 0 | 3 |
| REL 211 | Introduction to Old Testament | 3 | 0 | 3 |
| REL 212 | Introduction to New Testament | 3 | 0 | 3 |
| REL 221 | Religion in American | 3 | 0 | 3 |

Social/Behavioral Sciences (12 SHC)

(Select **four** courses from at least **three** of the following discipline areas: economics, history, political science, psychology, and sociology. **At least one course must be a history course.**)

| Title | | Class | Lab | Credit |
|---------|-----------------------------------|-------|-----|--------|
| ECO 151 | Survey of Economics | 3 | 0 | 3 |
| ECO 251 | Principles of Microeconomics | 3 | 0 | 3 |
| ECO 252 | Principles of Macroeconomics | 3 | 0 | 3 |
| GEO 111 | World Regional Geography | 3 | 0 | 3 |
| HIS 111 | World Civilizations I | 3 | 0 | 3 |
| HIS 112 | World Civilizations II | 3 | 0 | 3 |
| HIS 121 | Western Civilization I | 3 | 0 | 3 |
| HIS 122 | Western Civilization II | 3 | 0 | 3 |
| HIS 131 | American History I | 3 | 0 | 3 |
| HIS 132 | American History II | 3 | 0 | 3 |
| POL 110 | Introduction to Political Science | 3 | 0 | 3 |
| POL 120 | American Government | 3 | 0 | 3 |
| POL 220 | International Relations | 3 | 0 | 3 |
| PSY 150 | General Psychology | 3 | 0 | 3 |
| PSY 241 | Developmental Psychology | 3 | 0 | 3 |
| PSY 281 | Abnormal Psychology | 3 | 0 | 3 |
| SOC 210 | Introduction to Sociology | 3 | 0 | 3 |
| SOC 213 | Sociology of the Family | 3 | 0 | 3 |
| SOC 220 | Social Problems | 3 | 0 | 3 |

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC): Select **two** courses, including accompanying laboratory work, from among the biological and physical science disciplines.

| | | | | |
|----------|-------------------------------|---|---|---|
| BIO 110 | Principles of Biology | 3 | 3 | 4 |
| BIO 111 | General Biology I | 3 | 3 | 4 |
| BIO 112 | General Biology II | 3 | 3 | 4 |
| BIO 120 | Introductory Botany | 3 | 3 | 4 |
| BIO 130 | Introductory Zoology | 3 | 3 | 4 |
| BIO 140 | Environmental Biology | 3 | 0 | 3 |
| BIO 140A | Environmental Biology Lab | 0 | 3 | 1 |
| CHM 131 | Introduction to Chemistry | 3 | 0 | 3 |
| CHM 13A | Introduction to Chemistry Lab | 0 | 3 | 1 |
| CHM 151 | General Chemistry I | 3 | 3 | 4 |
| CHM 152 | General Chemistry II | 3 | 3 | 4 |

Mathematics (6 SHC): Select at least one course in introductory mathematics; the other course must be CIS 110.

| | | Class | Lab | Credit |
|---------|---------------------------|-------|-----|--------|
| CIS 110 | Introduction to Computers | 2 | 2 | 3 |
| MAT 140 | Survey of Mathematics | 3 | 0 | 3 |
| MAT 151 | Statistics I | 3 | 0 | 3 |
| MAT 161 | College Algebra | 3 | 0 | 3 |

| | | Class | Lab | Credit | |
|---------|--------------------------|--------------|------------|---------------|---|
| MAT 162 | College Trigonometry | | 3 | 0 | 3 |
| MAT 171 | Precalculus Algebra | | 3 | 0 | 3 |
| MAT 172 | Precalculus Trigonometry | | 3 | 0 | 3 |
| MAT 263 | Brief Calculus | | 3 | 0 | 3 |
| MAT 271 | Calculus I | | 3 | 2 | 4 |

Other Required Courses *(21 SHC) *Select 20 hours from the following list or any of the above listed core courses not used to meet minimum block requirements. Students should consult with their advisor to determine the appropriate elective to complete based upon the requirements of the selected four-year institution and the student's intended major. Student must complete ACA 111.*

| | | Class | Lab | Credit | |
|----------|----------------------------------|--------------|------------|---------------|---|
| ACA 111 | College Student Success | | 1 | 0 | 1 |
| ACC 120 | Principles of Accounting I | | 3 | 2 | 4 |
| ACC 121 | Principles of Accounting II | | 3 | 2 | 4 |
| ART 131 | Drawing I | | 0 | 6 | 3 |
| ART 240 | Painting I | | 0 | 6 | 3 |
| BIO 168 | Anatomy and Physiology I | | 3 | 3 | 4 |
| BIO 169 | Anatomy and Physiology II | | 3 | 3 | 4 |
| BIO 275 | Microbiology | | 3 | 3 | 4 |
| BUS 110 | Introduction to Business | | 3 | 0 | 3 |
| BUS 115 | Business Law I | | 3 | 0 | 3 |
| BUS 137 | Principles of Management | | 3 | 0 | 3 |
| CIS 115 | Introduction to Prog & Logic | | 2 | 2 | 3 |
| CJC 111 | Introduction to Criminal Justice | | 3 | 0 | 3 |
| CJC 121 | Law Enforcement Operations | | 3 | 0 | 3 |
| CJC 141 | Corrections | | 3 | 0 | 3 |
| EDU 216 | Foundations of Education | | 3 | 2 | 4 |
| ENG 274 | Literature by Women | | 3 | 0 | 3 |
| HEA 110 | Personal Health/Wellness | | 3 | 0 | 3 |
| HIS 221 | African-American History | | 3 | 0 | 3 |
| HIS 226 | The Civil War | | 3 | 0 | 3 |
| HIS 228 | History of the South | | 3 | 0 | 3 |
| HIS 229 | History of the Old South | | 3 | 0 | 3 |
| HIS 236 | North Carolina History | | 3 | 0 | 3 |
| MAT 140A | Survey of Mathematics Lab | | 0 | 2 | 1 |
| MAT 151A | Statistics I Lab | | 0 | 2 | 1 |
| MAT 161A | College Algebra Lab | | 0 | 2 | 1 |
| MAT 162A | College Trigonometry Lab | | 0 | 2 | 1 |
| MAT 171A | Precalculus Algebra Lab | | 0 | 2 | 1 |
| MAT 172A | Precalculus Trigonometry Lab | | 0 | 2 | 1 |
| MAT 263A | Brief Calculus Lab | | 0 | 2 | 1 |
| PED 110 | Fit and Well for Life | | 1 | 2 | 2 |
| PED 111 | Physical Fitness I | | 0 | 3 | 1 |
| PED 113 | Aerobics I | | 0 | 3 | 1 |

| | | | | |
|---------|------------------------------|---|---|---|
| PED 115 | Step Aerobics I | 0 | 3 | 1 |
| PED 117 | Weight Training I | 0 | 3 | 1 |
| PED 125 | Self-Defense Beginning | 0 | 2 | 1 |
| PED 126 | Self-Defense Intermediate | 0 | 2 | 1 |
| PED 128 | Golf-Beginning | 0 | 2 | 1 |
| PED 130 | Tennis-Beginning | 0 | 2 | 1 |
| PED 132 | Racquetball-Beginning | 0 | 2 | 1 |
| PED 152 | Swimming-Beginning | 0 | 2 | 1 |
| PED 155 | Water Aerobics | 0 | 3 | 1 |
| PED 216 | Indoor Cycling | 0 | 3 | 1 |
| PHS 110 | Basic Physical Science | 3 | 2 | 4 |
| PSY 263 | Educational Psychology | 3 | 0 | 3 |
| SOC 244 | Sociology of Death and Dying | 3 | 0 | 3 |
| SPA111 | Elementary Spanish I | 3 | 0 | 3 |
| SPA112 | Elementary Spanish II | 3 | 0 | 3 |
| SPA211 | Intermediate Spanish I | 3 | 0 | 3 |
| SPA212 | Intermediate Spanish II | 3 | 0 | 3 |

**Total Semester Credit Hours
Approved for Awarding**

**65
AA**

- * Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.
- ** Pre-major credit at select institutions only.

**PRE-MAJOR ASSOCIATE IN ARTS
BUSINESS ADMINISTRATION
A1010B**

This program is designed for students who intend to transfer courses and major in Business Administration. Students who successfully complete this course of study and meet the requirements for admission to a four-year college or university may be eligible to apply for admissions to the major with junior standing.

GENERAL EDUCATION CORE (44 SHC)*

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. The curriculum provides opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

English Composition (6 SHC)

Humanities/Fine Arts (12 SHC) Select **four** courses from at least **three** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. **At least one course must be a literature course.**

Social/Behavioral Sciences (12 SHC) Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course and one course must be ECO 251.**

Natural Sciences/Mathematics (14-16 SHC)

Natural Sciences (8 SHC): Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.

Mathematics (6-8 SHC): The following courses are required:

Choose One:

- MAT 161 College Algebra (3 SHC) or
- MAT 171 Pre-Calculus Algebra (3 SHC) or
- MAT 175 Pre-Calculus (4 SHC)

Choose One:

- MAT 163 Brief Calculus (3 SHC) or
- MAT 271 Calculus I (4 SHC)

OTHER REQUIRED HOURS (20 SHC)

The following courses are required (14 SHC):

| | |
|---------|---|
| ACC 120 | Principles of Financial Accounting (4 SHC) |
| ACC 121 | Principles of Managerial Accounting (4 SHC) |
| CIS 110 | Introduction to Computers (3 SHC) |
| ECO 252 | Principles of Macroeconomics (3 SHC) |

One of the following is required (3 SHC):

| | |
|---------|--------------------------------|
| BUS 228 | Business Statistics (3 SHC) or |
| MAT 151 | Statistics I (3 SHC) or |
| MAT 155 | Statistical Analysis (3 SHC) |

Three additional hours of approved college transfer courses are required.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|-------|-------|-----|--------|
|-------|-------|-----|--------|

General Education Core (44 SHC)

English Composition (6 SHC)

| | | | | |
|---------|-------------------------------------|---|---|---|
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| ENG 113 | Literature-Based Research | 3 | 0 | 3 |
| or | | | | |
| ENG 114 | Professional Research and Reporting | 3 | 0 | 3 |

Humanities/Fine Arts (12 SHC)

Select **four** courses from at least **three** of the following discipline areas: music, art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. **At least one course must be a literature course.**

| | | | | |
|---------|-------------------------------|---|---|---|
| ART 111 | Art Appreciation | 3 | 0 | 3 |
| ART 114 | Art History Survey I | 3 | 0 | 3 |
| ART 115 | Art History Survey II | 3 | 0 | 3 |
| ART 116 | Survey of American Art | 3 | 0 | 3 |
| COM 110 | Introduction to Communication | 3 | 0 | 3 |
| COM 231 | Public Speaking | 3 | 0 | 3 |
| ENG 231 | American Literature I | 3 | 0 | 3 |
| ENG 232 | American Literature II | 3 | 0 | 3 |
| ENG 241 | British Literature I | 3 | 0 | 3 |
| ENG 242 | British Literature II | 3 | 0 | 3 |
| ENG 261 | World Literature I | 3 | 0 | 3 |
| ENG 262 | World Literature II | 3 | 0 | 3 |
| HUM 211 | Humanities I | 3 | 0 | 3 |
| HUM 212 | Humanities II | 3 | 0 | 3 |
| MUS 110 | Music Appreciation | 3 | 0 | 3 |
| PHI 210 | History of Philosophy | 3 | 0 | 3 |

| | | Class | Lab | Credit | |
|---------|-------------------------------|--------------|------------|---------------|---|
| PHI 215 | Philosophical Issues | | 3 | 0 | 3 |
| PHI 220 | Western Philosophy I | | 3 | 0 | 3 |
| PHI 221 | Western Philosophy II | | 3 | 0 | 3 |
| PHI 240 | Introduction to Ethics | | 3 | 0 | 3 |
| REL 110 | World Religions | | 3 | 0 | 3 |
| REL 111 | Eastern Religions | | 3 | 0 | 3 |
| REL 112 | Western Religions | | 3 | 0 | 3 |
| REL 211 | Introduction to Old Testament | | 3 | 0 | 3 |
| REL 212 | Introduction to New Testament | | 3 | 0 | 3 |
| REL 221 | Religion in American | | 3 | 0 | 3 |

Social/Behavioral Sciences (12 SHC)

*Select **four** courses from at least **three** of the following discipline areas: economics, history, political science, psychology, and sociology. **At least one course must be a history course, and one course must be ECO 251.***

| | Class | Lab | Credit | |
|---------|-----------------------------------|------------|---------------|---|
| ECO 151 | Survey of Economics | 3 | 0 | 3 |
| ECO 251 | Principles of Microeconomics | 3 | 0 | 3 |
| ECO 252 | Principles of Macroeconomics | 3 | 0 | 3 |
| GEO 111 | World Regional Geography | 3 | 0 | 3 |
| HIS 111 | World Civilizations I | 3 | 0 | 3 |
| HIS 112 | World Civilizations II | 3 | 0 | 3 |
| HIS 121 | Western Civilization I | 3 | 0 | 3 |
| HIS 122 | Western Civilization II | 3 | 0 | 3 |
| HIS 131 | American History I | 3 | 0 | 3 |
| HIS 132 | American History II | 3 | 0 | 3 |
| POL 110 | Introduction to Political Science | 3 | 0 | 3 |
| POL 120 | American Government | 3 | 0 | 3 |
| POL 220 | International Relations | 3 | 0 | 3 |
| PSY 150 | General Psychology | 3 | 0 | 3 |
| PSY 241 | Developmental Psychology | 3 | 0 | 3 |
| PSY 281 | Abnormal Psychology | 3 | 0 | 3 |
| SOC 210 | Introduction to Sociology | 3 | 0 | 3 |
| SOC 213 | Sociology of the Family | 3 | 0 | 3 |
| SOC 220 | Social Problems | 3 | 0 | 3 |

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC): Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines

| Title | | Class | Lab | Credit |
|--------------|-------------------------------|--------------|------------|---------------|
| BIO 110 | Principles of Biology | 3 | 3 | 4 |
| BIO 111 | General Biology I | 3 | 3 | 4 |
| BIO 112 | General Biology II | 3 | 3 | 4 |
| BIO 120 | Introductory Botany | 3 | 3 | 4 |
| BIO 130 | Introductory Zoology | 3 | 3 | 4 |
| BIO 140 | Environmental Biology | 3 | 0 | 3 |
| BIO 140A | Environmental Biology Lab | 0 | 3 | 1 |
| CHM 131 | Introduction to Chemistry | 3 | 0 | 3 |
| CHM 131A | Introduction to Chemistry Lab | 0 | 3 | 1 |
| CHM 151 | General Chemistry I | 3 | 3 | 4 |
| CHM 152 | General Chemistry II | 3 | 3 | 4 |

Mathematics (6-8 SHC):

The following courses are required: Choose One:

- MAT 161 College Algebra (3 SHC) or
- MAT 171 Pre-Calculus Algebra (3 SHC) or
- MAT 175 Pre-Calculus (4 SHC)

Choose One:

- MAT 163 Brief Calculus (3 SHC) or
- MAT 271 Calculus I (4 SHC)

Other Required Courses *(20 SHC)

The following courses are required (14 SHC):

- ACC 120 Principles of Financial Accounting (4 SHC)
- ACC 121 Principles of Managerial Accounting (4 SHC)
- CIS 110 Introduction to Computers (3 SHC)
- ECO 252 Principles of Macroeconomics (3 SHC)

One of the following is required (3 SHC):

- BUS 228 Business Statistics (3 SHC) or
- MAT 151 Statistics I (3 SHC) or
- MAT 155 Statistical Analysis (3 SHC)

Three additional hours of approved college transfer courses are required.

