DURHAM TECH

2018-2019
COLLEGE CATALOG & STUDENT HANDBOOK

Effective Fall Semester 2018

Message from the President

Welcome to Durham Technical Community College — the community college of the City of Medicine, Research Triangle Park, and Orange County. Whether you're looking to build life-long skills, gain career experience, achieve certifications, or take the first steps to a bachelor's degree at one of our prestigious neighboring universities, Durham Tech has what you need.

For more than 55 years, Durham Tech has provided high-quality, affordable, and convenient technical and career education. We have provided continuing education to thousands of Triangle residents, and many thousands more a second chance at success through our adult literacy programs.

The quality of our educational programs can be measured in many ways. Durham Tech has 108 credit certificate, diploma, or degree programs and services and 89 percent of our graduates stay in North Carolina. Our students enjoy an 89 percent first-time licensure pass rate, demonstrating outstanding instruction and preparation. Students who transfer to four-year institutions have an 86 percent transfer performance, which indicates success for students with more than a 2.0 GPA at other colleges and universities. In the UNC System, Durham Tech graduates with a degree perform better than native students in their junior year, according to UNC System statistics.

We are proud of our many partnerships with other educational institutions in our community. The Middle College High School at Durham Tech provides a way for high school juniors and seniors from the three school systems in our service area to excel academically in a challenging and yet supportive environment while getting a jump on college through dual-enrollment opportunities. Bi-lateral agreements in everything from Accounting and Business Administration to Criminal Justice allow students to obtain a two-year associate in applied science degree and be on their way to a bachelor's degree from dozens of area universities. Our Gateway to College program offers young people in Durham who have dropped out of high school the opportunity to earn a high school diploma and college credits toward a degree. And our NC State Community College Collaboration (C3) and C-STEP partnerships provide ways for economically disadvantaged students to graduate from Durham Tech and transfer seamlessly to North Carolina State University and the University of North Carolina at Chapel Hill, respectively.

As the fourth President of Durham Tech, I invite you to explore our website. You will learn about one of the best community colleges in the state and in the nation — a college dedicated to enhancing student learning and fostering community growth and development. Welcome to Durham Tech!

Dr. William G. Ingram

About Durham Tech

Durham Technical Community College is a charter member of the North Carolina Community College System. When the North Carolina General Assembly authorized a small appropriation to establish a limited number of area schools to be known as industrial education centers in 1957, Durham already had a vigorous program in adult education through the Vocational and Adult Education Department of the Durham City Schools. A Practical Nursing program had been established in 1948; other programs included training in mechanical drafting, architectural drafting, and electronics technology. In addition, literacy skills training was offered for adults. Courses to upgrade the skills of workers were also offered in a variety of trades.

Mission

Durham Technical Community College champions learning and success, delivers outstanding teaching and service, and develops career skills for today and tomorrow.

Vision Statement

We aim to be our community's first choice for learning. As a great learning college, we will continue to be a model for demonstrating student success and excellence in teaching; empowering learners to enrich the local and global communities; and preparing students to contribute to the economic vitality of the region.

Purpose

As a comprehensive community college serving Durham and Orange counties, Durham Tech follows the open-door with guided placement admissions philosophy to provide all students an opportunity to acquire meaningful credentials and secure living-wage employment through education and training. Offerings include postsecondary technical and occupational programs leading to a degree, diploma, or certificate; the first two years of a four-year degree; general education for personal growth; a wide variety of corporate and continuing education courses for workforce preparation and development; and college and career readiness instruction that includes an adult high school diploma program, high school equivalency preparation programs, and English language development courses.

Accreditation

Durham Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Durham Technical Community College. For other inquiries, including general admission questions, individuals should contact Durham Technical Community College directly. Programs accredited by national associations.

The college is a member of the American Association of Community Colleges, and the following programs are accredited by national associations:

> The Associate Degree Nursing and the Practical Nursing programs are approved by the North Carolina Board of Nursing and accredited by the National League for Nursing Accrediting Commission.
>
> The Automotive Technology Systems program is certified by the National Automotive Technicians Education Foundation (NATEF)
>
> The Dental Laboratory Technology program is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-2719 or at 211 East Chicago Avenue, Chicago, IL 60611.

The Early Childhood Education Associate Degree program is accredited by the National Association for the Education of Young Children (NAEYC).

The Emergency Medical Services (EMS) program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number, c/o AOTA, is 301-652-AOTA.

The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, Texas 76021-4244, 817-283-2835.

The Pharmacy Technology program is accredited for pharmacy technician training by the American Society of Health-System Pharmacists.

The Opticianry program is accredited by the Commission on Opticianry Accreditation and approved by the North Carolina Board of Opticians.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to apply to take the national certification exam for Surgical Technologists which is administered by the National Board of Surgical Technology and Surgical Assisting. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

The Health Information Technology Associate Degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to apply to take the national certification exam which is administered by the American Association of Medical Assistants (AAMA) located at 20 N. Wacker Drive, Ste. 1575, Chicago, IL 60606.

Approbation

Durham Technical Community College is approved by and a member of the North Carolina Community College System (NCCCS). The following programs are approved by state agencies: the Opticianry program is approved by the North Carolina State Board of Opticians; the Nursing Assistant I program is approved by the North Carolina Division for Facilities Services; the Paralegal Technology program is approved by the North Carolina State Bar; insurance pre-licensing courses are approved by the North Carolina Department of Insurance; and the Basic Law Enforcement Training program is approved by the North Carolina Department of Justice.

Governance

The statutes of the State of North Carolina provide for the organization and administration of a community college system under the direction of the State Board of Community Colleges. The 21-member board has full authority to adopt all policies, regulations, and standards it deems necessary for the operation of the system. Members of the State Board are appointed by the Governor and the General Assembly. The State Board has three major functions: equitable distribution of funds and fiscal accountability; establishing and maintaining state priorities; and educational program approval and accountability.

Durham Technical Community College is governed by a Board of Trustees. Four members of the Board are appointed by the Governor, four are appointed by the Durham County Board of Commissioners, four are appointed by the Durham Public Schools Board of Education, and two are appointed by the Orange County Board of Commissioners. Trustees serve four-year terms and set local policy for the college. A representative of the college's Student Government Association also serves as a non-voting member of the Board.

Performance Measures

In 2010, NCCCS President Scott Ralls established a Performance Measures Committee to develop new performance-based student success measures to go into effect in 2013. While some of the names of the performance measures may resemble those that have been adopted in the past, the descriptions and methodologies highlight distinct improvements including making the measures closely aligned with key initiatives, more focused on student successes, more objective, uniform across colleges, more valid and reliable, and more cohort-based in order to track student success.

NCCCS measures and Durham Tech performance can be viewed in the About Durham Tech section of the website.

Admissions Information

Admissions Policies

Durham Tech follows an open-door with guided placement admissions policy as established by the North Carolina State Board of Community Colleges (SBCC) and consistent with SBCC code 1D SBCCC 400.2. Durham Tech is an affirmative action, equal opportunity, American Disabilities Act, Section 504 institution and does not discriminate on the basis of race, sex or sexual orientation, color, age, religion, national origin, or disability in admitting students. The college reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational institution. The college also reserves the right to refuse admission to any applicant who poses an articulable, imminent, and significant threat to others.

Procedure

Admissions Requirements for AA, AS, AFA, AE, and AAS Degree Programs, Diplomas, and Certificates

Durham Technical Community College (Durham Tech) offers university transfer programs of study leading to the Associate in Arts (AA), Associate in Science (AS), Associate in Fine Arts (AFA), or the Associate in Engineering (AE) degree. In addition, the College offers career and technical programs of study leading to Associate in Applied Science (AAS) degrees, diplomas, or certificates in the following areas: business, education, health, industrial, engineering, and information technologies; and applied and public service technologies.

Admission to any career, technical, or university transfer program requires applicants to submit the initial enrollment application and provide one of the following official documents: proof of high school completion, proof of high school equivalency (HSE) completion, and/or verification of completion of a post-secondary credential. If the student received an associate's degree or higher from a regionally accredited institution, proof of high school completion is not required. Further, if the student completed an associate's degree or higher from an institution outside the United States, the documentation must meet American Association of College Registrars and Admissions Officers (AACRAO) standards or be professionally evaluated by an approved agency.

On each Gainful Employment (GE) program web page, Durham Tech provides graduation rates, the median debt of students who completed the program, and other information required by federal GE regulations (34 CFR 668.6(b)) to students applying for admission to any designated GE diploma or certificate program.

Admissions Requirements for Limited-Enrollment Programs

Admission to certain Health Technologies and Emergency Medical Science programs is limited. Applicants should review the admissions steps for limited-enrollment programs for further information. These programs may require developmental and/or preparatory courses prior to admission. Students may obtain assistance in setting realistic academic and career goals by attending program-specific information sessions and advising conferences held prior to submitting an application to the program.

Admissions Requirements for the ***Associate in General Education Degree Program***

The College offers an Associate in General Education (AGE) degree program, which is designed for individuals wishing to broaden their education with an emphasis on personal interest, growth, and development. This program is not designed as a college or university transfer program. Admission to the Associate in General Education degree program is available to applicants who are high school graduates, high school equivalency graduates, or are at least 18 years of age.

Although potential students may apply at any time, applicants are encouraged to complete the admission process by the enrollment due dates. High school students may apply early during their senior year.

Provisional Early Acceptance of High School Students

Graduating high school seniors who submit an enrollment application to a degree, diploma, or certificate program will be granted **provisional acceptance**, pending receipt of an official high school transcript or original high school diploma (to be copied) that demonstrates high school completion or equivalency. Furthermore, if granted provisional acceptance, graduating high school seniors may submit FAFSA applications to be reviewed for financial aid award eligibility. If eligible for an award, they will receive an award letter from Durham Tech with the stipulation that a disbursement of funds will be granted only after the college receives an official transcript or original high school diploma (to be copied) demonstrating high school completion or equivalency. A student will be moved from provisional acceptance to **admitted** status upon evaluation of the official high school transcript or diploma confirming graduation.

If applying to certain Health Technologies and Emergency Medical Science programs, high school seniors should review the admissions steps for limited-enrollment programs for further admissions information. These programs may require developmental and/or preparatory courses or other requirements prior to admission.

Additional Requirements

If a student is applying for veteran's benefits, all official transcripts (high school, high school equivalency, and college) are required. Health examinations, reference forms, and other documents may also be required to participate in clinical or practical training courses in certain programs.

All admission documents become the property of the College and are not to be copied for release to students or third parties.

Continuous Enrollment

Students are considered continuously enrolled at the College if they register for and attend courses (including prerequisites) creditable toward a degree, diploma, or certificate. The student must attend credit coursework in a following semester after the initial enrollment semester (attendance is required in the following fall or spring semester or following spring or fall semester). For example, if a student enrolls in the fall semester, the student must enroll in courses the following spring or fall semester to remain continuously enrolled. Enrollment is not required during the summer term to maintain continuous enrollment, although it may be required by the academic program of study. On a case by case basis, noncredit Continuing Education courses or programs may be approved by a department head of the student's intended curriculum program to be

considered towards continuous enrollment during application. Students who do not meet the minimum definition of continuous enrollment will be required to reapply to the College.

Developmental Education and Course Placement

Developmental education course credit can be used to fulfill necessary prerequisites. Health Technologies programs require that developmental education credits be less than five (5) years old. For these programs, grades older than five (5) years old may be used only if the student has been continuously enrolled at the College. If course grades are older than five (5) years old and the student has not been continuously enrolled, the student must take the placement test or the course again. For all other academic programs, developmental education course credits do not expire.

Students' high school GPA and coursework can be used for course placement if the student graduated from high school within the last five (5) years. NC DAP, SAT, ACT, COMPASS, ASSET, and ACCUPLACER scores may be used for placement within five (5) years from the date taken. If high school records or test scores are older than five (5) years, students must retest unless they have been continuously enrolled in classes.

Program of Study Catalog Year

If students do not complete their catalog year program of study within a period of five (5) years despite continuous enrollment at the College, the College may administratively update the student's program catalog year to the most current year program of study. This process will maintain the integrity of changes in standards, prerequisites, course content, regulatory guidelines, and procedures.

Denial of Admission

In accordance with SBCC code, the college reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational institution and to refuse admission to any applicant who poses an **articulable, imminent, and significant** threat to others. Such applicants will be evaluated using the procedure outlined below.

An applicant who has been suspended or expelled for disciplinary reasons from another educational institution or who poses an articulable, imminent, and significant threat to others shall be evaluated by the College's Threat Assessment Team. The team will make a recommendation to the Vice President, Student Engagement, Development, and Support within five (5) business days of their convening and review of the case. The Vice President will make the final admission decision and will notify the applicant in writing if admission is being denied. That communication will outline the facts supporting the decision to deny admission, the length of time and justification for that determination, conditions under which the decision may be reconsidered, and the appeals process.

Appeals Process

Applicants who have been denied admission to the College may appeal the decision to the president. The appeal must be in writing and submitted within seven (7) business days of the applicant's receipt of the written notification of the denial of admission.

State Authorization for Distance Education

Online education is an integral part of Durham Tech's program offerings. In compliance with US Department of Education regulations, Durham Tech may allow only those students living in states from which the College has received authorization to register for online courses. Applications for admission from students who live in states that have not granted Durham Tech authorization will be flagged before admission is determined, and a designated member of Durham Tech's student services staff will ascertain enrollment intentions.

Eligibility to Possess Firearms

In accordance with SBCC code, any student desiring to enroll in a program that requires the student to possess a firearm shall provide proof of eligibility to possess firearms prior to enrollment in that program. The student shall provide proof by submitting to Student Information and Records one of the following documents:

- Any current, valid state-issued permit to purchase a firearm;
- A current, valid state-issued concealed carry permit from the state of North Carolina;
- A current valid state-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina;
- Proof of an exemption from permit requirements pursuant to G.S. 14-415.25; or
- A background check as determined by the College, the sole purpose of which shall be to determine whether the student can lawfully possess a firearm in North Carolina pursuant to G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3, and G.S. 14-415.25.

This policy shall not apply to courses mandated by law under Chapter 17C of the North Carolina General Statutes, North Carolina Justice Education and Training Standards Commission, or Chapter 17E of the North Carolina General Statutes, North Carolina Sheriffs' Education and Training Standards Commission.

Definitions

Articulable – capable of being expressed, explained or justified
Imminent – impending, likely to occur at any moment
Significant – considerable, of consequence. *(The State Board of Community Colleges has granted community colleges the authority to determine what constitutes a significant safety threat.)*
Provisional Acceptance – acceptance that is temporary and reevaluated upon receipt of an official high school transcript confirming graduation status
Admitted – status when official documentation verifying completion of high school, high school equivalency, or an associate's degree or higher has been provided to, evaluated by, and accepted by the College
Continuous Enrollment – Students are considered continuously enrolled at the College if they register for and attend courses (including prerequisites) creditable toward a degree, diploma, or certificate. The student must attend credit coursework in a following semester after the initial enrollment semester (attendance is required in the following fall or spring semester or following spring or fall semester).

The state requires students to submit evidence of residency status when completing a college application. Students should use the Residency Determination Service (RDS) to complete a determination.

Corporate and Continuing Education

Students may also attend noncredit courses without applying for admission. View the Corporate and Continuing Education section for information about career growth, personal growth, and business development.

Concurrent Enrollment

Durham Tech is supportive of concurrent enrollment for high school students. The college encourages interested high school students who have progressed beyond the normal high school curriculum to take college-level courses at Durham Tech.

Procedure

Durham Tech is supportive of concurrent enrollment for high school students. The college encourages interested high school students who have progressed beyond the normal high school curriculum to take college-level courses at Durham Tech.

Credit Courses

High school students interested in credit courses have the following options:

- **Career and College Promise (CCP)**
  Career and College Promise (CCP) provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills.
- **Gateway to College**
  Gateway to College at Durham Tech Community College is an educational option for Durham Public Schools (DPS) students who have dropped out of high school but have a desire to get back on track and earn a diploma. What makes Gateway to College truly unique is that our students will not only have a second chance to earn a high school diploma, but Gateway participants will also be earning college credits.
- **Middle College High School (MCHS)**
  MCHS at Durham Tech is a Durham Public Schools high school for juniors and seniors. Located on Durham Tech's main campus, MCHS consists of students from three school districts: Durham Public Schools, Orange County Schools, and Chapel Hill-Carrboro City Schools. Students apply for admission to MCHS, and once accepted, take both community college courses and honors level high school courses.
- **City of Medicine Academy (CMA)**
  The City of Medicine Academy is designed for highly motivated Durham high school students who are ready to undertake serious academic work and career-related internships. We provide a four-year health career curriculum for students interested in pursuing health care careers. It is expected that these students will be able to enter college with advanced credits and earn industry standard certification.

Noncredit Courses

To be eligible for dual enrollment in a non-credit college course(s), students must be:

- At least 16 years old by the start date of the Durham Tech course for which they will enroll;
- Making satisfactory progress toward high school graduation; and
- Enrolled in high school for at least the equivalent to half of a full-time schedule. Students attending high school on a block schedule must be enrolled in at least two high school classes.

Tuition and fees are not exempt for noncredit or self-support courses. High school students are responsible for book costs and/or other supplies for all courses.

Enrollment Due Dates

The enrollment due date is provided to encourage students to complete the admissions process in time for general registration. If a student submits all required paperwork by the enrollment due date, he/she can expect the following: be admitted to the college, have transcripts evaluated in time to meet with an advisor, and have the option to charge tuition and books to financial aid (if he/she is eligible for an award) at the beginning of general registration for new students.

- Fall Semester: June 15
- Spring Semester: October 15
- Summer Term: June 15

If you miss the enrollment due date, it may still be possible to get everything submitted in time to register for classes. However, be prepared for the possibility that document processing times could increase significantly during registration times. If you did not meet the enrollment due date, you should be prepared to bring official transcripts (sealed in an envelope) to advising and plan to pay for tuition, fees, and books independently during registration.

The college will accept applications up to one week before late advising for the semester in which you wish to enroll. This is the final deadline for admission into the college each semester.

International Admissions

As part of its enrollment process, Durham Tech reviews the immigration status of all non-US citizens and provides enrollment advising. Please visit the Center for the Global Learner in the White Building, room 1-148 to begin this process. Advisors are happy to discuss educational options with students in all immigration statuses, including undocumented students. To schedule an appointment, contact the Center for the Global Learner at cgl@durhamtech.edu or call 919-536-7264, ext. 3228. View more information about admissions steps for non-US/international students in the Admissions section for Non-US/International Students.

Advising, Registration, and Placement

Advising

Academic advising is an interactive process which connects students with a knowledgeable faculty or staff member who can help them make informed educational decisions. Students who have received effective academic advising will understand the courses required to complete a degree, develop a personal plan to be successful in these courses, and be prepared to register for courses appropriate to their skill levels and educational goals. New students learn about the advising process prior to registration at a ConnectSession (student orientation). Returning admitted students will connect with their assigned program academic advisor. Visiting students are advised during general registration in the Admissions and Advising Services office. All students are required to meet with an advisor in order to have their individualized academic plan approved prior to registration. More information can be found in the Advising section of the website and in the Advising procedure below.

Advising Procedure

New Students

New students learn about the advising process during ConnectSessions, Durham Tech's student orientation. New students should reserve a spot in a ConnectSession after submitting their enrollment application.

After attending a ConnectSession, students should meet with an academic advisor during walk-in hours. Beginning the enrollment process early helps students avoid long wait times during walk-in advising and gives them access to a wider selection of course options. Academic advisors are specially trained to assist students with their transition to Durham Tech and first semester course selection.

New students with 12 or more college-level credits who are exempt from a ConnectSession may schedule an online advising appointment or attend walk-in hours in the Admissions and Enrollment Services Center in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-200, or at Orange County Campus.

Current Students

Students pursuing a degree, diploma, or certificate at Durham Tech will be assigned a permanent faculty advisor from their program area during the beginning of their first semester. Advisors' names will appear in the My Profile section of WebAdvisor and students may use the Employee Directory to find their contact

information. Students should make an appointment prior to early registration to have access to a wider selection of courses.

Visiting Students

Advising services are available for visiting students through online advising or during walk-in hours in the Admissions and Enrollment Services Center in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-200 or at Orange County Campus.

Timing

Students should plan to meet with their assigned advisor each semester prior to registration. Students bear the responsibility for scheduling this appointment or submitting a request for online advising.

Students should check the website for important dates and contact their advisor at least two weeks prior to their assigned registration time. During the summer, when faculty advisors are off contract, returning students may receive advising services in the Admissions and Enrollment Services Center or at Orange County Campus during walk-in hours or participate in online advising.

Students having trouble with their classes or experiencing difficulties adjusting to college are encouraged to speak with their advisor sooner. Advisors can also be a great resource as students explore career options or make plans to transfer to a four-year institution. Students should feel free to seek advice from their academic advisor as they face significant educational decisions.

Preparation

- Students should check their ConnectMail account regularly for updates from their advisor and other college departments.
- Students should schedule appointments with their advisor in a timely manner and arrive on time.
- Students should review their plan of study and think about which classes they would like to take prior to their meeting.
- Students should become familiar with the academic policies and procedures outlined in the College Catalog.
- Students should seek assistance as soon as a problem arises.

Registration

Semester class schedules are available on the college's website. Each semester, returning admitted program students may register during priority registration using Self-Service, the Durham Tech student relationship management system. New and visiting students will register during general registration. To register for courses, all students must meet prerequisite course requirements, have their advising hold removed by an academic advisor, and access Self-Service to register themselves. Students may pay their tuition and fees through Self-Service or in person at the Cashier's Window. Students receiving Veterans benefits must notify the Financial Aid and Veterans Benefits office of their intent to utilize benefits each semester prior to enrollment/registration. Detailed instructions on registration are found in the Registration section of the website.

Placement Testing

Students may meet college-level placement requirement in different ways. Most curriculum classes at Durham Tech require college-level skills in reading, writing, and math. Students may meet college-level placement based on SAT, ACT, NCDAP, COMPASS, or ACCUPLACER test scores. If test scores are older than five years, students must retest unless they have been continuously enrolled in classes.

Continuous enrollment is defined as students who have registered for and attended courses (including prerequisites) creditable toward a degree, diploma, or certificate. The student must attend credit coursework in a following semester after the initial enrollment semester (attendance is required in the following fall or spring semester or following spring or fall semester). Students may also meet prerequisite course requirements by utilizing Multiple Measures as defined by the state of North Carolina.

Noncredit courses or programs offered through the Continuing Education department may be considered towards continuous enrollment if approved by a department head (or designee) of the student's intended curriculum program.

Students who visit the testing center are asked a series of questions regarding US English as their first language. Depending on the response students may be administered the Accuplacer ESL test to determine if English as for Academic Purposes (EAP) placement is needed in EFL courses.

More information about test preparation, requesting/submitting test scores, and placement test schedules can be found in the Placement Testing section of the website.

Tuition and Fees

Tuition and fee costs for legal residents of North Carolina and out-of-state students can be found in the Tuition section of the website.

Tuition for Curriculum Students

All tuition and fees are due and payable at the Cashier's Window in the White Building entrance foyer on the official days of registration. If registering using Self-Service, students may pay by credit card or personal check (electronic transfer) during the registration transaction. Students will not receive a bill and are responsible for paying by the established deadlines. Students may pay by cash, check, money order, or credit card (VISA, MasterCard, Discover, and American Express). Partial payments or credits are not accepted. No portion of a check made payable to Durham Tech will be given to a student except at the written request of the person making the remittance, and the written request must be mailed directly to the college's Business Office.

Tuition for Continuing Education Students

Registration fees are listed in the noncredit course schedule under each course description. Additional fees and payment options are outlined in the Continuing Education section of the website.

Tuition for Two Colleges

If a student wants to enroll at Durham Tech and another college in the North Carolina Community College System for the same semester, the total amount of tuition and fees may be paid to the student's home college. Home college is defined as the college at which the student initially registers for classes. The home college assumes responsibility for arranging with the other college for enrolling the student in appropriate courses without further charge. This arrangement shall be made by an exchange of letters between the colleges involved.

Tuition Fee Basis

North Carolina law (General Statute 115D) establishes the Community College System's tuition and fees. Tuition charges are for credit hours enrolled. Credit hours are calculated as follows: one lecture hour, two or three laboratory hours, three clinical hours, or ten work experience hours equal one credit hour. The tuition rate per credit hour applies to all regularly enrolled students. Tuition is subject to change by the N.C. General Assembly.

Students are charged tuition based on the number of credit hours taken per semester up to a maximum amount for students enrolled for 16 or more credit hours per semester. Students are not charged for additional credit hours over 16 per semester.

Tuition for Self-Support Courses

Tuition may vary for courses offered as "self-support," which means it is based on the number of students enrolled in each class. Students must pay for all hours taken in self-support courses. Senior citizens and Durham Tech employees must also pay for self-support courses.

Student Fees

All curriculum students are charged a student administrative fee to support student clubs and activities, computer and technology use, college parking and security, student ID cards, and accident insurance for students participating in college classes and functions. Please note that all fees are subject to change.

Curriculum Student Fees

Computer Use and Technology Fee

The maximum should not exceed $48.00 per semester/term per State Board Code.

5 hours or less	6-8 hours	9-11 hours	12 hours or more	Terms
$16.00	$18.00	$20.00	$22.00	Fall, Spring, and Summer

Student Activity Fee

The maximum should not exceed $35.00 per semester/term per State Board Code. This fee includes $1.25 per student for accident insurance while participating in classes and college-sponsored activities.

5 hours or less	6-8 hours	9-11 hours	12 hours more	Terms
$20.00	$23.00	$26.00	$29.00	Fall and Spring
$12.00	$14.00	$16.00	$18.00	Summer

Note: Graduation fees for diplomas, covers, caps and gowns will no longer be charged to the student at the time of graduation. The student activity fee increase will cover those costs. Including graduation expenses as part of the student activity fee will allow students to pay for this cost with their financial aid award.

College Access, Parking, and Security Fee

The State Board Code does not establish a maximum amount for this fee.

5 hours or less	6-8 hours	9-11 hours	12 hours more	Terms
$18.00	$22.00	$26.00	$30.00	Fall and Spring
$12.50	$16.00	$20.00	$24.00	Summer

Specific Course Fees

Curriculum Course Supplies

The curriculum course supply fee charged for some credit. Health Technology courses that have laboratory hours associated with the course are charged a higher supply fee per semester due to the use of a higher than average number of supplies. A complete list of course fees is available in the Tuition section of the website.

Continuing Education Student Fees

Continuing Education students pay a college access, parking, and security fee (CAPS) and a computer use and technology fee. Some courses have and associated insurance fee. Students enrolled in classes where tuition is waived are not required to pay the CAPS fee.

Computer Use and Technology Fee

The maximum should not exceed $5.00 per course by State Board Code.

$5.00 per Continuing Education course

College Access, Parking, and Security Fee

The State Board Code does not establish a maximum amount for this fee.

$5.00 per Continuing Education course

Adult High School students do not pay a parking fee or a student ID fee.

Transcript Fee

A fee is charged for each official copy of a student's transcript. There is no charge for an "issued to student" copy. More information about transcripts can be found in the student records section.

Books and Supplies

Students may purchase most textbooks, supplies, instruments, and materials from the bookstore on campus. The cost of books and supplies varies with each program. Students should attend each class at least once before purchasing texts and materials. Check bookstore information for store hours and information about ordering textbooks online.

Student Insurance

Durham Tech participates in the North Carolina Community College Student Health Plan. For more information on eligibility requirements, benefits, enrollment, and costs, contact United Healthcare.

Malpractice and Health Insurance

Students enrolling in nursing and other health programs that require clinical or patient care instruction must provide their own malpractice and health insurance. For more information, contact the Business Office or the appropriate program director.

Insurance for Study Abroad

Participants in the Study Abroad course are required to pay for insurance. This fee is included in the course registration.

Additional Expenses

Students in certain programs have additional expenses. Although this list is not intended to be exhaustive, examples of such additional expenses include instructional kits and gold in Dental Laboratory Technology, tools in Automotive Systems Technology and Electrical/ Electronics Technology, drafting kits in Architectural Technology, instructional kits in Opticianry, scrub suits in Surgical Technology, and uniforms and stethoscopes in Respiratory Therapy and Nursing programs. Some programs also require lab coats and other miscellaneous supplies. Certain health programs require professional liability insurance. Contact Admissions and Advising Services for more information about additional expenses.

Course Cancellations and Refund Procedures

Tuition refunds for curriculum and Continuing Education classes are subject to specific requirements.

Procedure

Curriculum (Credit) Courses

Tuition and student fee refunds for curriculum (credit) courses are subject to the following requirements:

1. A 100 percent refund for tuition and fees is issued when a student officially drops a course prior to the first day of classes of the academic semester noted in the academic calendar. If a course is canceled by Durham Tech, that portion of tuition paid for the canceled course is refunded in full.
2. A 75 percent refund is issued when the student officially drops a course prior to or on the official 10 percent point of the semester. Requests for refunds are not considered after the 10 percent point of the semester.
3. Student fees, including administrative, laboratory, malpractice insurance (if required for a program of study), and graduation fees are not refunded when the student officially drops a course prior to or on the official 10 percent point of the semester except in the case of courses canceled by the college.

For specific deadlines, including the 10 percent point of the semester, please see the Important Dates web page.

To begin the refund process, a student must drop the course(s) using WebAdvisor. For a 100 percent refund, the course must be dropped by 11:59 p.m. on the day prior to the first day of the academic semester. For a 75 percent refund, the course must be dropped by 11:59 p.m. on the day designated as the official 10 percent point of the semester. Refund checks are automatically generated provided a student completes the drop process within the designated refund period. The tuition refund check is mailed to the student's address on record with the college after the end of the 75 percent refund period, typically about three weeks after the beginning of the semester. Contact the Business Office at 919-536-7201 for any questions or concerns about tuition refunds.

The curriculum refund procedure is subject to change by action of the North Carolina Community College State Board.

Continuing Education (Noncredit) Courses

Registration fee refunds for continuing education (noncredit) classes are subject to the following requirements:

1. If a course is canceled, a complete refund is issued automatically within four to six weeks. A 100 percent refund of occupational extension registration fees is issued upon the request of the student if the student officially withdraws in writing from a course prior to the first class meeting.
2. A 75 percent refund of occupational extension registration fees is issued upon the student's request if the student officially withdraws and requests a refund prior to the 10 percent point in the course. For courses with 10 or fewer class meetings, refund requests must be submitted to the college no later than the first class meeting. No partial refunds are given for courses with one class meeting.
3. No refund is issued after the 10 percent point of the course.
4. Student fees, including administrative, supply, and insurance fees, are not refunded unless the college cancels the course for which the fee is collected. Fees for specific instructional materials collected at registration are refunded unless the student receives the materials.

To begin the refund process, a student must complete the Continuing Education Course Withdrawal/Request for Refund form. The college refunds only by check to students regardless of the payment option used. Students who withdraw from continuing education courses cannot withdraw using WebAdvisor, Self Service, or Instant Enrollment. The tuition refund check is mailed to the student's address on record with the college.