Total Semester Hours Credit (SHC) 64-65

Approved for Awarding AA

**PRE-MAJOR ASSOCIATE IN ARTS
BUSINESS EDUCATION AND MARKETING EDUCATION
A1010C**

This program is designed for students who intend to transfer courses and major in Business Education. Students who successfully complete this course of study and meet the requirements for admission to a four-year college or university may be eligible to apply for admissions to the major with junior standing.

GENERAL EDUCATION CORE (44 SHC)*

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. The curriculum provides opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

English Composition (6 SHC)

Humanities/Fine Arts (12 SHC)

Select **four** courses from at least **three** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. **At least one course must be a literature course.**

Social/Behavioral Sciences (12 SHC)

Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course and one course must be ECO 251.**

Natural Sciences/Mathematics (14-16 SHC)

Natural Sciences (8 SHC):

Two courses, including accompanying laboratory work, from the biological and physical science disciplines are required.

Mathematics (6-7 SHC):

The following course is required:

CIS 110 Introduction to Computers (3 SHC)

One of the following courses is required:

MAT 161 College Algebra (3 SHC) or
MAT 171 Precalculus Algebra (3 SHC) or
MAT 175 Pre-Calculus (4 SHC)

Other Required Hours (19-21 SHC)

The following courses are required (14 SHC):

| | |
|---------|--|
| ACC 120 | Principles of Financial Accounting (4 SHC) |
| ECO 252 | Principles of Macroeconomics (3 SHC) |

One of the following courses is required (3 SHC):

| | |
|---------|--|
| CIS 115 | Intro. to Programming & Logic (3 SHC) or |
| CSC 134 | C++ Programming (3 SHC) or |
| CSC 148 | JAVA Programming (3 SHC) |

Nine to ten additional hours of approved college transfer courses are required to total 64 SHC of transferable courses.

COURSE AND HOUR REQUIREMENTS

General Education Core (44 SHC)

English Composition (6 SHC)

| | Class | Lab | Credit | |
|---------|-------------------------------------|------------|---------------|---|
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| ENG 113 | Literature-Based Research | 3 | 0 | 3 |
| or | | | | |
| ENG 114 | Professional Research and Reporting | 3 | 0 | 3 |

Humanities/Fine Arts (12 SHC)

*Select **four** courses from at least **three** of the following discipline areas: music, art, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.*

At least one course must be a literature course.

| | | | | |
|---------|-------------------------------|---|---|---|
| ART 111 | Art Appreciation | 3 | 0 | 3 |
| ART 114 | Art History Survey I | 3 | 0 | 3 |
| ART 115 | Art History Survey II | 3 | 0 | 3 |
| ART 116 | Survey of American Art | 3 | 0 | 3 |
| COM 110 | Introduction to Communication | 3 | 0 | 3 |
| COM 231 | Public Speaking | 3 | 0 | 3 |
| ENG 231 | American Literature I | 3 | 0 | 3 |
| ENG 232 | American Literature II | 3 | 0 | 3 |
| ENG 241 | British Literature I | 3 | 0 | 3 |
| ENG 242 | British Literature II | 3 | 0 | 3 |
| ENG 261 | World Literature I | 3 | 0 | 3 |
| ENG 262 | World Literature II | 3 | 0 | 3 |
| HUM 211 | Humanities I | 3 | 0 | 3 |
| HUM 212 | Humanities II | 3 | 0 | 3 |
| MUS 110 | Music Appreciation | 3 | 0 | 3 |
| PHI 215 | Philosophical Issues | 3 | 0 | 3 |
| PHI 210 | History of Philosophy | 3 | 0 | 3 |
| PHI 220 | Western Philosophy I | 3 | 0 | 3 |
| PHI 221 | Western Philosophy II | 3 | 0 | 3 |
| PHI 240 | Introduction to Ethics | 3 | 0 | 3 |
| REL 110 | World Religions | 3 | 0 | 3 |
| REL 111 | Eastern Religions | 3 | 0 | 3 |

| | | Class | Lab | Credit | | |
|---------|-------------------------------|--------------|------------|---------------|--|--|
| REL 112 | Western Religions | 3 | 0 | 3 | | |
| REL 211 | Introduction to Old Testament | 3 | 0 | 3 | | |
| REL 212 | Introduction to New Testament | 3 | 0 | 3 | | |
| REL 221 | Religion in American | 3 | 0 | 3 | | |

Social/Behavioral Sciences (12 SHC)

Select **four** courses from at least **three** of the following discipline areas: economics, history, political science, psychology, and sociology. **At least one course must be a history course, and one course must be ECO 251.**

| | | Class | Lab | Credit |
|---------|-----------------------------------|--------------|------------|---------------|
| ECO 151 | Survey of Economics | 3 | 0 | 3 |
| ECO 251 | Principles of Microeconomics | 3 | 0 | 3 |
| ECO 252 | Principles of Macroeconomics | 3 | 0 | 3 |
| GEO 111 | World Regional Geography | 3 | 0 | 3 |
| HIS 111 | World Civilizations I | 3 | 0 | 3 |
| HIS 112 | World Civilizations II | 3 | 0 | 3 |
| HIS 121 | Western Civilization I | 3 | 0 | 3 |
| HIS 122 | Western Civilization II | 3 | 0 | 3 |
| HIS 131 | American History I | 3 | 0 | 3 |
| HIS 132 | American History II | 3 | 0 | 3 |
| POL 110 | Introduction to Political Science | 3 | 0 | 3 |
| POL 120 | American Government | 3 | 0 | 3 |
| POL 220 | International Relations | 3 | 0 | 3 |
| PSY 150 | General Psychology | 3 | 0 | 3 |
| PSY 241 | Developmental Psychology | 3 | 0 | 3 |
| PSY 281 | Abnormal Psychology | 3 | 0 | 3 |
| SOC 210 | Introduction to Sociology | 3 | 0 | 3 |
| SOC 213 | Sociology of the Family | 3 | 0 | 3 |
| SOC 220 | Social Problems | 3 | 0 | 3 |

Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC): Select **two** courses, including accompanying laboratory work, from among the biological and physical science disciplines

| | | Class | Lab | Credit |
|----------|-------------------------------|--------------|------------|---------------|
| BIO 110 | Principles of Biology | 3 | 3 | 4 |
| BIO 111 | General Biology I | 3 | 3 | 4 |
| BIO 112 | General Biology II | 3 | 3 | 4 |
| BIO 120 | Introductory Botany | 3 | 3 | 4 |
| BIO 130 | Introductory Zoology | 3 | 3 | 4 |
| BIO 140 | Environmental Biology | 3 | 0 | 3 |
| BIO 140A | Environmental Biology Lab | 0 | 3 | 1 |
| CHM 131 | Introduction to Chemistry | 3 | 0 | 3 |
| CHM 131A | Introduction to Chemistry Lab | 0 | 3 | 1 |
| | | Class | Lab | Credit |
| CHM 151 | General Chemistry I | 3 | 3 | 4 |
| CHM 152 | General Chemistry II | 3 | 3 | 4 |

Mathematics (6-7 SHC):

The following course is required:

CIS 110 Introduction to Computers (3 SHC)

One of the following courses is required:

MAT 161 College Algebra (3 SHC) or

MAT 171 Pre-Calculus Algebra (3 SHC) or

MAT 175 Pre-Calculus (4 SHC)

Choose One:

MAT 163 Brief Calculus (3 SHC) or

MAT 271 Calculus I (4 SHC)

Other Required Courses (19-21 SHC)

The following courses are required (14 SHC):

ACC 120 Principles of Financial Accounting (4 SHC)

ECO 252 Principles of Macroeconomics (3 SHC)

One of the following courses is required (3 SHC):

CIS 115 Intro. to Programming & Logic (3 SHC) or

CSC 134 C+++ Programming (3 SHC) or

CSC 148 JAVA Programming (3 SHC)

Nine to ten additional hours of approved college transfer courses are required to total 64 SHC of transferable courses.

Total Semester Hours Credit (SHC) in Program

64-65

Approved for Awarding

AA

**ASSOCIATE IN GENERAL EDUCATION
A10300**

This program is designed principally for students who desire two years of general education beyond the high school level.

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English/communications. The curriculum includes opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

English/Communications (6 SHC)

Humanities/Fine Arts (3 SHC)

Select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy and religion.

Social/Behavioral Sciences (3 SHC)

Select courses from the following discipline areas: economics, history, political science, psychology and sociology.

Natural Sciences/Mathematics (3 SHC)

Mathematics

Select courses from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.

or

Natural Sciences

Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

OTHER REQUIRED HOURS (49-50 SHC)

Other required hours include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours, one hour of which must be ACA 111, College Student Success. Three semester hours (3 SHC) must be CIS 110 and three semester hours (3 SHC) must be any core COM course.

TOTAL HOURS

65

ASSOCIATE IN SCIENCE A10400

This program is designed for students who intend to transfer courses or the degree in its entirety to a four-year college or university in pursuit of a Bachelor of Science degree.

GENERAL EDUCATION CORE (44 SHC)*

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. The curriculum provides opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

English Composition (6 SHC)

Humanities/Fine Arts (9 SHC)

Select **three** courses from at least **three** of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, music, literature, philosophy, and religion. **At least one course must be a literature course and one course must be a core COM course.**

Social/Behavioral Sciences (9 SHC)

Select **three** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Natural Sciences/Mathematics (20 SHC)

Natural Sciences (8 SHC minimum): A two-course sequence in general biology, general chemistry or general physics is required.

Mathematics (6 SHC minimum): At least one course in mathematics at the precalculus algebra level (MAT 171) or above is required, and one course must be CIS 110. Other units may be selected from higher level mathematics or from among other quantitative subjects, such as computer science and statistics.

OTHER REQUIRED HOURS (20-21 SHC)

An additional 14 SHC minimum in mathematics, natural sciences, and computer science. The remaining hours may be selected from elective transfer courses.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit | |
|---|-----------------------------------|-------|--------|--------|
| General Education Core (44 SHC)* | | | | |
| English Composition (6 SHC) | | | | |
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| ENG 113 | Literature-Based Research | 3 | 0 | 3 |
| or | | | | |
| ENG 114 | Professional Research & Reporting | 3 | 0 | 3 |
| Humanities/Fine Arts (9 SHC) | | | | |
| <i>(Select three courses from at least three of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, music, literature, philosophy, and religion. At least one course must be a literature course, and one course must be a core COM course.)</i> | | | | |
| | | Class | Lab | Credit |
| ART 111 | Art Appreciation | 3 | 0 | 3 |
| ART 114 | Art History Survey I | 3 | 0 | 3 |
| ART 115 | Art History Survey II | 3 | 0 | 3 |
| ART 116 | Survey of American Art | 3 | 0 | 3 |
| COM 110 | Introduction to Communication | 3 | 0 | 3 |
| COM 231 | Public Speaking | 3 | 0 | 3 |
| ENG 231 | American Literature I | 3 | 0 | 3 |
| ENG 232 | American Literature II | 3 | 0 | 3 |
| ENG 241 | British Literature I | 3 | 0 | 3 |
| ENG 242 | British Literature II | 3 | 0 | 3 |
| ENG 261 | World Literature I | 3 | 0 | 3 |
| ENG 262 | World Literature II | 3 | 0 | 3 |
| HUM 211 | Humanities I | 3 | 0 | 3 |
| HUM 212 | Humanities II | 3 | 0 | 3 |
| MUS 110 | Music Appreciation | 3 | 0 | 3 |
| PHI 210 | History of Philosophy | 3 | 0 | 3 |
| PHI 215 | Philosophical Issues | 3 | 0 | 3 |
| PHI 220 | Western Philosophy I | 3 | 0 | 3 |
| PHI 221 | Western Philosophy II | 3 | 0 | 3 |
| PHI 240 | Introduction to Ethics | 3 | 0 | 3 |
| REL 110 | World Religions | 3 | 0 | 3 |
| REL 111 | Eastern Religions | 3 | 0 | 3 |
| REL 112 | Western Religions | 3 | 0 | 3 |
| REL 211 | Introduction to Old Testament | 3 | 0 | 3 |
| REL 212 | Introduction to New Testament | 3 | 0 | 3 |
| REL 221 | Religion in America | 3 | 0 | 3 |

Social/Behavioral Sciences (9 SHC)

(Select **three** courses from at least **three** of the following discipline areas: economics, history, political science, psychology, and sociology. **At least one course must be a history course.**)

| | | Class | Lab | Credit |
|---------|-----------------------------------|--------------|------------|---------------|
| ECO 151 | Survey of Economics | 3 | 0 | 3 |
| ECO 251 | Principles of Microeconomics | 3 | 0 | 3 |
| ECO 252 | Principles of Macroeconomics | 3 | 0 | 3 |
| GEO 111 | World Regional Geography | 3 | 0 | 3 |
| HIS 111 | World Civilizations I | 3 | 0 | 3 |
| HIS 112 | World Civilizations II | 3 | 0 | 3 |
| HIS 121 | Western Civilization I | 3 | 0 | 3 |
| HIS 122 | Western Civilization II | 3 | 0 | 3 |
| HIS 131 | American History I | 3 | 0 | 3 |
| HIS 132 | American History II | 3 | 0 | 3 |
| POL 110 | Introduction to Political Science | 3 | 0 | 3 |
| POL 120 | American Government | 3 | 0 | 3 |
| POL 220 | International Relations | 3 | 0 | 3 |
| PSY 150 | General Psychology | 3 | 0 | 3 |
| PSY 241 | Developmental Psychology | 3 | 0 | 3 |
| PSY 281 | Abnormal Psychology | 3 | 0 | 3 |
| SOC 210 | Introduction to Sociology | 3 | 0 | 3 |
| SOC 213 | Sociology of the Family | 3 | 0 | 3 |
| SOC 220 | Social Problems | 3 | 0 | 3 |

NATURAL SCIENCES/MATHEMATICS (20 SHC)

Natural Sciences (8 SHC minimum): Select a **two-course** sequence in general biology, general chemistry or general physics.

| | | Class | Lab | Credit |
|---------|----------------------|--------------|------------|---------------|
| BIO 111 | General Biology I | 3 | 3 | 4 |
| BIO 112 | General Biology II | 3 | 3 | 4 |
| CHM 151 | General Chemistry I | 3 | 3 | 4 |
| CHM 152 | General Chemistry II | 3 | 3 | 4 |

Mathematics (6 SHC minimum): Select at least **one** course in mathematics at the precalculus algebra level (MAT 171) or above; one course must be CIS 110. Other units may be selected from higher level mathematics or from among other quantitative subjects, such as computer science and statistics.

| | | Class | Lab | Credit |
|---------|--------------------------------|--------------|------------|---------------|
| CIS 110 | Introduction to Computers | 2 | 2 | 3 |
| CIS 115 | Introduction to Prog and Logic | 2 | 2 | 3 |
| MAT 151 | Statistics I | 3 | 0 | 3 |
| MAT 171 | Precalculus Algebra | 3 | 0 | 3 |
| MAT 172 | Precalculus Trigonometry | 3 | 0 | 3 |
| MAT 263 | Brief Calculus | 3 | 0 | 3 |
| MAT 271 | Calculus I | 3 | 2 | 4 |

OTHER REQUIRED HOURS (21 SHC)

Other required hours must include ACA 111 and an additional 14 SHC in mathematics, natural sciences, computer sciences, and/or other pre-major courses. The remaining six hours may be selected from the following list or from any of the above listed core courses not used to meet minimum block requirements. Students should consult with their advisor to determine the appropriate elective to complete based upon the requirements of the selected four-year institution and the student's intended major.

| | | Class | Lab | Credit |
|----------|----------------------------------|--------------|------------|---------------|
| ACA 111 | College Student Success | 1 | 0 | 1 |
| ACC 120 | Principles of Accounting I | 3 | 2 | 4 |
| ACC 121 | Principles of Accounting II | 3 | 2 | 4 |
| ART 131 | Drawing I | 0 | 6 | 3 |
| ART 240 | Painting I | 0 | 6 | 3 |
| BIO 120 | Introductory Botany | 3 | 3 | 4 |
| BIO 130 | Introductory Zoology | 3 | 3 | 4 |
| BIO 140 | Environmental Biology | 3 | 0 | 3 |
| BIO 140A | Environmental Biology Lab | 0 | 3 | 1 |
| BIO 168 | Anatomy and Physiology I | 3 | 3 | 4 |
| BIO 169 | Anatomy and Physiology II | 3 | 3 | 4 |
| BIO 275 | Microbiology | 3 | 3 | 4 |
| BUS 137 | Principles of Management | 3 | 0 | 3 |
| CHM 131 | Introduction to Chemistry | 3 | 0 | 3 |
| CHM 131A | Introduction to Chemistry Lab | 0 | 3 | 1 |
| BUS 110 | Introduction to Business | 3 | 0 | 3 |
| BUS 115 | Business Law I | 3 | 0 | 3 |
| BUS 137 | Principles of Management | 3 | 0 | 3 |
| CJC 111 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CJC 121 | Law Enforcement Operations | 3 | 0 | 3 |
| CJC 141 | Corrections | 3 | 0 | 3 |
| EDU 216 | Foundations of Education | 3 | 2 | 4 |
| ENG 274 | Literature by Women | 3 | 0 | 3 |
| HEA 110 | Personal Health/Wellness | 3 | 0 | 3 |
| HIS 221 | African-American History | 3 | 0 | 3 |
| HIS 226 | The Civil War | 3 | 0 | 3 |
| HIS 228 | History of the South | 3 | 0 | 3 |
| HIS 229 | History of the Old South | 3 | 0 | 3 |
| HIS 236 | North Carolina History | 3 | 0 | 3 |
| MAT 140 | Survey of Mathematics | 3 | 0 | 3 |
| MAT 140A | Survey of Mathematics Lab | 0 | 2 | 1 |
| MAT 151A | Statistics Lab | 0 | 2 | 1 |
| MAT 161 | College Algebra | 3 | 0 | 3 |
| MAT 161A | College Algebra Lab | 0 | 2 | 1 |
| MAT 162 | College Trigonometry | 3 | 0 | 3 |
| MAT 162A | College Trigonometry Lab | 0 | 2 | 1 |
| MAT 171A | Precalculus Algebra Lab | 0 | 2 | 1 |
| MAT 172A | Precalculus Trigonometry Lab | 0 | 2 | 1 |
| MAT 263A | Brief Calculus Lab | 0 | 2 | 1 |

| | | Class | Lab | Credit |
|---------|-------------------------------|--------------|------------|---------------|
| PED 110 | Fit and Well for Life | 1 | 2 | 2 |
| PED 111 | Physical Fitness I | 0 | 3 | 1 |
| PED 113 | Aerobics I | 0 | 3 | 1 |
| PED 115 | Step Aerobics I | 0 | 3 | 1 |
| PED 117 | Weight Training I | 0 | 3 | 1 |
| PED 125 | Self-Defense Beginning | 0 | 2 | 1 |
| PED 126 | Self-Defense Intermediate | 0 | 2 | 1 |
| PED 128 | Golf Beginning | 0 | 2 | 1 |
| PED 130 | Tennis Beginning | 0 | 2 | 1 |
| PED 132 | Racquetball-Beginning | 0 | 2 | 1 |
| PED 152 | Swimming-Beginning | 0 | 2 | 1 |
| PED 155 | Water Aerobics | 0 | 3 | 1 |
| PED 216 | Indoor Cycling | 0 | 3 | 1 |
| PHS 110 | Basic Physical Science | 3 | 2 | 4 |
| PSY 263 | Educational Psychology | 3 | 0 | 3 |
| SOC 244 | Sociology and Death and Dying | 3 | 0 | 3 |
| SPA111 | Elementary Spanish I | 3 | 0 | 3 |
| SPA112 | Elementary Spanish II | 3 | 0 | 3 |
| SPA211 | Intermediate Spanish I | 3 | 0 | 3 |
| SPA212 | Intermediate Spanish II | 3 | 0 | 3 |

Total Semester Credit Hours

65

Approved for Awarding

AS

* Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

** Pre-major credit at select institutions only.

ACCOUNTING A25100

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

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

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

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit | |
|----------------------------------|-------------------------------------|-----|--------|---|
| General Education Courses | | | | |
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| ENG 114 | Professional Research & Reporting | 3 | 0 | 3 |
| | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| MAT 115 | Mathematical Models | 2 | 2 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| ACC 120 | Principles of Financial Accounting | 3 | 2 | 4 |
| ACC 121 | Principles of Managerial Accounting | 3 | 2 | 4 |
| ACC 220 | Intermediate Accounting I | 3 | 2 | 4 |
| ACC 226 | Advanced Managerial Accounting | 3 | 0 | 3 |
| BUS 115 | Business Law I | 3 | 0 | 3 |
| BUS 137 | Principles of Management | 3 | 0 | 3 |
| Required Subject Areas | | | | |
| Taxes | | | | |
| ACC 131 | Federal Income Taxes | 2 | 2 | 3 |
| Economics: Select two: | | | | |
| ECO 151 | Survey of Economics | 3 | 0 | 3 |
| ECO 251 | Principles of Microeconomics | 3 | 0 | 3 |
| ECO 252 | Principles of Macroeconomics | 3 | 0 | 3 |
| Computers | | | | |
| CIS 111 | Basic PC Literacy | 1 | 2 | 2 |

| | | Class | Lab | Credit |
|----------------------------|----------------------------------|--------------|------------|---------------|
| Other Major Courses | | | | |
| ACC 140 | Payroll Accounting | | 1 | 2 |
| ACC 150 | Accounting Software Applications | | 1 | 2 |
| BUS 240 | Business Ethics | | 3 | 0 |
| BUS 260 | Business Communications | | 3 | 0 |
| BUS 110 | Introduction to Business | | 3 | 0 |
| BUS 116 | Business Law II | | 3 | 0 |
| BUS 153 | Human Resource Management | | 3 | 0 |
| CTS 130 | Spreadsheet | | 2 | 2 |

Electives: Select One:

| | | | | |
|---------|-------------------------|--|---|---|
| BUS 121 | Business Math | | 2 | 2 |
| MKT 120 | Principles of Marketing | | 3 | 3 |
| COE 111 | Co-op Work Experience I | | 1 | 0 |

Other Required Courses

| | | | | |
|---------|-------------------------|--|---|---|
| ACA 111 | College Student Success | | 1 | 0 |
| COE 110 | World of Work | | 1 | 0 |

Total Semester Credit Hours

Range 69-71

Approved for Awarding

AAS

**ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE CLERK
C25100AC**

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Work Experience | Credit |
|--------------|--------------------------------|--------------|------------|----------------------------|---------------|
| ACC 120 | Principles of Financial Acct. | 3 | 2 | 0 | 4 |
| BUS 121 | Business Math | 2 | 2 | 0 | 3 |
| CIS 111 | Basic PC Literacy | 1 | 2 | 0 | 2 |
| ACC 150 | Accounting Software Appls. | 1 | 2 | 0 | 2 |
| ACC 121 | Principles of Managerial Acct. | 3 | 2 | 0 | 4 |
| COE 110 | World of Work OR | 1 | 0 | 0 | 1 |
| COE 111 | Co-op Work Experience | 1 | 0 | 10 | 1 |

Total Semester Credits

16

Approved for Awarding

Certificate

**PAYROLL CLERK CERTIFICATE
C25100PC**

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Work | |
|-------------------------------|--------------------------------|--------------|------------|-------------------|--------------------|
| | | | | Experience | Credit |
| ACC 120 | Principles of Financial Acct. | 3 | 2 | 0 | 4 |
| BUS 121 | Business Math | 2 | 2 | 0 | 3 |
| CIS 111 | Basic PC Literacy | 1 | 2 | 0 | 2 |
| ACC 150 | Accounting Software Appls | 1 | 2 | 0 | 2 |
| ACC 140 | Payroll Accounting | 1 | 2 | 0 | 2 |
| ACC 121 | Principles of Managerial Acct. | 3 | 2 | 0 | 4 |
| Total Semester Credits | | | | | 17 |
| Approved for Awarding | | | | | Certificate |

ASSOCIATE DEGREE NURSING A45100

The Associate Degree Nursing (integrated) curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

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

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physician's offices, industry, and community agencies.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Clinical | Credit |
|---|-------|-----|----------|--------|
| General Education Courses | | | | |
| ENG 111 Expository Writing | 3 | 0 | 0 | 3 |
| ENG 114 Professional Research and Reporting | 3 | 0 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| MAT 140 Survey of Mathematics | 3 | 0 | 0 | 3 |
| PSY 150 General Psychology | 3 | 0 | 0 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| NUR 110 Nursing I | 5 | 3 | 6 | 8 |
| ** NUR 120 Nursing II | 5 | 3 | 6 | 8 |
| NUR 130 Nursing III | 4 | 3 | 6 | 7 |
| *** NUR 210 Nursing IV | 5 | 3 | 12 | 10 |
| NUR 220 Nursing V | 4 | 3 | 15 | 10 |
| Other Major Courses | | | | |
| BIO 168 Anatomy and Physiology I | 3 | 3 | 0 | 4 |
| BIO 169 Anatomy and Physiology II | 3 | 3 | 0 | 4 |
| PSY 241 Developmental Psychology | 3 | 0 | 0 | 3 |
| CIS 111 Basic PC Literacy | 1 | 2 | 0 | 2 |

| Other Required Courses | | Class | Lab | Clinical | Credit |
|-------------------------------|-------------------------|--------------|------------|-----------------|---------------|
| ACA 111 | College Student Success | 1 | 0 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 0 | 1 |

Total Semester Credit Hours 73

Approved for Awarding AAS

** Upon completion of NUR 120, the student is eligible to be listed as NA II.

*** Upon successful completion of NUR 210, the student may be eligible to exit as a candidate to write the NCLEX-PN.

PRACTICAL NURSING D45660

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

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

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Clinical | Credit |
|------------------------------------|-------|-----|----------|----------------|
| General Education Courses | | | | |
| ENG 111 Expository Writing | 3 | 0 | 0 | 3 |
| PSY 150 General Psychology | 3 | 0 | 0 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| NUR 101 Practical Nursing I | 7 | 6 | 6 | 11 |
| **NUR 102 Practical Nursing II | 8 | 0 | 12 | 12 |
| NUR 103 Practical Nursing III | 6 | 0 | 12 | 10 |
| Other Major Hours | | | | |
| BIO 168 Anatomy & Physiology I | 3 | 3 | 0 | 4 |
| BIO 169 Anatomy & Physiology II | 3 | 3 | 0 | 4 |
| Other Required Courses | | | | |
| ACA111 College Student Success | 1 | 0 | 0 | 1 |
| Total Semester Credit Hours | | | | 48 |
| Approved for Awarding | | | | Diploma |

**Upon completion of NUR 102, the student is eligible to be listed as NA II.

**PRACTICAL NURSING EQUIVALENCY CERTIFICATE
C45660PN**

| Title | Class | Lab | Clinical | Credit |
|---------------------|--------------|------------|-----------------|---------------|
| NUR 110 Nursing I | 5 | 3 | 6 | 8 |
| NUR 120 Nursing II | 5 | 3 | 6 | 8 |
| NUR 130 Nursing III | 4 | 3 | 6 | 7 |
| NUR 210 Nursing IV | 5 | 3 | 12 | 10 |

Total Semester Hours **43**

Approved for Awarding **Certificate**

NURSING ASSISTANT C45480

This curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as Nursing Assistant I's and Nursing Assistant II's. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor's offices.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Clinical | Credit |
|------------------------------------|-------|-----|--------------------|--------|
| Required Core Courses | | | | |
| NAS 101 Nursing Assistant I | 3 | 2 | 3 | 5 |
| NAS 102 Nursing assistant II | 3 | 2 | 6 | 6 |
| NAS 103 Home Health Care | 2 | 0 | 0 | 2 |
| Other Major Courses | | | | |
| MED 120 Medical Terminology | 2 | 0 | 0 | 2 |
| Other Required Courses | | | | |
| ACA 111 College Student Success | 1 | 0 | 0 | 1 |
| Total Semester Credit Hours | | | | 16 |
| Approved for Awarding | | | Certificate | |

BUILDING CONSTRUCTION TECHNOLOGY A35140

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

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

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

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit | |
|----------------------------------|------------------------------------|------------|---------------|---|
| General Education Courses | | | | |
| COM 110 | Intro to Communication | 3 | 0 | 3 |
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| MAT 120 | Geometry & Trigonometry | 2 | 2 | 3 |
| | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| | Social/Behavioral Science Elective | 3 | 0 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| BPR 130 | Blueprint Reading/Construction | 1 | 2 | 2 |
| CST 131 | OSHA/Safety/Certification | 2 | 2 | 3 |
| CST 211 | Construction Surveying | 2 | 3 | 3 |
| CST 221 | Statics/Structures | 3 | 3 | 4 |
| CST 241 | Planning/Estimating I | 2 | 2 | 3 |
| Required Subject Area: | | | | |
| CAR 111 | Carpentry I | 3 | 15 | 8 |
| Other Major Courses | | | | |
| CAR 110 | Introduction to Carpentry | 2 | 0 | 2 |
| CAR 112 | Carpentry II | 3 | 15 | 8 |
| CAR 113 | Carpentry III | 3 | 9 | 6 |
| CAR 114 | Residential Building Codes | 3 | 0 | 3 |
| DFT 117 | Technical Drafting | 1 | 2 | 2 |

| Title | Class | Lab | Credit | |
|------------------------------------|--------------------------------|------------|---------------|------------|
| PLU 111 | Introduction to Basic Plumbing | 1 | 3 | 2 |
| CIS 111 | Basic P.C. Literacy | 1 | 2 | 2 |
| ELC 111 | Intro to Electricity | 2 | 3 | 3 |
| ECO 251 | Principles of Microeconomics | 3 | 0 | 3 |
| OR | | | | |
| BUS 110 | Introduction to Business | 3 | 0 | 3 |
| Select 2 hours from: | | | | |
| COE 111 | Co-op Work Experience I | 0 | 10 | 1 |
| COE 121 | Co-op Work Experience II | 0 | 10 | 1 |
| OR | | | | |
| * COE 112 | Co-op Work Experience I | 0 | 20 | 2 |
| WLD 112 | Basic Welding Process | 1 | 3 | 2 |
| OR | | | | |
| DFT 119 | Basic CAD | 1 | 2 | 2 |
| Other Required Courses | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 1 |
| Total Semester Credit Hours | | | | 73 |
| Approved for Awarding | | | | AAS |

*An elective approved by the department chair may be taken in lieu of COE 112.