The continuing education refund procedure is subject to change by action of the North Carolina Community College State Board.

Printed copies of this procedure are available at the following locations:

- Main Campus: Cashier's Window (White Building), Corporate Education Center Reception Area
- Northern Durham Center: Information Desk
- SouthBank Building: Information Desk
- Northgate Mall: Durham Tech Information Desk
- Orange County Campus: Information Desk
- Orange County Skills and Development Center/JobLink Center

Financial Aid

Eligibility

Students accepted for admission to the college may apply for federal financial assistance, including scholarships, student work-study employment, grants or loans. Students approved to receive federal financial assistance should meet the following eligibility requirements:

- Demonstrate financial need
- Be admitted to an eligible program at Durham Tech
- Have a high school diploma or high school equivalency diploma
- Be a U.S. citizen or eligible non-citizen
- Be registered with the Selective Service, if required
- Not be in default on a federal student loan borrowed for attendance at any institution
- Not have borrowed in excess of federal student loan limits
- Not owe a repayment on a federal student grant or loan received for attendance at any institution
- Maintain satisfactory academic progress
- Provide a valid social security number
- Certify that the funds will be used for educational purposes only

Students interested in applying for financial aid should complete the online Federal Student Aid (FAFSA). Be sure to include the Durham Tech school code (005448), so the college will receive your information. The application process can take more time than expected, especially during registration periods.

Applications or renewal applications for financial aid must be submitted for each academic year. The FAFSA form is available for the upcoming academic year after January 1. Students are encouraged to apply as early as possible for the next academic year, preferably no later than April 15.

More information about priority deadlines, the verification process, financial aid disbursement dates, academic standards, return of Title IV funds, and financial aid forms can be found in the Financial Aid section.

Scholarships

Curriculum students apply for scholarships in the spring for use in the following academic year. Students are considered for all scholarships for which they qualify. The criteria for eligibility and the amount of the award are different for each scholarship. A listing of scholarships and their selection criteria can be found in the scholarships section of the website.

Other Forms of Financial Assistance

Durham Tech has expanded its financial assistance for residents of Durham and Orange counties.

Durham ConnectFunds are for Durham County residents who demonstrate financial need. Each year, a quarter-cent in revenues generated by a Durham County Sales and Use tax is allocated to support quality educational opportunities. ConnectFunds may be used for some Continuing Education certification programs as well as for curriculum programs, in addition to high school completion and GED® testing.

Orange ConnectFunds are for recent graduates of Orange County Schools and Chapel Hill-Carrboro City Schools. An Orange County Sales and Use Tax is allocated to financial awards designed to assist individuals to further their education at Durham Tech.

Veterans Information

The Durham Tech Financial Aid and Veterans Benefits office assists students who are eligible for veterans educational benefits, including veterans, active-duty personnel, and members of selected reserves and the National Guard.

To be eligible for educational benefits, students must be admitted to a curriculum program and have high school and all college transcripts on file at Durham Tech.

Before paying tuition and fees each semester, students must first have their class schedules approved by their academic advisors and then by staff in the Financial Aid and Veterans Benefits office. Students are required to notify the Veterans Affairs School Certifying Official (SCO), via email, when registration is complete.

Students who are “visiting” from their home college and who may be eligible for veterans benefits must contact the Financial Aid and Veterans Benefits office to provide appropriate documentation.

Information about work-study, standards of academic progress, attendance, and conduct for students receiving veterans educational benefits, and course substitutions can be found on the Veterans Information web page.

Student Information and Records

Transfer Credit Evaluation

Durham Tech evaluates transfer credit for equivalent courses with the grade of "C" or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association.

Procedure

Applicants who have been enrolled in any post-secondary institution are required to submit official transcripts of previous academic work to Durham Tech's Student Information and Records office if they desire transcript evaluation for transfer credit. An official transcript is one that is sent directly from the previous high school, college, or university, or is submitted by the student in an official, sealed envelope from the educational institution. Transcripts may be delivered to the Student Information and Records office in person (Wynn Center, room 10-201, Main Campus) or by mail (Student Information and Records, Durham Technical Community College, 1637 E. Lawson Street, Durham NC 27703). Emailed transcripts are accepted through transcript processing services such as CFNC, ADDS, Parchment, and Script-Safe only. Faxed transcripts and diplomas are not accepted as official documents for transcript evaluation.

When Durham Tech receives the official transcript, the college will send a confirmation email to the student's ConnectMail (college email) account to verify the receipt of transcripts. The entire transcript will be evaluated by a transcript evaluation specialist to award credit for the appropriate Durham Tech course most closely related to the course transferred using the following criteria:

- All transfer course credit must be equivalent to course offerings at Durham Tech;
- The grades for courses transferred must be a "C" or better;
- Courses transferred must be 100 level or above;
- Comparable developmental education courses offered by North Carolina community colleges below the 100 level are transferable within the North Carolina Community College System;
- The grades for transferred NCCCS developmental courses must be a "B" or better (a "C" or better is accepted for MAT 070 and MAT 080 courses only); and
- Transfer credit may not exceed 75 percent of the total credit hours required to complete the desired program of study.

Transcripts can take up to two weeks (10 business days) to be evaluated during peak registration times. Transfer credit is recorded as a grade of "TR" on the student's transcript. When transfer credit is in question, the student may be asked for supporting documentation such as an official course description or course syllabus.

Once the transcript has been evaluated, the college will send another email to confirm the completion of the evaluation. At that time, the student will be able to view any transfer credit awarded in the student's WebAdvisor account. Transfer credit from another institution is not used to calculate cumulative, program, graduation, or academic progress grade point averages.

International transcripts must be evaluated before transfer credit can be considered. Please see the Translation and Evaluation Services section of the web site for a complete list of acceptable organizations.

Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and Defense Activity for Non-Traditional Educational Support (DANTES) Transfer Credit

Students who submit official documentation of Advanced Placement (AP), College-Level Examination Program (CLEP), International Baccalaureate (IB), or Defense Activity for Non-Traditional Educational Support (DANTES) scores will be awarded credit for approved courses with the appropriate threshold score at Durham Tech. Official documentation includes any official, sealed copies of scores from the College Board (AP and CLEP scores), International Baccalaureate (IB scores), or from the Department of Defense (DANTES scores); official, sealed transcripts from a high school with specific tests and scores listed; or other post-secondary college official, sealed transcripts that include specific tests and scores listed. Like other college transfer credit, AP, CLEP, IB, and DANTES transfer credits do not have a time limit and may be awarded for approved courses without regard to the time when the test was taken.

Transfer credit awarded for approved courses as a result of AP scores may not exceed 75 percent of the total credits required to complete the program of study. Transfer credit awarded for approved courses as a result of CLEP, IB, and/or DANTES scores may not exceed three courses of the total number of courses required to complete the program of study. Transfer credit awarded for CLEP, IB, and DANTES scores excludes courses that require lab components (i.e. science, language, math, and English composition). Transfer credit awarded for IB scores may only include higher level exams, not standard level exams.

Students who cannot provide official, sealed documentation of AP, CLEP, IB, or DANTES scores will not be awarded credit. Durham Tech does not award AP, CLEP, IB, or DANTES transfer credit for classes solely on the basis of an evaluation of credit by another college or institution. Official, sealed documentation must include the specific test name and score to be considered for transfer credit evaluation. Questions regarding the awarding of AP, CLEP, IB, or DANTES transfer credit should be directed to the Student Information and Records office.

Academic Credit for Professional Credentials

Academic credit may be given for adequately documented and validated industry-recognized credentials.

Procedure

Academic credit may be given for adequately documented and validated industry-recognized credentials.

1. Faculty who wish to consider a credential(s) for approved credit in the program must provide the following information to their dean:
    - The course(s) to which the professional credential applies
    - The number of credit hours awarded
    - The name of the professional organization that validates the credential
    - Documentation that provides evidence that the competencies required for the credential also meet the learning outcomes or competencies of the course (e.g. comparison table)
        a. The dean will submit the information to the Vice President, Student Learning and Instructional Services for consideration.
        b. These credits must be approved by the Vice President, Student Learning and Instructional Services based on content and outcomes. Once approved by the vice president, the information is then forwarded to Student Information and Records and posted to the College's website with the appropriate program plan of study.
2. Students who submit official documentation of a professional credential earned will be awarded credit for the approved course(s) associated with the program plan of study.
    a. The student must submit the official documentation to the Student Information and Records office (Phail Wynn, Jr. Student Services Center, Building 10, room 10-201).
    b. Once the documentation has been reviewed, the college will send an email to the student to confirm the completion of the evaluation.
    c. At that time, the student will be able to view any credit awarded in their student record.

Credit by Exam

The special grade of Credit by Exam (CE) is awarded when a student has applied for and successfully completed the requirements for credit by examination. Qualified curriculum students with relevant prior training or experience may earn academic credit for certain courses by examination. A student interested in receiving such credit should contact the appropriate program director for information on the procedures for application. To receive credit by passing an examination, the student must be enrolled in a curriculum program and be registered for the course for which application is made. The application must be approved within the first 7 calendar days of the semester, and the examination must be completed within the first 14 calendar days of the semester.

To receive credit by examination, the student must score at least 85 percent on the examination. In certain courses, the required passing score may be higher. The examination may be taken only once, and a student failing the examination must complete the course for credit. No more than 10 percent of the total credit hours required by the student's plan of study may be earned by examination unless the chief academic officer gives special approval to exceed this limit.

A student should not attempt the credit by exam if they are a:

- A student graduating with a CE as part of the 60 University Transfer program hours because it is not transferrable by the Comprehensive Articulation Agreement (CAA).
- Veteran enrolled in a course in which he/she were not in attendance. Those hours are not eligible for veteran benefits, thereby reducing or eliminating benefits.

Read more about credit by exam and CE designation in the Grading System policy and procedure in the Academic Information section below.

Transcripts

Electronic ordering of transcripts is available with use of a credit card. Once the account is created, request an official, certified PDF of your transcript and track the status of your order. Orders are processed within five business days (allow additional processing time for high volume periods).

Students may also request a Durham Tech transcript in person by visiting the Student Information and Records office located in the Phail Wynn, Jr. Student Services Center, room 10-201. A fee is charged for each official copy of a student's transcript. There is no charge for a student copy which is printable through Self-Service. Telephone and faxed requests are not accepted. Paper transcripts are processed in three business days and sent via the U.S. Postal service.

Adult High School graduates may request official transcripts at no charge. All students must provide photo identification to pick up a transcript. Student transcripts cannot be picked up by another person unless the student has provided written permission.

Transcripts from other schools and other documents or forms that Durham Tech has on file are not released, copied, or returned to the student.

Students are not eligible to receive an official transcript if they have any outstanding debts to the college or if they have failed to make any required payment.

Student Records

The college follows the guidelines for retention and disposal of records as published by the North Carolina Community College System. Back-up copies of the permanent records are stored on computer tape. These records are available in the Student Information and Records office to requesters with appropriate identification.

The permanent record includes all information on the student's transcript: name, address, social security number, sex, date of birth, major, dates enrolled, grades, credit hours earned, grade point average, and graduation information.

Student records are maintained and disseminated in accordance with the Family Educational Rights and Privacy Act (FERPA). View the Family Educational Rights and Privacy Act Policy and Procedure.

Academic Information

The focus of Student Learning and Instructional Services is effective student learning for career and personal growth. To this end, the faculty and staff are available to work closely with students from the point of application for admission through the progression of courses to completion of studies at Durham Tech. These policies apply to all students enrolled at the institution and supersede all previously published academic documents issued by the college. Under special conditions, these policies may be modified according to procedures approved by the vice president, Student Learning and Instructional Services.

The policies do not attempt to cover standards or requirements prescribed by the Veterans Administration or other institutions, groups, or agencies providing financial aid to Durham Tech students.

Academic Recognition

Full-time curriculum students who earn a grade point average between 3.25 and 3.74 for the semester are named to the Dean's List for that semester. Full-time curriculum students with a grade point average of 3.75 or above are named to the President's List for the semester.

Full-time or part-time students completing their plan of study with a grade point average between 3.25 and 3.74 are graduated with honors, while students maintaining a grade point average of 3.75 or above throughout their studies are graduated with high honors. Students who have earned a grade point average of 3.75 or above are recognized in the printed program distributed at the Commencement ceremony.

In addition, academic achievement of students attending Durham Tech is recognized through two honor societies and the Honors Program. The Gamma Beta Phi Society and Phi Theta Kappa are honor societies chartered at Durham Tech. View more information on the Student Clubs and Organizations web page.

The Honors Program provides advanced opportunities for learning, leadership, and service within the arts and sciences curriculum. This program ensures that motivated students are offered leadership roles that will help enrich their academic pursuits with advanced scholarship. Students who present an acceptable Honors project and earn a final grade of A or B in the Honors course will receive an "Honors" indication on their transcript.

Academic Calendar for Credit Courses

The academic calendar lists class start dates, end dates, and holidays for the fall and spring semesters and the summer term for credit programs. The registration section provides information about advising, registration, payment, and withdrawal and refund deadlines.

Classification of Plans of Study

The college is authorized by the State Board of Community Colleges to award the Associate in Applied Science, Associate in Arts, Associate in Engineering, Associate in Fine Arts, Associate in Science, and Associate in General Education degrees as well as diplomas and certificates. Requirements for these awards follow:

- Associate in Arts (AA) – Completion of all requirements for the Associate in Arts degree totaling 60 semester hour credits. This two-year degree leads to a four-year baccalaureate degree offered at the university. The AA degree is protected by the Comprehensive Articulation Agreement. North Carolina community college students who earn an AA degree according to the guidelines of the CAA will transfer 64 credit hours and be treated as juniors at the receiving North Carolina college/university. Student earning the AA are working toward degrees which are considered liberal arts: business, English, fine arts, history, nursing, psychology, and/or sociology, to name a few.
- Associate in Engineering (AE) – Completion of all requirements for the Associate in Engineering degree totaling 60 semester hour credits.
- Associate in Fine Arts (AFA) – Completion of all requirements for the Associate in Fine Arts degree totaling 64 semester hour credits.
- Associate in Science (AS) – Completion of all requirements for the Associate in Science degree totaling 60 semester hour credits. This two-year degree leads to a four-year baccalaureate degree offered at the university. The AS degree is protected by the Comprehensive Articulation Agreement. North Carolina community college students who earn an AS degree according to the guidelines of the CAA will transfer 64 credit hours and be treated as juniors at the receiving North Carolina institution. Students earning the AS are working toward degrees which strongly focus on math and sciences such as biology, clinical lab science, engineering, geology, mathematics, physics, and radiology.
- Associate in Applied Science (AAS) – Completion of all required courses as listed on the specific program's plan of study totaling no fewer than 64 semester hour credits. This two-year degree includes a bilateral

agreement between the community college and a university which specifies the community colleges courses which will transfer to the university and satisfy requirements in a specific major.
- Associate in General Education (AGE) – Completion of all requirements for the Associate in General Education degree totaling 64 semester hour credits.
- Diploma – Completion of all required courses identified on the program's plan of study totaling no fewer than 36 semester hour credits.
- Certificate – Completion of all required courses identified on the program's plan of study totaling no fewer than 12 semester hour credits.

Academic Programs

Durham Tech awards degrees, diplomas, and certificates in a variety of academic areas, and in a variety of formats – day, evening, hybrid, and/or online – to meet the needs of all learners. A student admitted to a degree, diploma, or certificate program must meet the requirements listed on the curriculum's plan of study for the academic year during which the student was accepted.

Academic advisors and staff are available to help students learn more about programs that are aligned with their interests, work skills, and personal goals. For each academic program of study, students will find information on entry requirements, required and elective courses, potential career and/or transfer opportunities, and graduation requirements.

Course loads for full-time students are established by using the list of courses on the student's academic program. Only courses listed on the student's academic program and any officially approved substitute courses count toward graduation.

A student must receive a passing grade in each course required for the plan of study. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average.

When changing the primary program or adding a secondary program, a student must complete the Change of Program form.

The list of academic programs are listed below and followed by the plans of study.

Applied Technologies Architectural Technology Automotive Systems Technology Biomedical Equipment Technology Computer Integrated Machining Electrical Systems Technology Electronics Engineering Technology Industrial Systems Technology (Advanced Manufacturing and Facilities Maintenance) Welding Technology **Business Technologies** Accounting and Finance Business Administration Hospitality Management Paralegal Technology	**Education** Early Childhood Education **Health Technologies** Anesthesia Technology Clinical Trials Research Associate Dental Laboratory Technology Health Information Technology Medical Assisting Medical Product Safety and Pharmacovigilance Nursing Associate Degree Nursing LPN to ADN Track Practical Nursing Nurse Aide Occupational Therapy Assistant Opticianry Pharmacy Technology	**Information Technologies** *Tracks:* Software Development Web Development Network Security IT and Cloud Systems Administration IT Service and Support Medical Office Administration Office Administration **Public Safety** Basic Law Enforcement Training Criminal Justice Technology Emergency Management Emergency Medical Science Fire Protection Technology **University Transfer** Associate in Arts

Community Spanish Interpreter Public Service Medical Interpreting	Respiratory Therapy Surgical Technology	Associate in Engineering Associate in Fine Arts Associate in Science **General Education** Associate in General Education Associate in General Education - Nursing

Applied Technologies

Architectural Technology

The Architectural Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associate field of technology.

A40100 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
ARC 111 Intro to Architectural Technology	3
ARC 112 Construction Materials and Methods	4
ENG 111 Writing and Inquiry	3
MAT 121 Algebra/Trigonometry I	3

Second Semester

ARC 113 Residential Architectural Technology	3
ARC 114 Architectural CAD	2
ARC 131 Building Codes	3
ENG 112 Writing/Research in the Disciplines	3
PHY 131 Physics – Mechanics	4
OR PHY 110 and PHY 110A Conceptual Physics and Lab	

Third Semester

ARC 220 Advanced Architectural CAD	2
ARC 221 Architectural 3-D CAD	3
CIS 110 Introduction to Computers	3

Fourth Semester

ARC 132 Specifications & Contracts	2
ARC 211 Light Construction Technology	3
ARC 212 Commercial Construction Technology	3
SST 140 Green Building & Design Concepts	3
Humanities/Fine Arts Elective	3

Fifth Semester

ARC 213 Design Project	4
ARC 230 Environmental Systems	4
ARC 235 Architectural Portfolio	3
Social/Behavioral Sciences Elective	3

Minimum required credit hours 65

C40100C Architectural CAD Certificate

This is a Gainful Employment program.

ARC 111 Intro to Architectural Technology (3), ARC 112 Construction Materials and Methods (4), ARC 113 Residential Architectural Technology (3), ARC 114 Architectural CAD (2), ARC 220 Advanced Architectural CAD (2), ARC 221 Architectural 3-D CAD (3)

Minimum required credit hours 17

Automotive Systems Technology

This hands-on program, certified by the National Automotive Technicians Education Foundation (NATEF), helps a student develop technical and manual skills through class assignments, discussions, and practical lab experiences in the clean and well-equipped automotive shop at Durham Tech. Day classes are offered in the Automotive Systems Technology program; and students may take evening classes to complete certificate options in Chassis Servicing and Engine Performance.

A60160 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers	3

ENG 111 Writing and Inquiry	3
TRN 110 Intro to Transport Tech	2
TRN 120 Basic Transp Electricity	5
Second Semester	
AUT 113 Automotive Servicing I	2
AUT 141 Suspension & Steering Sys	3
AUT 151 Brake Systems	3
AUT 163 Adv Auto Electricity	3
AUT 181 Engine Performance I	3
COM 231 Public Speaking	3
OR ENG 112 Writing/Research in the Disciplines	
Third Semester	
Humanities/Fine Arts Elective	3
Natural Sciences/Mathematics Elective	3-4
Social/Behavioral Sciences Elective	3
Fourth Semester	
AUT 116 Engine Repair	3
AUT 183 Engine Performance II	4
AUT 213 Automotive Servicing II	2
AUT 221 Auto Transm/Transaxles	3
MAC 141 Machining Applications I	3-4
OR MEC 111 Machine Processes I	
Fifth Semester	
AUT 114 Safety and Emissions	2
AUT 231 Man Trans/Axles/Drtrains	3
TRN 140 Transp Climate Control	2
TRN 140A Transp Climate Control Lab	2
WBL 110 World of Work	2
WBL 111 Work-Based Learning I	1

Minimum required credit hours 66-68

D60160 Diploma

This is a Gainful Employment program.

Note: The course name is followed by the credit hours.

First Semester	
AUT 113 Automotive Servicing I	2
ENG 111 Writing and Inquiry	3
TRN 110 Intro to Transport Tech	2
TRN 120 Basic Transp Electricity	5
Second Semester	
AUT 114 Safety and Emissions	2
AUT 141 Suspension & Steering Sys	3
AUT 151 Brake Systems	3
AUT 181 Engine Performance I	3
COM 231 Public Speaking	3
OR ENG 112 Writing/Research in the Disciplines	
Third Semester	
AUT 116 Engine Repair	3
AUT 183 Engine Performance II	4
AUT 221 Auto Transm/Transaxles	3
WBL 110 World of Work	2
AND	
WBL 111 Work-Based Learning I	
OR AUT 213 Automotive Servicing II	

Minimum required credit hours 38

C60160D Drivetrain Certificate

AUT 114 Safety and Emissions (2), TRN 110 Intro to Transport Tech (2), TRN 120 Basic Transp Electricity (5), AUT 113 Automotive Servicing I (2), AUT 116 Engine Repair (3), AUT 231 Man Trans/Axles/Drtrains (3)

Minimum required credit hours 17

C60160E Electrical Certificate

This is a Gainful Employment program.

TRN 110 Intro to Transport Tech (2), TRN 120 Basic Transp Electricity (5), AUT 113 Automotive Servicing I (2), AUT 163 Adv Auto Electricity (3), AUT 181 Engine Performance I (3)

Minimum required credit hours 15

C60160M Machining Certificate

AUT 116 Engine Repair (3), MAC 141 Machining Applications I or MEC 111 Machine Processes I (3-4), TRN 110 Intro to Transport Tech (2), TRN 120 Basic Transp Electricity (5)

Minimum required credit hours 13-14

C60160U Under Car Certificate

TRN 110 Intro to Transport Tech (2), TRN 120 Basic Transp Electricity (5), AUT 113 Automotive Servicing I (2), AUT 141 Suspension & Steering Sys (3), AUT 151 Brake Systems (3)

Minimum required credit hours 15

Biomedical Equipment Technology

The Biomedical Equipment Technology curriculum prepares individuals to install, operate, troubleshoot, and repair sophisticated devices and instrumentation used in the health care delivery system. Emphasis is placed on preventive and safety inspections to ensure biomedical equipment meets local and national safety standards. Course work provides a strong foundation in mathematics, physics, electronics, anatomy, physiology, networking and troubleshooting techniques. Some courses will include job experience and job shadowing, as well as people skills and communication, both in written and oral form.

A50100 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
BMT 111 Intro to Biomedical Field	2
ELC 131 Circuit Analysis I	4
ENG 111 Writing and Inquiry	3
MAT 121 Algebra/Trigonometry I	3-4
OR MAT 171 Precalculus Algebra	
O**R** MAT 271 Calculus I	

Second Semester

ELC 127 Software for Technicians	2
Social/Behavioral Sciences Elective	3
MAT 122 Algebra/Trigonometry II	3-4
OR MAT 172 Precalculus Trigonometry	
OR MAT 272 Calculus II	

Third Semester

BIO 163 Basic Anatomy and Physiology	5
ELN 132 Analog Electronics II	4
Humanities/Fine Arts Elective	3

Fourth Semester

BMT 211 Biomedical Measurements	3
CTS 120 Hardware/Software Support	3
ELN 133 Digital Electronics	4
ENG 112 Writing/Research in Disciplines	3

Fifth Semester

BMT 212 BMET Instrumentation I	6
ELN 232 Introduction to Microprocessors	4
NET 125 Introduction to Networks	3
OR SEC 110 Security Concepts	

Sixth Semester

CTS 220 Advanced Hard/Software Support	3
WBL 110 World of Work	2-3
AND	
WBL 111 Work-Based Learning I	
OR BMT 225 Biomed. Trouble Shooting	

Minimum required credit hours 68-71

Computer Integrated Machining

The Computer Integrated Machining curriculum prepares students to work in modern manufacturing facilities. Students of this program learn to manufacture mechanical components using a variety of modern metal working machines. These machines range from basic, manually operated band saws to state-of-the-art computer numerical control (CNC) machine tools. This is a Gainful Employment program.

D50210 Diploma

Note: The course name is followed by the credit hours.

First Semester

CIS 110 Introduction to Computers	3
DFT 119 Basic CAD	2
MAC 121 Introduction to CNC	2
MAC 131 Blueprint Reading/Mach I	2
MAC 141 Machining Applications I	4
MAT 110 Math Measurement & Literacy	3
OR MAT 121 Algebra/Trigonometry I	

Second Semester

ISC 112 Industrial Safety	2
MAC 122 CNC Turning	2
MAC 124 CNC Milling	2
MAC 132 Blueprint Reading Machinist II	2
MAC 142 Machining Applications II	4
MAC 151 Machining Calculations	2

Third Semester

ENG 111 Writing and Inquiry	3
MAC 222 Advanced CNC Turning	2
MAC 224 Advanced CNC Milling	2
WBL 110 World of Work	1
WBL 111 Work-Based Learning I	1

Minimum required credit hours 39

C50210M Basic Machining Certificate

DFT 119 Basic CAD (2), MAC 121 Introduction to CNC (2), MAC 131 Blueprint Reading/Mach I (2), MAC 141 Machining Applications I (4), ISC 112 Industrial Safety (2), MAC 142 Machining Applications II (4)

Minimum required credit hours 16

C50210C CNC Certificate

DFT 119 Basic CAD (2), MAC 121 Introduction to CNC (2), MAC 131 Blueprint Reading/Mach I (2), ISC 112 Industrial Safety (2), MAC 122 CNC Turning (2), MAC 124 CNC Milling (2), MAC 151 Machining Calculations (2)
Minimum required credit hours 14

Electrical Systems Technology

The Electrical Systems Technology program provides training in the fundamentals of electrical trades. Classroom and laboratory experiences enable the student to become proficient in installation and maintenance of electrical wiring; transformers; AC and DC motors; motor control circuits; lighting circuits; instrumentation; and programmable logic controllers as used in residential, commercial, and industrial applications. Students have the choice of an electrical or mechatronics track in the Associate Degree program.

A35130 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
ELC 112 DC/AC Electricity	5
ELC 113 Residential Wiring	4
ENG 111 Writing and Inquiry	3
MAT 121 Algebra/Trigonometry I	3

Second Semester

ELC 115 Industrial Wiring	4
ELC 117 Motors and Controls	4
ELC 118 National Electrical Code	2
ENG 112 Writing/Research in the Disciplines	3

Third Semester

CIS 110 Introduction to Computers	3
ELC 128 Intro to PLC	3
Humanities/Fine Arts Elective	3

Fourth Semester

BPR 111 Print Reading	2
ELC 228 PLC Applications	4
MNT 110 Intro to Maintenance Procedures	2
Concentration Elective I	3-4

Fifth Semester

ELC 213 Instrumentation	4
PHY 131 Physics – Mechanics	4
OR PHY 110 and PHY 110A Conceptual Physics and Lab	
WBL 110 World of Work	2
AND	
WBL 111 Work-Based Learning I	
OR ISC 112 Industrial Safety	

Sixth Semester

ELC 215 Electrical Maintenance	3
Concentration Elective II	3
Social/Behavioral Sciences Elective	3

Minimum required credit hours 66-68

Concentration Elective I

ELN 133 Digital Electronics – Electrical Track (4)
HYD 110 Hydraulics/Pneumatics I – Mechatronics track (3)

Concentration Elective II

None – Electrical Track
ATR 218 Work Cell Integration – Mechatronics track (3)

D35130 Diploma

This is a Gainful Employment program.

Note: The course name is followed by the credit hours.

First Semester

BPR 111 Print Reading	2
ELC 112 DC/AC Electricity	5
ELC 113 Residential Wiring	4
ELC 118 National Electrical Code	2
MAT 121 Algebra/Trigonometry I	3

Second Semester

ELC 115 Industrial Wiring	4
ELC 117 Motors and Controls	4
ELC 213 Instrumentation	4

Third Semester

ENG 111 Writing and Inquiry	3
ELC 128 Intro to PLC	3
ELC 215 Electrical Maintenance	3

Minimum required credit hours 37

C35130B Construction Electrician Certificate

ELC 112 DC/AC Electricity (5), ELC 113 Residential Wiring (4), ELC 115 Industrial Wiring (4), ELC 118 National Electrical Code (2)

Minimum required credit hours 15

C35130C Control Electrician Certificate

This is a Gainful Employment program.

BPR 111 Print Reading (2), ELC 112 DC/AC Electricity (5), ELC 117 Motors and Controls (4), ELC 213 Instrumentation (4), ELC 128 Intro to PLC (3)

Minimum required credit hours 18

C35130M Maintenance Electrician Certificate

This is a Gainful Employment program.

ELC 112 DC/AC Electricity (5), ELC 113 Residential Wiring (4), ELC 117 Motors and Controls (4), ELC 118 National Electrical Code (2), ELC 215 Electrical Maintenance (3)

Minimum required credit hours 18

Electronics Engineering Technology

The Electronics Engineering Technology program provides theory and hands-on practical training in repairing electronic equipment. Students are trained to use measurement tools such as digital multimeters and oscilloscopes. Circuit construction techniques include printed circuit board fabrication and both surface-mount and through-hole component soldering. Students learn to repair any type of electronic equipment including computers, stereos, and hand-held microprocessor equipment.