**BUILDING CONSTRUCTION TECHNOLOGY
D35140**

| Title | Class | Lab | Credit | |
|---------------------------------------|--------------------------------|------------|----------------|---|
| General Education Courses | | | | |
| COM 110 | Intro to Communication | 3 | 0 | 3 |
| MAT 115 | Mathematical Models OR | 2 | 2 | 3 |
| PSY 150 | General Psychology | 3 | 0 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| BPR 130 | Blueprint Reading/Construction | 1 | 2 | 2 |
| CAR 111 | Carpentry I | 3 | 15 | 8 |
| CST 241 | Planning/Estimating I | 2 | 2 | 3 |
| | | | | |
| Other Major Courses | | | | |
| CAR 110 | Introduction to Carpentry | 2 | 0 | 2 |
| CAR 112 | Carpentry II | 3 | 15 | 8 |
| CAR 113 | Carpentry III | 3 | 9 | 6 |
| CAR 114 | Residential Building Codes | 3 | 0 | 3 |
| CIS 111 | PC Literacy | 1 | 2 | 2 |
| | | | | |
| Other Major Courses | | | | |
| Choose one from the following: | | | | |
| CST 131 | OSHA/Safety/Certification | 2 | 2 | 3 |
| CST 211 | Construction Surveying | 2 | 3 | 3 |
| CST 221 | Statics/Structures | 3 | 3 | 4 |
| PLU 111 | Intro to Basic Plumbing | 1 | 3 | 2 |
| ELC 111 | Intro to Electricity | 2 | 2 | 3 |
| | | | | |
| Other Required Courses | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 1 |
| | | | | |
| Total Semester Credit Hours | | | 44-46 | |
| Approved for Awarding | | | Diploma | |

BUILDING CONSTRUCTION TECHNOLOGY
Carpentry Certificate
C35140CA
COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|--------------|---------------------------|--------------|------------|---------------|
| CAR 110 | Introduction to Carpentry | 2 | 0 | 2 |
| CAR 111 | Carpentry I | 3 | 15 | 8 |

Choose one of the following:

| | | | | |
|---------|--------------------------------|---|---|---|
| BPR 130 | Blueprint Reading/Construction | 1 | 2 | 2 |
| CAR 114 | Residential Building Codes | 3 | 0 | 3 |
| CST 131 | OSHA/Safety/Certification | 2 | 2 | 3 |

Total Semester Credits

12-13

Approved for Awarding

Certificate

BUILDING CONSTRUCTION TECHNOLOGY
General Contractor's License Preparation Certificate
C35140GC
COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|--------------|--------------------------------|--------------|------------|---------------|
| CAR 110 | Introduction to Carpentry | 2 | 0 | 2 |
| BPR 130 | Blueprint Reading/Construction | 1 | 2 | 2 |
| CAR 114 | Residential Building Codes | 3 | 0 | 3 |
| CST 131 | OSHA/Safety/Certification | 2 | 2 | 3 |
| CST 241 | Planning/Estimating I | 2 | 2 | 3 |

Total Semester Credits

13

Approved for Awarding

Certificate

BUSINESS ADMINISTRATION A25120

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

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

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

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|-------|-----|--------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Writing | 3 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| MAT 115 Mathematical Models | 2 | 2 | 3 |
| Major Courses | | | |
| Required Core Courses | | | |
| ACC 120 Principles of Financial Accounting | 3 | 2 | 4 |
| BUS 115 Business Law I | 3 | 0 | 3 |
| BUS 137 Principles of Management | 3 | 0 | 3 |
| MKT 120 Principles of Marketing | 3 | 0 | 3 |
| Required Subject Area: | | | |
| Economics: Select two: | | | |
| ECO 151 Survey of Economics | 3 | 0 | 3 |
| ECO 251 Principles of Microeconomics | 3 | 0 | 3 |
| ECO 252 Principles of Macroeconomics | 3 | 0 | 3 |
| Computer Applications | | | |
| CIS 111 Basic PC Literacy | 1 | 2 | 2 |
| Other Major Courses | | | |
| ACC 140 Payroll Accounting OR | 1 | 2 | 2 |
| ACC 150 Accounting Software Applications | 1 | 2 | 2 |
| ACC 121 Principles of Managerial Accounting | 3 | 2 | 4 |
| ACC 131 Federal Income Taxes | 2 | 2 | 3 |

| | Class | Lab | Credit | |
|---------|-----------------------------------|------------|---------------|---|
| BUS 240 | Business Ethics | 3 | 0 | 3 |
| BUS 110 | Introduction to Business | 3 | 0 | 3 |
| BUS 153 | Human Resource Management | 3 | 0 | 3 |
| BUS 116 | Business Law II | 3 | 0 | 3 |
| BUS 260 | Business Communications | 3 | 0 | 3 |
| CTS 130 | Spreadsheet | 2 | 2 | 3 |
| BUS 193 | Seminar/Selected Topics OR | 3 | 0 | 3 |
| BUS 152 | Human Relations | 3 | 0 | 3 |

Electives: Select one of the following:

| | | | | |
|---------|-------------------------|---|---|---|
| BUS 121 | Business Math | 2 | 2 | 3 |
| COE 111 | Co-op Work Experience I | 1 | 0 | 1 |

Other Required Courses

| | | | | |
|---------|-------------------------|---|---|---|
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 1 |

Total Semester Credit Hours

Range 66-68

Approved for Awarding

AAS

**HUMAN RESOURCE MANAGER
CERTIFICATE C25120HR**

COURSE AND HOUR REQUIREMENTS

Work

| Title | Class | Lab | Exper. | Credit | |
|--------------|------------------------------------|------------|---------------|---------------|---|
| ACC 120 | Principles of Financial Accounting | 3 | 2 | 0 | 4 |
| CIS 111 | Basic PC Literacy | 1 | 2 | 0 | 2 |
| BUS 137 | Principles of Management | 3 | 0 | 0 | 3 |
| BUS 153 | Human Resource Management | 3 | 0 | 0 | 3 |
| BUS 110 | Introduction to Business | 3 | 0 | 0 | 3 |
| COE 110 | World of Work OR | 1 | 0 | 0 | 1 |
| COE 111 | Co-op. Work Experience I | 1 | 0 | 10 | 1 |

Total Semester Credit Hours **16**

Approved for Awarding **Certificate**

**OFFICE MANAGER CERTIFICATE
C25120OM**

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit | |
|--------------|------------------------------------|------------|---------------|---|
| ACC 120 | Principles of Financial Accounting | 3 | 2 | 4 |
| BUS 121 | Business Math | 2 | 2 | 3 |
| BUS 110 | Introduction to Business | 3 | 0 | 3 |
| CIS 111 | Basic PC Literacy | 1 | 2 | 2 |
| BUS 137 | Principles of Management | 3 | 0 | 3 |
| BUS 153 | Human Resource Management | 3 | 0 | 3 |

Total Semester Credit Hours **18**

Approved for Awarding **Certificate**

COMMUNITY SPANISH INTERPRETER A55370

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Coursework includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|--|-------|-----|--------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| MAT 140 Survey of Mathematics | 3 | 0 | 3 |
| CIS 110 Introduction to Computers | 2 | 2 | 3 |
| SOC 210 Introduction to Sociology | 3 | 0 | 3 |
| PSY 150 General Psychology | 3 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| Communication | | | |
| COM 110 Introduction to Communication | 3 | 0 | 3 |
| COM 231 Public Speaking | 3 | 0 | 3 |
| Required Courses | | | |
| SPA 111 Elementary Spanish I | 3 | 0 | 3 |
| SPA 112 Elementary Spanish II | 3 | 0 | 3 |
| SPA 120 Spanish for the Workplace | 3 | 0 | 3 |
| SPA 141 Culture and Civilization | 3 | 0 | 3 |
| SPA 161 Cultural Immersion | 2 | 3 | 3 |
| SPA 181 Spanish Lab 1 | 0 | 2 | 1 |
| SPA 182 Spanish Lab 2 | 3 | 0 | 3 |
| SPA 211 Intermediate Spanish I | 3 | 0 | 3 |
| SPA 212 Intermediate Spanish II | 3 | 0 | 3 |
| SPA 215 Spanish Phonetics and the Structure of Language | 3 | 0 | 3 |
| SPA 221 Spanish Conversation | 3 | 0 | 3 |
| SPA 231 Reading and Composition | 3 | 0 | 3 |
| SPA 281 Spanish Lab 3 | 0 | 2 | 1 |
| SPA 282 Spanish Lab 4 | 0 | 2 | 1 |
| SPI 113 Intro to Spanish Interpret. | 3 | 0 | 3 |

| | Class | Lab | Credit | |
|------------------------------------|--|------------|---------------|------------|
| SPI 114 | Analytical Skills for Spanish Interpretation | 3 | 0 | 3 |
| SPI 213 | Review of Grammar | 3 | 0 | 3 |
| SPI 214 | Intro to Translation | 3 | 0 | 3 |
| COE 115 | Work Experience Seminar I | 1 | 0 | 1 |
| Other Required Courses | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 111 | Coop Work Experience | 0 | 10 | 1 |
| Total Semester Credit Hours | | | | 73 |
| Approved for Awarding | | | | AAS |

COMPUTER INFORMATION TECHNOLOGY A25260

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|-------|-----|--------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Reporting | 3 | 0 | 3 |
| MAT 115 Reporting Mathematical Models | 2 | 2 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| Social/Behavioral Science Elective | 3 | 0 | 3 |
| Major Courses | | | |
| Required Core Courses | | | |
| CIS 115 Intro to Programming & Logic | 2 | 2 | 3 |
| CTS 120 Hardware/Software Support | 2 | 3 | 3 |
| CTS 285 Systems Analysis & Design | 3 | 0 | 3 |
| CTS 289 Systems Support Project | 1 | 4 | 3 |
| DBA 110 Database Concepts | 2 | 3 | 3 |
| NOS 110 Operating System Concepts | 2 | 3 | 3 |
| NOS 130 Windows Single User | 2 | 2 | 3 |
| NOS 230 Windows Admin I | 2 | 2 | 3 |
| SEC 110 Security Concepts | 3 | 0 | 3 |
| Required Subject Areas | | | |
| CIS 110 Introduction to Computer | 2 | 2 | 3 |
| BUS 110 Introduction to Business | 3 | 0 | 3 |
| NET 125 Networking Basics | 1 | 4 | 3 |

Other Major Courses

| | | Class | Lab | Credit |
|---------|------------------------|--------------|------------|---------------|
| NET 126 | Routing Basics | 1 | 4 | 3 |
| SEC 150 | Secure Communications | 2 | 2 | 3 |
| NOS 120 | Linux/UNIX Single User | 2 | 2 | 3 |
| SEC 160 | Secure Admin I | 2 | 2 | 3 |
| SEC 220 | Defense-In-Depth | 2 | 2 | 3 |

Other Required Courses

| | | | | |
|---------|-------------------------|---|---|---|
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 1 |

Total Semester Credit Hours**68****Approved for Awarding****AAS**

COSMETOLOGY A55140

The Cosmetology curriculum is designed to provide competency based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|-------|-----|------------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Writing | 3 | 0 | 3 |
| MAT 115 Mathematical Models | 2 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| Social/Behavioral Science Elective | 3 | 0 | 3 |
| Major Courses | | | |
| Required Core Courses | | | |
| COS 111 Cosmetology Concepts I | 4 | 0 | 4 |
| COS 112 Salon I | 0 | 24 | 8 |
| COS 113 Cosmetology Concepts II | 4 | 0 | 4 |
| COS 114 Salon II | 0 | 24 | 8 |
| COS 115 Cosmetology Concepts III | 4 | 0 | 4 |
| COS 116 Salon III | 0 | 12 | 4 |
| COS 117 Cosmetology Concepts IV | 2 | 0 | 2 |
| COS 118 Salon IV | 0 | 21 | 7 |
| Other Major Courses | | | |
| COS 223 Contemporary Hair Applications | 1 | 3 | 2 |
| COS 240 Coloring Contemporary Design | 1 | 3 | 2 |
| CIS 111 Basic PC Literacy | 1 | 2 | 2 |
| BUS 121 Business Math | 2 | 2 | 3 |
| Other Required Courses | | | |
| ACA 111 College Student Success | 1 | 0 | 1 |
| COE 110 World of Work | 1 | 0 | 1 |
| Total Semester Credit Hours in Program | | | 67 |
| Approved for Awarding | | | AAS |

**COSMETOLOGY
Diploma
D55140**

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|--|--------------|------------|----------------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| Social/Behavioral Science Elective | 3 | 0 | 3 |
| Major Courses Required Core Courses | | | |
| COS 111 Cosmetology Concepts I | 4 | 0 | 4 |
| COS 112 Salon I | 0 | 24 | 8 |
| COS 113 Cosmetology Concepts II | 4 | 0 | 4 |
| COS 114 Salon II | 0 | 24 | 8 |
| COS 115 Cosmetology Concepts III | 4 | 0 | 4 |
| COS 116 Salon III | 0 | 12 | 4 |
| Other Major Courses | | | |
| COS 223 Contemporary Hair Coloring | 1 | 3 | 2 |
| CIS 111 Basic PC Literacy | 1 | 2 | 2 |
| Other Required Courses | | | |
| COE 110 World of Work | 1 | 0 | 1 |
| ACA 111 College Student Success | 1 | 0 | 1 |
| Total Semester Credit Hours | | | 44 |
| Approved for Awarding | | | Diploma |

COSMETOLOGY
Certificate
C55140

After successfully completing the following required courses, graduates will qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued an apprentice license. A six-month apprenticeship in a licensed beauty salon or re-enrollment in Cosmetology for an additional 300 hours is required.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|------------------------------------|--------------|------------|---------------|
| Required Core Courses | | | |
| COS 111 Cosmetology Concepts I | 4 | 0 | 4 |
| COS 112 Salon I | 0 | 24 | 8 |
| COS 113 Cosmetology Concepts II | 4 | 0 | 4 |
| COS 114 Salon II | 0 | 24 | 8 |
| COS 115 Cosmetology Concepts II | 4 | 0 | 4 |
| COS 116 Salon III | 0 | 12 | 4 |
| Total Semester Credit Hours | | | 32* |
| Approved for Awarding | | | Certificate* |

*North Carolina State Board of Cosmetic Arts requirement for a certificate in Cosmetology

**COSMETOLOGY INSTRUCTOR
C55160**

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|------------------------------------|--------------|------------|---------------|
| COS 271 Instructor Concepts I | 5 | 0 | 5 |
| COS 272 Instructor Practicum I | 0 | 21 | 7 |
| COS 273 Instructor Concepts II | 5 | 0 | 5 |
| COS 274 Instructor Practicum II | 0 | 21 | 7 |

Total Semester Credit Hours **24***

Approved for Awarding **Certificate***

* North Carolina State Board of Cosmetic Arts requirement for a certificate in Cosmetology Instructor.