A40200 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CTS 120 Hardware/Software Support	3
EGR 131 Intro to Electronics Technology	2
ELC 131 Circuit Analysis I	4
MAT 121 Algebra/Trigonometry I	3-4
OR MAT 171 Precalculus Algebra	
OR MAT 271 Calculus I	

Second Semester

ELC 127 Software for Technicians	2
ELN 131 Analog Electronics I	4
ENG 111 Writing and Inquiry	3
MAT 122 Algebra/Trigonometry II	3-4
OR MAT 171 Precalculus Trigonometry	
OR MAT 272 Calculus II	

Third Semester

ELC 128 Intro to PLC	3
ELN 132 Analog Electronics II	4

Fourth Semester

ELC 228 PLC Applications	4
ELN 133 Digital Electronic	4
PHY 131 Physics – Mechanics	4
OR PHY 110 and PHY 110A Conceptual Physics and Lab	

Fifth Semester

ENG 112 Writing/Research in the Disciplines	3
ELN 232 Introduction to Microprocessors	4
Social/Behavioral Sciences Elective	3
NET 125 Introduction to Networks	3
OR SEC 110 Security Concepts	

Sixth Semester

ELN 275 Troubleshooting	2
CTS 220 Advanced Hard/Software Support	3
Humanities/Fine Arts Elective	3

Minimum required credit hours 65-67

C40200R Computer Repair Certificate

CTS 120 Hardware/Software Support (3), NET 125 Introduction to Networks (3), CTS 220 Advanced Hard/Software Support (3), SEC 110 Security Concepts (3)

Minimum required credit hours 12

Industrial Systems Technology

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

A50240F Facilities Maintenance Technology Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
ELC 112 DC/AC Electricity	5
ENG 111 Writing and Inquiry	3
MAT 121 Algebra/Trigonometry I	3
MNT 110 Intro to Maintenance Procedures	2

Second Semester

ELC 117 Motors and Controls	4
ENG 112 Writing/Research in the Disciplines	3
ISC 112 Industrial Safety	2
Humanities/Fine Arts Elective	3

Third Semester

CIS 110 Introduction to Computers	3
ELC 128 Intro to PLC	3
HYD 110 Hydraulics/Pneumatics I	3

Fourth Semester

AHR 110 Intro to Refrigeration	5
BPR 111 Print Reading	2
MEC 111 Machine Processes I	3
WLD 112 Basic Welding Processes	2

Fifth Semester

AHR 112 Heating Technology	4
MNT 230 Pumps and Piping Systems	2
MNT 240 Industrial Equip Troubleshooting	2
WLD 121 GMAW (MIG) FCAW/Plate	4

Sixth Semester

PLU 111 Intro to Basic Plumbing	2
ELC 215 Electrical Maintenance	3
Social/Behavioral Sciences Elective	3

Minimum required credit hours 67

A50240A Advanced Manufacturing Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
ELC 112 DC/AC Electricity	5
ENG 111 Writing and Inquiry	3
MAC 121 Introduction to CNC	2
MAT 121 Algebra/Trigonometry I	3
MNT 110 Intro to Maintenance Procedures	2

Second Semester

ELC 117 Motors and Controls	4
ENG 112 Writing/Research in the Disciplines	3
ISC 112 Industrial Safety	2
Humanities/Fine Arts Elective	3

Third Semester

CIS 110 Introduction to Computers	3
ELC 128 Intro to PLC	3
HYD 110 Hydraulics/Pneumatics I	3

Fourth Semester

BPR 111 Print Reading	2
ELC 228 PLC Applications	4
MEC 111 Machine Processes I	3
WLD 112 Basic Welding Processes	2
Social/Behavioral Sciences Elective	3

Fifth Semester

ELC 213 Instrumentation	4
MNT 230 Pumps and Piping Systems	2
MNT 240 Industrial Equip Troubleshooting	2
WLD 121 GMAW (MIG) FCAW/Plate	4

Sixth Semester

ATR 218 Work Cell Integration	3
ELC 215 Electrical Maintenance	3

Minimum required credit hours 69

C50240C HVAC Certificate

AHR 110 Introduction to Refrigeration (5), MNT 110 Intro to Maintenance Procedures (2), AHR 112 Heating Technology (4), ISC 112 Industrial Safety (2)

Minimum required credit hours 13

C50240M Maintenance Certificate

BPR 111 Print Reading (2), MEC 111 Machine Processes I (3), MNT 110 Intro to Maintenance Procedures (2), ISC 112 Industrial Safety (2), MNT 230 Pumps and Piping Systems (2), PLU 111 Intro to Basic Plumbing (2)

Minimum required credit hours 13

Welding Technology

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. Successful graduates may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

C50420 Welding Technology Certificate

WLD 112 Basic Welding Processes (2), WLD 141 Symbols & Specifications (3), WLD 115 SMAW (Stick) Plate (5), WLD 121 GMAW (MIG) FCAW Plate (4), WLD 131 GTAW (TIG) Plate (4)

Minimum required credit hours 18

Business Technologies

Accounting and Finance

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations. Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

A25800 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
ACC 120 Principles of Financial Accounting	4
BUS 110 Introduction to Business	3
CIS 110 Introduction to Computers	3
ENG 111 Writing and Inquiry	3
MAT 143 Quantitative Literacy	3

Second Semester

ACC 121 Principles of Managerial Accounting	4
ACC 131 Federal Income Taxes	3
ACC 140 Payroll Accounting	2
ACC 149 Intro to Accounting Spreadsheets	2
BUS 115 Business Law I	3

Third Semester

ECO 251 Principles of Microeconomics	3
OR ECO 252 Principles of Macroeconomics	
Social/Behavioral Sciences Elective	3
Humanities/Fine Arts Elective	3

Fourth Semester

ACC 215 Ethics in Accounting	3
ACC 220 Intermediate Accounting I	4
ACC 240 Government and Not-for-Profit	3
BUS 225 Business Finance	3
ENG 112 Writing/Research in the Disciplines	3

Fifth Semester

ACC 150 Accounting Software Applications	2
ACC 221 Intermediate Accounting II	4
ACC 227 Practices in Accounting	3
WBL 110 World of Work	1
WBL 111 Work Based Learning I	1

Minimum required credit hours 67

C25800B Bookkeeper Entrepreneur Certificate

ACC 120 Principles of Financial Accounting (4), CIS 110 Introduction to Computers (3), ACC 131 Federal Income Taxes (3), ACC 149 Intro to Accounting Spreadsheets (2), ACC 150 Accounting Software Applications (2)

Minimum required credit hours 14

C25800I Income Tax Preparer Certificate

ACC 120 Principles of Financial Accounting (4), CIS 110 Introduction to Computers (3), ACC 131 Federal Income Taxes (3), ACC 140 Payroll Accounting (2), BUS 115 Business Law I (3)

Minimum required credit hours 15

C25800P Payroll Agent Certificate

ACC 120 Principles of Financial Accounting (4), CIS 110 Introduction to Computers (3), ACC 140 Payroll Accounting (2), ACC 149 Intro to Accounting Spreadsheets (2), ACC 150 Accounting Software Applications (2)

Minimum required credit hours 13

Business Administration

A25120 Associate Degree

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.

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
ACC 120 Principles of Financial Accounting	4
BUS 110 Introduction to Business	3
BUS 137 Principles of Management	3
ENG 111 Writing and Inquiry	3

Second Semester

BUS 115 Business Law I	3
CIS 110 Introduction to Computers	3
ECO 251 Principles of Microeconomics	3
OR ECO 252 Principles of Macroeconomics	
ENG 112 Writing/Research in the Disciplines	3
MAT 143 Quantitative Literacy	3-4
OR MAT 152 Statistical Methods I	

Third Semester

COM 231 Public Speaking	3
PSY 150 General Psychology	3
OR SOC 210 Introduction to Sociology	
Humanities/Fine Arts Elective	3

Fourth Semester

BUS 217 Employment Law and Regulations	3
BUS 225 Business Finance	3
INT 110 International Business	3
MKT 120 Principles of Marketing	3
Major Elective	3-4

Fifth Semester

BUS 153 Human Resource Management	3
BUS 239 Business Applications Seminar	2
BUS 255 Organizational Behavior in Business	3
OR BUS 270 Professional Development	
CTS 130 Spreadsheet	3
OR DBA 110 Database Concepts	
Major Elective	3-4

Minimum required credit hours 68

C25120A Business Core Certificate

ACC 120 Principles of Financial Accounting (4), BUS 110 Introduction to Business (3), BUS 137 Principles of Management (3), BUS 115 Business Law I (3), ECO 251 Principles of Microeconomics or ECO 252 Principles of Macroeconomics (3)

Minimum required credit hours 16

C25490 Entrepreneurship Certificate

ACC 120 Principles of Financial Accounting (4), BUS 139 Entrepreneurship I (3), MKT 120 Principles of Marketing (3), BUS 110 Introduction to Business (3), ETR 240 Funding for Entrepreneurship (3)

Minimum required credit hours 16

C25120H Human Resources Management

BUS 110 Introduction to Business (3)**,** BUS 217 Employment Law & Regulations (3), BUS 153 Human Resource Management (3), BUS 234 Training and Development (3), BUS 255 Organizational Behavior in Business (3)

Minimum required credit hours 15

C25120B Management Certificate

ACC 120 Principles of Financial Accounting (4), BUS 137 Principles of Management (3), BUS 217 Employment Law & Regulations (3), BUS 110 Introduction to Business (3), BUS 153 Human Resource Management (3)

Minimum required credit hours 16

C25120M Marketing Certificate

BUS 137 Principles of Management (3)**,** MKT 120 Principles of Marketing (3), MKT 232 Social Media Marketing (4), BUS 110 Introduction to Business (3), MKT 220 Advertising and Sales Promotion (3)

Minimum required credit hours 16

Hospitality Management

The hospitality management program prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs. Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

A25110 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CUL 110 Sanitation and Safety	2
ENG 111 Writing and Inquiry	3
HRM 110 Introduction to Hospitality and Tourism	3
HRM 120 Front Office Procedures	3
MAT 143 Quantitative Literacy	3

Second Semester

ENG 112 Writing/Research in the Disciplines	3
HRM 124 Guest Service Management	3
HRM 125 Etiquette for Hospitality	1
HRM 140 Legal Issues—Hospitality	3
HRM 225 Beverage Management	3

Third Semester

CIS 110 Introduction to Computers	3
Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3

Fourth Semester

ACC 115 College Accounting	4
OR ACC 120 Principles of Financial Accounting	
CUL 120 Purchasing	2
HRM 240 Marketing for Hospitality	3
HRM 245 Human Resource Management – Hospitality	3
WBL 110 World of Work	1
WBL 111 Work Based Learning I	1

Fifth Semester

BUS 255 Organizational Behavior in Business	3
HRM 210 Meetings & Event Planning	3
HRM 220 Cost Control-Food & Beverage	3
HRM 280 Management Problems – Hospitality	3
WBL 121 Work Based Learning II	1

Minimum required credit hours 64

C25110E Event and Meeting Planning Certificate

HRM 110 Introduction to Hospitality and Tourism (3), HRM 240 Marketing for Hospitality (3), HRM 125 Etiquette for Hospitality (1), HRM 140 Legal Issues—Hospitality (3), HRM 210 Meetings & Event Planning (3)
Minimum required credit hours 13

Paralegal Technology

The Paralegal Technology program at Durham Tech is designated as a "qualified paralegal studies program" by the North Carolina State Bar. Paralegals, also called legal assistants, are trained to perform independent legal work under the supervision of an attorney, supervise legal office personnel, and perform many legal functions that do not require a law license.

Paralegal Technology graduates may perform a wide range of legal services under the supervision of an attorney. Graduates are trained to search real estate titles, prepare pleadings for trial, probate estates, handle real estate closings, perform legal research, and manage law offices. Employment opportunities are excellent for paralegal graduates in law firms, government agencies, and corporations.

A25380 Associate Degree

Graduates are eligible to sit for the North Carolina Certified Paralegal Examination. Please note that in order to meet eligibility requirements for the certification exam, at least 10 credit hours of all completed legal specialty classes must be completed through traditional classroom instruction.

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers	3
ENG 111 Writing and Inquiry	3
LEX 110 Introduction to Paralegal Study	2
LEX 130 Civil Injuries	3
LEX 140 Civil Litigation I	3
LEX 160 Criminal Law & Procedure	3
LEX 210 Real Property I	3

Second Semester

ENG 112 Writing/Research in the Disciplines	3
LEX 141 Civil Litigation II	3
LEX 150 Commercial Law I	3
LEX 220 Corporate Law	2
MAT 110 Math Measurement & Literacy	3

Third Semester

LEX 240 Family Law	3
Humanities/Fine Arts Elective	3

Fourth Semester

ACC 115 College Accounting	4
COM 231 Public Speaking	3
LEX 120 Legal Research/Writing I	3
LEX 250 Wills, Estates, & Trusts	3
LEX 285 Workers' Compensation Law	2

Fifth Semester

LEX 121 Legal Research/Writing II	3
LEX 180 Case Analysis & Reasoning	2
LEX 260 Bankruptcy and Collections	3
LEX 287 CLA Review Seminar	2
WBL 110 World of Work	2
AND WBL 111 Work Based Learning I OR Social/Behavioral Sciences Elective	3

Minimum required credit hours 71

D25380 Diploma

Note: The course name is followed by the credit hours.

First Semester

ENG 111 Writing and Inquiry	3
LEX 110 Introduction to Paralegal Study	2
LEX 130 Civil Injuries	3
LEX 140 Civil Litigation I	3
LEX 160 Criminal Law & Procedure	3

Second Semester

LEX 121 Legal Research/Writing II	3
LEX 141 Civil Litigation II	3
LEX 150 Commercial Law I	3
LEX 220 Corporate Law	2
LEX 260 Bankruptcy and Collections	3

Third Semester

LEX 240 Family Law	3
ENG 112 Writing/Research in the Disciplines	3

Fourth Semester

ACC 115 College Accounting	4
LEX 210 Real Property I	3
LEX 250 Wills, Estates, & Trusts	3

Minimum required credit hours 47

C25380D Bankruptcy Law Certificate

LEX 110 Introduction to Paralegal Study (2), LEX 140 Civil Litigation I (3), LEX 141 Civil Litigation II (3), LEX 210 Real Property I (3), LEX 220 Corporate Law (2), LEX 260 Bankruptcy and Collections (3)

Minimum required credit hours 16

C25380B Business Law Certificate

LEX 110 Introduction to Paralegal Study (2), LEX 150 Commercial Law I (3), LEX 210 Real Property I (3), LEX 220 Corporate Law (2), LEX 260 Bankruptcy and Collections (3)

Minimum required credit hours 13

C25380C Civil Litigation Certificate

LEX 110 Introduction to Paralegal Study (2), LEX 130 Civil Injuries (3), LEX 140 Civil Litigation I (3), LEX 141 Civil Litigation II (3), LEX 150 Commercial Law I (3), LEX 210 Real Property I (3)

Minimum required credit hours 17

Education

Early Childhood Education

Durham Tech's Early Childhood Education Associate Degree program prepares individuals to work with children from birth through eight in diverse learning. Students enrolled in the associate degree program, must complete practicum experiences in approved early childhood settings. Prior to enrolling in any course that requires direct contact with children students must complete a criminal background check, a tuberculin skin test, and a health assessment.

A55220NT Non-Transfer Associate Degree

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
EDU 119 Intro to Early Child Education	4
EDU 144 Child Development I	3
EDU 153 Health, Safety & Nutrition	3
ENG 111 Writing and Inquiry	3
Second Semester	
EDU 131 Child, Family, and Community	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
EDU 184 Early Child Intro Practicum	2
ENG 112 Writing/Research in the Disciplines OR COM 231 Public Speaking	3
Third Semester	
EDU 221 Children with Exceptionalities	3
PSY 150 General Psychology	3
Natural Sciences/Mathematics Elective	3-4
Fourth Semester	
EDU 151 Creative Activities	3
EDU 261 Early Childhood Administration I	3
EDU 271 Educational Technology	3
Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3
Fifth Semester	
EDU 234 Infants, Toddlers, and Twos	3
EDU 262 Early Childhood Administration II	3
EDU 280 Language and Literacy Experiences	3
EDU 284 Early Child Capstone Practicum	4
Minimum required credit hours 65-66	

A55220TR Transfer Associate Degree

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
EDU 119 Intro to Early Child Education	4
EDU 144 Child Development I	3
EDU 153 Health, Safety & Nutrition	3
ENG 111 Writing and Inquiry	3
Second Semester	
BIO 111 General Biology I	4
EDU 131 Child, Family, and Community	3
EDU 145 Child Development II	3
EDU 146 Child Guidance	3
ENG 112 Writing/Research in the Disciplines	3
Third Semester	
EDU 221 Children with Exceptionalities	3
PSY 150 General Psychology	3
Humanities/Fine Arts Elective	3
MAT 143 Quantitative Literacy	3
Fourth Semester	
COM 231 Public Speaking	3
EDU 151 Creative Activities	3
Natural Science Transfer Specialty Elective	4
Social/Behavioral Sciences Transfer Specialty Elective	3
Transfer Specialty I	3
Fifth Semester	
EDU 234 Infants, Toddlers, and Twos	3
EDU 280 Language and Literacy Experiences	3
EDU 284 Early Child Capstone Practicum	4
Transfer Specialty I	3
Minimum required credit hours 71	

Transfer Specialty I: EDU 250 Teacher Licensure Preparation (3) OR EDU 261 Early Childhood Administration I (3)
Transfer Specialty II: EDU 216 Foundations of Education (3) OR EDU 262 Early Childhood Administration II (3)

C55220A Administration Certificate

This is a Gainful Employment program.

EDU 119 Intro to Early Childhood Education (4), EDU 153 Health, Safety & Nutrition (3), EDU 261 Early Childhood Administration I (3), EDU 131 Child, Family, and Community (3), EDU 262 Early Childhood Administration II (3)
Minimum required credit hours 16

C55220C Child Development Certificate

This is a Gainful Employment program.

EDU 119 Intro to Early Childhood Education (4), EDU 153 Health, Safety & Nutrition (3), EDU 131 Child, Family, and Community (3), EDU 145 Child Development II (3), EDU 146 Child Guidance (3)
Minimum required credit hours 16

C55290 Infant/Toddler Care Certificate

This is a Gainful Employment program.

EDU 119 Intro to Early Childhood Education (4), EDU 144 Child Development I (3), EDU 153 Health, Safety & Nutrition (3), EDU 131 Child, Family, and Community (3), EDU 234 Infants, Toddlers, and Twos (3)
Minimum required credit hours 16

Health Technologies

Anesthesia Technology

The Anesthesia Technology program prepares students to work as a vital member of an Anesthesia Care Team. The anesthesia technologist provides safe care at the direction of the anesthesia provider in the care of patients undergoing anesthesia. Graduates are eligible to complete the Certified Anesthesia Technologists credentialing process through the American Society of Anesthesia Technologists and Technicians (ASATT). Employment opportunities are available in hospitals, surgical centers, imaging, emergency departments, dental suites, and ambulatory care centers.

A455330 Associate Degree

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
ATC 110 Intro to Anesthesia Technology	3
ATC 112 Anesthesia Pharmacology	3
BIO 168 Anatomy and Physiology I	4
ENG 111 Writing and Inquiry	3
MED 120 Survey of Medical Terminology	2
Second Semester	
ATC 115 The Anesthesia Machine	4
ATC 210 Anesthesia Monitoring Equipment	5
BIO 169 Anatomy and Physiology II	4
Third Semester	
ATC 125 Special Practice Lab	1
ATC 150 ATC Clinical Practice I	3
ATC 215 Anesthesia Airway Equipment	5
Fourth Semester	
ATC 155 ATC Clinical Practice II	4
BIO 275 Microbiology	4
ENG 112 Writing/Research in the Disciplines	3
PSY 150 General Psychology	3
Fifth Semester	
ATC 240 ATC Clinical Practice III	4
ATC 245 ATC Clinical Practice IV	4
ATC 280 ATC Professional Practice	3
Humanities/Fine Arts Elective	3
Minimum required credit hours 66	

Clinical Trials Research

The Clinical Trials Research Associate (CTRA) curriculum prepares individuals to assist investigators and clinical researchers in the initiation, administration, coordination, and management of clinical research studies for the development of new drugs, clinical products, and treatment regimens. Graduates may be eligible to sit for national certification examinations. Research employment opportunities include medical centers, hospitals, pharmaceutical industries, clinics, research facilities, biotechnology or device companies, and physician offices.

Please note that the program includes daytime fieldwork rotations.

A45190 Associate Degree

The Associate Degree has a fall or a spring start with the same courses sequenced differently. The sequence listed below is for the fall start.

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1

BIO 168 Anatomy and Physiology I	4
CTR 110 Introduction to Clinical Research	3
CTR 112 Clinical Research Terminology	3
ENG 111 Writing and Inquiry	3
Second Semester	
BIO 169 Anatomy and Physiology II	4
CTR 115 Clinical Research Regulations	3
PHI 240 Introduction to Ethics	3
Major Elective	2-4
Third Semester	
ENG 112 Writing/Research in the Disciplines	3
CTR 210 Introduction to Clinical Data	3
Fourth Semester	
BIO 271 Pathophysiology OR BIO 275 Microbiology	3-4
CTR 130 Clinical Research Management	4
CTR 220 Research Site Management	4
Fifth Semester	
CTR 120 Research Protocol Design	3
CTR 150 Research Fieldwork I	5
CTR 281 Professional Practice	3
PHM 120 Pharmacology I	3
Sixth Semester	
CTR 250 Research Fieldwork II	8
PHM 125 Pharmacology II	3
Minimum required credit hours 71-73	

C45190I Core Competencies Certificate

Students who have completed a baccalaureate or graduate degree in biological science, chemistry, or an allied health area, or who have completed one year of employment in the clinical research field within the last five years, are eligible to enroll in the Clinical Research – Core Competencies Certificate.

This is a Gainful Employment program. The certificate has a fall or a spring start with the same courses sequenced differently.

CTR 110 Introduction to Clinical Research (3), CTR 112 Clinical Research Terminology (3), CTR 115 Clinical Research Regulations (3), CTR 220 Research Site Management OR CTR 130 Clinical Research Management (4), CTR 210 Introduction to Clinical Data (3)

Minimum required credit hours 16

C45190II Advanced Topics Certificate

Students are eligible to enroll in the Clinical Trials Research Associate Advanced Topics certificate if they have completed Clinical Trials Research Associate Core Competencies certificate, or if they have two years or more work experience in the Clinical Research field.

This is a Gainful Employment program.

CTR 130 Clinical Research Management (4), CTR 210 Introduction to Clinical Data (3), CTR 220 Research Site Management (4), CTR 120 Research Protocol Design (3), MAT 152 Statistical Methods I (4)

Minimum required credit hours 18

C45190MC Data Management Certificate

Students are eligible to enroll in the Clinical Trials Research Associate – Data Management Certificate if they have completed either CTRA AAS degree, or any CTRA certificate, a baccalaureate or graduate degree in computer information systems, biological science, chemistry, or an allied health area, or have at least one year of pharmaceutical, biotechnological, or medical device industry experience in clinical data management. This is a Gainful Employment program.

CTR 210 Introduction to Clinical Data (3), CTR 215 Data Management Concepts (2), DBA 110 Database Concepts (3), DBA 120 Database Programming I (3), CSC 152 SAS (3), CTR 225 Data Collection (2), CTR 230 Data Trends and Reporting (2)

Minimum required credit hours 18

Dental Laboratory Technology

The Dental Laboratory Technology program teaches the techniques and skills that enable graduates to fabricate artificial dental restorations, as prescribed by a licensed practicing dentist, and to function effectively in the dental laboratory. With specialized hand instruments and equipment, the dental laboratory technician uses materials such as gypsum, waxes, acrylics, ceramics, and metals to fabricate complete and partial dentures, crowns, bridges, and orthodontic appliances. Many dental laboratory technicians specialize in crowns and bridges, dentures, or dental ceramics. They may be employed by dentists, commercial dental laboratories, schools of dentistry, or

Veterans Administration hospitals. Companies manufacturing dental materials and equipment also employ technicians as sales representatives.

A45280 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
DLT 111 Dental Anatomy/Physiology	5
DLT 114 Dental Materials	3
DLT 116 Complete Dentures	4
ENG 111 Writing and Inquiry	3
PHS 121 Applied Physical Science I	4

Second Semester

DLT 123 Crown & Bridge	6
DLT 211 Advanced Complete Dentures	6
MAT 110 Math Measurement and Literacy	3
Social/Behavioral Sciences Elective	3

Third Semester

DLT 119 Wrought-Ortho Appliances	4
DLT 126 Advanced Crown & Bridge	4
Humanities/Fine Arts Elective	3

Fourth Semester

CIS 113 Computer Basics	1
DLT 118 Cast Partial Dentures	6
DLT 217 Ceramic Techniques	5
DLT 219 Jurisprudence & Ethics	1
ENG 112 Writing/Research in the Disciplines	3

Fifth Semester

DLT 215 Advanced Partial Dentures	3
DLT 222 Advanced Ceramic Techniques	4
DLT 224 Dental Lab Practice	2

Minimum required credit hours 74

C45280P Cast Partial Denture Certificate

DLT 114 Dental Materials (3), DLT 118 Cast Partial Dentures (6), DLT 215 Advanced Partial Dentures (3)
Minimum required credit hours 12

C45280T Complete Denture Techniques Certificate

DLT 114 Dental Materials (3), DLT 116 Complete Dentures (4), DLT 211 Advanced Complete Dentures (6)
Minimum required credit hours 13

C45280B Crown and Bridge Techniques Certificate

This is a Gainful Employment program.

DLT 111 Dental Anatomy/Physiology (5), DLT 114 Dental Materials (3), DLT 123 Crown & Bridge (6), DLT 126 Advanced Crown & Bridge (4)
Minimum required credit hours 18

C45280C Dental Ceramic Techniques Certificate

Students must complete Crown and Bridge Certificate before enrolling in the Dental Ceramic Techniques Certificate. This is a Gainful Employment program.

DLT 114 Dental Materials (3), DLT 217 Ceramic Techniques (5), PHS 121 Applied Physical Science I (4), DLT 222 Advanced Ceramic Techniques (4)
Minimum required credit hours 16

Health Information Technology

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information. Students will observe and participate in departmental functions; classify, code, and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security. Graduates may find employment in hospitals, rehabilitation facilities, long-term care facilities, health insurance organizations, out-patient clinics, mental health facilities, home health organizations, and other places where coded data is used.

A45360 Associate Degree

Students must pass all courses with a C (77% or better) to graduate from the program.

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
BIO 168 Anatomy and Physiology I	4
CIS 110 Introduction to Computers	3
ENG 111 Writing and Inquiry	3
HIT 110 Fundamentals of HIM	3
MED 121 Medical Terminology I	3

Second Semester

BIO 169 Anatomy and Physiology II	4
HIT 114 Health Data Sys/Standards	3
MED 122 Medical Terminology II	3
ENG 112 Writing/Research in the Disciplines	3
MAT 110 Math Measurement and Literacy	3
OR MAT 143 Quantitative Literacy	

Third Semester

HIT 112 Health Law and Ethics	3
HIT 122 Professional Practice Exp I	1
HIT 220 Health Informatics & EHRs	2
Social/Behavioral Sciences Elective	3

Fourth Semester

HIT 210 Healthcare Statistics	3
HIT 211 ICD Coding	4
HIT 226 Principles of Disease	3
HIT 225 Healthcare Informatics	4
Humanities/Fine Arts Elective	3

Fifth Semester

HIT 214 CPT/Other Coding Systems	2
HIT 215 Reimbursement Methodology	2
HIT 216 Quality Management	2
HIT 218 Mgmt Principles in HIT	3
HIT 280 Professional Issues	2
HIT 124 Professional Practice Exp II	1
HIT 222 Professional Practice Exp III	2

Minimum required credit hours 73

Medical Assisting

The Medical Assisting program prepares students to become multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Graduates of the Medical Assisting program have employment opportunities in physicians' offices, health maintenance organizations (HMO's), health departments, and hospital clinics. The Durham Technical Community College Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Upon successful completion of the program, all students are eligible to sit for the AAMA Certification Exam.

A45400 Associate Degree

Note: The program starts in the summer term. The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers	3
COM 231 Public Speaking	3
ENG 111 Writing and Inquiry	3

Second Semester

BIO 163 Basic Anatomy & Physiology	5
MAT 110 Math Measurement and Literacy	3
MED 110 Orientation to Med Assist	1
MED 118 Medical Law and Ethics	2
MED 121 Medical Terminology I	3
MED 130 Admin Office Proc I	2

Third Semester

MED 122 Medical Terminology II	3
MED 131 Admin Office Proc II	2
MED 140 Exam Room Procedures I	5
MED 150 Laboratory Procedures I	5

Fourth Semester

MED 260 Medical Clinical Practicum	5
MED 264 Medical Assisting Overview	2

Fifth Semester

BIO 155 Nutrition	3
ENG 112 Writing/Research in the Disciplines	3
MED 138 Infection/Hazard Control	2
MED 232 Medical Insurance Coding	2

Sixth Semester

MED 270 Symptomatology	3
MED 272 Drug Therapy	3
PSY 150 General Psychology	3
Humanities/Fine Arts Elective	3

Minimum required credit hours 70

D45400 Diploma

This is a Gainful Employment program.

Note: The program starts in the summer term. The course name is followed by the credit hours.

First Semester

CIS 110 Introduction to Computers	3
ENG 111 Writing and Inquiry	3

Second Semester

BIO 163 Basic Anatomy & Physiology	5
MAT 110 Math Measurement and Literacy	3
MED 110 Orientation to Med Assist	1
MED 118 Medical Law and Ethics	2
MED 121 Medical Terminology I	3
MED 130 Admin Office Proc I	2

Third Semester

MED 122 Medical Terminology II	3
MED 131 Admin Office Proc II	2
MED 140 Exam Room Procedures I	5
MED 150 Laboratory Procedures I	5

Fourth Semester

MED 260 Medical Clinical Practicum	5
MED 264 Medical Assisting Overview	2

Minimum required credit hours 44

Medical Product Safety and Pharmacovigilance

The curriculum prepares individuals to work with pharmaceutical, biologic, and medical device companies to monitor, track, and report product safety data during ongoing clinical trials, as well as after a product has been approved and marketed. Course work includes in-depth study of federal regulations, components of a safety monitoring program, and procedures for reporting safety data. Supervised fieldwork focuses on reviewing adverse reports, writing safety case narratives, and creating safety reports in accordance with U.S. and international regulations. Graduates of this program may be eligible to sit for national certification examinations. Employment opportunities may include medical centers, hospitals, pharmaceutical, medical device, biotechnology companies and contract research organizations.

A45810 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CTR 110 Introduction to Clinical Research	3
ENG 111 Writing and Inquiry	3
MSP 110 Intro. to Medical Product Safety	3

Second Semester

BIO 168 Anatomy & Physiology I	4
BIO 169 Anatomy & Physiology II	4
MSP 115 Medical Product Safety Regulations	3
MSP 120 Safety Reporting	3

Third Semester

ENG 112 Writing/Research in the Disciplines	3
MSP 130 Safety Systems & Processes	4
PHI 240 Intro. to Ethics	3

Fourth Semester

BIO 271 Pathophysiology	3
CTR 112 Clinical Research Terminology	3
DBA 110 Database Concepts	3
MSP 220 Signal Detection & Risk Assess.	4

Fifth Semester

MAT 152 Statistical Methods I	4
MSP 150 Medical Product Safety Fieldwork I	5
PHM 120 Pharmacology I	3
Social/Behavioral Sciences Elective	3

Sixth Semester

MSP 250 Medical Product Safety Fieldwork II	8
PHM 125 Pharmacology II	3

Minimum required credit hours 73

C45810S Certificate

MSP 110 Intro. to Medical Product Safety (3), MSP 115 Medical Product Safety Regulations (3), MSP 120 Safety Reporting (3), MSP 130 Safety Systems & Processes (4), MSP 220 Signal Detection & Risk Assess. (4)

Minimum required credit hours 17

Nursing

The Associate Degree Nursing, LPN to Associate Degree Nursing Track, and Practical Nursing programs are approved by the North Carolina Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN).