**MANICURING INSTRUCTOR
C55380**

The manicuring instructor training program provides a course of study for learning the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetic Arts.

Course work includes all phases of Manicuring theory lab instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam upon passing and be qualified for employment in a cosmetology or manicuring school.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---------------------------------------|--------------|------------|---------------|
| Required Core Courses | | | |
| COS 251 Manicure Instructor Concepts | 8 | 0 | 8 |
| COS 252 Manicure Instructor Practicum | 0 | 15 | 5 |
| Total Semester Credit Hours | | | 13* |
| Approved for Awarding | | | Certificate* |

* North Carolina State Board of Cosmetic Art requirement for a certificate in Manicuring Instructor.

MANICURING/NAIL TECHNOLOGY C55400

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, 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 nail salons, as a platform artist, and in related businesses.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|--------------|------------|---------------------|
| Required Core Courses | | | |
| COS 121 Manicure/Nail Technology I | 4 | 6 | 6 |
| COS 222 Manicure/Nail Technology II | 4 | 6 | 6 |
| Total Semester Credit Hours in Program | | | 12* |
| Approved for Awarding | | | Certificate* |

*North Carolina State Board of Cosmetic Art requirement for a certificate in Manicuring/Nail Technology.

CRIMINAL JUSTICE TECHNOLOGY A55180

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

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|-------|-----|--------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Writing | 3 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| MAT 115 Mathematical Models OR | 2 | 2 | 2 |
| MAT 140 Survey of Mathematics | 3 | 0 | 3 |
| Social Science Elective | 3 | 0 | 3 |
| Major Courses | | | |
| Required Core Courses | | | |
| CJC 111 Introduction to Criminal Justice | 3 | 0 | 3 |
| CJC 112 Criminology | 3 | 0 | 3 |
| CJC 113 Juvenile Justice | 3 | 0 | 3 |
| CJC 131 Criminal Law | 3 | 0 | 3 |
| CJC 212 Ethics and Community Relations | 3 | 0 | 3 |
| CJC 221 Investigative Principles | 3 | 2 | 4 |
| CJC 231 Constitutional Law | 3 | 0 | 3 |
| Other Major Courses | | | |
| CIS 111 Basic PC Literacy OR | 1 | 2 | 2 |
| CIS 110 Intro. to Computers | 2 | 2 | 3 |
| CJC 121 Law Enforcement Operations | 3 | 0 | 3 |
| CJC 160 Terrorism: Underlying Issues | 3 | 0 | 3 |
| CJC 132 Court Structure and Evidence | 3 | 0 | 3 |
| CJC 141 Corrections | 3 | 0 | 3 |
| CJC 151 Introduction to Loss Prevention | 3 | 0 | 3 |

| Title | Class | Lab | Credit |
|---|--------------|------------|-------------------|
| CJC 213 Substance Abuse | 3 | 0 | 3 |
| CJC 222 Criminalistics | 3 | 0 | 3 |
| PED 110 Fit and Well for Life | 1 | 2 | 2 |
| CJC 223 Organized Crime | 3 | 0 | 3 |
| CJC 170 Critical Incident Management for Public Safety | 3 | 0 | 3 |
| Other Required Courses | | | |
| ACA111 College Student Success | 1 | 0 | 1 |
| COE 110 World of Work | 1 | 0 | 1 |
| Total Semester Credit Hours in Program Approved for Awarding | | | 70 AAS |

**CRIMINAL JUSTICE TECHNOLOGY
D55180**

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|--------------|------------|----------------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Reporting | 3 | 0 | 3 |
| Major Courses | | | |
| CIS 111 Basic PC Literacy OR | 1 | 2 | 2 |
| CIS 110 Intro. to Computers | 2 | 2 | 3 |
| CJC 111 Introduction to Criminal Justice | 3 | 0 | 3 |
| CJC 112 Criminology | 3 | 0 | 3 |
| CJC 131 Criminal Law | 3 | 0 | 3 |
| CJC 113 Juvenile Justice | 3 | 0 | 3 |
| CJC 132 Court Procedure and Evidence | 3 | 0 | 3 |
| CJC 141 Corrections | 3 | 0 | 3 |
| CJC 151 Introduction to Loss Prevention | 3 | 0 | 3 |
| CJC 221 Investigative Principles | 3 | 2 | 4 |
| CJC 231 Constitutional Law | 3 | 0 | 3 |
| Other Required Hours | | | |
| ACA111 College Student Success | 1 | 0 | 1 |
| COE 110 World of Work | 1 | 0 | 1 |
| Total Semester Credit Hours | | | 38 |
| Approved for Awarding | | | Diploma |

**CRIMINAL JUSTICE TECHNOLOGY
C55180**

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|--------------------------------------|--------------|------------|--------------------|
| CJC 131 Criminal Law | 3 | 0 | 3 |
| CJC 132 Court Procedure and Evidence | 3 | 0 | 3 |
| CJC 221 Investigative Principles | 3 | 2 | 4 |
| CJC 231 Constitutional Law | 3 | 0 | 3 |
| Total Semester Credit Hours | | | 13 |
| Approved for Awarding | | | Certificate |

**BASIC LAW ENFORCEMENT TRAINING
C55120**

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

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

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

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|--|--------------|------------|--------------------|
| Required Core Courses | | | |
| CJC 100 Basic Law Enforcement Training | 9 | 30 | 19 |
| Total Semester Credit Hours | | | 19 |
| Approved for Awarding | | | Certificate |

EARLY CHILDHOOD EDUCATION A55220

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

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

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

COURSE AND HOUR REQUIREMENTS

| Title Class | Lab | Work | | |
|---|-----|------------|--------|---|
| | | Experience | Credit | |
| General Education Courses | | | | |
| ENG 111 Expository Writing | 3 | 0 | 0 | 3 |
| ENG 114 Professional Research and Reporting OR | 3 | 0 | 0 | 3 |
| ENG 113 Literature Based Research | 3 | 0 | 0 | 3 |
| MAT 115 Mathematical Models OR | 2 | 2 | 0 | 3 |
| MAT 140 Survey of Mathematics | 3 | 0 | 0 | 3 |
| PSY 150 General Psychology | 3 | 0 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| COE 111 Co-op Work Experience I | 0 | 0 | 10 | 1 |
| EDU 131 Child, Family & Community | 3 | 0 | 0 | 3 |
| EDU 146 Child Guidance | 3 | 0 | 0 | 3 |
| EDU 221 Children with Exceptionalities | 3 | 0 | 0 | 3 |
| EDU 151 Creative Activities | 3 | 0 | 0 | 3 |
| EDU 153 Health, Safety, & Nutrition | 3 | 0 | 0 | 3 |
| EDU 271 Educational Technology | 2 | 2 | 0 | 3 |
| EDU 280 Language & Literacy Exp. | 3 | 0 | 0 | 3 |

| Title Class | Lab | Work Experience | Credit | |
|---|------------|------------------------|---------------|---|
| EDU 119 Intro to Early Childhood Ed. | 4 | 0 | 0 | 4 |
| Child Development | | | | |
| EDU 144 Child Development I | 3 | 0 | 0 | 3 |
| EDU 145 Child Development II | 3 | 0 | 0 | 3 |
| Other Major Hours | | | | |
| COE 121 Co-op Work Experience II | 0 | 0 | 10 | 1 |
| EDU 234 Infants, Toddlers, & Twos | 3 | 0 | 0 | 3 |
| EDU 235 School-age Development and Programs | 2 | 0 | 0 | 2 |
| EDU 251 Exploration Activities | 3 | 0 | 0 | 3 |
| EDU 261 Early Childhood Admin. I | 3 | 0 | 0 | 3 |
| EDU 262 Early Childhood Admin. II | 3 | 0 | 0 | 3 |
| COE 110 World of Work | 1 | 0 | 0 | 1 |
| EDU 188 Issues in Early Child Ed. | 2 | 0 | 0 | 2 |
| EDU 157 Active Play | 2 | 2 | 0 | 3 |
| EDU 259 Curriculum Planning | 3 | 0 | 0 | 3 |
| Other Required Hours | | | | |
| ACA 111 College Student Success | 1 | 0 | 0 | 1 |
| Total Semester Credit Hours | | | 72 | |
| Approved for Awarding | | | AAS | |

**EARLY CHILDHOOD EDUCATION
D55220**

| Title Class | Lab | Experience | Work Credit | |
|---|------------|-------------------|------------------------|----------------|
| General Education Courses | | | | |
| ENG 111 Expository Writing | 3 | 0 | 0 | 3 |
| ENG 114 Professional Research and Reporting OR | 3 | 0 | 0 | 3 |
| ENG 113 Literature Based Research | 3 | 0 | 0 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| COE 111 Co-op Work Experience I | 0 | 0 | 10 | 1 |
| EDU 131 Child, Family & Community | 3 | 0 | 0 | 3 |
| EDU 146 Child Guidance | 3 | 0 | 0 | 3 |
| EDU 221 Children with Exceptionalities | 3 | 0 | 0 | 3 |
| EDU 151 Creative Activities | 3 | 0 | 0 | 3 |
| EDU 153 Health, Safety, and Nutrition | 3 | 0 | 0 | 3 |
| Early Childhood Education. | | | | |
| EDU 119 Intro to Early Childhood Ed. | 4 | 0 | 0 | 4 |
| Child Development | | | | |
| EDU 144 Child Development I | 3 | 0 | 0 | 3 |
| EDU 145 Child Development II | 3 | 0 | 0 | 3 |
| Other Major Courses | | | | |
| COE 110 World of Work | 1 | 0 | 0 | 1 |
| EDU 235 School-Age Development and Programs | 2 | 0 | 0 | 2 |
| EDU 259 Curriculum Planning | 3 | 0 | 0 | 3 |
| EDU 271 Educational Technology | 2 | 2 | 0 | 3 |
| Other Required Courses | | | | |
| ACA 111 College Student Success | 1 | 0 | 0 | 1 |
| Total Semester Credit Hours | | | | 42 |
| Approved for Awarding | | | | Diploma |

**EARLY CHILDHOOD EDUCATION
CHILD CARE CERTIFICATE
C55220CC**

| Title Class | Lab | Work | | Credit |
|------------------------------------|------------|-------------------|---------------|--------------------|
| | | Experience | Credit | |
| EDU 119 Early Childhood Ed. | 4 | 0 | 0 | 4 |
| EDU 144 Child Development I | 3 | 0 | 0 | 3 |
| EDU 145 Child Development II | 3 | 0 | 0 | 3 |
| EDU 146 Child Guidance | 3 | 0 | 0 | 3 |
| EDU 151 Creative Activities | 3 | 0 | 0 | 3 |
| Total Semester Credit Hours | | | | 16 |
| Approved for Awarding | | | | Certificate |

**EARLY CHILDHOOD EDUCATION
SCHOOL-AGE CERTIFICATE
C55220SA**

| | | | | |
|------------------------------------|---|---|---|--------------------|
| EDU 119 Early Childhood Ed. | 4 | 0 | 0 | 4 |
| EDU 144 Child Development I | 3 | 0 | 0 | 3 |
| EDU 145 Child Development II | 3 | 0 | 0 | 3 |
| EDU 146 Child Guidance | 3 | 0 | 0 | 3 |
| EDU 151 Creative Activities | 3 | 0 | 0 | 3 |
| EDU 235 School-Age Dev & Program | 2 | 0 | 0 | 2 |
| Total Semester Credit Hours | | | | 18 |
| Approved for Awarding | | | | Certificate |

**EARLY CHILDHOOD EDUCATION
INFANT/TODDLER CARE CERTIFICATE
C55290**

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with parents and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

| Title Class | Lab | Work | | Credit |
|-------------------------------------|------------|-------------------|---|--------------------|
| | | Experience | | |
| EDU 119 Early Childhood Education | 4 | 0 | 0 | 4 |
| EDU 144 Child Development I | 3 | 0 | 0 | 3 |
| EDU 234 Infants, Toddlers & Twos | 3 | 0 | 0 | 3 |
| EDU 131 Child, Family & Community | 3 | 0 | 0 | 3 |
| EDU 153 Health, Safety, & Nutrition | 3 | 0 | 0 | 3 |
| Total Semester Credit Hours | | | | 16 |
| Approved for Awarding | | | | Certificate |

**EARLY CHILDHOOD EDUCATION/TEACHER ASSOCIATE
A5522B**

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from preschool through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

Upon successful completion of this program, the student should be able to promote overall child development in the intellectual, language, social, emotional, physical, and self-image areas through planning and presentation of developmentally appropriate activities for elementary school children.