A45110 Associate Degree Nursing

The curriculum is designed to prepare the graduate to assess, analyze, plan, implement, and evaluate nursing care. The graduate is eligible to apply to take the National Council Licensure Examination. The registered nurse may be employed in a wide variety of health care settings, such as hospitals, long-term care facilities, clinics, physicians' offices, industry, and community health agencies.

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
BIO 168 Anatomy & Physiology I	4
ENG 111 Writing and Inquiry	3
PSY 150 General Psychology	3
NUR 111 Introduction to Health Concepts	8
Second Semester	
BIO 169 Anatomy & Physiology II	4
PSY 241 Developmental Psychology	3
NUR 112 Health-Illness Concepts	5
NUR 114 Holistic Health Concepts	5
Third Semester	
BIO 271 Pathophysiology	3
NUR 212 Health System Concepts	5
Fourth Semester	
ENG 112 Writing/Research in the Disciplines	3
NUR 113 Family Health Concepts	5
NUR 211 Health Care Concepts	5
Fifth Semester	
NUR 213 Complex Health Concepts	10
Humanities/Fine Arts Elective	3
Minimum required credit hours 70	

A45110N LPN to ADN Track

The LPN to Associate Degree Nursing Track curriculum is designed for students that have already met the requirements to be a Licensed Practical Nurse and wish to further their education to include an Associate Degree. Graduates of the program are eligible to apply for the National Council Licensure Examination for the Registered Nurse (NCLEX-RN). It is an evening program with a summer start.

Note: The program starts in the summer term. The course name is followed by the credit hours.

First Semester	
BIO 168 Anatomy & Physiology I	4
ENG 111 Writing and Inquiry	3
PSY 150 General Psychology	3
NUR 214 Nursing Transition Concepts	4
Second Semester	
BIO 169 Anatomy & Physiology II	4
ENG 112 Writing/Research in the Disciplines	3
PSY 241 Developmental Psychology	3
NUR 221 LPN to ADN Concepts I	9
Third Semester	
BIO 271 Pathophysiology	3
NUR 223 LPN to ADN Concepts II	9
Humanities/Fine Arts Elective	3
Minimum required credit hours 49	

A45660 Practical Nursing Diploma

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN), which is required for practice as a practical nurse.

This is a Gainful Employment program.

Note: Students must pass all Nursing courses and BIO 163 with a B (80% or better). The course name is followed by the credit hours.

First Semester	
BIO 163 Basic Anatomy & Physiology	4-5
OR *BIO 168 Anatomy & Physiology I*	
PSY 150 General Psychology	3
NUR 101 Practical Nursing I	11
Second Semester	
NUR 102 Practical Nursing II	10
ENG 111 Writing and Inquiry	3
BIO 169 Anatomy & Physiology II	*4*
(only required with BIO 168 option)	
Third Semester	
NUR 103 Practical Nursing III	9
Minimum required credit hours 41-44	

A45970 Nurse Aide Diploma

The Nurse Aide diploma curriculum is designed to prepare students for careers in the Health Sciences. Students will complete general education courses that provide a foundation for success in nursing and allied health curricula. Students may select a career pathway that will prepare them for an entry–level position in health care. Courses may also provide foundational knowledge needed in the pursuit of advanced health science degrees or programs.

Graduates may be eligible to be listed on the registry as a Nurse Aide I and Nurse Aide II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Note: The course name is followed by the credit hours.

First Semester	
BIO 168 Anatomy & Physiology I	4
ENG 111 Writing and Inquiry	3
HSC 110 Orientation to Health Careers	1
MED 120 Survey of Medical Terminology	2
NAS 101 Nurse Aide I	6
Second Semester	
BIO 169 Anatomy & Physiology II	4
CIS 110 Introduction to Computers	3
ENG 112 Writing/Research in the Disciplines	3
PSY 150 General Psychology	3
Humanities/Fine Arts Elective	3
Third Semester	
NAS 102 Nurse Aide II	6
PSY 241 Developmental Psychology	3
Minimum required credit hours 41	

Occupational Therapy Assistant

The curriculum prepares graduates to work under the guidance and supervision of a registered occupational therapist (OTR/L). Certified Occupational Therapy Assistants (COTAs) help registered therapists in all aspects of occupational therapy from screening and assessment to treatment and documentation.

The OTA program has a limited number of spaces for admission each year and there are additional admission steps that must be completed after applying to the college. Acceptance for admission is conducted on a first-come, first-served basis after admission requirements are met. Courses are offered in a sequential order, starting once each year. All eligible students may take non-OTA prefix courses as soon as they complete college admission requirements for curriculum students. Students may elect to complete the program on an extended part-time basis, with faculty consultation; however, full-time clinical internships are a critical part of the OTA training program and must be completed within 18 months of other class work to successfully complete the program. Clinical sites are spread throughout the region, and reliable transportation is essential.

Students must achieve a minimum grade of C in all courses on the plan of study in order to progress in the OTA program. Students who fail to make the required grade of C in any curriculum course will need to meet with the program director for academic counseling and advising before continuing in the program. Students may take OTA courses a maximum of two times; if they are unable to achieve a C on the second attempt in the same course, they will not be able to complete the program.

After completing the curriculum plan of study, the student is awarded an Associate in Applied Science degree in Occupational Therapy Assistant. The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

A45500 Associate Degree

Note: This is a day program that starts in the summer term. OTA 260 and OTA 261 must be completed within 18 months of other coursework. Students must demonstrate computer competency by a satisfactory score on the computer competency test, by credit by exam, by transfer credit, or by completing CIS 110 by end of the first semester of the program.

The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
BIO 168 Anatomy & Physiology I	4
ENG 111 Writing and Inquiry	3
OTA 110 Fundamentals of OT	3
PSY 150 General Psychology	3
Second Semester	
BIO 169 Anatomy & Physiology II	4
ENG 112 Writing/Research in the Disciplines	3
OTA 120 OT Media I	2
OTA 140 Professional Skills I	1
PSY 281 Abnormal Psychology	3
Third Semester	
OTA 130 Assessment Skills	3
OTA 161 Fieldwork I - Placement 1	1
OTA 162 Fieldwork II - Placement 2	1
OTA 170 Physical Conditions	3
OTA 180 Psychosocial Conditions	3
Fourth Semester	
OTA 164 Fieldwork I - Placement 4	1
OTA 250 Adult Concepts & Interventions	3
OTA 240 Professional Skills II	1
PSY 241 Developmental Psychology	3
Fifth Semester	
OTA 150 Peds Concepts & Interventions	3
OTA 163 Fieldwork I - Placement 3	1
OTA 220 OT Media II	3
OTA 245 Professional Skills III	1
Humanities/Fine Arts Elective	3
Sixth Semester	
OTA 260 Level II Fieldwork- Placement 1	6
OTA 261 Level II Fieldwork- Placement 2	6
OTA 280 Professional Transitions	1
Minimum required credit hours 70	

Opticianry

The two-year hybrid curriculum prepares students to become an optician. Program graduates will learn all phases of opticianry, including surfacing (consists of blocking, fining, polishing, and inspecting both plastic and glass single-vision/multifocal lenses); Bench work (includes edging, hand beveling, safety beveling, heat treating, chemical tempering, tinting, and mounting lenses); and dispensing (includes measuring, adapting, and fitting eyeglasses and contact lenses to the patient).

The program is not a 100 percent online program. While there are several online classes, the courses with labs are considered hybrid, meaning both internet and lab time are required. An important facet of the Opticianry curriculum is the student practicum, which allows students to practice competencies and skills learned in the classroom. Practicum activities include adjusting and repairing eyeglasses at medical centers, retail optical shops, senior citizen centers, and convalescent centers in the greater Durham area, as well as at Durham Tech's main campus Optical Shop.

The Opticianry program is accredited by the Commission on Opticianry Accreditation and approved by the North Carolina State Board of Opticians.

A45560 Associate Degree

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers	3
ENG 111 Writing and Inquiry	3
MAT 121 Algebra /Trigonometry I	3
OPH 131 Optical Dispensing I	3
OPH 141 Optical Theory I	3
Second Semester	
ACC 115 College Accounting	4
OPH 111 Ophthalmic Lab I	3
OPH 121 Anatomy & Physiology-Eye	3
OPH 132 Optical Dispensing II	4
OPH 142 Optical Theory II	3
Third Semester	
ENG 112 Writing/Research in the Disciplines	3
PSY 150 General Psychology	3
Additional Natural Sciences/ Mathematics Elective	3-5

Fourth Semester

OPH 112 Ophthalmic Lab II	3
OPH 222 Optical Business Management	3
OPH 233 Advanced Optical Procedures	4
OPH 251 Optical Internship I	1
OPH 261 Contact Lenses I	4

Fifth Semester

OPH 215 Laboratory Proficiency	2
OPH 243 Technical Proficiency	3
OPH 262 Contact Lenses II	4
OPH 282 Optical Externship II	2
Humanities/Fine Arts Elective	3

Minimum required credit hours 71-73

C45520 Optical Apprentice Certificate

This is a Gainful Employment program.

Note: The program starts in the spring semester.

OPH 101 Math for Opticians (3), OPH 121 Anatomy & Physiology-Eye (3), OPH 131 Optical Dispensing I (3), OPH 141 Optical Theory I (3), OPH 102 Ophthalmic Lab Concepts (2), OPH 260 Basic Contact Lens Concepts (3)

Minimum required credit hours 17

Pharmacy Technology

The Pharmacy Technology program prepares the student to become a pharmacy technician. These allied health professionals are employed in a variety of pharmacy practice settings. Supervised by a registered pharmacist, they perform a variety of technical duties related to preparing and dispensing drugs in accordance with standard procedures and laws.

Clinical practice takes place at Duke University Medical Center, Durham Regional Hospital, Veterans Affairs Medical Center, University of North Carolina Hospitals, Rex Healthcare, Person Memorial Hospital, Lincoln Community Health Center, and selected retail pharmacies.

The Pharmacy Technology program is accredited for pharmacy technician training by the American Society of Health-System Pharmacists.

A45580 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
BIO 163 Basic Anatomy & Physiology	4-5
OR *BIO 168 Anatomy & Physiology I*	
PHM 110 Introduction to Pharmacy	3
PHM 111 Pharmacy Practice I	4
PHM 115 Pharmacy Calculations	3

Second Semester

PHM 118 Sterile Products	4
PHM 120 Pharmacology I	3
PHM 140 Pharmacy Trends	2
PHM 165 Pharmacy Professional Practices	2
BIO 169 Anatomy & Physiology II	*4*
(only required with BIO 168 option)	

Third Semester

ENG 111 Writing and Inquiry	3
CIS 113 Computer Basics	1
PHM 125 Pharmacology II	3
PHM 136 Pharmacy Clinical	6

Students may apply for graduation from the Pharmacy Technology diploma program at this point in the Plan of Study

Fourth Semester

BUS 137 Principles of Management	3
ENG 112 Writing/Research in the Disciplines	3
PHM 138 Pharmacy Clinical	8
PHM 160 Dosage Forms	3

Fifth Semester

PHI 240 Introduction to Ethics	3
PHM 150 Hospital Pharmacy	4
PHM 155 Community Pharmacy	3
PSY 150 General Psychology	3

Minimum required credit hours 70-73

D45580 Diploma

This is a Gainful Employment program.

Note: The course name is followed by the credit hours.

First Semester

BIO 163 Basic Anatomy & Physiology	4-5
OR *BIO 168 Anatomy & Physiology I*	
PHM 110 Introduction to Pharmacy	3
PHM 111 Pharmacy Practice I	4
PHM 115 Pharmacy Calculations	3

Second Semester

PHM 118 Sterile Products	4
PHM 120 Pharmacology I	3
PHM 140 Pharmacy Trends	2
PHM 165 Pharmacy Professional Practices	2
BIO 169 Anatomy & Physiology II	*4*
(only required with BIO 168 option)	

Third Semester

ENG 111 Writing and Inquiry	3
CIS 113 Computer Basics	1
PHM 125 Pharmacology II	3
PHM 136 Pharmacy Clinical	6

Minimum required credit hours 39-42

Respiratory Therapy

The curriculum includes classroom instruction, clinical laboratory, and in-hospital clinical practice. The clinical laboratory provides training and evaluation for skills learned and demonstrated during lecture sessions. The program's clinical phase, conducted at local hospitals, applies a competency-based educational approach to allow mastery of each skill. The Respiratory Therapy program has academic classes conducted during the day and clinical rotations scheduled during the day and in the evening. The graduate of the five-semester program is awarded an Associate in Applied Science degree, which satisfies the educational requirements of the National Board for Respiratory Therapy and allows the graduate to sit for the National Registry Examinations leading to the credential of Registered Respiratory Therapist (RRT).

The Durham Tech Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

A45720 Associate Degree

Note: Students must demonstrate computer competency with either a satisfactory score on the computer competency test, credit by exam, transfer credit, or completing CIS 110.

The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
BIO 168 Anatomy & Physiology I	4
ENG 111 Writing and Inquiry	3
RCP 110 Intro to Respiratory Care	4
RCP 113 RCP Pharmacology	2
RCP 114 C-P Anatomy & Physiology	3
RCP 132 RCP Clinical Practice I	2

Second Semester

BIO 169 Anatomy & Physiology II	4
RCP 111 Therapeutics/Diagnostics	5
RCP 115 C-P Pathophysiology	2
RCP 123 Special Practice Lab	1
RCP 144 RCP Clinical Practice II	4

Third Semester

RCP 112 Patient Management	4
RCP 153 RCP Clinical Practice III	3
RCP 222 Special Practice Lab	1

Fourth Semester

ENG 112 Writing/Research in the Disciplines	3
PSY 150 General Psychology	3
RCP 210 Critical Care Concepts	4
RCP 214 Neonatal/Peds RC	2
RCP 223 Special Practice Lab	1
RCP 234 RCP Clinical Practice IV	4

Fifth Semester

RCP 211 Adv Monitoring/Procedures	4
RCP 215 Career Preparation	1
RCP 245 RCP Clinical Preparation V	5
Humanities/Fine Arts Elective	3

Minimum required credit hours 73

Surgical Technology

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

D45740 Diploma

This is a Gainful Employment program.

Note: It is a day program with a summer start. The course name is followed by the credit hours.

First Semester	
BIO 168 Anatomy & Physiology I	4
ENG 111 Writing and Inquiry	3
Second Semester	
BIO 169 Anatomy & Physiology II	4
MED 120 Survey of Med Terminology	2
SUR 110 Intro to Surgical Technology	3
SUR 111 Periop Patient Care	7
Third Semester	
SUR 122 Surgical Clinical Procedures I	6
SUR 123 Surgical Clinical Practice I	7
SUR 137 Prof Success Preparation	1
Fourth Semester	
SUR 134 Surgical Clinical Procedures II	5
SUR 135 Surgical Clinical Practice II	4
Minimum required credit hours 46	

Information Technology

The 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 develops 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.

The curriculum is designed to allow students to earn certificates and a diploma as they move towards an Associate's Degree.

IT and Cloud Systems Administration

Install, configure, and support an organization's Internet-connected workstation and server systems; analyze, test, troubleshoot, and evaluate software and service installations, plan; implement, and monitor networking, compute, and storage systems with virtualization and Cloud platforms.

A25590A Associate Degree

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
CTI 110 Web, Programming, & Database Foundation	3
CTI 120 Networking & Security Foundation	3
CTS 115 Information Systems Business Concepts	3
CTS 120 Hardware/Software Support	3
ENG 111 Writing and Inquiry	3
Second Semester	
CTI 140 Virtualization Concepts	3
CTS 220 Advanced Hardware/Software Support	3
NOS 230 Windows Administration I	3
SEC 110 Security Concepts	3
MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra	3-4
Third Semester	
ENG 112 Writing/Research in the Disciplines	3
Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3
Fourth Semester	
CTI 141 Cloud & Storage Concepts	3
CTI 240 Virtualization Admin I	3
NET 125 Introduction to Networks	3
NOS 120 Linux/UNIX Single User	3

NOS 231 Windows Administration II 3

Fifth Semester

NET 260 Internet Development & Support 3
NOS 125 Linux/Unix Scripting 3
NOS 220 Linux/Unix Administration I 3
NOS 232 Windows Administration III 3
WBL 110 World of Work 1
WBL 111 Work Based Learning I 1

Minimum required credit hours 69-70

D25590I IT Administration Diploma

This is a Gainful Employment program. *Note: The course name is followed by the credit hours.*

First Semester

CTI 110 Web, Programming, & Database Foundation 3
CTI 120 Networking & Security Foundation 3
CTS 115 Information Systems Business Concepts 3
CTS 120 Hardware/Software Support 3

Second Semester

CTI 140 Virtualization Concepts 3
CTS 220 Advanced Hardware/Software Support 3
NET 125 Introduction to Networks 3
NOS 120 Linux/UNIX Single User 3
NOS 230 Windows Administration I 3
SEC 110 Security Concepts 3

Third Semester

ENG 111 Writing and Inquiry 3
MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra 3-4

Minimum required credit hours 36-37

IT Service and Support

Support computer hardware and software; provide user instruction or training; and implement procedures for system maintenance.

A25590H Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success 1
CTI 110 Web, Programming, & Database Foundation 3
CTI 120 Networking & Security Foundation 3
CTS 115 Information Systems Business Concepts 3
CTS 120 Hardware/Software Support 3
ENG 111 Writing and Inquiry 3

Second Semester

CTI 140 Virtualization Concepts 3
CTS 220 Advanced Hardware/Software Support 3
MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra 3-4
NOS 230 Windows Administration I 3
SEC 110 Security Concepts 3

Third Semester

ENG 112 Writing/Research in the Disciplines 3
Humanities/Fine Arts Elective 3
Social/Behavioral Sciences Elective 3

Fourth Semester

CTS 155 Tech Support Functions 3
NET 125 Introduction to Networks 3
NOS 120 Linux/UNIX Single User 3
NOS 130 Windows Single User 3

Fifth Semester

CTS 255 Advanced Tech Support Functions 3
CTS 217 Computer Training/Support 3
NOS 125 Linux/Unix Scripting 3
NOS 220 Linux/Unix Administration I 3
WBL 110 World of Work 1
WBL 111 Work Based Learning I 1

Minimum required credit hours 66-67

Network Security

Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems; analyze, test, troubleshoot, and evaluate existing network systems; and plan, implement, upgrade, or monitor security measures for the protection of computer networks and information.

A25590N Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CTI 110 Web, Programming, & Database Foundation	3
CTI 120 Networking & Security Foundation	3
CTS 115 Information Systems Business Concepts	3
CTS 120 Hardware/Software Support	3
ENG 111 Writing and Inquiry	3

Second Semester

CTI 140 Virtualization Concepts	3
NET 125 Introduction to Networks	3
NET 126 Routing Basics	3
NOS 230 Windows Administration I	3
SEC 110 Security Concepts	3

Third Semester

ENG 112 Writing/Research in the Disciplines	3
MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra	3-4
Humanities/Fine Arts Elective	3

Fourth Semester

NET 225 Routing and Switching I	3
NET 226 Routing and Switching II	3
NOS 120 Linux/UNIX Single User	3
SEC 150 Secure Communications	3
SEC 160 Security Administration I	3

Fifth Semester

CTS 220 Advanced Hardware/Software Support	3
SEC 175 Perimeter Defense	3
SEC 210 Intrusion Detection	3
WBL 110 World of Work	1
WBL 111 Work Based Learning I	1
Social/Behavioral Sciences Elective	3

Minimum required credit hours 69-70

Software Development

Design and develop software solutions based on user needs and requirements; create, modify, and test code and computer applications; develop and write computer programs to store, locate, and retrieve data and information, and design, implement, and administer computer databases.

A25590S Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers OR CTS 120 Hardware/Software Support	3
CTI 110 Web, Programming, & Database Foundation	3
CTI 120 Networking & Security Foundation	3
CTS 115 Information Systems Business Concepts	3
ENG 111 Writing and Inquiry	3

Second Semester

CSC 121 Python Programming	3
CSC 151 JAVA Programming	3
DBA 110 Database Concepts	3
MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra	3-4
WEB 110 Internet/Web Fundamentals	3

Third Semester

ENG 112 Writing/Research in the Disciplines	3
Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3

Fourth Semester

CSC 153 C# Programming	3
CSC 251 Advanced JAVA Programming	3
DBA 120 Database Programming I	3
WEB 115 Web Markup and Scripting	3
NOS 120 Linux/UNIX Single User	3

Fifth Semester

CSC 152 SAS	3
CSC 253 Advanced C# Programming	3
WEB 151 Mobile Application Development I	3
WBL 110 World of Work	1
WBL 111 Work Based Learning I	1

Minimum required credit hours 66-67

D25590S Diploma

This is a Gainful Employment program.

Note: The course name is followed by the credit hours.

First Semester

CIS 110 Introduction to Computers OR CTS 120 Hardware/Software Support	3
CTI 110 Web, Programming, & Database Foundation	3
CTI 120 Networking & Security Foundation	3
CTS 115 Information Systems Business Concepts	3
ENG 111 Writing and Inquiry	3

Second Semester

CSC 121 Python Programming	3
CSC 151 JAVA Programming	3
DBA 110 Database Concepts	3
WEB 110 Internet/Web Fundamentals	3
MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra	3-4

Third Semester

CSC 153 C# Programming	3
WEB 115 Web Markup and Scripting	3

Minimum required credit hours 36-37

Web Development

Design, create, and modify websites; analyze user needs to implement website content and graphics; and convert graphic components to compatible web formats by using software designed to facilitate the creation of web and multimedia content.

A25590W Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers OR CTS 120 Hardware/Software Support	3
CTI 110 Web, Programming, & Database Foundation	3
CTI 120 Networking & Security Foundation	3
CTS 115 Information Systems Business Concepts	3
ENG 111 Writing and Inquiry	3

Second Semester

DBA 110 Database Concepts	3
MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra	3-4
WEB 110 Internet/Web Fundamentals	3
WEB 111 Introduction to Web Graphics	3
WEB 140 Web Development Tools	3

Third Semester

ENG 112 Writing/Research in the Disciplines	3
Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3

Fourth Semester

DBA 120 Database Programming I	3
NOS 120 Linux/UNIX Single User	3
WEB 115 Web Markup and Scripting	3
WEB 210 Web Design	3
WEB 250 Database Driven Websites	3

Fifth Semester

CSC 121 Python Programming	3
WEB 151 Mobile Application Development I	3
WEB 215 Advanced Markup and Scripting	3
WBL 110 World of Work	1
WBL 111 Work Based Learning I	1

Minimum required credit hours 66-67

D25590W Diploma

This is a Gainful Employment program.

Note: The course name is followed by the credit hours.

First Semester

CIS 110 Introduction to Computers OR CTS 120 Hardware/Software Support	3
CTI 110 Web, Programming, & Database Foundation	3
CTI 120 Networking & Security Foundation	3
CTS 115 Information Systems Business Concepts	3
ENG 111 Writing and Inquiry	3

Second Semester

DBA 110 Database Concepts	3

MAT 143 Quantitative Literacy	
OR MAT 171 Precalculus Algebra	3-4
WEB 110 Internet/Web Fundamentals	3
WEB 111 Introduction to Web Graphics	3
WEB 140 Web Development Tools	3

Third Semester

WEB 115 Web Markup and Scripting	3
WEB 210 Web Design	3

Minimum required credit hours 36-37

C25590 IT Foundations Certificate

CIS 110 Introduction to Computers OR CTS 120 Hardware/Software Support (3), CTI 110 Web, Programming, & Database Foundation (3), CTI 120 Networking & Security Foundation (3), CTS 115 Information Systems Business Concepts (3)

Minimum required credit hours 12

C25590A1 Cloud Management Certificate

This certificate is designed for students with a minimum of one year of IT work experience, or who have completed the IT Foundations Certificate.

CTI 140 Virtualization Concepts (3), CTI 141 Cloud & Storage Concepts (3), CTI 240 Virtualization Admin I (3), NOS 120 Linux/UNIX Single User (3) NOS 230 Windows Administration I (3)

Minimum required credit hours 15

C25590S1 Database Programming Certificate

CSC 152 SAS (3), CTI 110 Web, Programming, & Database Foundation (3), DBA 110 Database Concepts (3), DBA 120 Database Programming I (3)

Minimum required credit hours 12

C25590SJ Java Developer Certificate

CTI 110 Web, Programming, & Database Foundation (3), CSC 151 JAVA Programming (3), CSC 251 Advanced JAVA Programming (3), DBA 110 Database Concepts (3)

Minimum required credit hours 12

C25590S2 Microsoft Developer Certificate

CSC 153 C# Programming (3), CSC 253 Advanced C# Programming (3), CTI 110 Web, Programming, & Database Foundation (3), DBA 110 Database Concepts (3)

Minimum required credit hours 12

C25590NC Secure CCNA Certificate

This certificate is designed for students with a minimum of one year of IT work experience, or who have completed the IT Foundations Certificate.

NET 125 Introduction to Networks (3), NET 126 Routing Basics (3), NET 225 Routing and Switching I (3), NET 226 Routing and Switching II (3), SEC 150 Secure Communications (3)

Minimum required credit hours 15

C25590S Software Development Fundamentals Certificate

CSC 121 Python Programming (3), CSC 151 JAVA Programming (3), DBA 110 Database Concepts (3), WEB 110 Internet/Web Fundamentals (3)

Minimum required credit hours 12

C25590W Web Development Fundamentals Certificate

DBA 110 Database Concepts (3), WEB 110 Internet/Web Fundamentals (3), WEB 111 Introduction to Web Graphics (3), WEB 140 Web Development Tools (3)

Minimum required credit hours 12

C25590W1 Web Developer Certificate

WEB 110 Internet/Web Fundamentals (3), WEB 115 Web Markup and Scripting (3), WEB 140 Web Development Tools (3), WEB 210 Web Design (3)

Minimum required credit hours 12

Medical Office Administration

Students develop office skills in basic areas such as keyboarding, word processing, and communication. These skills are complemented by courses in medical legal issues, medical terminology, billing and coding, and medical transcription.

Employment opportunities include the offices of allied health facilities, HMOs, insurance claim processors, laboratories, and manufacturers and suppliers of medical and hospital equipment.

Classes in Medical Office Administration are offered during the day and in the evening. Students may complete the Associate in Applied Science degree in five semesters taking classes during the day or in seven semesters taking evening classes.

A25310 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers	3
ENG 111 Writing and Inquiry	3
MED 121 Medical Terminology I	3
OST 130 Comprehensive Keyboarding	3
OST 136 Word Processing	3

Second Semester

ACC 115 College Accounting	4
BUS 110 Introduction to Business	3
MED 122 Medical Terminology II	3
OST 134 Text Entry & Formatting	3
OST 148 Medical Insurance and Billing	3
MAT 110 Math Measurement & Literacy	3

Third Semester

COM 231 Public Speaking	3
Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3

Fourth Semester

OST 137 Office Applications I	3
OST 149 Medical Legal Issues	3
OST 164 Office Editing	3
OST 184 Records Management	3
OST 243 Medical Office Simulation	3

Fifth Semester

OST 138 Office Applications II	3
OST 140 Internet Comm/Research	2
OST 286 Professional Development	3
OST 289 Office Admin Capstone	3
WBL 110 World of Work	1
WBL 111 Work Based Learning I	1

Minimum required credit hours 72

Office Administration

This curriculum prepares the student to perform secretarial and administrative support duties in a variety of offices, including those with computerized, automated functions. Students 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 on non-technical as well as technical skills.

A25370 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers	3
ENG 111 Writing and Inquiry	3
OST 130 Comprehensive Keyboarding	3
OST 136 Word Processing	3

Second Semester

ACC 115 College Accounting	4
BUS 110 Introduction to Business	3
CTS 130 Spreadsheet	3
MAT 110 Math Measurement & Literacy	3
OST 134 Text Entry & Formatting	3

Third Semester

COM 231 Public Speaking	3
Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3

Fourth Semester

BUS 137 Principles of Management	3
DBA 110 Database Concepts	3
OST 137 Office Applications I	3
OST 164 Office Editing	3
OST 184 Records Management	3

Fifth Semester

OST 138 Office Applications II	3
OST 140 Internet Comm/Research	2
OST 286 Professional Development	3

OST 289 Office Admin Capstone	3	WBL 111 Work Based Learning I	1
WBL 110 World of Work	1	**Minimum required credit hours 66**	

C25370 Administrative Office Certificate

OST 130 Comprehensive Keyboarding (3), OST 134 Text Entry & Formatting (3), OST 136 Word Processing (3), OST 164 Office Editing (3), OST 289 Office Admin Capstone (3)
Minimum required credit hours 15

Community Spanish Interpreter

Medical Interpreting

Medical Interpreting programs assume that students know how to interpret well, and are familiar with the various codes of ethics for interpreters. Students are presented with medical terminology, examine Latin and Greek roots, review body systems and explore cultural and ethical issues that are unique to the medical interpreting encounter. The certificate or diploma is designed to prepare graduates to work in clinics and hospitals. Graduates have also found employment as bilingual benefits evaluation specialists or may find themselves interpreting for Workers' Compensation investigations.

Upon completion of a Medical Interpreting program, interpreters may be eligible to apply to take the National Certification Exam for Medical Interpreters with the National Board of Certification for Medical Interpreters (NBCMI) or the Certification Commission for Healthcare Interpreters (CCHI).

D55370M Medical Diploma

***Note**: In a Community Spanish Interpreter program's hybrid courses, students may be required to meet in person with their classmates outside of class to practice interpreting and develop their note-taking, memory, language, and interpersonal skills. This is an evening program with a summer start.*

The course name is followed by the credit hours.

First Semester		SPA 212 Intermediate Spanish II	3
COM 231 Public Speaking	3	**Fifth Semester**	
SPA 111 Elementary Spanish I	3	SPI 111 Cultural and Ethical Issues	3
SPA 181 Spanish Lab I	1	SPI 213 Review of Grammar	3
Second Semester		SPI 243 Medical Interpreting I	3
ENG 111 Writing and Inquiry	3	**Sixth Semester**	
SPA 112 Elementary Spanish II	3	SPA 231 Reading and Composition	
SPA 182 Spanish Lab II	1	OR SPA 221 Spanish Conversation	3
Third Semester		SPI 221 Consecutive Interpretation I	2
MED 121 Medical Terminology I	3	SPI 222 Consecutive Interpretation II	3
SPA 211 Intermediate Spanish I	3	SPI 245 Community Interpreting I	3
Fourth Semester		**Minimum required credit hours 47**	
MED 122 Medical Terminology II	3		

C255370M Medical Certificate

A prerequisite of the program is showing proficiency at the Intermediate Spanish II level as determined by the program director or by completion of SPA 212, and completion of the Community Spanish Interpreter Public Service Certificate (C55370F), Diploma (D55370F), or successful completion of a translation/interpretation skills assessment.

MED 121 Medical Terminology I (3), MED 122 Medical Terminology II (3), SPI 111 Cultural and Ethical Issues (3), SPI 221 Consecutive Interpretation I (3), SPI 222 Consecutive Interpretation II (3), SPI 243 Medical Interpreting I (3)
Minimum required credit hours 18

Public Service Interpreting

Public Service programs train interpreters to work in educational, outreach, social justice, refugee resettlement, and faith-based settings as well as legal interactions that take place outside of the courtroom, such as interpreting

during a school suspension hearing or during an appeals process if a client's application for services has been denied.

D55370F Public Service Diploma

***Note**: Basic medical terminology is included in Public Service programs. For example, upon completion of a Public Service certificate or diploma, students should be able to interpret for patients who are completing simple in-take forms. In order to interpret for complex medical situations such as those that are related to cardiology or oncology, a student must complete a Public Service program prior to entering a Medical Interpreting program. This is an evening program with a summer start.*

The course name is followed by the credit hours.

First Semester

COM 231 Public Speaking	3
SPA 111 Elementary Spanish I	3
SPA 181 Spanish Lab I	1

Second Semester

ENG 111 Writing and Inquiry	3
SPA 112 Elementary Spanish II	3
SPA 182 Spanish Lab II	1

Third Semester

SPA 211 Intermediate Spanish I	3
Major Elective	3

Fourth Semester

SPA 212 Intermediate SpanishI II	3
Major Elective	3

Fifth Semester

SPI 113 Intro to Spanish Interpreting	3
SPI 114 Analytical Skills Span. Inter.	3
SPI 213 Review of Grammar	3
SPI 214 Intro to Translation	3

Sixth Semester

SPA 231 Reading and Composition OR SPA 221 Spanish Conversation	3
SPI 241 Legal Interpreting I	3
SPI 245 Community Interpreting I	3

Minimum required credit hours 47

C55370F Public Service Certificate

A prerequisite of the program is showing proficiency at the Intermediate Spanish II level as determined by the program director, or by completion of SPA 212. This is a Gainful Employment program.

SPI 113 Intro to Spanish Interpreting (3), SPI 114 Analytical Skills Span. Inter. (3), SPI 213 Review of Grammar (3), SPI 214 Intro to Translation (3), SPI 241 Legal Interpreting I (3), SPI 245 Community Interpreting I (3)
Minimum required credit hours 18

Public Safety

Basic Law Enforcement Training

The Basic Law Enforcement Training (BLET) certificate program prepares individuals to take the Basic Training Law Enforcement Officers Certification Examination (mandated by the North Carolina Criminal Justice Education and Training Standards Commission) and the Justice Officers Basic Training Certification Examination (mandated by the North Carolina Sheriff's Education and Training Standards Commission).

To complete this program successfully, the student must satisfy the minimum requirements for certification by one or both of these commissions. On completing the program, the successful student should possess the general attributes, knowledge, and skills needed to function as a law enforcement officer.

Basic Law Enforcement Training is offered only as a unit; it must be completed in its entirety and cannot be taken in sections. State law requires mandatory attendance of all classes. The program director can authorize absences for emergencies. If absences for any reason exceed five percent of all classes, the student is automatically excluded from further attendance and must complete another offering of BLET in its entirety.

North Carolina's state, county, and municipal governments offer job opportunities in law enforcement. In addition, the knowledge, skills, and abilities acquired in this course of study qualify graduates for positions with private enterprise in areas such as industrial, retail, and private security.

The training includes a program of physical activity. To be admitted to the BLET program, a student must undergo a physical examination which must be completed before starting the program. Persons with felony convictions at

any time or with class "B" misdemeanor convictions within the last five years are not eligible to enroll in the program. Students completing this one-semester program earn a certificate. Students must be at least twenty years of age to enroll or have special written permission from the Director of Criminal Justice Standards.

C55120 Certificate

CJC 100 Basic Law Enforcement Training (20)
Minimum required credit hours 20

Criminal Justice Technology

Students in the criminal justice program explore facets of criminal justice, focusing on developing the ability to understand and apply legal concepts; investigative techniques; evidence collection and presentation; special areas and laws unique to juveniles; and ultimately preventing crime and improving public safety. A degree in Criminal Justice prepares the student for advanced study of criminal justice or law or work in local, state, and federal justice professions.

Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, CJC 225, and CJC 231 toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination. Students must have completed Basic Law Enforcement Training since 1985.

A55180 Associate Degree

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
CIS 110 Introduction to Computers	3
CJC 111 Introduction to Criminal Justice	3
CJC 112 Criminology	3
CJC 212 Ethics & Community Relations	3
ENG 111 Writing and Inquiry	3
Second Semester	
CJC 131 Criminal Law	3
CJC 132 Court Procedure and Evidence	3
CJC 141 Corrections	3
Major Elective	3
Third Semester	
ENG 112 Writing/Research in the Disciplines	3
PSY 150 General Psychology	3
Humanities/Fine Arts Elective	3
Fourth Semester	
CJC 121 Law Enforcement Operations	3
Natural Sciences/Mathematics Elective	3-4
Major Elective	3
Major Elective	3
Major Elective	2-3
Fifth Semester	
CJC 113 Juvenile Justice	3
CJC 221 Investigative Principles	4
CJC 231 Constitutional Law	3
Major Elective	3

Minimum required credit hours 64-66

D55180 Diploma

Note: The course name is followed by the credit hours.

First Semester	
CJC 111 Introduction to Criminal Justice	3
CJC 112 Criminology	3
CJC 212 Ethics & Community Relations	3
ENG 111 Writing and Inquiry	3
Second Semester	
CJC 113 Juvenile Justice	3
CJC 131 Criminal Law	3
CJC 141 Corrections	3
CJC 221 Investigative Principles	4
CJC 231 Constitutional Law	3
Third Semester	
PSY 150 General Psychology	3
Major Elective	3
Major Elective	3
Major Elective	2-3

Minimum required credit hours 39-40

C55180 Certificate

CJC 111 Introduction to Criminal Justice (3), CJC 112 Criminology (3), CJC 113 Juvenile Justice (3), CJC 212 Ethics & Community Relations (3), CJC 231 Constitutional Law (3)

Minimum required credit hours 15

Emergency Management

The Emergency Preparedness Technology curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include ambulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

A55460 Associate Degree

Note: The course name is followed by the credit hours.

First Semester	
ACA 122 College Transfer Success	1
ENG 111 Writing and Inquiry	3
EPT 140 Emergency Management	3
EPT 150 Incident Management	3
FIP 228 Local Government Finance	3
FIP 256 Municipal Public Relations	3
Second Semester	
ENG 112 Writing/Research in the Disciplines	3
EPT 124 EM Service Law and Ethics	3
EPT 130 Mitigation and Preparedness	3
Major Elective	3
Third Semester	
Humanities/Fine Arts Elective	3
Natural Sciences/Mathematics Elective	3-4
Social/Behavioral Sciences Elective	3
Fourth Semester	
EPT 120 Sociology of Disaster	3
EPT 220 Terrorism and Emergency Management	3
EPT 225 Hazard Analysis and Risk Assessment	3
EPT 230 Emergency Planning	3
Major Elective	3
Fifth Semester	
EPT 210 Response and Recovery	3
EPT 260 Business Continuity	3
EPT 275 Emergency Operations Center Management	3
EPT 280 Building Resilient Communities	
Major Elective	3

Minimum required credit hours 67-68

Major Elective – Students will choose one group of 9 semester hours credit from the following three tracks to fulfill the major electives for the Emergency Preparedness Technology degree:

Fire Protection Track

FIP 124 Fire Prevention & Public Ed (3), FIP 220 Fire Fighting Strategies (3), FIP 260 Fire Protection Planning (3)

Criminal Justice Track

CJC 111 Intro to Criminal Justice (3), CJC 132 Court Procedure & Evidence (3), CJC 231 Constitutional Law (3)

Technology Track

CIS 110 Introduction to Computers (3), GIS 111 Introduction to GIS (3), SEC 110 Security Concepts (3)

C55460B Business Continuity Certificate

EPT 140 Emergency Management (3), EPT 225 Hazard Analysis and Risk Assessment (3), EPT 230 Emergency Planning (3), EPT 260 Business Continuity (3), EPT 275 Emergency Operations Center Management (3)

Minimum required credit hours 15

Emergency Medical Science

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement. The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

A45340 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
BIO 168 Anatomy & Physiology I	
OR BIO 163 Basic Anatomy and Physiology	4-5
EMS 110 Emergency Medical Technician	8
ENG 111 Writing and Inquiry	3
MED 120 Survey of Medical Terminology	2

Second Semester

BIO 169 Anatomy & Physiology II	
OR Natural Sciences/Mathematics Elective	3-4
ENG 112 Writing/Research in the Disciplines	3
EMS 122 EMS Clinical Practicum I	1
EMS 130 Pharmacology	4
EMS 131 Advanced Airway Management	2
EMS 160 Cardiology I	2

Third Semester

EMS 220 Cardiology II	3
EMS 221 EMS Clinical Practicum II	2
PSY 150 General Psychology	3

Fourth Semester

EMS 231 EMS Clinical Practicum III	3
EMS 240 Patients with Special Challenges	2
EMS 250 Medical Emergencies	4
EMS 260 Trauma Emergencies	2
EMS 270 Life Span Emergencies	3

Fifth Semester

Humanities/Fine Arts Elective	3
EMS 241 Clinical Practicum IV	4
EMS 285 EMS Capstone	2

Minimum required credit hours 64-66

Fire Protection Technology

The Fire Protection Technology program provides technical and professional knowledge for individuals interested in fire service careers. The program also enables the graduate to develop the management and supervisory skills needed in fire service.

Classroom and laboratory exercises introduce the student to various fire hazards, fire prevention problems, and fire service administrative issues. The student learns technical skills such as calculating pump hydraulics, investigating arson scenes, applying firefighting strategies, and treating and disposing of hazardous materials. The program also emphasizes the management practices used in modern fire protection agencies.

Graduates of the program may be employed by local and state government agencies, industrial firms, and insurance companies.

A55240 Associate Degree

Note: The course name is followed by the credit hours.

First Semester

ACA 122 College Transfer Success	1
ENG 111 Writing and Inquiry	3
EPT 140 Emergency Management	3
FIP 120 Introduction to Fire Protection	3
FIP 128 Detection and Investigation	3
FIP 132 Building Construction	3

Second Semester

ENG 112 Writing/Research in the Disciplines	3
FIP 124 Fire Prevention & Public Education	3
FIP 220 Fire Fighting Strategies	3
Natural Sciences/Mathematics Elective	3-4
Major Elective	2-8

Third Semester

Humanities/Fine Arts Elective	3
Social/Behavioral Sciences Elective	3

Fourth Semester

FIP 228 Local Government Finance	3
FIP 230 Chemistry of Hazardous Materials I	5
FIP 256 Municipal Public Relations	3
FIP 276 Managing Fire Services	3

Fifth Semester

FIP 152 Fire Protection Law	3
FIP 232 Hydraulics and Water Distribution	3
FIP 240 Fire Service Supervision	3
FIP 248 Fire Service Personnel Administration	3
FIP 260 Fire Protection Planning	3

Minimum required credit hours 65

C55240S Fire Inspection Certificate

FIP 120 Introduction to Fire Protection (3), FIP 132 Building Construction (3), FIP 136 Inspections & Codes (3), FIP 152 Fire Protection Law (3), FIP 220 Fire Fighting Strategies (3)

Minimum required credit hours 15

C55240M Fire Management Certificate

This is a Gainful Employment program.

ENG 111 Writing and Inquiry (3), FIP 228 Local Government Finance (3), FIP 240 Fire Service Supervision (3), FIP 248 Fire Service Personnel Administration (3), FIP 256 Municipal Public Relations (3), FIP 276 Managing Fire Services (3)

Minimum required credit hours 18

University Transfer and General Education

A10100 Associate in Arts Degree

The Associate in Arts (AA) is a two-year degree with an emphasis on courses such as English, fine arts, foreign languages, history, philosophy, psychology, or sociology.

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have advance approval. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses and the required credit hours for electives and have at least a 2.0 overall grade point average. Prerequisite courses to a subsequent course must be passed with a C or better. A grade of D will not count for transfer. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. **ACA 122 is required for graduation; students are advised to take ACA 122 in their first semester at Durham Tech to create a suitable plan of study.**

All students must demonstrate computer competency to graduate. That competency may be demonstrated by a satisfactory score on the computer competency test or by completing CIS 110 or CSC 151.

Note: The course name is followed by the credit hours.

General Education - 45 SHC (Semester Hours of Credit)

Universal General Education Transfer Component (UGETC: 31-32 SHC)

All General Education Transfer Component Courses will transfer for equivalency credit.

English Composition (6 SHC)

ENG 111Writing and Inquiry	3
ENG 112 Writing/Research in the Disciplines	3

Humanities/Fine Arts (9 SHC)

Choose from ART 111, ART 114, ART 115, COM 231, MUS 110, MUS 112	3
Choose from PHI 215, PHI 240	3
Choose from ENG 231, ENG 232, ENG 241, ENG 242	3

Social/Behavioral Sciences (9 SHC)

Choose from HIS 111, HIS 112, HIS 131, HIS 132	3
Choose from ECO 251, ECO 252, POL 120, PSY 150, SOC 210	3
Choose a third course from Social/Behavioral Sciences listed above.	3

Mathematics (3-4 SHC)

Choose from MAT 143, MAT 152, MAT 171	3-4

Natural Sciences (4 SHC)

Choose from AST 151/151A, BIO 111, CHM 151, GEL 111, PHY 110/110A	4

Additional General Education Hours (13-14 SHC)

Foreign Language	3

Take at the 112-level or higher. Choose from ARA, ASL, FRE, GER, or SPA. (Students who receive a Foreign Language requirement waiver must take an additional Humanities/Fine Arts or Social/Behavioral Science course. Students are advised to check the Foreign Language graduation requirement for their intended transfer institution.)

2nd Math	3-4

Choose from MAT 143, MAT 152, MAT 171, MAT 172, MAT 263, MAT 271, MAT 272, MAT 273

2nd Natural Science 4

Choose from AST 151/151A, AST 152/152A, BIO 111, BIO 112, BIO 140/140A, CHM 151, CHM 152, GEL 111, GEL 230, PHY 110/110A, PHY 151, PHY 152, PHY 251, PHY 252

Additional Course 3-4

Select from any course above or from the following**:** ANT 210, ANT 220, ARA 211, ARA 212, ART 116, ART 117, ASL 211, CIS 110, COM 120, DRA 111, DRA 122, FRE 211, GEO 111, GER 211, HIS 121, HIS 122, HUM 110, HUM 115, HUM 120, HUM 122, HUM 150, HUM 160, POL 220, PSY 241, PSY 281, REL 110, REL 211, SOC 220, SOC 225, SPA 211, SPA 212

Other Required Hours (15 SHC)

Student should consult with his or her advisor to complete, based on the requirements of the selected receiving institution and the student's intended major.)

ACA 122 College Transfer Success 1

Foreign Language 0-3

111-level if student has not met the prerequisite for the 112-level

Language Labs 0-2

Lab credits for sections 181 and/or 182 may be counted here

Additional Course(s)

Select from any course above or from the following: ACC 120, ACC 121, ART 121, ART 122, ART 131, ART 132, ART 135, ART 171, ART 240, ART 244, ART 281, BIO 155, BIO 163, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 251, CHM 252, CHM 271, CJC 111, CJC 121, CJC 141, CSC 134, CSC 151, COM 150, DRA 170, DFT 170, EGR 150, EGR 220, ENG 273, GIS 111, HEA 110, HEA 112, HUM 180, JOU 216, JOU 217, MAT 285, MUS 141, MUS 142, MUS 241, MUS 242, PED 110, PSY 259, SPA 221, SPA 231, *WBL 111 (See note below), WBL 121 (See note below)*

Minimum 60 SHC must be Completed

Notes: Students may not receive credit for both MAT 263 and MAT 271; for both BIO 163 and BIO 168; or for both PHY 151 and 251 and PHY 152 and PHY 252. Students may use only one PED course toward satisfying Other Required Hours. WBL 111 and WBL 121 are not transferable courses; therefore, students who elect to take WBL will need to graduate with 61 hours.

A10500 Associate in Engineering Degree

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have advance approval. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses and the required credit hours for electives and have at least a 2.5 overall grade point average. Prerequisite courses to a subsequent course must be passed with a C or better. A grade of D will not count for transfer. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. **ACA 122 is required for graduation. Students are advised to take ACA 122 in their first semester at Durham Tech to create a suitable plan of study.**

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

All students must demonstrate computer competency to graduate. That competency may be demonstrated by a satisfactory score on the computer competency test or by completing CSC 151.

Note: The course name is followed by the credit hours.

General Education - 42 SHC (Semester Hours of Credit)

Universal General Education Transfer Component (UGETC: 38 SHC)

All General Education Transfer Component Courses will transfer for equivalency credit.

English Composition (6 SHC)

ENG 111Writing and Inquiry 3
ENG 112 Writing/Research in the Disciplines 3

Humanities/Fine Arts (6 SHC)

Choose from ART 111, ART 114, ART 115, COM 231, MUS 110, MUS 112 3
Choose from ENG 231, ENG 232, ENG 241 ENG 242, PHI 215, PHI 240, REL 110* 3

**REL 110 is not a UGETC course, but will transfer for equivalency credit to the engineering programs at all five UNC institutions that offer undergraduate engineering programs. It may not transfer with equivalency to other programs.*

Social/Behavioral Sciences (6 SHC)

ECO 251 3
Choose from HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210 3

Mathematics (12 SHC)

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

MAT 271 4
MAT 272 4
MAT 273 4
(MAT 273 is not a UGETC, but it is required for the AE degree.

Natural Sciences (12 SHC)

CHM 151 4
PHY 251 4
PHY 252 4

Other Required Hours (18 SHC)

Student should consult with his or her advisor to complete, based on the requirements of the selected receiving institution and the student's intended major.)

ACA 122 College Transfer Success 1
EGR 150 Introduction to Engineering 2
Additional Course(s)
Choose from BIO 111, CHM 152, CSC 134, CSC 151, DFT 170, ECO 252, EGR 220, HUM 110, MAT 285, PED 110, *WBL 111 (See note below), WBL 121 (See note below)*

Minimum 60 SHC must be Completed

Notes: 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. WBL 111 and 121 are not transferable courses; therefore, students who elect to take WBL will need to graduate with 61 hours.

A10600 Associate in Fine Arts in Visual Arts Degree

This template has been developed by university and community college faculty and made specific for Durham Tech students. It is to be used as a blueprint for guiding students interested in majoring in AFA in Visual Arts. Students who successfully complete this course of study and who meet the requirements for admission to the university may be eligible to apply for admission to the major with junior standing. This agreement is meant as a guide and the student should not assume that it addresses unique requirements set by his or her university of choice. It is the student's responsibility to become aware of individual requirements of the senior institution.

At Durham Tech, the appropriate Program Director(s) and academic advisors work one-on-one with AFA students to fit their academic needs. Communication with the specific four-year institution targeted by a student is vital to successful transfer, and is ultimately the responsibility of the student. Students can complete requirements through day, evening, or online classes according to availability. The Associate in Fine Arts in Visual Arts Degree is awarded upon successful completion of 60-1semester hours of credit, including the minimum in each of the areas below. **ACA 122 is required for graduation. All students are advised to take ACA 122 in their first semester at Durham Tech to create a suitable plan of study.**

All students must demonstrate computer competency to graduate. That competency may be demonstrated by a satisfactory score on the computer competency test or by completing CIS 110 or CSC 151.

Note: The course name is followed by the credit hours.

General Education Core – 25-26 SHC (Semester Hours of Credit)

English Composition (6 SHC)

ENG 111Writing and Inquiry	3
ENG 112 Writing/Research in the Disciplines	3

Humanities/Fine Arts (6 SHC)

Choose from COM 231, MUS 110, MUS 112 PHI 215, PHI 240	3
Choose from ENG 231, ENG 232, ENG 241, ENG 242	3

Social/Behavioral Sciences (6 SHC)

Choose from HIS 111, HIS 112, HIS 131, HIS 132	3
Choose from ECO 251, ECO 252, POL 120, PSY 150, SOC 210	3

Mathematics (3-4 SHC)

Choose from MAT 143, MAT 152, MAT 171, MAT 271, MAT 272	3-4

Natural Sciences (4 SHC)

Choose from AST 151/151A, BIO 111, CHM 151, GEL 111, PHY 110/110A	4

Other Required Hours (35-36 SHC)

ACA 122 College Transfer Success	1

Required Art Courses (15 SHC)

ART 114 Art History Survey I	3
ART 115 Art History Survey II	3
ART 121 Two-Dimensional Design	3
ART 122 Three-Dimensional Design	3
ART 131 Drawing I	3

Electives (18-20 SHC)

Students may also select elective courses from any courses listed above or below based on their intended major and transfer university.

ART 116 Survey of American	3
ART 117 Non-Western Art	3
ART 132 Drawing II	3
ART 135 Figure Drawing I	3
ART 171 Computer Art I	3
ART 240 Painting I	3
ART 244 Watercolor	3
ART 281 Sculpture I	3
ART 283 Ceramics I	3

Choose from any course listed above or ACC 120, ACC 121, ANT 210, ANT 220, ARA 111, ARA 112, ARA 181, ARA 182, ARA 211, ARA 212, ART 111, ASL 111, ASL 112, ASL 181, ASL 182, ASL 211, AST 152/152A, BIO 112, BIO 140/140A, BIO 155, BIO 163, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 152, CHM 251, CHM 252, CHM 271, CIS 110, CJC 111, CJC 121, CJC 141, COM 120, COM 150, CSC 134, CSC 151, DRA 111, DRA 122, DRA 170, DFT 170, EGR 150, EGR 220, ENG 273, FRE 111, FRE 112, FRE 181, FRE 182, FRE 211, GEO 111, GEL 230, GER 111, GER 112, GER 181, GER 182, GER 211, GIS 111, HEA 110, HEA 112, HIS 121, HIS 122, HUM 110, HUM 115, HUM 120, HUM 122, HUM 150, HUM 160, HUM 180, JOU 216, JOU 217, MAT 172, MAT 263, MAT 273, MAT 285, MUS 141, MUS 142, MUS 241, MUS 242, PED 110, PHY 151, PHY 152, PHY 251, PHY 252, POL 220, PSY 241, PSY 259, PSY 281, REL 110, REL 211, SOC 220, SOC 225, SPA 111, SPA 112, SPA 181, SPA 182, SPA 211, SPA 212, SPA 221, SPA 231, *WBL 111 (see note below), WBL 121 (See note below)*

Minimum 60-61 SHC must be Completed

Notes: Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution. Students may take WBL 111 and WBL 121, but these courses are not transferable. Students graduating with WBL courses will need 61-62 hours to graduate.

A10400 Associate in Science Degree

The Associate in Science (AS) is a two-year degree with an emphasis on courses such as biology, chemistry, engineering, geology, mathematics, or physics.

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have advance approval. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses and the required credit hours for electives and have at least a 2.0 overall grade point average. Prerequisite courses to a subsequent course must be passed with a C or better. A grade of D will not count for transfer. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. **ACA 122 is required for graduation; students are advised to take ACA 122 in their first semester at Durham Tech to create a suitable plan of study.**

All students must demonstrate computer competency to graduate. That competency may be demonstrated by a satisfactory score on the computer competency test or by completing CIS 110 or CSC 151.

Note: The course name is followed by the credit hours.

General Education - 45 SHC (Semester Hours of Credit)

Universal General Education Transfer Component (UGETC: 34 SHC)

All General Education Transfer Component Courses will transfer for equivalency credit.

English Composition (6 SHC)

ENG 111Writing and Inquiry 3

ENG 112 Writing/Research in the Disciplines 3

Humanities/Fine Arts (6 SHC)

Choose from ART 111, ART 114, ART 115, COM 231, MUS 110, MUS 112 3

Choose from ENG 231, ENG 232, ENG 241, ENG 242, PHI 215, PHI 240 3

Social/Behavioral Sciences (6 SHC)

Choose from HIS 111, HIS 112, HIS 131, HIS 132 3

Choose from ECO 251, ECO 252, POL 120, PSY 150, SOC 210 3

Mathematics (8 SHC)

Choose from MAT 171, MAT 172, MAT 263, MAT 271, or MAT 272 4

Choose a second course from the above Mathematics list. 4

Natural Sciences (8 SHC)

1st Natural Science 4

Choose from BIO 111 ***and*** BIO 112, CHM 151 ***and*** CHM 152; PHY 151 ***and*** PHY 152, or PHY 251 ***and*** PHY 252

2nd Natural Science 4

Take the second course in the Natural Science sequence you started above.

Additional General Education Hours (11 SHC)

Foreign Language 3

Take at the 112-level or higher. Choose from ARA, ASL, FRE, GER, or SPA. (Students who receive a Foreign Language requirement waiver must take an additional Humanities/Fine Arts or Social/Behavioral Science course. Students are advised to check the Foreign Language graduation requirement for their intended transfer institution.)

Additional Math or Science 8

Choose TWO from any Math or Science course listed above or from AST 151/151A, AST 152/152A, BIO 140/140A, GEL 111, GEL 230, MAT 152, MAT 273, PHY 110/110A

Other Required Hours (15 SHC)

Student should consult with his or her advisor to complete, based on the requirements of the selected receiving institution and the student's intended major.)

ACA 122 College Transfer Success 1

Foreign Language 0-3

111-level if student has not met the prerequisite for the 112-level

Language Labs 0-2

Lab credits for sections 181 and/or 182 may be counted here

Additional Course(s)

Select from any course above or from the following: ACC 120, ACC 121, ANT 210, ANT 220, ARA 211, ARA 212, ART 116, ART 117, ART 121, ART 122, ART 131, ART 132, ART 135, ART 171, ART 240, ART 244, ART 281, ASL 211, BIO 155, BIO 163, BIO 168, BIO 169, BIO 250, BIO 271, BIO 275, BIO 280, BUS 110, BUS 115, BUS 137, CHM 251, CHM 252, CHM 271, CIS 110, CJC 111, CJC 121, CJC 141, CSC 134, CSC 151, COM 120, COM 150, DRA 111, DRA 122, DRA 170, DFT 170, EGR 150, EGR 220,-ENG 273, FRE 211, GEO 111, GER 211, GIS 111, HEA 110, HEA 112, HIS 121, HIS 122, HUM 110, HUM 115, HUM 120, HUM 122, HUM 150, HUM 160, HUM 180, JOU 216, JOU 217, MAT 143, MAT 285, MUS 141, MUS 142, MUS 241, MUS 242, PED 110, POL 220, PSY 241, PSY 259, PSY 281, REL 110, REL 211, SOC 220, SOC 225, SPA 211, SPA 212, SPA 221, SPA 231, *WBL 111 (See note below), WBL 121 (See note below)*

Minimum 60 SHC must be Completed

Notes: Students may not receive credit for both MAT 263 and MAT 271; for both BIO 163 and BIO 168; or for both PHY 151 and 251 and PHY 152 and PHY 252. Students may use only one PED course toward satisfying Other Required Hours. WBL 111 and WBL 121 are not transferable courses; therefore, students who elect to take WBL will need to graduate with 61 hours.

A10300 Associate in General Education Degree

The flexible Associate in General Education (AGE) is a two-year degree designed for individuals who wish to broaden their education with emphasis on personal interest, growth, and development. **This program is not designed as a transfer program**. The AGE program provides students with opportunities to study English, literature, fine arts, philosophy, social science, science, and mathematics at the college level and to explore technical areas of study. At

Durham Tech, the Program Director and academic advisors work one-on-one with AGE students to individualize their plans of study to fit their academic needs.

The study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have advance approval. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses and the required credit hours for electives and have at least a 2.0 overall grade point average. Prerequisite courses to a subsequent course must be passed with a C or better. A grade of D will not count for transfer. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. **ACA 122 is required for graduation. Students are advised to take ACA 122 in their first semester at Durham Tech to create a suitable plan of study.**

All students must demonstrate computer competency to graduate. That competency may be demonstrated by a satisfactory score on the computer competency test or by completing CIS 110 or CSC 151.

Note: The course name is followed by the credit hours.

Required Hours – 15-17 SHC (Semester Hours of Credit)

A minimum of 15 semester hours in Communications, Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Science/Mathematics are required. Students should consult with their advisor about their course selections based on their goals.

Communications (6 SHC)
Choose TWO from: ENG 111, ENG 112, COM 120, COM 231

Humanities/Fine Arts (3 SHC)
Choose from ARA 211, 212; ART 111, 114, 115, 116, 117, 121, 131, 132, 171, 240, 244, 281, 283; ASL 211; DRA 111, 122; ENG 231, 232, 241, 242, 273; FRE 211; GER 211; HUM 110, 115, 120 122, 150, 160; MUS 110, 112; PHI 215, 240; REL 110, 211; SPA 211, 212

Social/Behavioral Sciences (3 SHC)
Choose from ANT 210, 220; ECO 251, 252; GEO 111; HIS 111, 112, 121, 122, 131, 132; POL 120, 220; PSY 150, 241, 259, 281; SOC 210, 220, 225

Natural Sciences/ Mathematics (3-5 SHC)
Choose from AST 151/151A, 152/152A; BIO 111, 112, 140/140A, 163, 168, 169, 271, 275; CHM 151, 152; GEL 111, 230; MAT 110, 121, 122, 143, 152, 171, 172, 263, 271, 272, 273, 285; PHS 121, PHY 110/110A, 151, 152, 251, 252

Other Required Hours (49 SHC)

A minimum of 49 semester hours credit, consisting of general education and professional curriculum courses, numbered 110-199 or 210-299. Students should consult with their advisor about their course selections based on their goals.

ACA 122 College Transfer Success 1

Additional Course(s): Choose from course prefixes listed above and EGR, GIS, JOU, HEA, PED, or any professional curriculum courses, numbered 110-199 or 210-299. Not all courses transfer to a four-year university. Please review course descriptions for information about transferability.

Minimum 64 SHC must be Completed

Notes: Students may not receive credit for both MAT 263 and MAT 271; for both BIO 163 and BIO 168; or for both PHY 151 and 251 or PHY 152 and 252. Whenever a DMA prerequisite is listed, all preceding DMAs must also be completed. Other required hours may include a maximum of 6 SHC from health (HEA) and physical education (PED) with a limit of 2 semester credit hours from PED courses. Some courses eligible for credit in the AGE degree are restricted to specific programs (all Health Technology programs; Community Spanish Interpreter, Criminal Justice Technology/BLET, Early Childhood Education, and Emergency Medical Science programs).

A1030N Associate in General Education – Nursing Degree

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

hours of credit (SHC) of courses. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below (a grade of D will not transfer) and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions' lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice. It is the responsibility of the student to meet the appropriate requirements for articulation. Prerequisite courses to a subsequent course must be passed with a C or better.

All students must demonstrate computer competency to graduate. That competency may be demonstrated by a satisfactory score on the computer competency test or by completing CIS 110 or CSC 151.

View additional information about Blocks 4 and 5 (which contain nursing courses) of the Five-Block Degree Plan located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN.

Note: The course name is followed by the credit hours.