COURSE AND HOUR REQUIREMENTS

| Title Class | Lab | Experience | Work Credit | |
|---|------------|-------------------|------------------------|---|
| General Education Courses | | | | |
| ENG 111 Expository Writing | 3 | 0 | 0 | 3 |
| ENG 114 Professional Research & Reporting | 3 | 0 | 0 | 3 |
| OR | | | | |
| ENG 113 Literature Based Research | 3 | 0 | 0 | 3 |
| MAT 115 Mathematical Models | 2 | 2 | 0 | 3 |
| OR | | | | |
| MAT 140 Survey of Mathematics | 3 | 0 | 0 | 3 |
| PSY 150 General Psychology | 3 | 0 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| COE 111 Co-op Work Experience I | 0 | 0 | 10 | 1 |
| EDU 131 Child, Family & Community | 3 | 0 | 0 | 3 |
| EDU 146 Child Guidance | 3 | 0 | 0 | 3 |
| EDU 221 Children with Exceptionalities | 3 | 0 | 0 | 3 |
| EDU 151 Creative Activities | 3 | 0 | 0 | 3 |
| EDU 153 Health, Safety, & Nutrition | 3 | 0 | 0 | 3 |
| EDU 271 Educational Technology | 2 | 2 | 0 | 3 |
| EDU 280 Language & Literacy Exp. | 3 | 0 | 0 | 3 |
| Early Childhood Education. | | | | |
| EDU 119 Intro to Early Childhood Ed. | 4 | 0 | 0 | 4 |
| Child Development | | | | |
| EDU 144 Child Development I | 3 | 0 | 0 | 3 |
| EDU 145 Child Development II | 3 | 0 | 0 | 3 |

| Class | | Lab | Work | | |
|------------------------------------|--|-----|------------|--------|-----------------------|
| | | | Experience | Credit | |
| Concentration Courses | | | | | |
| COE 121 | Co-op Work Experience II | 0 | 0 | 10 | 1 |
| EDU 118 | Teacher Associate Principles and Practices | 3 | 0 | 0 | 3 |
| EDU 186 | Reading & Writing Methods | 3 | 0 | 0 | 3 |
| EDU 235 | School-Age Dev. & Programs | 2 | 0 | 0 | 2 |
| EDU 275 | Effective Teaching Training | 2 | 0 | 0 | 2 |
| EDU 285 | Internship Experiences - School-Age | 1 | 0 | 0 | 1 |
| Other Major Courses | | | | | |
| CIS 110 | Introduction to Computers | 2 | 2 | 0 | 2 |
| OR | | | | | |
| CIS 111 | Basic PC Literacy | 1 | 2 | 0 | 2 |
| COE 110 | World of Work | 1 | 0 | 0 | 1 |
| EDU 252 | Math and Science Activities | 3 | 0 | 0 | 3 |
| Other Required Hours | | | | | |
| ACA 111 | College Student Success | 1 | 0 | 0 | 1 |
| Total Semester Credit Hours | | | | | 66 |
| | | | | | (67 SHC if CT Option) |
| Approved for Awarding | | | | | AAS |

**EARLY CHILDHOOD EDUCATION/
TEACHER ASSOCIATE CERTIFICATE
C5522B**

| Title Class | | Lab | Work | | |
|------------------------------------|--------------------------------|-----|------------|--------|--------------------|
| | | | Experience | Credit | |
| CIS 110 | Introduction to Computers | 2 | 2 | 0 | 3 |
| EDU 145 | Child Development II OR | 3 | 0 | 0 | 3 |
| EDU 146 | Child Guidance | 3 | 0 | 0 | 3 |
| EDU 186 | Reading & Writing Methods | 3 | 0 | 0 | 3 |
| EDU 252 | Math and Science Activities | 3 | 0 | 0 | 3 |
| Total Semester Credit Hours | | | | | 12 |
| Approved for Awarding | | | | | Certificate |

HORTICULTURE TECHNOLOGY A15240

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the North Carolina Certified Plant Professional Examination.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|-------|-----|--------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Reporting | 3 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| MAT 115 Mathematical Models OR | 2 | 2 | 3 |
| BIO 110 Principles of Biology | 3 | 3 | 4 |
| Social/Behavioral Science Elective | 3 | 0 | 3 |
| Major Courses | | | |
| Required Core Courses | | | |
| HOR 160 Plant Materials I | 2 | 2 | 3 |
| HOR 162 Applied Plant Science | 2 | 2 | 3 |
| HOR 164 Horticultural Pest Management | 2 | 2 | 3 |
| HOR 166 Soils and Fertilizers | 2 | 2 | 3 |
| HOR 168 Plant Propagation | 2 | 2 | 3 |
| Other Major Courses | | | |
| CIS 111 Basic PC Literacy | 1 | 2 | 2 |
| HOR 112 Landscape Design I | 2 | 3 | 3 |
| HOR 124 Nursery Operations | 2 | 3 | 3 |
| HOR 134 Greenhouse Operations | 2 | 2 | 3 |
| HOR 170 Horticulture Computer Applications | 1 | 3 | 2 |
| HOR 215 Landscape Irrigation | 2 | 2 | 3 |
| HOR 225 Nursery Production | 2 | 3 | 3 |
| HOR 235 Greenhouse Production | 2 | 2 | 3 |
| HOR 253 Horticulture Turfgrass | 2 | 2 | 3 |
| HOR 152 Horticultural Practices | 0 | 3 | 1 |
| HOR 260 Plant Materials II | 2 | 2 | 3 |
| HOR 273 Horticulture Management and Marketing | 3 | 0 | 3 |
| HOR 213 Landscape Design II | 2 | 2 | 2 |
| AGR 150 Ag-O-Metrics | 3 | 0 | 3 |

| Other Required Courses | | Class | Lab | |
|------------------------------------|-------------------------|--------------|------------|------------|
| Credit | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 1 |
| Total Semester Credit Hours | | | | 70 |
| (71 SHC if BIO 110 is taken) | | | | |
| Approved for Awarding | | | | AAS |

HORTICULTURE TECHNOLOGY D15240

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|---|-------------------------------|--------------|------------|----------------|
| General Education Courses | | | | |
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| MAT 115 | Mathematical Models OR | 2 | 2 | 3 |
| BIO 110 | Principles of Biology | 3 | 3 | 4 |
| Required Major Courses | | | | |
| HOR 160 | Plant Materials I | 2 | 2 | 3 |
| HOR 162 | Applied Plant Science | 2 | 2 | 3 |
| HOR 164 | Horticultural Pest Management | 2 | 2 | 3 |
| HOR 166 | Soils and Fertilizers | 2 | 2 | 3 |
| HOR 168 | Plant Propagation | 2 | 2 | 3 |
| Other Major Courses | | | | |
| Complete 20 SHC from the courses listed below: | | | | |
| AGR 150 | Ag-0-Metrics | 3 | 0 | 3 |
| CIS 111 | Basic PC Literacy | 1 | 2 | 2 |
| HOR 112 | Landscape Design I | 2 | 3 | 3 |
| HOR 124 | Nursery Operations | 2 | 3 | 3 |
| HOR 134 | Greenhouse Operations | 2 | 2 | 3 |
| HOR 152 | Horticulture Practices | 0 | 3 | 3 |
| HOR 213 | Landscape Design II | 2 | 2 | 3 |
| HOR 225 | Nursery Production | 2 | 3 | 3 |
| HOR 253 | Horticulture Turfgrass | 2 | 2 | 3 |
| Other Required Courses | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 1 |
| Total Semester Credit Hours | | | | 43 |
| (44 SHC if BIO 110 is taken) | | | | |
| Approved for Awarding | | | | Diploma |

HORTICULTURE
Plant Production Certificate
C15240PP

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|------------------------------------|-----------------------|--------------|--------------------|---------------|
| HOR 162 | Applied Plant Science | 2 | 2 | 3 |
| HOR 168 | Plant Propagation | 2 | 3 | 3 |
| HOR 235 | Greenhouse Production | 2 | 2 | 3 |
| HOR 134 | Greenhouse Operations | 2 | 2 | 3 |
| HOR 225 | Nursery Production | 2 | 3 | 3 |
| Total Semester Credit Hours | | | | 15 |
| Approved for Awarding | | | Certificate | |

HORTICULTURE
General Landscape Certificate
C15240LS

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|------------------------------------|------------------------------|--------------|--------------------|---------------|
| HOR 162 | Applied Plant Science | 2 | 2 | 3 |
| HOR 160 | Plant Materials I | 2 | 2 | 3 |
| HOR 164 | Horticulture Pest Management | 2 | 2 | 3 |
| HOR 215 | Landscape Irrigation | 2 | 2 | 3 |
| HOR 253 | Horticulture Turfgrass | 2 | 2 | 3 |
| Total Semester Credit Hours | | | | 15 |
| Approved for Awarding | | | Certificate | |

HORTICULTURE
Landscape Design Certificate
C15240LD

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|------------------------------------|------------------------------------|--------------|------------|---------------|
| HOR 112 | Landscape Design I | 2 | 3 | 3 |
| HOR 213 | Landscape Design II | 2 | 2 | 3 |
| HOR 152 | Horticulture Practices | 0 | 3 | 1 |
| HOR 170 | Horticulture Computer Applications | 1 | 3 | 2 |
| HOR 160 | Plant Materials I | 2 | 2 | 3 |
| Total Semester Credit Hours | | | | 12 |

Approved for Awarding **Certificate**

HORTICULTURE
Turfgrass Certificate
C15240TG

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|------------------------------------|------------------------|--------------|------------|---------------|
| HOR 253 | Horticulture Turfgrass | 2 | 2 | 3 |
| HOR 166 | Soil & Fertilizers | 2 | 2 | 3 |
| HOR 215 | Landscape Irrigation | 2 | 2 | 3 |
| AGR 150 | Ag-O-Metrics | 2 | 2 | 3 |
| Total Semester Credit Hours | | | | 12 |

Approved for Awarding **Certificate**

INDUSTRIAL SYSTEMS TECHNOLOGY A50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|-------|-----|--------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Reporting | 3 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| MAT 115 Mathematical Models | 2 | 2 | 3 |
| Social/Behavioral Science Elective | 3 | 0 | 3 |
| Major Courses | | | |
| Required Core Courses | | | |
| BPR 111 Blueprint Reading | 1 | 2 | 2 |
| ELC 111 Introduction to Electricity | 2 | 2 | 3 |
| HYD 110 Hydraulics/Pneumatics | 2 | 3 | 3 |
| MEC 111 Machine Processes I | 1 | 4 | 3 |
| MNT 110 Intro to Maintenance Procedures | 1 | 3 | 2 |
| WLD 112 Basic Welding Processes | 1 | 3 | 2 |
| ISC 112 Industrial Safety | 2 | 0 | 2 |
| Major Courses | | | |
| AHR 110 Introduction to Refrigeration | 2 | 6 | 5 |
| AHR 120 HVACR Maintenance | 1 | 3 | 2 |
| CIS 111 Basic PC Literacy | 1 | 2 | 2 |
| ELC 113 Basic Wiring I | 2 | 6 | 4 |
| ELC 128 Introduction to PLC OR | 2 | 3 | 3 |
| MEC 112 Machine Processes II | 2 | 3 | 3 |
| MEC 130 Mechanisms | 2 | 2 | 3 |
| MNT 111 Maintenance Practices | 2 | 2 | 3 |
| MNT 150 Basic Building Maintenance | 1 | 3 | 2 |
| MNT 220 Rigging and Moving | 1 | 3 | 2 |
| DFT 119 Basic CAD | 1 | 2 | 2 |

| | Class | Lab | Exp | Credit | Work | | |
|------------------------------------|--------------------------------|------------|------------|---------------|-------------|-----------------|---|
| MNT 230 | Pumps and Piping Systems | | | 1 | 3 | 0 | 2 |
| PLU 111 | Introduction to Basic Plumbing | | | 1 | 3 | 0 | 2 |
| Electives | | | | | | | |
| BPR 121 | Blueprint Reading: Mech | | OR | 1 | 2 | 0 | 2 |
| COE 111 | Coop Work Experience | | | 0 | 0 | 10 | 1 |
| Other Required Courses | | | | | | | |
| ACA 111 | College Student Success | | | 1 | 0 | 0 | 1 |
| COE 110 | World of Work | | | 1 | 0 | 0 | 1 |
| Total Semester Credit Hours | | | | | | 67 or 68 | |
| Approved for Awarding | | | | | | AAS | |

INDUSTRIAL SYSTEMS TECHNOLOGY D50240

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|--|--------------|------------|---------------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| MAT 115 Mathematical Models | 2 | 2 | 3 |
| Major Courses Required | | | |
| Core Courses | | | |
| BPR 111 Blueprint Reading | 1 | 2 | 2 |
| ELC 111 Introduction to Electricity | 2 | 2 | 3 |
| HYD110 Hydraulics/Pneumatics | 2 | 3 | 3 |
| MEC111 Machine Processes I | 1 | 4 | 3 |
| MNT 110 Introduction to Maintenance Procedures | 1 | 3 | 2 |
| WLD 112 Basic Welding Processes | 1 | 3 | 2 |
| Other Major Courses | | | |
| ELC 113 Basic Wiring I | 2 | 6 | 4 |
| ISC 112 Industrial Safety | 2 | 0 | 2 |
| MEC130 Mechanisms | 2 | 2 | 3 |
| MNT111 Maintenance Practices | 2 | 2 | 3 |
| MNT150 Basic Building Maintenance | 1 | 3 | 2 |
| MNT220 Rigging and Moving | 1 | 3 | 2 |
| PLU 111 Introduction to Basic Plumbing | 1 | 3 | 2 |
| DFT 119 Basic CAD | 1 | 2 | 2 |

| Class | | Lab | Credit | |
|------------------------------------|-------------------------|------------|---------------|----------------|
| Other Required Courses | | | | |
| ACA111 | College Student Success | 1 | 0 | 1 |
| COE110 | World of Work | 1 | 0 | 1 |
| CIS 111 | Basic PC Literacy | 1 | 2 | 2 |
| Total Semester Credit Hours | | | | 45 |
| Approved for Awarding | | | | Diploma |

INDUSTRIAL SYSTEMS TECHNOLOGY
Machine Operator
C50240MA

COURSE AND HOUR REQUIREMENTS

Major Courses

| | | | | |
|------------------------------------|----------------------|---|---|-----------|
| BPR 111 | Blueprint Reading | 1 | 2 | 2 |
| ISC 112 | Industrial Safety | 2 | 0 | 2 |
| MEC111 | Machine Processes I | 1 | 4 | 3 |
| MEC130 | Mechanisms | 2 | 2 | 3 |
| MEC 112 | Machine Processes II | 2 | 3 | 3 |
| Total Semester Credit Hours | | | | 13 |

Approved for Awarding **Certificate**

INDUSTRIAL SYSTEMS TECHNOLOGY
Maintenance Operations
C50240MT

COURSE AND HOUR REQUIREMENTS

Major Courses

| | | | | |
|------------------------------------|--|---|---|-----------|
| BPR 111 | Blueprint Reading | 1 | 2 | 2 |
| ISC 112 | Industrial Safety | 2 | 0 | 2 |
| MNT110 | Introduction to Maintenance Procedures | 1 | 3 | 2 |
| MNT111 | Maintenance Practices | 2 | 2 | 3 |
| MNT150 | Basic Building Maintenance | 1 | 3 | 2 |
| MNT220 | Rigging and Moving | 1 | 3 | 2 |
| Total Semester Credit Hours | | | | 13 |

Approved for Awarding **Certificate**

**INDUSTRIAL SYSTEMS TECHNOLOGY
Electrical
C50240EL**

COURSE AND HOUR REQUIREMENTS

| Major Courses | Class | Lab | Credit | |
|----------------------|-----------------------------|------------|---------------|---|
| BPR 111 | Blueprint Reading | 1 | 2 | 2 |
| ELC 111 | Introduction to Electricity | 2 | 2 | 3 |
| ELC 113 | Basic Wiring I | 2 | 6 | 4 |
| ELC 128 | Introduction to PLC | 2 | 3 | 3 |
| ISC 112 | Industrial Safety | 2 | 0 | 2 |

Total Semester Credit Hours **14**

Approved for Awarding **Certificate**

**INDUSTRIAL SYSTEMS TECHNOLOGY
Agricultural Building Maintenance
C50240AB**

COURSE AND HOUR REQUIREMENTS

| Major Courses | Class | Lab | Credit | |
|----------------------|-----------------------------------|------------|---------------|---|
| ISC 112 | Industrial Safety | 2 | 0 | 2 |
| AGR 226 | Maint. & Service of Prod.Facility | 2 | 2 | 3 |
| ELC 113 | Basic Wiring I | 2 | 6 | 4 |
| WLD 112 | Basic Welding Process | 1 | 3 | 2 |
| MNT 110 | Intro. To Maint. Procedures | 1 | 3 | 2 |

Total Semester Credit Hours **13**

Approved for Awarding **Certificate**

**INDUSTRIAL SYSTEMS TECHNOLOGY
Commercial Building Maintenance
C50240CB**

COURSE AND HOUR REQUIREMENTS

| Major Courses | | Class | Lab | |
|------------------------------------|-----------------------------|--------------|------------|-----------|
| Credit | | | | |
| ISC 112 | Industrial Safety | 2 | 0 | 2 |
| BPR 130 | Blueprint Reading/Const. | 1 | 2 | 2 |
| ELC 113 | Basic Wiring I | 2 | 6 | 4 |
| AHR 120 | HVACR – Maintenance | 1 | 3 | 2 |
| MNT 150 | Basic Building Maintenances | 1 | 3 | 2 |
| PLU 111 | Intro to Basic Plumbing | 1 | 3 | 2 |
| Total Semester Credit Hours | | | | 14 |