*Denotes courses (23 Semester Hours of Credit) in Block 1 of the Five Block Degree Plan that are completed as part of the North Carolina Community College AAS Nursing degree.

General Education – 52-54 SHC (Semester Hours of Credit)

English Composition (6 SHC)

*ENG 111Writing and Inquiry	3
*ENG 112 Writing/Research in the Disciplines	3

Humanities/Fine Arts (9 SHC)

*Choose one from ART 111, ART 114, ART 115, MUS 110, MUS 112	3
*Choose one from PHI 215, PHI 240, HUM 115	3
*Choose one from ENG 231, ENG 232	3

Social/Behavioral Sciences (15 SHC)

*PSY 150	3
*PSY 241	3
SOC 210	3
Choose one from SOC 220, SOC 225	3
Choose one from HIS 111, HIS 112, HIS 131, HIS 132	3

Natural Sciences (16 SHC)

*BIO 168	4
*BIO 169	4
BIO 275	4
CHM 151	4

Mathematics (7-8 SHC)

MAT 152	4
Choose one from MAT 143, MAT 171	3-4

Other Required Hours (7-8 SHC)

Student should consult with his or her advisor to complete, based on the requirements of the selected receiving institution and the student's intended major.

ACA 122 College Transfer Success	1
Elective	6-7

Choose <u>two</u> courses from the following: BIO 155, CHM 152, CIS 110, COM 231, ECO 251, ECO 252, HEA 110, HEA 112, PED 110, POL 120, PSY 281, SPA 111 and SPA 181, SPA 112 and SPA 182, SPA 211, SPA 212

Minimum 60-61 SHC must be Completed

Notes: Students may not receive credit for both MAT 263 and MAT 271; for both BIO 163 and BIO 168; or for both PHY 151 and 251 or PHY 152 and 252. Other required hours may include a maximum of 6 SHC from health (HEA) and physical education (PED) with a limit of 2 semester credit hours from PED courses. Some courses eligible for credit in the AGE degree are restricted to specific programs (all Health Technology programs; Community Spanish Interpreter, Criminal Justice Technology/BLET, Early Childhood Education, and Emergency Medical Science programs).

Course Prerequisites and Corequisites

Some courses have prerequisites and corequisites which are listed in the course description. Prerequisite courses must be completed with a grade of C or better (completing with a grade of B or better is required in some Developmental Studies courses). Corequisites must be completed during a previous semester (completing with a grade of C or better) or during the same semester.

Advisors should determine that prerequisites requirements have been met. Students who have not met the required prerequisites are referred to the program director or department head for appropriate course placement.

Course Descriptions

Academic Related

ACA 122 College Transfer Success

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. Students who plan to start their careers upon graduation from Durham Technical Community College should be able to develop an academic plan to achieve their career goals.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: None; Corequisite: None

Accounting

ACC 115 College Accounting

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: MAT 070 or DMA 010, 020, 030, 040; ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

ACC 120 Principles of Financial Accounting

This course introduces business decision-making accounting information systems. Emphasis is on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: ENG 090 and RED 090 or DRE 098; MAT 070 or DMA 010, 020, 030, 040, or satisfactory score on placement test; Corequisite: None

ACC 121 Principles of Managerial Accounting

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is on managerial accounting concepts for external and internal analysis, reporting, and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: ACC 120; Corequisite: None

ACC 131 Federal Income Taxes

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 090and RED 090 or DRE 098; MAT 070 or DMA 010, 020, 030, 040; or satisfactory score on placement test; Corequisite: None

ACC 140 Payroll Accounting

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisites: ACC 120 and CIS 110; Corequisite: None

ACC 149 Introduction to Accounting Spreadsheets

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisites: Take One: ACC 115 or ACC 120; Corequisite: None

ACC 150 Accounting Software Applications

This course introduces microcomputer applications related to accounting systems. Topics include general ledger; accounts receivable; accounts payable; inventory; payroll; and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisites: ACC 120 and CIS 110; Corequisite: None

ACC 215 Ethics in Accounting

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussion of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

Course Hours Per Week: Class, 3; Lab, 0 ; Semester Hours Credit: 3
Prerequisites: ACC 121; Corequisite: None

ACC 220 Intermediate Accounting I

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisites: ACC 120; Corequisite: None

ACC 221 Intermediate Accounting II

This course is a continuation of ACC 220. Emphasis is on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. Accounting computer problems involving preparation and completion of spreadsheets are integrated throughout the course.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: ACC 220; Corequisite: None

ACC 227 Practices in Accounting

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations. As part of this course, students may be required to prepare a sample joint income tax return for a married couple, establish and use an accounting system, and use a microcomputer to record accounting information.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ACC 220; Corequisite: None

ACC 240 Government and Not-for-Profit Accounting

This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ACC 121; Corequisite: None

ACC 269 Audit and Assurance Services

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

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ACC 220; Corequisite: None

Air Conditioning, Heating, and Refrigeration

AHR 110 Intro to Refrigeration

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 5
Prerequisite: MAT 060 or DMA 010, 020, 030; DRE 096, or satisfactory score on placement test; Corequisite: None

AHR 112 Heating Technology
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

Course Hours Per Week: Class, 2; Lab, 4; Semester Hours Credit: 4
Prerequisite: MAT 060 or DMA 010, 020, 030; DRE 096, or satisfactory score on placement test; Corequisite: None

Anthropology

ANT 210General Anthropology
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; Corequisite: None

ANT 220 Cultural Anthropology
This course introduces the nature of human culture. Emphasis is on cultural theory, methods of fieldwork, and cross-cultural comparisons in the area of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; Corequisite: None

Arabic

ARA 111 Elementary Arabic I
This course introduces the fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Arabic and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; Corequisite: ARA 181

ARA 112 Elementary Arabic II
This course includes the basic fundamental elements of the modern standard Arabic language within the cultural context of Arabic-speaking people. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Arabic and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; ARA 111;
Corequisite: ARA 182

ARA 181 Arabic Lab I

This course provides an opportunity to enhance acquisition of the fundamental elements of the modern standard Arabic language. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Arabic and to demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; Corequisite: ARA 111

ARA 182 Arabic Lab II

This course provides an opportunity to enhance acquisition of the fundamental elements of the modern standard Arabic language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Arabic and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; ARA 181;
Corequisite: ARA 112

ARA 211 Intermediate Arabic I

This course includes communicative competencies in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to demonstrate simple conversations and read works written in modern standard Arabic. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; ARA 112;
Corequisite: None

ARA 212 Intermediate Arabic II

This course provides continuation of communicative competence in speaking, listening comprehension, reading and writing at an intermediate level with attention to cultural awareness. Emphasis is placed on intermediate skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to demonstrate an ability to conduct conversations and to read literary and non-fiction texts in modern standard Arabic. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; ARA 211
Corequisite: None

Architecture

ARC 111 Introduction to Architectural Technology

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, isometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

Course Hours Per Week: Class, 1; Lab, 6; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

ARC 112 Construction Materials and Methods

This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

ARC 113 Residential Architectural Technology

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

Course Hours Per Week: Class, 1; Lab, 6; Semester Hours Credit: 3
Prerequisite: ARC 111 and ARC 112; Corequisite: None

ARC 114 Architectural CAD

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisites: None; Corequisite: None

ARC 131 Building Codes

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and construction projects.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ARC 112; Corequisite: None

ARC 132 Specifications and Contracts

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: ARC 112; Corequisite: None

ARC 211 Light Construction Technology

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings that are within accepted architectural standards.

Course Hours Per Week: Class, 1; Lab, 6; Semester Hours Credit: 3
Prerequisite: ARC 111 and ARC 112; Corequisite: None

ARC 212 Commercial Construction Technology

This course introduces regional construction techniques for commercial plans, elevations, sections, and details. Topics include production of a set of commercial contract documents and other related topics. Upon completion, students should be able to prepare a set of working drawings in accordance with building codes.

Course Hours Per Week: Class, 1; Lab, 6; Semester Hours Credit: 3
Prerequisite: ARC 111 and ARC 112; Corequisite: None

ARC 213 Design Project

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisites: ARC 111, ARC 112, and ARC 114; Corequisite: None

ARC 220 Advanced Architectural CAD

This course provides file management, productivity, and CAD customization skills. Emphasis is on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: ARC 114; Corequisite: None

ARC 221 Architectural 3-D CAD

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: ARC 114; Corequisite: None

ARC 230 Environmental Systems

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisites: ARC 111 and MAT 121; Corequisite: None

ARC 235 Architectural Portfolio

This course covers the methodology for creating an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: ARC 113 and ARC 114; Corequisite: None

American Sign Language

ASL 111 Elementary ASL I

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; Corequisite: ASL 181

ASL 112 Elementary ASL II

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; Corequisite: ASL 182

ASL 181 ASL Lab I

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; Corequisite: ASL 111

ASL 182 ASL Lab II

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language and demonstrate cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: ENG 090 and RED 090, or DRE 098; or satisfactory score on placement test; Corequisite: ASL 112

Art

ART 111 Art Appreciation

This course introduces the origins and historical development of art. Emphasis is on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This course has

been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 114 Art History Survey I

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course includes but is not limited to the art of Ancient Egypt, Greece and Rome, the Byzantine era, and the "Gothic" time period. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 115 Art History Survey II

This course covers the development of art forms from the Renaissance to the present. Emphasis is on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This course includes but is not limited to the art of the Renaissance and Baroque periods, Romanticism, Impressionism, and various movements of the 20th century. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 116 Survey of American Art

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 117 Non-Western Art History

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 121 Two-Dimensional Design

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 122 Three-Dimensional Design

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 131 Drawing I

This course introduces the language of drawing and the use of various drawing materials. Emphasis is on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 132 Drawing II

This course continues instruction in the language of drawing and the use of various materials. Emphasis is on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ART 131; Corequisite: None

ART 135 Figure Drawing

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ART 131; Corequisite: None

ART 171 Computer Art I

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 240 Painting I

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 244 Watercolor

Watercolor is a studio course that introduces students to basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media.

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

ART 281 Sculpture I

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

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

Astronomy

AST 151 General Astronomy I

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and ENG 090; or DRE 098 and MAT 070 or DMA 010, 020, 030, 040, 050, or satisfactory score on placement test; Corequisite: AST 151A

AST 151A General Astronomy I Lab

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: ENG 090 and RED 090, and MAT 070 or DMA 010, 020, 030, 040, 050, or satisfactory score on placement test; Corequisite: AST 151

AST 152 General Astronomy II

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: AST 151; Corequisite: AST 152A

AST 152A General Astronomy II Lab

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: AST 151; Corequisite: AST 152

Anesthesia Technology

ATC 110 Introduction to Anesthesia Technology

This course introduces the different roles in the Anesthesia Care Team, specifically the scope of practice and specific duties of the Anesthesia Technologist. Topics include: role of the Anesthesia Technologist, scope of practice, standards of patient care, introduction to basic equipment and monitors, and types of anesthesia. Upon completion the student should be able to describe the roles and functions of the members of the anesthesia care team and have a basic knowledge of anesthesia and its associated equipment.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisite: None

ATC 112 Anesthesia Pharmacology

This course introduces anesthesia pharmacology, the drugs used for the induction and maintenance of anesthesia, and the drugs used for cardiovascular support. Included in this course is training in Basic and Advanced Cardiovascular Life Support. Topics include: inhalation agents, intravenous therapy, pharmacology, emergency medications, BLS and ACLS training. Upon completion the student should be able to have a basic knowledge of the common medications used in the anesthesia environment as well as their administration.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisite: None

ATC 115 The Anesthesia Machine

This course introduces didactic and lab training on the components, function, setup, turn-over, and basic maintenance of the anesthesia machine. Emphasis is placed on individual components of the vaporizer, ventilator, and circuits of the anesthesia machine, This includes proper cleaning, setup and turn-over, as well as, basic trouble-shooting and maintenance. Upon completion the student should be able to have a thorough understanding of the components and function of the anesthesia machine. They will be able to perform a check-out, turn-over, cleaning and basic maintenance.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisites: None; Corequisite: None

ATC 125 Special Practice Lab

This course provides additional laboratory learning opportunities in anesthesia care. Emphasis is placed on equipment management and anesthesia care procedures. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

Course Hours Per Week: Class, 0; Lab, 3; Clinical, 0; Semester Hours Credit: 1
Prerequisites: None; Corequisite: None

ATC 150 ATC Clinical Practice I

This course provides entry-level clinical experience. Emphasis is placed on basic anesthesia care in efficient ambulatory surgery anesthesia and similar settings. Upon completion the student should be able to provide anesthesia support and demonstrate clinical competence in required performance evaluations.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 9; Semester Hours Credit: 3
Prerequisites: ATC 110, ATC 112, ATC 115, ATC 210; Corequisite: None

ATC 155 ATC Clinical Practice II

This course provides entry-level clinical experience for anesthesia technologists in the high-acuity inpatient surgical setting on a large variety of surgical cases. Emphasis is placed on more complex anesthesia in a variety of surgical cases in a large hospital setting. Upon completion the student should be able to provide anesthesia support for a wide variety of surgeries in a high-acuity inpatient setting in a major hospital setting.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 12; Semester Hours Credit: 4
Prerequisites: ATC 110, ATC 112, ATC 115, ATC 210; Corequisite: None

ATC 210 Anesthesia Monitoring Equipment

This course covers the function and placement of non-invasive, invasive, and advanced monitoring equipment used during the administration of anesthesia. Emphasis is placed on standard monitors including blood pressure, ECG, pulse oximetry, temperature, End-Tidal CO2, neuromuscular blockade, invasive arterial and venous monitors and other specialized equipment. Upon completion the student should be able to setup and place, or assist in placement, anesthesia monitors as well as perform basic trouble-shooting.

Course Hours Per Week: Class, 4; Lab, 3; Clinical, 0; Semester Hours Credit: 5
Prerequisites: ATC 110; Corequisite: None

ATC 215 Anesthesia Airway Equipment

This course covers the function and use of basic and advanced anesthesia airway equipment. This includes setup, trouble-shooting and assistance in placing endotracheal tubes. Emphasis is placed on equipment setup and processing of airway equipment including direct and indirect laryngoscopy, supraglottic airways, and fiberoptic endoscopes. Upon completion the student should be able to setup and assist with placing airways in a variety of situations and be able to assist the anesthesia care team in a case of a difficult airway.

Course Hours Per Week: Class, 4; Lab, 3; Clinical, 0; Semester Hours Credit: 5
Prerequisites: ATC 110, ATC 115; Corequisite: None

ATC 240 ATC Clinical Practice III

This course will provide advanced practitioner clinical experience for anesthesia technologists in the complex environment of neurosurgical and cardiac anesthesia. Emphasis is placed on complex anesthetics on neurosurgical and cardiac surgery patients. This includes specialized anesthetics and monitors. Upon completion the student should be able to provide anesthesia support for neurosurgical and cardiac anesthetics including setup and trouble-shooting of advanced monitoring equipment.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 12; Semester Hours Credit: 4
Prerequisites: ATC 150, ATC 155; Corequisite: None

ATC 245 Clinical Practice IV

This course will provide advanced practitioner clinical experience for anesthesia technologists in the highly variable environment of outside and remote locations, and subspecialty anesthesia such as obstetrics, pediatrics, and regional anesthesia. Emphasis is placed on anesthetics not performed in the typical operating room location, including: obstetrics, pediatrics, remote locations, and regional anesthesia. Upon completion the student should be able to provide anesthesia support for at remote and varied locations as well as for pediatric, obstetric, ad regional anesthesia.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 12; Semester Hours Credit: 4
Prerequisites: ATC 150, ATC 155; Corequisite: None

ATC 280 ATC Professional Practice

This course includes a comprehensive overview of anesthesia technologist concepts in and essential professional skills. Topics include healthcare law, professional ethics, career transition, professional and employability skills, and preparation for the certification examination. Upon completion the student should be able to demonstrate a comprehensive knowledge required for the anesthesia technologist to obtain employment and sit for the Cer.A.T.T. examination.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisites: ATC 150, ATC 155; Corequisite: None

Automation and Robotics

ATR 112 Introduction to Automation

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisites: ELC 128; Corequisite: None

ATR 218 Work Cell Integration

This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proximity, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems.

Class, 2; Lab, 3; Semester Hours Credit, 3;
Prerequisites: None; Corequisite: None

Automotive Systems Technology/Alternative Transportation Technology/Transportation

AUT 113 Automotive Servicing

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

Course Hours Per Week: Class, 0; Lab, 6; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

AUT 114 Safety and Emissions

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

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

AUT 116 Engine Repair

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

AUT 141 Suspension and Steering Systems

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

AUT 151 Brake Systems

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

AUT 163 Advanced Auto Electricity

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concern

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: TRN 120; Corequisite: None

AUT 181 Engine Performance I

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of

engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

AUT 183 Engine Performance 2

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisite: TRN 120 and AUT 181; Corequisite: None

AUT 211 Automotive Machining

This course covers engine machining processes for remanufacturing automotive engines. Emphasis is on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisite: TRN 120; Corequisite: None

AUT 213 Automotive Servicing 2

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

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: AUT 113; Corequisite: None

AUT 221 Automatic Transmission/Transaxles

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: TRN 120; Corequisite: None

AUT 231 Manual Transmissions/Axles/Drivetrains

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: TRN 120; Corequisite: None

AUT 281 Advanced Engine Performance

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

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: AUT 183; Corequisite: None

Alternative Transportation Technology

ATT 125 Hybrid-Electric Transporation

This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles.

Course Hours Per Week: Class, 2; Lab, 4; Semester Hours Credit: 4
Prerequisites: TRN 120; Corequisite: None

Transportation

TRN 110 Introduction to Transportation Technology

This course covers workplace safety, hazardous material environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

TRN 120 Basic Transportation Electricity

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

Course Hours Per Week: Class, 4; Lab, 3; Semester Hours Credit: 5
Prerequisite: None; Corequisite: None

TRN 130 Introduction to Sustainable Transportation

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: TRN 120; Corequisite: None

TRN 140 Transportation Climate Control

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and

systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: TRN 140A

TRN 140A Transportation Climate Control Lab

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: TRN 140

TRN 145 Advanced Transportation Electronics

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC?s, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC?s, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 4
Prerequisite: TRN 120; Corequisite: None

TRN 180 Basic Welding for Transportation

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: None; Corequisite: TRN-180A

TRN 180A Basic Welding for Transportation Lab

This course provides a laboratory experience for enhancing student skills in welding and cutting procedures associated with the transportation industry. Emphasis is placed on safety and precautionary measures, setup/operation of MIG equipment, metal identification, welds/joints, techniques, inspection of welds/joints, cutting processes and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

Course Hours Per Week: Class, 0; Lab, 3; Semester Hours Credit: 1
Prerequisite: None; Corequisite: TRN 180

Biology

BIO 111 General Biology I

This course introduces the principles and concepts of biology. Emphasis is on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. Laboratory exercises reinforce lecture topics and include microscope techniques. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core

requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisites: ENG 090 and RED 090, or DRE 098; MAT 070 or DMA 010, 020, 030, 040, 050,060; or satisfactory score on placement test; Corequisite: None

BIO 112 General Biology II

This course is a continuation of BIO 111. Emphasis is on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. Laboratory exercises include microscope observations and dissections to reinforce topics discussed in lecture. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in natural sciences/mathematics. Select sections of this course are eligible for Honors (look for section numbers with an "H"). This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisites: BIO 111 with a C or better; Corequisite: None

BIO 140 Environmental Biology

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090, or DRE 098; and MAT 070 or DMA 010, 020, 030, 040, 050, 060; or satisfactory score on placement test; Corequisite: BIO 140A

BIO 140A Environmental Biology Lab

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science.

Course Hours Per Week: Class, 0; Lab, 3; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090, or DRE 098; and MAT 070 or DMA 010, 020, 030, 040, 050, 60; or satisfactory score on placement test; Corequisite: BIO 140

BIO 155 Nutrition

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090, or DRE 098; and MAT 070 or DMA 010, 020, 030, 040, 050, or satisfactory score on placement test; Corequisite: None

BIO 163 Basic Anatomy and Physiology

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Laboratory exercises include specific organ dissections and observations of physiology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 4; Lab, 2; Semester Hours Credit: 5
Prerequisite: RED 090 or DRE 098 or satisfactory score on placement test; Corequisite: None

BIO 168 Anatomy and Physiology I

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization; homeostasis; cytology; histology; and the integumentary, skeletal, muscular, nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory work includes dissection of preserved specimens, microscopic study, physiologic experiments, computer simulations, and multimedia presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3. Lab, 3; Semester Hours Credit: 4
Prerequisites:

- ENG 090 and RED 090 or DRE 098 or a college level English composition with a grade of C or above
- MAT 070 or DMA 010, 020, 030, 040, 050, 060 or a college level algebra (or higher) with a grade of C or above
- Completion of biology and chemistry in high school (no older than 5 years) or college with a grade of 70% (C grade) or higher in both the lecture and lab

Corequisite: None

BIO 169 Anatomy and Physiology II

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Laboratory work includes dissection of preserved specimens, microscopic study, physiologic experiments, computer simulations, and multimedia presentations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. Select sections of this course are eligible for Honors (look for section numbers with an "H").

Course Hours Per Week: Class, 3. Lab, 3; Semester Hours Credit: 4
Prerequisite: BIO 168 with a C or better; Corequisite: None

BIO 250 Genetics

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: BIO 112 with a C or better; Corequisite: None

BIO 271 Pathophysiology

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: BIO 169 or BIO 163;
Corequisite: None

BIO 275 Microbiology

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills, including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: BIO 111 or BIO 168 OR BIO 163 with a C or better; Corequisite: None

BIO 280 Biotechnology

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: Take One: BIO 111, CHM 131, or CHM 151 with a C or better; Corequisite: None

Biomedical Equipment

BMT 111 Intro to Biomed Field

This course introduces the fundamental concepts of the health care delivery system. Topics include hospital organization and structure, BMET duties and responsibilities, and the professional and social interrelationships between services. Upon completion, students should be able to demonstrate an understanding of hospital organization as related to BMET duties.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

BMT 211 Biomedical Measurements

This course introduces the human-instrument system and problems encountered in attempting to obtain measurements from a living body. Topics include electrodes, transducers, instrumentation, amplifiers, electrocardiographs, monitors, recorders, defibrillators, ESU units, and related equipment. Upon completion, students should be able to analyze, troubleshoot, repair, and calibrate diagnostic and therapeutic equipment.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ELN 132; Corequisite: None

BMT 212 BMET Instrumentation I

This course covers theory of operation, circuit analysis, troubleshooting techniques, and medical applications for a variety of instruments and devices. Topics include electrodes, transducers, instrumentation amplifiers, electrocardiographs, monitors, recorders, defibrillators, ESU units, and related equipment used in clinical laboratories, intensive care units, and research facilities. Upon completion, students should be able to calibrate, troubleshoot, repair, and certify that instrumentation meets manufacturer's original specifications.

Course Hours Per Week: Class, 3; Lab, 6; Semester Hours Credit: 6
Prerequisite: BMT 211; Corequisite: None

BMT 225 Biomed Trouble Shooting

This course is designed to provide students with basic problem solving skills, and to track down and identify problems frequently encountered with medical instrumentation. Emphasis is placed on developing logical troubleshooting techniques using technical manuals, flowcharts, and schematics, to diagnose equipment faults. Upon completion, students should be able to logically diagnose and isolate faults, and perform repairs to meet manufacturer specifications.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Blueprint Reading

BPR 111 Print Reading

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: DMA 010, 020, 030; DRE 096; Corequisite: None

Business

BUS 110 Introduction to Business

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

BUS 115 Business Law I

This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

BUS 125 Personal Finance

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; MAT 070 or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, or satisfactory score on placement test; Corequisite: None

BUS 137 Principles of Management

This course is designed to be an overview of the major functions of management. Emphasis is on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

BUS 139 Entrepreneurship I

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

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090, or satisfactory score on placement test; Corequisite: None

BUS 153 Human Resource Management

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

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

BUS 217 Employment Law and Regulations

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

BUS 225 Business Finance

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ACC 120; MAT 143, or MAT 152; Corequisite: None

BUS 234 Training and Development

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

BUS 239 Business Applications Seminar

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisites: ACC 120, BUS 115, BUS 137, BUS 225, MKT 120, and either ECO 251 or ECO 252; Corequisite: None

BUS 255 Organizational Behavior in Business

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

BUS 270 Professional Development

This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Cyber Crime Technology

CCT 110 Intro to Cyber Crime

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CCT 112 Ethics & High Technology

This course covers ethical considerations and accepted standard practices applicable to technological investigations and computer privacy issues relative to the cyber crime investigator. Topics include illegal and unethical investigative activities, end-justifying-the-means issues, and privacy issues of massive personal database information gathered by governmental sources. Upon completion, students should be able to examine their own value systems and apply ethical considerations in identifiable cyber crime investigations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CCT 285 Trends in Cyber Crime

This course covers and explores advances and developments in cyber crime technologies. Emphasis is placed on computer forensics tools, information protection and security, threat response, and professional development. Upon completion, students should be able to articulate understanding of the current state of the industry as well as emerging technologies for cyber crime technology.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: CCT 110; Corequisite: None

Computer Engineering Technology

CET 111 Computer Upgrade/Repair I

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware and software installation and configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: CET 110; Corequisite: None

CET 211 Computer Upgrade/Repair II

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

Course Hours Per Week: Class, 2. Lab, 3; Semester Hours Credit: 3
Prerequisite: CET 111 ; Corequisite: None

Chemistry

CHM 094 Basic Biological Chemistry

This course introduces the chemistry important to biological processes. Emphasis is on the aspects of general, organic, and biological chemistry that apply to biological systems and processes. Upon completion, students should be able to demonstrate an understanding of the basic biological chemistry necessary for success in college-level biology courses. Laboratory work reinforces the principles discussed in lecture.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisites: MAT 003 Tier 1 or MAT 121 or MAT 171; Corequisite: MAT 060 and MAT 070

CHM 151 General Chemistry I

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. Laboratory experiments and computer-based exercises augment and reinforce the basic principles discussed in lecture as well as provide practical examples. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisites: RED 090 or DRE 098 and MAT 080 or DMA 010, 020, 030, 040, 050, 060, 070, 080, or satisfactory score on placement test; Corequisite: none

CHM 152 General Chemistry II

This course continues the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. Laboratory experiments and computer-based exercises augment and reinforce the basic principles discussed in lecture as well as provide practical examples. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: CHM 151 with a C or better; Corequisite: None

CHM 251 Organic Chemistry I

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. Laboratory experiments, including spectroscopy and chromatography, and computer-based exercises augment and reinforce the basic principles discussed in lecture as well as provide practical examples. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: CHM 152 with a C or better; Corequisite: None

CHM 252 Organic Chemistry II

This course continues the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines, and heterocyclics. Multi-step synthesis is emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. Laboratory experiments, including spectroscopy and chromatography, and computer-based exercises augment and reinforce the basic principles discussed in lecture as well as provide practical examples. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: CHM 251 with a C or better; Corequisite: None

CHM 271 Biochemical Principles

This course covers fundamental principles of biochemistry. Topics include structures, properties, reactions, and mechanisms of biomacromolecules including amino acids, peptides, proteins, carbohydrates and nucleic acids, enzymatic metabolic pathways, and biochemical genetics. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical processes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: CHM 252; Corequisite: None

Computer Information Systems

CIS 110 Introduction to Computers

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CIS 113 Computer Basics

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: None; Corequisite: None

CIS 115 Introduction to Programming & Logic

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, and DMA 040; Set 2: MAT 060* and MAT 070; Set 3: MAT 060* and MAT 080; Set 4: MAT 060* and MAT 090; Set 5: MAT 095; Set 6: MAT 120; Set 7: MAT 121; Set 8: MAT 161; Set 9: MAT 171; Set 10: MAT 175; Corequisite: None

Criminal Justice

CJC 100 Basic Law Enforcement Training

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

Course Hours Per Week: Class, 10; Lab, 30; Semester Hours Credit: 20
Prerequisite: Acceptance in the BLET program (all students must be 20 years of age on the first day of class)
Corequisite: None

CJC 111 Introduction to Criminal Justice

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships as well as evaluate career options. Special emphasis is on the courts of North Carolina and on the constitutional issues arising under the Fourth, Fifth, and Sixth Amendments. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 112 Criminology

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

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 113 Juvenile Justice

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

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 114 Investigative Photography

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film and prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure as well as development techniques.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisites: CJC 111 and CJC 112; Corequisite: None

CJC 121 Law Enforcement Operations

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. Through an application setting, students utilize current methods and practices of local agencies in order to acquire a more comprehensive understanding of operational needs and logistics. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 131 Criminal Law

This course covers the history, evolution, principles, and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes and elements.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 132 Court Procedure and Evidence

This course covers judicial structure, process, and procedure from incident to disposition; kinds and degrees of evidence; and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related

issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest and search, proper judicial procedures, and the admissibility of evidence.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 141 Corrections

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 161 Intro Homeland Security

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 211 Counseling

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 212 Ethics and Community Relations

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision making process in identifiable criminal justice situations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 213 Substance Abuse

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. Current area drug trends and North Carolina statutes regarding controlled substances are reviewed.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 214 Victimology

This course introduces the study of victims Emphasis is on roles and characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. In addition, this course assesses mastery of critical competencies within the Criminal Justice program.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 215 Organization and Administration

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations and functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 221 Investigative Principles

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene and incident processing, information gathering techniques, collection and preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisites: CJC 111, CJC 112, CJC 114, and CJC 222; Corequisites: None

CJC 222 Criminalistics

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. Practical applications of course materials are utilized at the instructor's discretion.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: CJC 111 and CJC 112; Corequisites: None

CJC 225 Crisis Intervention

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is on the victim/offender situation as well as on job-related high stress and dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 231 Constitutional Law

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to

identify and discuss the basic structure of the United States Constitution as well as the rights and procedures as interpreted by the courts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 232 Civil Liability

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

CJC 241 Community-Based Corrections

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify and discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisites: None

Communication

COM 120 Introduction to Interpersonal Communication

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is on the communication process; issues addressed include perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 080 and RED 080 or ENG 002 Tier 1; Corequisite: None

COM 150 Introduction to Mass Communication

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 111; Corequisite: None

COM 231 Public Speaking

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. Students should also demonstrate the speaking, listening, and interpersonal skills necessary to be effective communicators in

academic settings, in the workplace, and in the community. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in speech/communication. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

Computer Science

CSC 121 Python Programming

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CSC 134 C++ Programming

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CSC 151 JAVA Programming

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CSC 152 SAS

This course introduces the fundamentals of SAS programming. Emphasis is on learning basic SAS commands and statements for solving a variety of data processing applications. Upon completion, students should be able to use SAS data and procedure steps to create SAS data sets, do statistical analysis, and create general customized reports.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CSC 153 C# Programming

This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CSC 251 Advanced JAVA Programming

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: CSC 151; Corequisite: None

CSC 253 Advanced C# Programming

This course is a continuation of CSC 153 using the C# programming language with object-oriented programming principles. Emphasis is on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: CSC 153; Corequisite: None

Computer Technology Integration

CTI 110 Web, Programming, & Database Foundation

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTI 120 Networking & Security Foundation

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTI 140 Virtualization Concepts

This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTI 141 Cloud & Storage Concepts

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTI 240 Virtualization Administration I

This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Clinical Trials Research

CTR 110 Introduction to Clinical Research

This course provides a comprehensive introduction to the clinical research process and its history and evolution. Topics include phase of clinical trials, protection of human subjects, roles of the clinical research teams, and responsibilities of clinical research organizations. Upon completion, students should be able to prepare an organizational chart depicting a typical research team, defining the roles or responsibilities of each member. The student should also be able to describe the product approval process and discuss the general conduct of a typical clinical trial.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in the Clinical Trials Research Associate program or permission of program director
Corequisite: None

CTR 112 Clinical Research Terminology

This course is designed to enhance and augment the student's knowledge of basic medical terminology. Emphasis is on acronyms, abbreviations, and initials commonly used in clinical research and the terminology associated with pharmaceutical and pharmacological research. Upon completion, students will be able utilize and apply standard research terminology in effective written and verbal communication.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: CTR 110; Corequisite: None

CTR 115 Clinical Research Regulations

This course covers the range of national and international regulations governing the development of drugs, diagnostics, medical devices, and biologics. Topics include a review of the regulatory agencies, guidelines for regulatory application, required documentation, and preparation for compliance audits. Upon completion, students should be able to demonstrate a basic understanding of regulatory processes associated with clinical research and describe effective means of compliance.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: CTR 110; Corequisite: None

CTR 120 Research Protocol Design

This course introduces the student to the scientific development of research protocols and their key elements. Topics include the differentiation between research design types, rules for writing protocols, ethical considerations relative to research protocols, and the correct preparation of data collection forms. Upon completion, the student will be able to identify the primary components of protocols and effectively develop a protocol draft.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: CTR 130, CTR 220; Corequisite: None

CTR 130 Clinical Research Management

This course introduces the student to the elements involved in implementing and managing a clinical study. Topics include overall project planning, development of study goals, preparation of budget and contracts, implementation of monitoring visits, and effective management of research sites. Upon completion, students

should be able to design and prepare a plan for the implementation and management of a sample clinical research project.

Course Hours Per Week: Class, 4; Lab, 0; Semester Hours Credit: 4
Prerequisite: CTR 112, CTR 115; Corequisite: None

CTR 150 Research Fieldwork I

This course provides supervised work experience and observation in a clinical research setting. Emphasis is on the enhancement of professional skills and the practical application of curriculum concepts in the research setting. Upon completion, students should be able to apply research theory effectively to clinical research practices.

Course Hours Per Week: Class, 0; Lab, 15; Semester Hours Credit: 5
Prerequisites: CTR 130, CTR 220; Corequisite: None

CTR 210 Introduction to Clinical Data

This course covers the collection, organization, and management of study data. Topics include database structures, data management systems, quality assurance, data collection and capture, and data confidentiality and security. Upon completion, students should be able to describe the data management team and effectively organize, enter, and review data.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisite: None

CTR 215 Data Management Concepts

This course is designed to discuss the elements involved in implementing and managing a clinical study from the perspective of the Data Manager. Topics include development of the data management plan, coordination of data collection and capture, plan the closure and archival of study materials and participate in project management activities. Upon completion, students should be able to design, prepare and execute a complete data management plan for the implementation and management of a sample clinical research project.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisites: CTR 210; Corequisite: None

CTR 220 Research Site Management

This course covers the guidelines and methodology of research site management and the recruitment of research sites, investigators, and subjects. Topics include the identification and evaluation of sites and investigators, on-site budget management, and the coordination of subject participation. Upon completion, students should be able to demonstrate the principles and practices of effective research site management.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: CTR 115 and CTR 112; Corequisite: None

CTR 225 Data Collection

This course is designed to instruct the student on the data collection, validation and quality assurance processes of a clinical research study as conducted by the data management staff. Topics include the development and implementation of data review and data collection, the development of the validation program and the function, conduct and followup of a quality assurance audit of data. Upon completion, students should be able to develop and implement a plan for data collection, validation and quality assurance for a clinical research study.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisites: CTR 215; Corequisite: None

CTR 230 Data Trends and Reporting

This course covers the reporting of clinical trial data including identification of safety and efficacy trends in the data. Topics include generation of tables, listing and graphs, the identification and reporting of data trends, and the generation of various types of study reports. Upon completion, students should be able to demonstrate an understanding of the process for review and reporting of clinical trial data results.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisites: CTR 225; Corequisite: None

CTR 250 Research Fieldwork II

This course provides more advanced work experience in a clinical research setting. Emphasis is on the refinement of professional skills and the practice of curriculum concepts in diverse clinical research areas. Upon completion, students will be able to apply research theory to clinical practices.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 24; Semester Hours Credit: 8
Prerequisite: CTR 130, CTR 150, and CTR 220; Corequisite: None

CTR 281 Professional Practice

This course includes communication skills and professional skills essential to the practice of clinical research. Topics include professional ethics and deportment, continuing education and certification, career options, communication skills, and portfolio development. Upon completion, students should be able to demonstrate the communication and professional skills to enter the clinical research workforce and to establish a career plan.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: CTR 120, CTR 130, CTR 210; Corequisite: None

Computer Information Technology

CTS 115 Information Systems Business Concepts

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTS 120 Hardware/Software Support

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTS 130 Spreadsheet

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTS 155 Tech Support Functions

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support

technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTS 217 Computer Training/Support

This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

CTS 220 Advanced Hard/Software Support

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is on configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: CTS 120; Corequisite: None

CTS 255 Advanced Technical Support Functions

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Topics include technical support management techniques, evaluation, and methods of deployment for technical support technologies. Upon completion, students should be able to determine the best technologies to support and solve more complex technical support problems.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: CTS 155; Corequisite: None

Culinary

CUL 110 Sanitation & Safety

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisites: None; Corequisites: None

CUL 120 Purchasing

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisites: None; Corequisites: None

Database Management

DBA 110 Database Concepts

This course introduces database design and creation using a DBMS product. Emphasis is on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

DBA 120 Database Programming I

This course is designed to develop SQL programming proficiency. Emphasis is on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Drafting

DFT 115 Architectural Drafting

This course introduces basic drafting practices used in residential and light commercial design. Topics include floor plans, foundations, details, electrical components, elevations, and dimensioning practice. Upon completion, students should be able to complete a set of working drawings for a simple structure.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

DFT 119 Basic CAD

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

DFT 170 Engineering Graphics

This course introduces basic engineering graphics skills, equipment, and applications (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Dental

DLT 111 Dental Anatomy/Physiology

This course introduces the anatomy of the individual tooth and the basic anatomy/physiology of the head, oral cavity, and supporting structures. Topics include anatomy, contour, occlusion, malocclusion, the temporomandibular joint, and the anatomical structures of the head and oral cavity. Upon completion, students

should be able to carve teeth with proper occlusion, anatomy, and contour and understand the anatomy of the head and oral cavity.

Course Hours Per Week: Class, 3; Lab, 6; Clinical, 0; Semester Hours Credit: 5
Prerequisite: Enrollment in the Dental Laboratory Technology program; Corequisite: None

DLT 114 Dental Materials

This course provides a study of the composition, properties, and uses of non-metal materials as well as the physical and mechanical properties of metal alloys. Topics include gypsums, waxes, acrylics, metals, and policies related to health, safety, and infection control. Upon completion, students should be able identify gypsums, waxes, acrylics, and metal materials and know the proper procedures for health, safety, and infection control.

Course Hours Per Week: Class, 1; Lab, 6; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in the Dental Laboratory Technology program; Corequisite: ENG 090 and RED 090

DLT 116 Complete Dentures

This course introduces basic and intermediate techniques in complete denture construction and also covers mandibular movement, occlusion, and infection control. Topics include baseplates, occlusion rims, articulator mountings, custom trays, setting of teeth, waxing denture bases, investing, processing, selective grinding, finishing, and polishing of complete dentures. Upon completion, students should be able to construct complete denture prostheses utilizing proper laboratory technique.

Course Hours Per Week: Class, 1; Lab, 9; Clinical, 0; Semester Hours Credit: 4
Prerequisite: Enrollment in the Dental Laboratory Technology program; Corequisite: None

DLT 118 Cast Partial Dentures

This course covers techniques used in fabricating cast removable partial denture frameworks utilizing a chrome-cobalt alloy. Topics include surveying, designing, block-out procedures, pouring refractory casts, waxing, casting, finishing, polishing frameworks, tooth selection, setup, processing, and finishing of acrylic. Upon completion, students should be able to fabricate cast removable partial dentures following the dental prescription.

Course Hours Per Week: Class, 3; Lab, 9; Clinical, 0; Semester Hours Credit: 6
Prerequisite: None; Corequisite: DLT 114

DLT 119 Wrought-Orthodontic Appliances

This course introduces techniques for fabricating removable wrought and orthodontic/pedodontic appliances. Topics include wrought clasps, archwires, orthodontic clasps, orthodontic acrylic, soldering, fabrication, and repair of orthodontic restorations. Upon completion, students should be able to fabricate removable wrought-orthodontic appliances following the dental prescription.

Course Hours Per Week: Class, 1; Lab, 9; Clinical, 0; Semester Hours Credit: 4
Prerequisite: DLT 114; Corequisite: None

DLT 123 Crown and Bridge

This course introduces techniques for fabricating cast gold restorations. Topics include infection control, pouring impressions with removable dies, trimming margins, articulating, waxing of single and multiple units, overdenture copings, soldering, and principles of occlusion. Upon completion, students should be able to fabricate single and multiple unit cast gold fixed restorations.

Course Hours Per Week: Class, 2; Lab, 12; Clinical, 0; Semester Hours Credit: 6
Prerequisites: DLT 111 and DLT 114; Corequisite: None

DLT 126 Advanced Crown and Bridge

This course introduces techniques for fabricating advanced fixed restorations. Topics include resin veneers, temporary crowns, post-core crowns, non-parallel bridges, overdenture copings, non-parallel bridges, and semi-precision attachments. Upon completion, students should be able to fabricate advanced fixed restorations.

Course Hours Per Week: Class, 1; Lab, 9; Clinical, 0; Semester Hours Credit: 4
Prerequisite: DLT 123; Corequisite: None

DLT 211 Advanced Complete Dentures

This course includes instruction in advanced complete denture construction. Topics include overdentures, immediate dentures, cast metal bases, relines, rebases, repairs, and various occlusal relationships. Upon completion, students should be able to construct advanced complete denture prostheses following the dental prescription.

Course Hours Per Week: Class, 2; Lab, 12; Clinical, 0; Semester Hours Credit: 6
Prerequisites: DLT 114 and DLT 116; Corequisite: None

DLT 215 Advanced Partial Dentures

This course examines the biomechanics of removable partial denture design as well as fabrication and concepts, including gnathalogical principles as applied in the construction of restorations. Emphasis is on fabricating advanced cast metal restorations, including bite raisers, flat back facings, tube teeth, and concepts relating to precision partial construction, such as implants. Upon completion, students should be able to demonstrate an understanding of gnathalogical concepts and the fabrication of special types of removable restorations.

Course Hours Per Week: Class, 1; Lab, 6; Clinical, 0; Semester Hours Credit: 3
Prerequisite: DLT 118; Corequisite: None

DLT 217 Ceramic Techniques

This course includes the physical properties of metals and ceramics as well as the fabrication of porcelain fused to metal crowns, including porcelain shoulder margins. Emphasis is on infection control, model and die fabrication, metal substructure fabrication, build up, firing, and finishing of ceramic crowns. Upon completion, students should be able to complete single unit ceramic crowns.

Course Hours Per Week: Class, 2; Lab, 9; Clinical, 0; Semester Hours Credit: 5
Prerequisite: DLT 126; Corequisite: None

DLT 219 Jurisprudence and Ethics

This course covers the history as well as the legal and ethical aspects of the laboratory profession and in-depth studies of the certification program. Topics include dental laboratory history, dentist-laboratory relationships, certification preparation, and legal and ethical requirements of dental laboratories and technicians. Upon completion, students should be able to demonstrate an understanding of the legal and ethical requirements of the dental laboratory profession and dental history.

Course Hours Per Week: Class, 1; Lab, 0; Clinical, 0; Semester Hours Credit: 1
Prerequisite: Enrollment in the Dental Laboratory Technology program; Corequisite: None

DLT 222 Advanced Ceramic Techniques

This course covers the fabrication of metal-ceramic bridges; all-ceramic crowns; and shading, staining, and personalizing ceramic restorations. Emphasis is on bonding dental porcelain on base metal alloys, margination, contouring, shading, and soldering. Upon completion, students should be able to fabricate ceramic-to-metal bridgework.

Course Hours Per Week: Class, 2; Lab, 6; Clinical, 0; Semester Hours Credit: 4
Prerequisite: DLT 217; Corequisite: None

DLT 224 Dental Lab Practice

This course provides practical experience in the commercial laboratory setting. Emphasis is on all laboratory techniques pertaining to the specialty area. Upon completion, students should be able to function effectively in the commercial dental laboratory environment.

Course Hours Per Week: Class, 0; Lab, 0; Work, 20; Semester Hours Credit: 2
Prerequisite: DLT 118, DLT 126, DLT 211, and DLT 217 and all required General Education courses for the degree
Corequisites: DLT 215 and DLT 222

Developmental Math Modules

DMA 010 Operations with Integers

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1

DMA 020 Fractions and Decimals

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1
Prerequisite: DMA 010; Corequisite: None

DMA 030 Proportion/Ratio/Rate/Percent

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1
Prerequisite: DMA 010 and DMA 020; Corequisite: None

DMA 040 Expressions/Linear Equalities/Inequalities

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1
Prerequisite: Take One Set: Set 1: DMA 010, DMA 020 and DMA 030 OR Set 2: MAT 060; Corequisite: None

DMA 050 Graphs/Equations of Lines

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1
Prerequisite: Take One Set: Set 1: DMA 010, DMA 020, DMA 030 and DMA 040 Set 2: DMA 040 and MAT 060
Corequisite: None

DMA 060 Polynomial/Quadratic Applications

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations

by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1
Prerequisite: Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050; Set 2: DMA 040, DMA 050, and MAT 060; Set 3: MAT 060 and MAT 070; Corequisite: None

DMA 070 Rational Expressions/Equation

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1
Prerequisite: Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050 and DMA-060; Set 2: DMA 040, DMA 050, and MAT 060; Set 3: DMA 060, MAT 060 and MAT 070; Set 4: DMA 010, DMA 020, DMA 030, DMA 060, AND MAT 070; Corequisite: None

DMA 080 Radical Expressions/Equations

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1
Prerequisite: Take One Set: Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050, DMA 060 and DMA 070; Set 2: DMA 060, DMA 070, MAT 060 and MAT 070; Set 3: DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060; Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070; Corequisite: None

Developmental Math Shell Modules

DMS 001 Developmental Math Shell 1

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

Course Hours Per Week: Class, 0.75; Lab, 0.50; Semester Hours Credit: 1
Prerequisite: None; Corequisite: None

DMS 002 Developmental Math Shell 2

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

Course Hours Per Week: Class, 1.5; Lab, 1; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

DMS 003 Developmental Math Shell 3

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

Course Hours Per Week: Class, 2.25; Lab, 1.5; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

DMS 004 Developmental Math Shell 4

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be four DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

Drama

DRA 111 Theatre Appreciation

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: None

DRA 122 Oral Interpretation

This course introduces the dramatic study of literature through performance. Emphasis is on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to appreciate and to participate in the critical analysis of various literary voices. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

DRA 170 Play Production I

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theater production. This course is approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 9; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

Developmental Reading

DRE 096 Integrated Reading and Writing I

This course develops proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 860 to 1010. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

Course Hours Per Week: Class, 2.5; Lab, 1; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

DRE 097 Integrated Reading and Writing II

This course develops proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level

using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

Course Hours Per Week: Class, 2.5; Lab, 1; Semester Hours Credit: 3
Prerequisite: DRE 096; Corequisite: None

DRE 098 Integrated Reading and Writing III

This course develops proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1100 to 1320 in order to prepare students to be career and college ready. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

Course Hours Per Week: Class, 2.5; Lab, 1; Semester Hours Credit: 3
Prerequisite: DRE 097; Corequisite: None

Economics

ECO 251 Principles of Microeconomics

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to achieve economic objectives efficiently. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1 and MAT 003 Tier 1; Corequisites: None

ECO 252 Principles of Macroeconomics

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1 and MAT 003 Tier 1; Corequisites: None

Education

EDU 119 Introduction to Early Childhood Education

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, appropriate environments, schedules, and activity plans.

Course Hours Per Week: Class, 4; Lab, 0; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

EDU 131 Child, Family, and Community

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: ENG 002 Tier 1

EDU 144 Child Development I

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: ENG 002 Tier 1

EDU 145 Child Development II

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: ENG 002 Tier 1

EDU 146 Child Guidance

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: ENG 002 Tier 1

EDU 151 Creative Activities

This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while

applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: ENG 002 Tier 1

EDU 151A Creative Activities Lab

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: None; Corequisite: ENG 002 Tier 1 and EDU 151

EDU 153 Health, Safety, and Nutrition

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: ENG 002 Tier 1

EDU 154 Social/Emotion/Behavioral Development

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245; Corequisite: ENG 002 Tier 1

EDU 161 Introduction to Exceptional Child

This course covers children with exceptionalities as life-long learners within the context of the community, school and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: ENG 002 Tier 1

EDU 184 Early Childhood Introductory Practicum

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisites: EDU 119; Corequisite: ENG 002 Tier 1

EDU 216 Foundations of Education

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisite: ENG 002 Tier 1

EDU 221 Children with Exceptionalities

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245; Corequisite: ENG 002 Tier 1

EDU 234 Infants, Toddlers, and Twos

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: none; Corequisite: EDU 119 and ENG 002 Tier 1

EDU 250 Teacher Licensure Preparation

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance-based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology-based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisite: Take One Set: Set 1: ENG 111 and MAT 143; Set 2: ENG 111 and MAT 152; Set 3: ENG 111 and MAT 171

EDU 261 Early Childhood Administration I

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program

philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: EDU 119 and DRE 098; or satisfactory score on placement test

EDU 262 Early Childhood Administration II

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: EDU 119, EDU 261, and ENG 002 Tier; Corequisite: None

EDU 271 Educational Technology

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: CIS 110 or CIS 113; Corequisite: ENG 002 Tier 1

EDU 280 Language & Literacy Experiences

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: ENG 002 Tier 1

EDU 284 Early Child Capstone Practicum

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

Course Hours Per Week: Class, 1; Lab, 9; Semester Hours Credit: 4
Prerequisites: Take one set: Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151; Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151; Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151; Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151; Corequisite: ENG 002 Tier 1

English as a Foreign Language

EFL 050 English for Academic Purposes

This course will provide instruction in academic and professional language skills for non-native speakers of English. Emphasis is placed on development of integrated language skills for use in studying a particular content area. Upon completion, students should be able to demonstrate improved language skills for participation and success within the particular topic area.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: None; Corequisite: None

EFL 055 English for Special Purposes

This course will provide instruction in academic and professional language for non-native speakers of English. Emphasis is placed on development of integrated language use for carrying out a specific academic task. Upon completion, students should be able to demonstrate improved language skills for participation and success within the particular topic area.

Course Hours Per Week: Class, 3; Lab, 0 ; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EFL 064 Listening/Speaking IV

This course is designed to prepare advanced-level non-native speakers of English for academic and professional speaking and listening activities. Emphasis is placed on learning and practicing strategies of effective oral expression and comprehension of spoken discourse in informal and formal settings. Upon completion, students should be able to effectively participate in activities appropriate to academic and professional settings.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 063 or placement results; Corequisite: None

EFL 071 Reading I

This course is designed to help those literacy skills achieve reading fluency in English at the beginning level. Emphasis is placed on basic academic and cultural vocabulary and reading strategies which include self-monitoring, and recognizing organizational styles and content clues. Upon completion, students should be able to use these strategies to read and comprehend basic academic, narrative, and expository texts. This beginning level course is considered beginning academic level with the student required to have Basic Interpersonal Communication Skills (BICS).

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: None; Corequisite: None

EFL 072 Reading II

This course provides preparation in academic and general purpose reading in order to achieve reading fluency at the low-intermediate level. Emphasis is placed on expanding academic and cultural vocabulary and developing effective reading strategies to improve comprehension and speed. Upon completion, students should be able to read and comprehend narrative and expository texts at the low-intermediate instructional level. The low-intermediate level is defined as low-intermediate as it relates to a college-level academic English.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 071 or placement results; Corequisite: None

EFL 073 Reading III

This course is designed to develop fundamental reading and study strategies at the intermediate level needed for curriculum programs. Emphasis is placed on building vocabulary and cultural knowledge, improving comprehension, and developing study strategies on basic-level college materials and literary works. Upon completion, students should be able to read and comprehend narrative and expository texts at the intermediate

instructional level. The intermediate level is defined as intermediate as it relates to a college-level academic English.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 072 or placement results; Corequisite: None

EFL 074 Reading IV

This course is designed to enhance the academic reading skills for successful reading ability as required in college-level courses. Emphasis is placed on strategies for effective reading and the utilization of these strategies to improve comprehension, analytical skills, recall, and overall reading speed. Upon completion, students should be able to comprehend, synthesize, and critique multi-disciplinary college-level reading/textbook materials.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 073 or permission of EFL Coordinator; Corequisite: None

EFL 082 Grammar II

This course provides non-native speakers of English with a variety of basic grammatical concepts which enrich language skills and comprehension. Emphasis is on key low-intermediate grammatical structures and opportunities for practice which incorporate grammatical knowledge into various skills areas. Upon completion, students should be able to demonstrate by written and oral means the comprehension and correct usage of specified grammatical concepts.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 081 or placement results; Corequisite: None

EFL 083 Grammar III

This course is designed to provide high-intermediate non-native speakers of English with a knowledge of grammatical structures that improves academic communication. Emphasis is placed on using high-intermediate grammatical structures in meaningful contexts through exercises integrating the use of newly acquired structures with previously learned structures. Upon completion, students should be able to demonstrate improved proficiency, comprehension, and grammatical accuracy.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 082 or placement results; Corequisite: None

EFL 091 Composition I

This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions. This beginning level course is considered beginning academic level with the student required to have Basic Interpersonal Communication Skills (BICS).

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: None; Corequisite: None

EFL 092 Composition II

This course provides preparation in low-intermediate academic and general- purpose writing. Emphasis is placed on writing as a process, paragraph organization and academic paragraph form. Upon completion, students should be able to write and independently edit and understand the major elements of writing sentences, paragraphs, and essays. The low-intermediate level is defined low-intermediate as it relates to a college-level academic English.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 091 or placement results; Corequisite: None

EFL 093 Composition III

This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes. The intermediate level is defined as intermediate as it relates to a college-level academic English.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 092 or placement results; Corequisite: None

EFL 094 Composition IV

This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, the writing process, and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 093 or permission of EFL Coordinator; Corequisite: None

EFL 095 Composition V

This course is designed to prepare advanced non-native speakers of English for college-level composition courses. Emphasis is placed on the study and process of writing formal essays and research papers and the analysis of literary, expository, and descriptive writings. Upon completion, students should be able to write and analyze professional and peer compositions and apply basic research principles.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: EFL 094 or placement results; Corequisite: ENG 111 or ENG 112

EFL 181 EFL Lab 1

This course is designed to enhance the preparation of advanced non-native speakers of English for successful communication as required in college-level courses. Emphasis in placed on the writing and editing of compositions for grammatical accuracy and clarity through the use of supplementary learning media and materials. Upon completion, students should be able to converse and write in various organizational formats.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 070 and RED 070, or permission of EFL Coordinator; Corequisite: None

EFL 182 EFL Lab 2

This course is designed to enhance reading and comprehension skills for advanced non-native speakers of English. Emphasis in placed on understanding academic texts and developing effective note taking skills through the use of supplementary learning media and materials. Upon completion, students should be able to differentiate between main points, supporting and extraneous information, and take organized notes on lectures and texts.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 070 and RED 070, or permission of EFL Coordinator; Corequisite: None

Engineering

EGR 131 Introduction to Electronics Technology

This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety and sustainability practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

EGR 150 Introduction to Engineering

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: MAT 080 or ENG 002 Tier 1 and MAT 003 Tier 2; Corequisite: None

EGR 220 Engineering Statics

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: PHY 251; Corequisite: MAT 272

Environment, Health, and Safety

EHS 111 Occupational Safety/Engineering

This course covers recognition, control, and regulation of safety hazards in the workplace. Topics include accident investigation, Workers Compensation, record keeping, training, machine guarding, facilities, personal protection, and fire protection. Upon completion, students should be able to recognize safety hazards and recommend strategies for remediation and compliance.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: Take DMA 010, 020, 030, 040, 050 or satisfactory score on placement test; Corequisite: None

EHS 112 Industrial Hygiene

This course emphasizes the recognition, evaluation, and control of occupational health hazards. Topics include hazard recognition, health standards, air sampling, ventilation, noise exposure, and temperature stress. Upon completion, students should be able to identify and quantify common occupational health hazards.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; Corequisite: EHS 212

EHS 113 OSHA Electrical Safety

This course covers OSHA electrical safety regulations that apply to general industry. Emphasis is on controlling electrical hazards in the workplace, understanding ground paths, recognizing electrical hazards, and interpreting electrical standards. Upon completion, students should be able to demonstrate an understanding of OSHA electrical safety regulations within general industry.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; EHS 111
Corequisite: ISC 115

EHS 114 OSHA Regulations

This course emphasizes application of OSHA performance-oriented standards for workplace safety and health. Topics include hazard communication, bloodborne pathogens, and the laboratory standard. Upon completion, students should be able to implement written plans required for compliance.

Course Hours Per Week: Class, 4; Lab, 0; Semester Hours Credit: 4
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; EHS 111;
Corequisite: None

EHS 116 Environmental Management

This course covers management of hazardous materials and hazardous waste in industrial and institutional settings. Emphasis is on compliance with the applicable regulations of the U.S. Environmental Protection Agency and the U.S. Department of Transportation, as enforced by North Carolina agencies. Upon completion, students should be able to implement appropriate compliance strategies.

Course Hours Per Week: Class, 4; Lab, 0; Semester Hours Credit: 4
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; FIP 230; Corequisite: None

EHS 211 Environmental Health and Toxicology

This course covers the many effects of environmental agents (chemical, physical, and biological) on human health. Particular emphasis is on principles of toxicology and federal regulations relevant to environmental health. Upon completion, students should be able to recommend rational strategies for the control of chemical hazards in the occupational and general environment.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; EHS 112;
Corequisite: None

EHS 212 Industrial Hygiene Sampling

This course covers industrial hygiene and sampling. Topics include the calibration and operation of sampling equipment and instruments. Upon completion, students should be able to perform basic industrial hygiene sampling procedures and interpret the results. In addition, the course covers applications and use of personal protective equipment.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; Corequisite: EHS 112

EHS 215 Incident Management

This course introduces management of hazardous materials and incidents. Topics include analysis and application of the Incident Command System from the discovery of a hazardous substance release to decontamination and termination procedures. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of hazardous materials team members. This course provides OSHA HAZWOPER standard certification at the awareness, operations, and technician levels.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; FIP 230
Corequisite: None

EHS 218 Occupational Ergonomics

This course emphasizes recognition of musculoskeletal disorders in institutional, office, and industrial settings. Topics include anthropometry, working postures, task analysis, manual materials handling, lifting equations, and environmental factors. Upon completion, students should be able to recognize ergonomic problems and recommend appropriate control measures.

Course Hours Per Week: Class 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; Corequisite: None

EHS 219 Radiation Protection
This course covers theory, detection, health effects, and regulation of ionizing radiation. Particular emphasis is on compliance with federal regulations in the occupational setting. Upon completion, students should be able to aid in implementation of a radiation protection program in an industrial or institutional setting.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: Take DMA 010, 020, 030, 040 050 or satisfactory score on placement test; FIP 230
Corequisite: None

Electricity

ELC 112 DC/AC Electricity
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

Course Hours Per Week: Class, 3; Lab, 6; Semester Hours Credit: 5
Prerequisite: None; Corequisite: None

ELC 113 Residential Wiring
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

ELC 115 Industrial Wiring
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisite: ELC 113; Corequisite: None

ELC 117 Motors and Controls
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

ELC 118 National Electrical Code
This course covers the use of the current National Electrical Code (NEC). Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

ELC 127 Software for Technicians

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics- related applications

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: ELC 131; Corequisite: None

ELC 128 Introduction to PLC

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

ELC 131 Circuit Analysis I

This course introduces DC and AC electricity with emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: None; Corequisite: MAT 121

ELC 213 Instrumentation

This course covers the fundamentals of instrumentation used in industry. Emphasis is on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: ELC 112 or ELC 131; Corequisite: None

ELC 215 Electrical Maintenance

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment used in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: ELC 117; Corequisite: None

ELC 228 PLC Applications

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisite: ELC 128; Corequisite: None

Electronics

ELN 131 Analog Electronics I

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: ELC 131; Corequisite: MAT 122

ELN 132 Analog Electronics II

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: ELN 131; Corequisite: None

ELN 133 Digital Electronics

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

Course Hours Per Week: Class, 3; Lab, 3; emester Hours Credit: 4
Prerequisites: ELC 112 or ELC 131; Corequisite: None

ELN 133A Digital Electronics Lab

This course provides a lab that allows students the opportunity to enhance their understanding of digital electronics. Emphasis is placed on number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion students should be able to demonstrate a general understanding of digital fundamentals.

Course Hours Per Week: Class, 0; Lab, 3; Semester Hours Credit: 1
Prerequisites: ELC 112 or ELC 131; Corequisite: ELN 133

ELN 229 Industrial Electronics

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: ELC 112, ELC 131, or ELC 140; Corequisite: None

ELN 232 Introduction to Microprocessors

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: ELN 133; Corequisite: None

ELN 234 Communication Systems

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisites: ELN 132 or ELN 140 and MAT 122; Corequisite: None

ELN 275 Troubleshooting

This course covers techniques for analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to diagnose and isolate faults logically and perform necessary repairs to meet manufacturers' specifications.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisites: ELN 232 and ELN 132; Corequisite: None

Emergency Medical Science

EMS 110 EMT Basic

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the skills necessary to achieve North Carolina State or National Registry EMT-Basic certification.

Course Hours Per Week: Class, 6; Lab, 6; Semester Hours Credit: 8
Prerequisite: Admission to the Associate Degree Paramedic program
Corequisite: Submit proof of 11th grade reading level; complete medical form, background check, drug screen, and submit proof of immunizations via CastleBranch.