Approved for Awarding

Certificate

INFORMATION SYSTEMS SECURITY

A25270

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communication.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|---|-------|-----|--------|
| General Education Courses | | | |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Reporting | 3 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| MAT 115 Mathematical Models | 2 | 2 | 3 |
| Social/Behavioral Science Elective | 3 | 0 | 3 |
| Major Courses | | | |
| Required Core Courses | | | |
| CIS 115 Intro to Programming and Logic | 2 | 2 | 3 |
| DBA 110 Database Concepts | 2 | 3 | 3 |
| NET 125 Networking Basics | 1 | 4 | 3 |
| NET 126 Routing Basics | 1 | 4 | 3 |
| NOS 110 Operating System Concepts | 2 | 3 | 3 |
| NOS 130 Windows Single User | 2 | 2 | 3 |
| SEC 110 Security Concepts | 3 | 0 | 3 |
| SEC 150 Secure Communications | 2 | 2 | 3 |
| SEC 160 Secure Admin I | 2 | 2 | 3 |
| SEC 210 Intrusion Detection | 2 | 2 | 3 |
| SEC 220 Defense-in-Depth | 2 | 2 | 3 |
| SEC 289 Security Capstone Project | 1 | 4 | 3 |
| Required Subject Area | | | |
| CIS 110 Introduction to Computers | 2 | 2 | 3 |
| BUS 110 Introduction to Business | 3 | 0 | 3 |
| NOS 230 Windows Admin I | 2 | 2 | 3 |

| Other Major Courses | | Class | Lab | Credit |
|----------------------------|---------------------------|--------------|------------|---------------|
| NOS 120 | Linux/UNIX Single User | 2 | 2 | 3 |
| CTS 120 | Hardware/Software Support | 2 | 3 | 3 |

Other Required Courses

| | | | | |
|---------|-------------------------|---|---|---|
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 1 |

Total Semester Credit Hours **68**

Approved for Awarding **AAS**

**INFORMATION SYSTEMS SECURITY
Network Security Certificate
C25270NS**

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|----------------------|---------------------------|--------------|------------|---------------|
| Major Courses | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| CIS 110 | Introduction to Computers | 2 | 2 | 3 |
| SEC 110 | Security Concepts | 3 | 0 | 3 |
| NET 125 | Networking Basics | 1 | 4 | 3 |
| NOS 130 | Windows Single User | 2 | 2 | 3 |
| SEC 150 | Secure Communications | 2 | 2 | 3 |

Total Semester Credit Hours **16**

Approved for Awarding **Certificate**

**INFORMATION SYSTEMS SECURITY
Network Technology Certificate
C25270NT**

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|----------------------|---------------------------|--------------|------------|---------------|
| Major Courses | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| CIS 110 | Introduction to Computers | 2 | 2 | 3 |
| NOS 110 | Operating System Concepts | 2 | 3 | 3 |
| NET 125 | Networking Basics | 1 | 4 | 3 |
| NOS 130 | Windows Single User | 2 | 2 | 3 |
| NET 126 | Routing Basics | 1 | 4 | 3 |

Total Semester Credit Hours **16**

Approved for Awarding **Certificate**

LIVESTOCK AND POULTRY TECHNOLOGY

A15280

The Livestock and Poultry Technology curriculum is designed to pre-prepare students for careers in the production, processing, and distribution of livestock and poultry and their products according to scientific principles essential to efficient and profitable operation.

Students should learn skills necessary for the operation of efficient and profitable livestock enterprises. Coursework includes production practices, animal health, nutrition, reproduction, and management.

Graduates are qualified for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, and buyers of poultry and livestock.

COURSE AND HOUR REQUIREMENTS

| Title Class | Lab | Work | | |
|--|-----|------------|--------|---|
| | | Experience | Credit | |
| General Education Courses | | | | |
| ENG 111 Expository Writing | 3 | 0 | 0 | 3 |
| ENG 114 Professional Research and Reporting | 3 | 0 | 0 | 3 |
| Humanities/Fine Arts Elective | 3 | 0 | 0 | 3 |
| MAT 115 Mathematical Models | 2 | 2 | 0 | 3 |
| OR | | | | |
| BIO 110 Principles of Biology | 3 | 3 | 0 | 4 |
| Social/Behavioral Science Elective | 3 | 0 | 0 | 3 |
| Major Courses | | | | |
| Required Major Courses | | | | |
| ANS 110 Animal Science | 3 | 0 | 0 | 3 |
| ANS 115 Animal Feeds and Nutrition | 2 | 2 | 0 | 3 |
| ANS 120 Beef Production | 2 | 2 | 0 | 3 |
| ANS 130 Poultry Production | 2 | 2 | 0 | 3 |
| ANS 140 Swine Production | 2 | 2 | 0 | 3 |
| ANS 150 Animal Health Management | 3 | 0 | 0 | 3 |
| Other Major Courses | | | | |
| AGR 110 Agricultural Economics | 3 | 0 | 0 | 3 |
| AGR 150 Ag-O-Metrics | 3 | 0 | 0 | 3 |
| AGR 226 Maintenance and Service of of Production Facilities | 2 | 2 | 0 | 3 |
| ANS 141 Swine Herd Management | 2 | 0 | 0 | 2 |
| ANS 160 Animal Waste Management | 3 | 0 | 0 | 3 |
| ANS 193 Selected Topics in Animal Science | 2 | 2 | 0 | 3 |
| ANS 210 Livestock Production Issues | 3 | 0 | 0 | 3 |
| ANS 212 Livestock Records and Analysis | 3 | 0 | 0 | 3 |
| ANS 213 Animal Reproduction | 2 | 2 | 0 | 3 |

| Title Class | Lab | Work | | |
|------------------------------------|-----|------------|--------|-----------------|
| | | Experience | Credit | |
| CIS 111 Basic PC Literacy | 1 | 2 | 0 | 2 |
| *COE112 Co-op Work Experience I | 0 | 0 | 20 | 2 |
| BUS 137 Principles of Management | 3 | 0 | 0 | 3 |
| Other Required Courses | | | | |
| ACA 111 College Student Success | 1 | 0 | 0 | 1 |
| COE 110 World of Work | 1 | 0 | 0 | 1 |
| Total Semester Credit Hours | | | | 68 or 69 |

Approved for Awarding **AAS**

*An elective approved by the department chair may be taken in lieu of COE 112.

LIVESTOCK AND POULTRY TECHNOLOGY D15280

| Course and Hour Requirements | | | | | |
|---|--|-------|-----|----------|--------|
| Title | | Class | Lab | Clinical | Credit |
| General Education Courses | | | | | |
| ENG 111 Expository Writing | | 3 | 0 | 0 | 3 |
| MAT 115 Mathematical Models | | 2 | 2 | 0 | 3 |
| OR | | | | | |
| BIO 110 Principles of Biology | | 3 | 3 | 0 | 4 |
| Required Major Courses | | | | | |
| ANS 110 Animal Science | | 3 | 0 | 0 | 3 |
| ANS 115 Animal Feeds and Nutrition | | 2 | 2 | 0 | 3 |
| ANS 120 Beef Production | | 2 | 2 | 0 | 3 |
| ANS 130 Poultry Production | | 2 | 2 | 0 | 3 |
| ANS 140 Swine Production | | 2 | 2 | 0 | 3 |
| ANS 150 Animal Health Management | | 3 | 0 | 0 | 3 |
| Complete 12 SHC from the courses listed below: | | | | | |
| AGR 110 Agricultural Economics | | 3 | 0 | 0 | 3 |
| AGR 150 Ag-O-Metrics | | 3 | 0 | 0 | 3 |
| AGR 226 Maintenance and Service of Production Facilities | | 2 | 2 | 0 | 3 |
| ANS 141 Swine Herd Management | | 2 | 0 | 0 | 2 |
| ANS 160 Animal Waste Management | | 3 | 0 | 0 | 3 |
| ANS 193 Selected Topics in Animal Science | | 2 | 2 | 0 | 3 |
| ANS 210 Livestock Production Issues | | 3 | 0 | 0 | 3 |
| ANS 212 Livestock Records & Analysis | | 3 | 0 | 0 | 3 |
| ANS 213 Animal Reproduction | | 2 | 2 | 0 | 3 |

| | | Class | Lab | Clinical | Credit | |
|----------|--------------------------|--------------|------------|-----------------|---------------|---|
| CIS 111 | Basic Computer Literacy | 1 | 2 | | 2 | 2 |
| *COE 112 | Co-op Work Experience I | 0 | 0 | | 20 | 2 |
| BUS 137 | Principles of Management | 3 | 0 | | 0 | 3 |

Other Required Courses

| | | | | | | |
|---------|-------------------------|---|---|--|---|---|
| ACA111 | College Student Success | 1 | 0 | | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | | 0 | 1 |

Total Semester Credit Hours **38**

Approved for Awarding

Diploma

*An elective approved by the department chair may be taken in lieu of COE 112.

**LIVESTOCK AND POULTRY TECHNOLOGY
C15280**

COURSE AND HOUR REQUIREMENTS

Major Core Courses

Select 3 SHC from the following courses:

| | | | | | | |
|---------|--------------------|---|---|--|---|---|
| ANS 120 | Beef Production | 2 | 2 | | 0 | 3 |
| ANS 130 | Poultry Production | 2 | 2 | | 0 | 3 |
| ANS 140 | Swine Production | 2 | 2 | | 0 | 3 |

Required Subject Area

| | | | | | | |
|---------|---|---|---|--|---|---|
| AGR 226 | Maintenance and Service of Production Facilities | 2 | 2 | | 0 | 3 |
|---------|---|---|---|--|---|---|

Other Major Courses

Complete 6 SHC from the courses listed below:

| | | | | | | |
|----------|-----------------------------------|---|---|--|----|---|
| AGR 110 | Agriculture Economics | 3 | 0 | | 0 | 3 |
| AGR 150 | Ag-O-Metrics | 3 | 0 | | 0 | 3 |
| ANS 110 | Animal Science | 3 | 0 | | 0 | 3 |
| ANS 115 | Animal Feeds and Nutrition | 2 | 2 | | 0 | 3 |
| ANS 141 | Swine Herd Management | 2 | 0 | | 0 | 2 |
| ANS 150 | Animal Health Management | 3 | 0 | | 0 | 3 |
| ANS 160 | Animal Waste Management | 3 | 0 | | 0 | 3 |
| ANS 193 | Selected Topics in Animal Science | 2 | 2 | | 0 | 3 |
| ANS 210 | Livestock Production Issues | 3 | 0 | | 0 | 3 |
| ANS 212 | Livestock Records & Analysis | 3 | 0 | | 0 | 3 |
| ANS 213 | Animal Reproduction | 2 | 2 | | 0 | 3 |
| COE 110 | World of Work | 1 | 0 | | 0 | 1 |
| *COE 112 | Co-op Work Experience | 0 | 0 | | 20 | 2 |
| BUS 137 | Principles of Management | 3 | 0 | | 0 | 3 |

Total Semester Credit Hours **12**

Approved for Awarding

Certificate

*An elective approved by the department chair may be taken in lieu of COE 112.

OFFICE SYSTEMS TECHNOLOGY A25360

The Office Systems Technology curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|--|-------|-----|--------|
| General Education Courses | | | |
| Humanities/Fine Arts Elective | 3 | 0 | 3 |
| PSY 118 Interpersonal Psychology | 3 | 0 | 3 |
| MAT115 Mathematical Models | 2 | 2 | 3 |
| ENG 111 Expository Writing | 3 | 0 | 3 |
| ENG 114 Professional Research and Reporting | 3 | 0 | 3 |
| Major Courses | | | |
| Required Core Courses | | | |
| OST 164 Text Editing Applications | 3 | 0 | 3 |
| OST 184 Records Management | 1 | 2 | 2 |
| Required Subject Area | | | |
| OST 134 Text Entry and Formatting | 2 | 2 | 3 |
| OST 137 Office Software Applications | 1 | 2 | 2 |
| OST 289 Office Systems Management | 2 | 2 | 3 |
| Other Major Courses | | | |
| ACC 115 College Accounting | 3 | 2 | 4 |
| BUS 121 Business Math | 2 | 2 | 3 |
| BUS 260 Business Communication | 3 | 0 | 3 |
| OST 132 Keyboard Skill Building | 1 | 2 | 2 |
| OST 133 Advanced Keyboard Skill Building | 1 | 2 | 2 |
| OST 135 Advanced Text Entry and Format | 3 | 2 | 4 |
| OST 136 Word Processing | 1 | 2 | 2 |
| OST 223 Machine Transcription I | 1 | 2 | 2 |
| OST 233 Office Publications Design | 2 | 2 | 3 |
| OST 236 Advanced Word/Information Processing | 2 | 2 | 3 |
| OST 284 Emerging Technologies | 1 | 2 | 2 |
| OST 286 Professional Development | 3 | 0 | 3 |

| Title Class | Lab | Experience | Work Credit | | |
|--|------------------------------|-------------------|--------------------|----|------------|
| Electives: Select 8 SHC from the list below (Maximum of 8 SHC for COE) | | | | | |
| CIS 111 | Basic PC Literacy | 1 | 2 | 2 | |
| CTS 130 | Spreadsheet | 2 | 2 | 3 | |
| DBA 110 | Database Concepts | 2 | 3 | 3 | |
| WEB 110 | Internet/Web Fundamentals | 2 | 2 | 3 | |
| COE 111 | Co-op Work Experience I | 0 | 0 | 10 | 1 |
| COE 112 | Co-op Work Experience I | 0 | 0 | 20 | 2 |
| COE 121 | Co-op Work Experience II | 0 | 0 | 10 | 1 |
| COE 122 | Co-op Work Experience II | 0 | 0 | 20 | 2 |
| COE 131 | Co-op Work Experience III | 0 | 0 | 10 | 1 |
| COE 132 | Co-op Work Experience III | 0 | 0 | 20 | 2 |
| OST 131 | Keyboarding | 1 | 2 | | 2 |
| OST 141 | Med Terms I-Medical Office | 3 | 0 | | 3 |
| OST 142 | Med Terms II-Medical Office | 3 | 0 | | 3 |
| OST 148 | Med Coding, Billing & Insur. | 3 | 0 | | 3 |
| OST 181 | Intro to Office Systems | 2 | 2 | | 3 |
| Other Required Courses | | | | | |
| ACA 111 | College Student Success | 1 | 0 | | 1 |
| COE 110 | World of Work | 1 | 0 | | 1 |
| Total Semester Credit Hours | | | | | 71 |
| Approved for Awarding | | | | | AAS |

**OFFICE SYSTEMS TECHNOLOGY
D25360
COURSE AND HOUR REQUIREMENTS**

General Education Courses

| | | | | |
|---------|-------------------------------------|---|---|---|
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| ENG 114 | Professional Research and Reporting | 3 | 0 | 3 |

Major Courses

Required Core Courses

| | | | | |
|---------|---------------------------|---|---|---|
| OST 164 | Text Editing Applications | 3 | 0 | 3 |
| OST 184 | Records Management | 1 | 2 | 2 |

Required Subject Area

| | | | | |
|---------|------------------------------|---|---|---|
| OST 134 | Text Entry and Formatting | 2 | 2 | 3 |
| OST 137 | Office Software Applications | 1 | 2 | 2 |
| OST 289 | Office Systems Management | 2 | 2 | 3 |

| Title Class | Lab | Work Experience | Credit | |
|--|------------|------------------------|----------------|---|
| Other Major Courses | | | | |
| ACC 115 College Accounting | 3 | 2 | 4 | |
| OST 132 Keyboard Skill Building | 1 | 2 | 2 | |
| OST 133 Advanced Keyboard Skill Building | 1 | 2 | 2 | |
| OST 135 Advanced Text Entry and Format | 3 | 2 | 4 | |
| OST 136 Word Processing | 1 | 2 | 2 | |
| OST 223 Machine Transcription I | 1 | 2 | 2 | |
| OST 236 Advanced Word/ Information Processing | 2 | 2 | 3 | |
| OST 286 Professional Development | 3 | 0 | 3 | |
| Electives: Select 2 SHC from list below (a maximum of 2 SHC may be selected as COE): | | | | |
| BUS 121 Business Math | 2 | 2 | 3 | |
| CIS 111 Basic PC Literacy | 1 | 2 | 2 | |
| CTS 130 Spreadsheet | 2 | 2 | 3 | |
| DBA 110 Database Concepts | 2 | 3 | 3 | |
| WEB 110 Internet/Web Fundamentals | 2 | 2 | 3 | |
| COE 111 Co-op Work Experience I | 0 | 0 | 10 | 1 |
| COE 112 Co-op Work Experience I | 0 | 0 | 20 | 2 |
| COE 121 Co-op Work Experience II | 0 | 0 | 10 | 1 |
| COE 122 Co-op Work Experience II | 0 | 0 | 20 | 2 |
| COE 131 Co-op Work Experience III | 0 | 0 | 10 | 1 |
| OST 131 Keyboarding | 1 | 2 | 2 | |
| OST 141 Med Terms I-Medical Office | 3 | 0 | 3 | |
| OST 142 Med Terms II-Medical Office | 3 | 0 | 3 | |
| OST 148 Med Coding, Billing & Insur. | 3 | 0 | 3 | |
| OST 181 Introduction to Office Systems | 2 | 2 | 3 | |
| Other Required Hours | | | | |
| ACA 111 College Student Success | 1 | 0 | 1 | |
| COE 110 World of Work | 1 | 0 | 1 | |
| Total Semester Credit Hours | | | 45 | |
| Approved for Awarding | | | Diploma | |

**OFFICE SYSTEMS TECHNOLOGY
C25360**

COURSE AND HOUR REQUIREMENTS

| Major Courses | Class | Lab | Credit |
|--|--------------|------------|--------------------|
| OST 135 Advanced Text Entry & Format (WordPerfect) | 3 | 2 | 4 |
| CTS 130 Spreadsheet | 2 | 2 | 3 |
| OST 284 Emerging Technologies (Access) | 1 | 2 | 2 |
| OST 233 Office Publications Design (In Design) | 2 | 2 | 3 |
| OST 137 Office Software Applications (PowerPoint) | 1 | 2 | 2 |
| WEB 110 Internet/Web Fundamentals | 2 | 2 | 3 |
| Total Semester Credit Hours | | | 17 |
| Approved for Awarding | | | Certificate |

**OFFICE SYSTEMS TECHNOLOGY
MEDICAL CERTIFICATE
C25360M**

COURSE AND HOUR REQUIREMENTS

| Major Courses | Class | Lab | Credit |
|---|--------------|------------|--------------------|
| OST 131 Keyboarding | 1 | 2 | 2 |
| OST 141 Medical Terminology I | 3 | 0 | 3 |
| OST 289 Office Systems Management | 2 | 2 | 3 |
| OST 136 Word Processing | 1 | 2 | 2 |
| OST 142 Medical Terminology II | 3 | 0 | 3 |
| OST 148 Medical Coding, Billing, and Insurance | 3 | 0 | 3 |
| Total Semester Credit Hours | | | 16 |
| Approved for Awarding | | | Certificate |

**OFFICE SYSTEMS TECHNOLOGY
MEDICAL TRANSCRIPTION CERTIFICATE
C2536MT**

COURSE AND HOUR REQUIREMENTS

| Major Courses | | Class | Lab | Credit |
|------------------------------------|---------------------------|--------------|------------|--------------------|
| OST 141 | Medical Terminology I | 3 | 0 | 3 |
| OST 142 | Medical Terminology II | 3 | 0 | 3 |
| OST 136 | Word Processing | 1 | 2 | 2 |
| OST 164 | Text Editing Applications | 3 | 0 | 3 |
| OST 223 | Machine Transcription | 1 | 2 | 2 |
| BUS 260 | Business Communication | 3 | 0 | 3 |
| Total Semester Credit Hours | | | | 16 |
| Approved for Awarding | | | | Certificate |

WELDING TECHNOLOGY A50420

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

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

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metal working industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

COURSE AND HOUR REQUIREMENTS

| General Education Courses | | Class | Lab | Credit |
|----------------------------------|-------------------------------------|--------------|------------|---------------|
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| ENG 114 | Professional Research and Reporting | 3 | 0 | 3 |
| | Humanities/Fine Arts Elective | 3 | 0 | 3 |
| MAT 115 | Mathematical Models | 2 | 2 | 3 |
| | Social/Behavioral Science Elective | 3 | 0 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| WLD 110 | Cutting Process | 1 | 3 | 2 |
| WLD 115 | SMAW (Stick) Plate | 2 | 9 | 5 |
| WLD 121 | GMAW (MIG) FCAW/Plate | 2 | 6 | 4 |
| WLD 131 | GTAW (TIG) Plate | 2 | 6 | 4 |
| WLD 141 | Symbols and Specifications | 2 | 2 | 3 |
| Other Major Courses | | | | |
| WLD 116 | SMAW (Stick) Plate | 1 | 9 | 4 |
| ISC 112 | Industrial Safety | 2 | 0 | 2 |
| WLD 261 | Certification Practices | 1 | 3 | 2 |
| WLD 262 | Testing and Inspection | 2 | 2 | 3 |
| WLD 122 | GMAW (MIG) Plate/Pipe | 1 | 6 | 3 |
| WLD 132 | GTAW (Plate)(Pipe) | 1 | 6 | 3 |
| CIS 111 | Basic PC Literacy | 1 | 2 | 2 |
| WLD 151 | Fabrication I | 2 | 6 | 4 |
| WLD 215 | SMAW (Stick) Pipe | 1 | 9 | 4 |
| WLD 221 | SMAW (MIG) Pipe | 1 | 6 | 3 |
| WLD 145 | Thermoplastic Welding | 1 | 3 | 2 |

| Class | | Lab | Credit | |
|------------------------------------|-------------------------|------------|---------------|------------|
| Other Required Courses | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| COE 110 | World of Work | 1 | 0 | 1 |
| Total Semester Credit Hours | | | | 67 |
| Approved for Awarding | | | | AAS |

**WELDING TECHNOLOGY
D50420**

COURSE AND HOUR REQUIREMENTS

| Title | | Class | Lab | Credit |
|------------------------------------|----------------------------|--------------|------------|----------------|
| General Education Courses | | | | |
| ENG 111 | Expository Writing | 3 | 0 | 3 |
| MAT 115 | Mathematical Models | 2 | 2 | 3 |
| Major Courses | | | | |
| Required Core Courses | | | | |
| WLD 110 | Cutting Process | 1 | 3 | 2 |
| WLD 115 | SMAW (Stick) Plate | 2 | 9 | 5 |
| WLD 121 | GMAW (Mig) FCAW/Plate | 2 | 6 | 4 |
| WLD 131 | GTAW (TIG) Plate | 2 | 6 | 4 |
| WLD 141 | Symbols and Specifications | 2 | 2 | 3 |
| Other Major Courses | | | | |
| ISC 112 | Industrial Safety | 2 | 0 | 2 |
| WLD 116 | SMAW (Stick) Plate | 1 | 9 | 4 |
| WLD 261 | Certification Practices | 1 | 3 | 2 |
| WLD 262 | Testing and Inspection | 2 | 2 | 3 |
| COE 110 | World of Work | 1 | 0 | 1 |
| Other Required Courses | | | | |
| ACA 111 | College Student Success | 1 | 0 | 1 |
| Total Semester Credit Hours | | | | 37 |
| Approved for Awarding | | | | Diploma |

**WELDING TECHNOLOGY
MIG
C50420MG**

COURSE AND HOUR REQUIREMENTS

| Title | Class | Lab | Credit |
|------------------------------------|--------------|------------|--------------------|
| Major Courses | | | |
| WLD 110 Cutting Process | 1 | 3 | 2 |
| WLD 115 SMAW (Stick) Plate | 2 | 9 | 5 |
| WLD 121 GMAW (MIG) FCAW/Plate | 2 | 6 | 4 |
| WLD 122 GMAW (MIG) Plate/Pipe | 1 | 6 | 3 |
| Total Semester Credit Hours | | | 14 |
| Approved for Awarding | | | Certificate |

**WELDING TECHNOLOGY
TIG
C50420TG**

COURSE AND HOUR REQUIREMENTS

| Major Courses | Class | Lab | Credit |
|------------------------------------|--------------|------------|--------------------|
| WLD 110 Cutting Process | 1 | 3 | 2 |
| WLD 115 SMAW (Stick) Plate | 2 | 9 | 5 |
| WLD 131 GTAW (TIG) Plate | 2 | 6 | 4 |
| WLD 132 GTAW (TIG) Plate/Pipe | 1 | 6 | 3 |
| Total Semester Credit Hours | | | 14 |
| Approved for Awarding | | | Certificate |

**WELDING TECHNOLOGY
SMAW (Stick)
C50420SK**

COURSE AND HOUR REQUIREMENTS

| Major Courses | Class | Lab | Credit |
|------------------------------------|--------------|------------|--------------------|
| WLD 110 Cutting Process | 1 | 3 | 2 |
| WLD 115 SMAW (Stick) Plate | 2 | 9 | 5 |
| WLD 116 SMAW (Stick) Plate/Pipe | 1 | 9 | 4 |
| WLD 215 SMAW (Stick) Pipe | 1 | 9 | 4 |
| Total Semester Credit Hours | | | 15 |
| Approved for Awarding | | | Certificate |

**WELDING TECHNOLOGY
SYMBOLS AND SPECIFICATIONS
C50420SS**

COURSE AND HOUR REQUIREMENTS

| Class | Lab | Credit |
|------------------------------------|------------|--------------------|
| Major Courses | | |
| WLD 110 Cutting Process | 1 | 3 |
| WLD 115 SMAW (Stick) Plate | 2 | 9 |
| WLD 141 Symbols & Specifications | 2 | 2 |
| ISC 112 Industrial Safety | 2 | 0 |
| Total Semester Credit Hours | | 12 |
| Approved for Awarding | | Certificate |

Distance Learning

Purpose: The Distance Learning program provides access to quality education and instruction for both traditional and non-traditional students through various Distance Learning methods, i.e. North Carolina Information Highway (NCIH)/Two-way Interactive TV, Internet courses, and Tele-courses.

Distance Learning typically refers to the delivery of instruction in a non-traditional format in which the instructor and student are separated by physical distance. At SCC, students have the option to take full college credit courses without the typical restrictions of time and location. Internet or web-based courses provide educational opportunities that can alleviate conflicts with work, child-care, and transportation problems. NCIH classes are provided at a specific time and location but often include course offerings that would not be available in a traditional format.

North Carolina Information Highway (NCIH)/Interactive (ITV) Courses are traditional in the sense that they meet at a specific time and location. NCIH/ITV classrooms are specially equipped with cameras, monitors, microphones, and speakers that allow for live, real-time interaction with instructors and students at remote locations. For classes that are being “received” at SCC, the instructor is teaching at another school and students will view the lecture presented on TV monitors. The technology enables students and instructors to see and hear each other even though they are in separate locations. The interaction is similar to a phone call in which you can see the person on the other end of the line while you are talking to them. Classes that are being “sent” or broadcast to other locations are typically very similar to traditional classes. The instructor is present at SCC, but the class involves interaction with students who are participating at a remote site. Trained SCC personnel facilitate all NCIH/ITV courses. Students enrolled in NCIH/ITV courses are fully oriented to all procedures on the first day of class and are asked to sign a statement indicating they understand and agree to adhere to the established guidelines for NCIH/ITV courses.

Internet or Online Courses provide access to both college credit and non-credit courses via the Internet. Students enrolled in Internet courses interact and communicate with the instructor and other students via e-mail, discussion forums, and chat rooms as well as other traditional methods such as telephone and postal mail. Online course material is posted in Blackboard, a user-friendly e-learning platform that provides students with tools such as e-mail, discussion board, and other communication features. Course content is presented primarily in text-based format so Internet courses are reading intensive and require self-motivation on the part of the student. Class

assignments, projects, and tests are due at specific times, but course work can be completed on the student's schedule rather than at a specific time and place. Internet classes are accessible from any computer with Internet access. A one-time orientation session must be completed prior to beginning all Internet courses. During orientation, students will receive instructions specific for completing the course as well as a username and password. All Internet courses at SCC are password protected and all personal information is secure. Students enrolled in Internet courses are required to complete a checklist indicating they possess computer skills sufficient to successfully complete an online course.

Hybrid courses combine face-to-face instruction with other distance learning delivery methods. A hybrid course provides increased scheduling flexibility as well as personal interaction in the classroom. Students enrolled in hybrid courses meet on campus at scheduled times. Additional activities and assignments can be completed online from any computer with Internet access. Hybrid courses may also combine other distance learning delivery methods.

Telecourses are non-traditional classes that provide instruction utilizing a series of television programs or a set of videotaped course content. There are no scheduled class meetings other than a one-time orientation. The instructor coordinates course assignments, testing, and grading, and guides students throughout the duration of the course. Communication occurs by telephone or e-mail and the instructor is available to students during office hours. Study and learning take place independently thereby placing greater responsibility on the student.

Registration Information: Distance Learning students have access to the same quality of instruction and support services as traditional students. Registration for Distance Learning courses at SCC takes place during normal registration periods. Students pay tuition and apply for financial aid on site for Distance Learning courses offered by SCC. For more information about Distance Learning courses offered at SCC, please contact the Director of Distance Learning or the Online Learning Coordinator.

Online Learning Support

SC²HOLAR, which stands for SCC Hosting Online Learning And Resources, is a convenient online resource that gives students instant access to the latest up-to-date information about classes and events at SCC. Every currently enrolled student is issued a username and password to access their own e-mail accounts, grades, class message boards and much more. Students can log on at any time for

information about Student Services, Financial Aid, and other vital resources. SC²HOLAR is also the primary way to stay in contact with instructors and classmates. Information sessions about using SC²HOLAR are conducted during the first week of classes and periodically throughout the semester. For more information on using SC²HOLAR, contact the Online Learning Coordinator.