EMS 115 Defense Tactics for EMS

This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

EMS 122 EMS Clinical Practicum I

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 3; Semester Hours Credit: 1
Prerequisite: Submit proof of post-secondary reading and math; complete medical form, background check, drug screen, and submit proof of immunizations via CastleBranch; current NC EMT or NREMT credential. (To enroll student must have received a “C” or better in EMS 110 OR a passing grade in a NC OEMS-approved and COAEMSP-accredited EMT class OR a valid NC EMT or NREMT credential. To remain enrolled, student must produce a valid NC EMT or NREMT credential within 30 days of the start of class.);
Corequisite: EMS 130 and EMS 131

EMS 125 EMS Instructor Methodology

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

EMS 130 Pharmacology

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: Submit proof of post-secondary reading and math; complete medical form, background check, drug screen, and submit proof of immunizations via CastleBranch; current NC EMT or NREMT credential. (To enroll student must have received a "C" or better in EMS 110 OR a passing grade in a NC OEMS-approved and COAEMSP-accredited EMT class OR a valid NC EMT or NREMT credential. To remain enrolled, student must produce a valid NC EMT or NREMT credential within 30 days of the start of class.)
Corequisite: EMS 122 and EMS 131

EMS 131 Advanced Airway Management

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: Prerequisite: Submit proof of post-secondary reading and math; complete medical form, background check, drug screen, and submit proof of immunizations via CastleBranch; current NC EMT or NREMT credential. (To enroll student must have received a "C" or better in EMS 110 OR a passing grade in a NC OEMS-approved and COAEMSP-accredited EMT class OR a valid NC EMT or NREMT credential. To remain enrolled, student must produce a valid NC EMT or NREMT credential within 30 days of the start of class.)
Corequisite: EMS 122 and EMS 130

EMS 140A Rescue Scene Skills Lab

This course is designed to provide enhanced rescue scene skills for EMS providers. Emphasis is placed on advanced rescue scene evolutions including hazardous materials and major incident response. Upon completion, students should be able to demonstrate skills necessary to safely effect patients rescue in a variety of situations.

Course Hours Per Week: Class, 0; Lab, 3; Semester Hours Credit: 1
Prerequisite: None; Corequisite: EMS 140

EMS 150 Emergency Vehicles & EMS Comm

This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: C or better in EMS 110 or valid NC EMT or NREMT credential; Corequisite: None

EMS 160 Cardiology I

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: C or better in EMS 110 and EMS 131; Corequisite: None

EMS 220 Cardiology II

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: C or better in EMS 122, 130, 131 and 160; Corequisite: EMS 221

EMS 221 EMS Clinical Practicum II

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

Course Hours Per Week: Class, 0; Clinical, 6; Semester Hours Credit: 2
Prerequisite: C or better in EMS 122, 130, 131 and 160; Corequisite: EMS 220

EMS 231 EMS Clinical Practicum III

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

Course Hours Per Week: Class, 0; Clinical, 9; Semester Hours Credit: 3
Prerequisite: C or better in EMS 130, 220, and 221; Corequisite: None

EMS 235 EMS Management

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

EMS 240 Patients with Special Challenges

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: C or better in EMS 122, 130, 220 and 221; Corequisite: EMS 231 and EMS 250

EMS 241 Clinical Practicum IV
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

Course Hours Per Week: Class, 0; Clinical, 12; Semester Hours Credit: 4
Prerequisite: C or better in EMS 130, 231, 240, 250, 260, and 270; Corequisite: EMS 285

EMS 250 Medical Emergencies
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: C or better in EMS 122, 130, 220, and 221; Corequisite: EMS 231 and EMS 240

EMS 260 Trauma Emergencies
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: C or better in EMS 122 and EMS 130; Corequisite: EMS 231 and EMS 270

EMS 270 Life Span Emergencies
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: C or better in EMS 122 and EMS 130; Corequisite: EMS 231 and EMS 260

EMS 285 EMS Capstone
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: C or better in EMS 220, 231, 240, 250, 260, and 270; Corequisite: EMS 241

English

ENG 111 Writing and Inquiry
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This is a Universal General Education Transfer Component

(UGETC) course. This course has been approved for transfer under the CAA as a general education course in English Composition.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090, or ENG 095 or ENG 002 Tier 1; Corequisite: None

ENG 112 Writing/Research in the Disciplines

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. Students should also be able to make clear, logical, and effective oral presentations. Select sections of this course are eligible for Honors (look for section numbers with an "H"). This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in English Composition.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 111; Corequisite: None

ENG 231 American Literature I

This course covers selected works in American literature from its beginnings to 1865. Emphasis is on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. Select sections of this course are eligible for Honors (look for section numbers with an "H"). This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 112 or ENG 113; Corequisite: None

ENG 232 American Literature II

This course covers selected works in American literature from 1865 to the present. Emphasis is on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. Select sections of this course are eligible for Honors (look for section numbers with an "H"). This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 112 or ENG 113; Corequisite: None

ENG 241 British Literature I

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 112 or ENG 113; Corequisite: None

ENG 242 British Literature II

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and

cultural contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 112 or ENG 113; Corequisite: None

ENG 273 African-American Literature

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 112 or ENG 113; Corequisite: None

Emergency Preparedness Technology

EPT 120 Sociology of Disaster

This course is designed to overview sociological disaster research, disaster system, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 124 EM Services Law & Ethics

This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 130 Mitigation & Preparedness

This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 140 Emergency Management

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 150 Incident Management

This course introduces the National Incident Management System (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 210 Response & Recovery

This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster response and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 220 Terrorism and Emergency Management

This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 225 Hazard Analysis/Risk Assess

This course covers the probability and frequency of hazards, level of hazard exposure, and the effect or cost, both direct and indirect, of this exposure. Topics include identifying and characterizing hazards, evaluating hazard severity and frequency, estimating risks, and determining potential societal and economic effects. Upon completion, students should be able to identify the potential hazards and risks within a community.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 230 Emergency Planning

This course covers the rationale for and methods related to a comprehensive approach to emergency planning. Topics include the emergency planning process, command arrangement, coordination, budgetary issues, environmental contamination issues, and public policy concerns. Upon completion, students should be able to develop an emergency plan for a community.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 260 Business Continuity

This course covers emergency preparedness techniques necessary to maintain business continuity. Topics include critical processes, planning, risk assessment, impact analysis, mitigation strategies, response, recovery and resumption activities. Upon completion, students should be able to demonstrate a working knowledge of the partnership between business and emergency response.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 275 Emergency Operations Center Management
This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

EPT 280 Building Resilient Communities
This course covers concepts needed to design and implement strategies in protecting communities from disasters, including decreasing community vulnerability and increasing community resiliency. Topics include disclosure of hazards, lifeline systems, evacuation planning, infrastructure location, analysis of building codes, public policy, natural environmental proactive systems, and educational programs. Upon completion, students should be able to develop a basic disaster-resilient community plan.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Entrepreneurship

ETR 240 Funding for Entrepreneurs
This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including: angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ACC 120; Corequisite: None

Fire Protection

FIP 120 Introduction to Fire Protection
This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 124 Fire Prevention and Public Education
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 128 Detection and Investigation
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion,

students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021. This course is also available through the Virtual Learning Community (VLC).

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 132 Building Construction

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire-resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 136 Inspection and Codes

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report, meeting NFPA 1021.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 152 Fire Protection Law

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 160 Fire Protection/Electrical

This course covers the methods and means of electrical installations and uses as related to fire referenced in NFPA standard 70. Topics include basic electrical theories, wiring methods, electrical components and circuitry, and an introduction to the National Electrical Code. Upon completion, students should be able to demonstrate a basic knowledge of electricity, including its uses, characteristics, and hazards.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: MAT 110; Corequisite: None

FIP 160A Fire Protection/Electrical Lab

This course provides practical applications in electrical installations referenced in NFPA standard 70. Topics include switching devices, basic circuits, electrical distribution, and other related topics. Upon completion, students should be able to demonstrate knowledge of basic electrical equipment and hazards as related to fire protection.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: None; Corequisite: FIP 160

FIP 164 OSHA Standards

This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous

material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 180 Wildland Fire Behavior

This course covers the principles of wildland fire behavior and meteorology referenced in NFPA standard 1143. Emphasis is placed on fire calculations, fuels, and related weather effects. Upon completion, students should be able to demonstrate and apply fire behavior theories through written and performance evaluations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 188 Introduction to Wildland Fires

This course introduces basic wildland fire suppression functions referenced in NFPA standard 1143. Emphasis is placed on the operation of tools, equipment, aircraft, and basic fire suppression methods. Upon completion, students should be able to understand basic theories in wildland fire suppression and demonstrate them through written and performance evaluations.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

FIP 220 Fire Fighting Strategies

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 221 Advanced Fire Fighting Strategies

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System (ICS), advanced incident analysis, command-level fire operations, and control of both manmade and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: FIP 220; Corequisite: None

FIP 224 Instructional Methodology

This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.

Course Hours Per Week: Class, 4; Lab, 0; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

FIP 228 Local Government Finance

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 230 Chemistry of Hazardous Materials I

This course covers the evaluation of hazardous materials referenced in NFPA standard 1072. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

Course Hours Per Week: Class, 5; Lab, 0; Semester Hours Credit: 5
Prerequisite: None; Corequisite: None

FIP 232 Hydraulics and Water Distribution

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 5. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 240 Fire Service Supervision

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.

Class Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 244 Fire Protection Project

This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter referenced in NFPA standard 1001. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate knowledge of the fire protection service through written and performance evaluations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 248 Fire Service Personnel Administration

This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 256 Municipal Public Relations

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 260 Fire Protection Planning

This course covers the need for a comprehensive approach to fire protection planning referenced in NFPA standards 424 and 1620. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 264 Flame Propagation and Materials Rating

This course covers the role of interior finishes in fires, smoke obscuration and density, flame spread, pyrolysis, and other related topics referenced in NFPA standard 1001. Emphasis is placed on testing equipment which includes Rack Impingement, Bench Furnace, and the two-foot tunnel. Upon completion, students should be able to understand the operation of the testing equipment and compile a reference notebook.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 268 Wildland Fire Management

This course introduces wildland fire organization and management referenced in NFPA standard 1143. Emphasis is placed on the Incident Command System and the National Interagency Management System. Upon completion, students should be able to understand and apply the Incident Command System and the National Interagency Management System through written evaluations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

FIP 272 Wildland Fire Strategy

This course covers wildland fire strategy and the determination of appropriate wildland fire tactics referenced in NFPA standard 1143. Emphasis is placed on the use of ground forces, aircraft, and extinguishing agents. Upon completion, students should be able to develop strategy and tactics for a wildland fire through written and performance evaluations.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

FIP 276 Managing Fire Services

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

French

FRE 111 Elementary French I

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French as well as demonstrate cultural awareness. This course must be taken with the accompanying lab. This course has been approved to

satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites:ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: FRE 181

FRE 112 Elementary French II

This course, a continuation of FRE 111, focuses on the fundamental elements of the French language within a cultural context. Emphasis is on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. This course must be taken with the accompanying lab. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites:ENG 090 and RED 090 or ENG 002 Tier 1; and FRE 111; Corequisites: FRE 182

FRE 181 French Lab 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French as well as demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: FRE 111

FRE 182 French Lab 2

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French as well as demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; and FRE 181; Corequisite: FRE 112

FRE 211 Intermediate French I

This course provides a review and expansion of the essential skills of the French language. Emphasis is on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites:ENG 090 and RED 090 or ENG 002 Tier 1; and FRE 112; Corequisite: None

Geology

GEL 111 Introductory Geology

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, sfluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. Students should also be familiar with

important time periods associated with the evolution of the earth and its life forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisites:ENG 090 and RED 090 or ENG 002 Tier 1 and MAT 003 Tier 1; Corequisite: None

GEL 230 Environmental Geology

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisites: GEL 111 with a C or better; Corequisite: None

Geography

GEO 111 World Regional Geography

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

German

GER 111 Elementary German I

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. This course must be taken with the accompanying lab. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: GER 181

GER 112 German II

This course, a continuation of GER 111, focuses on the fundamental elements of the German language within a cultural context. Emphasis is on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German as well as demonstrate further cultural awareness. This course must be taken with the accompanying lab. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090or ENG 002 Tier 1; and GER 111; Corequisites: GER 182

GER 181 German Lab 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German as well as demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: GER 111

GER 182 German Lab 2

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German as well as demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; GER 181; Corequisite: GER 112

GER 211 Intermediate German I

This course provides a review and expansion of the essential skills of the German language. Emphasis is on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; GER 112; Corequisites: None

Geographic Information Systems

GIS 111 Introduction to GIS

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 090, RED 090 or ENG 002 Tier 1 and MAT 003 Tier 1; instructor consent; Corequisites: None

Health

HEA 110 Personal Health/Wellness

This course provides an introduction to basic personal health and wellness. Emphasis is on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to maintain health and wellness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. Select sections of this course are eligible for Honors (look for section numbers with an "H").

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

HEA 112 First Aid and CPR

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, Cardiopulmonary Resuscitation (CPR), first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisites: None; Corequisite: None

History

HIS 111 World Civilizations I

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

HIS 112 World Civilizations II

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

HIS 121 Western Civilization I

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. This course is designed for students who may take other upper-level history courses. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

HIS 122 Western Civilization II

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. This course is designed for students who may take other upper-level history courses. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

HIS 131 American History I

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. Native Americans, minorities, women, and representative biographies are also examined. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences. Select sections of this course are eligible for Honors (look for section numbers with an "H"). This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

HIS 132 American History II

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. Native Americans, minorities, women, and representative biographies are also examined. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences. Select sections of this course are eligible for Honors (look for section numbers with an "H"). This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

Health Information Technologies

HIT 110 Fundamentals of HIM

This course introduces Health Information Management (HIM) and its role in healthcare delivery systems. Topics include standards, regulations and initiatives; payment and reimbursement systems, healthcare providers and disciplines; and electronic health records (EHRs). Upon completion, students should be able to demonstrate an understanding of health information management and healthcare organizations, professions and trends.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in Health Information Technology Program; Corequisite: None

HIT 112 Health Law and Ethics

This course covers legislative and regulatory processes, legal terminology, and professional-related and practice-related ethical issues. Topics include confidentiality; privacy and security policies, procedures and monitoring; release of information policies and procedures; and professional-related and practice-related ethical issues. Upon completion, students should be able to apply policies and procedures for access and disclosure of Protected Health Information and apply and promote ethical standards

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in Health Information Technology Program; Corequisite: None

HIT 114 Health Data Systems/Standards

This course covers concepts and techniques for managing and maintaining manual and electronic health records (EHR). Topics include structure and use of health information including data collection and analysis, data sources/sets, archival systems, and quality and integrity of healthcare data. Upon completion, students should be able to monitor and apply system-wide clinical documentation guidelines and comply with regulatory standards.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: HIT 110; Corequisite: None

HIT 122 Prof Practice Exp I

This course provides supervised clinical experience in healthcare settings. Emphasis is placed on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 3; Semester Hours Credit: 1
Prerequisites: HIT 110, HIT 114; Corequisite: None

HIT 124 Prof Practice Exp II

This course provides supervised clinical experience in healthcare settings. Emphasis is on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices. The majority of clinical sites are offered during the day.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 3; Semester Hours Credit: 1
Prerequisites: HIT 211 or HIT 212, HIT 114; Corequisite: HIT 222

HIT 210 Healthcare Statistics

This course covers maintenance, compilation, analysis, and presentation of healthcare statistics and research protocols and techniques. Topics include basic statistical principles, indices, databases, registries, vital statistics, descriptive statistics, research protocol monitoring, Institutional Review Board processes, and knowledge-based research techniques. Upon completion, students should be able to apply, interpret, and present healthcare statistics and utilize research techniques to gather and interpret healthcare data.

Course Hours Per Week: Class, 2; Lab, 2; Clinical, 0; Semester Hours Credit: 3
Prerequisite: MAT 110 or MAT 143; Corequisite: None

HIT 211 ICD Coding

This course covers ICD diagnostics and procedural coding conventions and guidelines for inpatient, outpatient and ambulatory care. Emphasis is placed on a comprehensive application of anatomy, physiology and interrelationships among organ systems. Upon completion, students should be able to accurately assign and sequence diagnostic and procedural codes for patient outcomes, statistical and reimbursement purposes.

Course Hours Per Week: Class, 2; Lab, 6; Clinical, 0; Semester Hours Credit: 4
Prerequisite: BIO 168, BIO 169,MED 121, MED 122, and HIT 122; Corequisite: None

HIT 214 CPT/Other Coding Systems

This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes.

Course Hours Per Week: Class, 1; Lab, 3; Clinical, 0; Semester Hours Credit: 2
Prerequisites: HIT 211; Corequisite: None

HIT 215 Reimbursement Methodology

This course covers reimbursement methodologies used in all healthcare settings as they relate to national billing, compliance, and reporting requirements. Topics include prospective payment systems, billing process and procedures, chargemaster maintenance, regulatory guidelines, reimbursement monitoring, and compliance strategies and reporting. Upon completion, students should be able to perform data quality reviews to validate code assignment and comply with reimbursement and reporting requirements.

Course Hours Per Week: Class, 1; Lab, 2; Clinical, 0; Semester Hours Credit: 2
Prerequisite: HIT 211; Corequisite: None

HIT 216 Quality Management

This course introduces principles of quality assessment and improvement, and utilization, risk, and case management, in healthcare. Topics include Continuous Quality Improvement, and case management processes, data analysis/reporting techniques, credentialing, regulatory quality monitoring requirements, and outcome measures and monitoring. Upon completion, students should be able to abstract, analyze, and report clinical data for facility-wide quality management/performance improvement programs and monitor compliance measures.

Course Hours Per Week: Class, 1; Lab, 3; Clinical, 0; Semester Hours Credit: 2
Prerequisite: HIT 110, HIT 114; Corequisite: None

HIT 218 Management Principles in HIT

This course covers organizational management concepts as applied to healthcare settings. Topics include roles/functions of teams/committees, leadership, communication and interpersonal skills, designing and implementing orientation/training programs, monitoring workflow, performance standards, revenue cycles, and organizational resources. Upon completion, students should be able to apply management, leadership, and supervisory concepts to various healthcare settings.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: HIT 110; Corequisite: None

HIT 220 Health Informatics & EHRs

This course covers electronic health information systems and their design, implementation, and application. Topics include voice recognition and imaging technology, information security and integrity, data dictionaries, modeling, and warehousing to meet departmental needs. Upon completion, students should be able to apply policies/procedures to facilitate electronic health records and other administrative applications.

Course Hours Per Week: Class, 1; Lab, 2; Clinical, 0; Semester Hours Credit: 2
Prerequisite: Take one set: HIT 114 and CIS 110 or HIT 114 and CIS 111; Corequisite: None

HIT 222 Prof Practice Exp III

This course provides supervised clinical experience in healthcare settings. Emphasis is on practical application of curriculum concepts to the healthcare setting. Upon completion, students should be able to apply health information theory to healthcare facility practices.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 6; Semester Hours Credit: 2
Prerequisites: HIT 122 and HIT 211 or HIT 212; Corequisite: HIT 124

HIT 225 Health Informatics

This course covers data analysis to support decision making, patient care, and regulatory compliance. Topics include clinical terminology and vocabulary systems, data capture methodology, data presentation and reporting, and initiatives to improve the quality of patient care. Upon completion, students should be able to identify data elements and sets, analyze capture methodology in healthcare settings, analyze compliance issues and make improvement recommendations.

Course Hours Per Week: Class, 3; Lab, 2; Clinical, 0; Semester Hours Credit: 4
Prerequisite: HIT 220; Corequisite: None

HIT 226 Principles of Disease

This course covers disease etiology and organ system involvement, including physical signs and symptoms, prognoses, and common complications and their management. Topics include basic microbiology, basic pharmacology, and principles of disease. Upon completion, students should be able to relate disease processes to etiology, physical signs and symptoms, prognosis, and common complications and their management.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: BIO 168, BIO 169 and HIT 122; Corequisite: None

HIT 227 Informatics Project Management

This course covers the required skills needed for implementing healthcare IT applications, with emphasis on electronic health records (EHR). Topics include leadership development skills, interdisciplinary collaboration, organizational change management, project management software, and the study of communication skills required across healthcare disciplines. Upon completion, students should be able to effectively collaborate and communicate with healthcare disciplines to implement informatics projects within the healthcare setting.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisites: HIT 220; Corequisite: None

HIT 280 Professional Issues

This course provides a comprehensive discussion of topics common to the health information profession. Emphasis is placed on application of professional competencies, job search tools, and preparation for the certification examination. Upon completion, students should be able to demonstrate competence in entry-level domains and subdomains for health information technologies.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisite: HIT 211 or HIT 212; Corequisite: None

Hotel & Restaurant Management

HRM 110 Introduction to Hospitality & Tourism

This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 120 Front Office Procedures

This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 124 Guest Service Management

This course is designed to provide an introduction to the culture of dining room service management. Emphasis is placed on the dignity and psychology of service work, dining room organization/infrastructure, service delivery, and modeling management roles in a dining room environment. Upon completion, students should be able to demonstrate an understanding of the guest/server dynamic and apply these principles in a dining room setting.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 125 Etiquette for Hospitality

This course covers social skills needed to effectively interact within organizational and customer situations. Topics include general social manners, personal appearance, table manners, restaurant and meeting etiquette, and business interaction. Upon completion, students should be able to function with confidence in various social, cultural, and professional situations.

Course Hours Per Week: Class, 1; Lab, 0; Semester Hours Credit: 1
Prerequisites: None; Corequisites: None

HRM 140 Legal Issues-Hospitality

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 210 Event Planning

This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 220 Cost Control – Food and Beverage

This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 225 Beverage Management

This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages, coffees, and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 240 Marketing for Hospitality

This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 245 Human Resource Management – Hospitality

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract

employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisites: None

HRM 280 Management Problems in Hospitality

This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: HRM 110; Corequisites: None

Humanities

HUM 110 Technology and Society

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

HUM 115 Critical Thinking

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. Students will be able to engage in rational discussions using reasons, arguments, exploration of consequences and motives, and crucial tests to explore the complexities of human relations. This course is approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. The course may meet the SACS humanities requirement for AAS degree programs.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 095 or ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

HUM 120 Cultural Studies

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: RED 090 and ENG 090 or ENG 002 Tier 1; Corequisite: None

HUM 122 Southern Culture

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: RED 090 and ENG 090 or ENG 002 Tier 1; Corequisite: None

HUM 150 American Women's Studies

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. Select sections of this course are eligible for Honors (look for section numbers with an "H".

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

HUM 160 Introduction to Film

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques as well as the social values reflected in film art. Upon completion, students should be able to analyze critically the elements covered in relation to selected films. Students should also be able to analyze films effectively within their respective thematic and historical contexts. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: RED 090 and ENG 090 or ENG 002 Tier 1; Corequisite: None

HUM 180 International Cultural Exploration

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: ENG 111; Corequisite: None

Hydraulics

HYD 110 Hydraulics/Pneumatics I

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

International Business

INT 110 International Business

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and

international marketing. Upon completion, students should be able to describe the foundation of international business.

Course Hours Per Week: Class,3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 002 Tier 1; Corequisite: None

Industrial Science

ISC 112 Industrial Safety

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

ISC 115 Construction Safety

This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: DMA 010, 020, 030, 040, 050; EHS 111; Corequisite: EHS 113

Italian

ITA 111 Elementary Italian I

This course introduces the fundamental elements of the Italian language within a cultural context. Emphasis is on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian as well as demonstrate cultural awareness. This course must be taken with the accompanying lab. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisites: ITA 181

ITA 112 Elementary Italian II

This course, a continuation of ITA 111, focuses on the fundamental elements of the Italian language within a cultural context. Emphasis is on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate further cultural awareness. This course must be taken with the accompanying lab. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ITA 111 and either ENG 090 and RED 090; or DRE 098; or satisfactory score on placement test
Corequisites: ITA 182

ITA 181 Italian Lab 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Italian and demonstrate cultural

awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; Corequisite: ITA 111

ITA 182 Italian Lab 2

This course provides an opportunity to enhance acquisition of the fundamental elements of the Italian language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Italian and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; ITA 181;
Corequisite: ITA 112

ITA 211 Intermediate Italian I

This course provides a review and expansion of the essential skills of the Italian language. Emphasis is on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Listening comprehension is reinforced with audio tapes and/or CD Roms outside the classroom. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test; ITA 112
Corequisite: None

Journalism

JOU 216 Writing for Mass Media

This course is an introduction to news writing for newspapers and other print media including the techniques of news gathering, reporting, and interviewing. Emphasis is placed on basic methods of gathering information, conducting interviews, organizing a story, writing leads, writing clear, concise copy, and upon developing research skills. Upon completion, students should be able to write clear, concise, accurate, complete, balanced and readable news stories according to guidelines set by industry standards. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 111; Corequisite: None

JOU 217 Feature/Editorial Writing

This course covers the basics of persuasive writing for community newspapers and other print media. Emphasis is placed on writing features, reviews, and editorials including audience analysis, appropriate language, effective supporting details, completeness, and accuracy. Upon completion, students should be able to write effective feature stories, reviews, and editorials. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 111; Corequisite: None

Legal Education

LEX 110 Introduction to Paralegal Study

This course introduces the paralegal profession and the legal system with an emphasis on the role of professional and legal ethics. Topics include regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, students should be able to understand the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: ENG 002 Tier 1; Corequisite: None

LEX 120 Legal Research/Writing I

This course introduces the techniques of legal research and writing. Emphasis is on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 111; Corequisite: None

LEX 121 Legal Research/Writing II

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents as well as the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: LEX 120 and ENG 111; Corequisite: None

LEX 130 Civil Injuries

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 140 Civil Litigation I

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction and state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the pre-litigation matters and preparation of pleadings and motions.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 141 Civil Litigation II

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement, and post-trial practice.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: LEX 140; Corequisite: None

LEX 150 Commercial Law I

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents as well as

selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 160 Criminal Law and Procedure

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 180 Case Analysis and Reasoning

This course covers the techniques of reading and applying legal opinions and the skills of case analysis. Emphasis is on the components of opinions and on types of legal writing. Upon completion, students should be able to read, analyze, and brief opinions as well as prepare legal memoranda, briefs, and other legal documents.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: ENG 111 and LEX 120; Corequisite: None

LEX 210 Real Property I

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 220 Corporate Law

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: ENG 080 and RED 080 or ENG 002 Tier 1; Corequisite: None

LEX 240 Family Law

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 250 Wills, Estates, and Trusts

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills; prepare estate forms; understand administration of estates, including taxation; and explain terms regarding trusts.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 260 Bankruptcy and Collections
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgment.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 282 Immigration Law
This course covers both theoretical and practical application of immigration law to everyday scenarios and the paralegal's role in the process. Topics include administrative agency formation, the role of INS and the implication of the decisions on the immigration process. Upon completion, students should be able to discuss administrative agencies, the relationship of the INS to the governmental structure and immigration case law.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisites: LEX 110, LEX 120, and LEX 140; Corequisite: None

LEX 285 Workers' Compensation Law
This course covers the process of initiating and handling workers' compensation claims. Emphasis is on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: ENG 090 or ENG 002 Tier 1; Corequisite: None

LEX 287 CLA Review Seminar
This course is designed to prepare students for voluntary certification sponsored by the National Association of Legal Assistants to demonstrate significant competence in paralegalism. Topics include communications, ethics, human relations, interviewing techniques, judgment and analytical analysis, legal research, legal terminology, general law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are prepared to take the NALA's Certified Legal Assistant Exam.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: LEX 210, LEX 110, LEX 120, LEX 130, LEX 140, LEX 160; Corequisite: None

Machining

MAC 121 Introduction to CNC
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

Course Hours Per Week: Class, 2; Lab, 0; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

MAC 122 CNC Turning
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: MAC 121; Corequisite: None

MAC 124 CNC Milling

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: MAC 121; Corequisite: None

MAC 131 Blueprint Reading/Mach I

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

MAC 132 Blueprint Reading/Mach II

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: MAC 131; Corequisite: None

MAC 141 Machining Applications I

This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

Course Hours Per Week: Class, 2; Lab, 6 ; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

MAC 142 Machining Applications II

This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

Course Hours Per Week: Class, 2; Lab, 6 ; Semester Hours Credit: 4
Prerequisite: MAC 141; Corequisite: None

MAC 151 Machining Calculations

This course introduces basic calculations as they relate to machining occupations. Emphasis is on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

MAC 222 Advanced CNC Turning

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: MAC 122; Corequisite: None

MAC 224 Advanced CNC Milling

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: MAC 124; Corequisite: None

Mathematics

MAT 001 Math Skills Support

This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the corequisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's corequisite math course.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: None; Corequisite: None

MAT 050 Basic Math Skills

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems. A discussion of ratios, rates, proportions, and applications of these topics will be included.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

MAT 110 Math Measurement and Literacy

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: MAT 003 Tier 1; Corequisite: None

MAT 121 Algebra/Trigonometry I

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: Take One Set: Set 1: MAT 003 Tier 2; Set 2: MAT 060 and MAT 070; Set 3: MAT-060 and MAT 080 Set 4: MAT-060 and MAT 090; Set 5: MAT 090; Corequisite: None

MAT 122 Algebra/Trigonometry II

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: MAT 121, minimum grade C, or satisfactory score on placement test; Corequisite: None

MAT 143 Quantitative Literacy

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: ENG 002 Tier 1 and MAT 003 Tier 1; Corequisite: None

MAT 152 Statistical Methods I

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: ENG 002 Tier 1 and MAT 003 Tier 1; Corequisite: None

MAT 171 Precalculus Algebra

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in Mathematics.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: Take One Set: Set 1:MAT 003 Tier 2 or MAT 121; Set 2: MAT 121; minimum grade C
Corequisite: None

MAT 172 Precalculus Trigonometry

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related

problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in Mathematics.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: MAT 171; minimum grade C; Corequisite: None

MAT 263 Brief Calculus

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in Mathematics.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: MAT 171; minimum grade C; Corequisite: None

MAT 271 Calculus I

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in Mathematics.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: MAT 172; minimum grade C; Corequisite: None

MAT 272 Calculus II

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the CAA as a general education course in Mathematics.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: MAT 271; minimum grade C; Corequisite: None

MAT 273 Calculus III

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. Select sections of this course are eligible for Honors (look for section numbers with an "H”). This course has been approved for transfer under the CAA as a general education course in Mathematics.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: MAT 272; minimum grade C; Corequisite: None

MAT 285 Differential Equations

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts

and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: MAT 272; minimum grade C; Corequisite: None

Mechanical

MEC 111 Machine Processes I

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: DMA 010, 020, 030, DRE 096; Corequisite: None

Medical Assisting

MED 110 Orientation to Medical Assisting

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

Course Hours Per Week: Class, 1; Lab, 0; Clinical, 0; Semester Hours Credit: 1
Prerequisite: Enrollment in Medical Assisting certificate, diploma, or degree; Corequisite: CIS 110, ENG 111

MED 118 Medical Law and Ethics

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisite: Enrollment in Medical Assisting certificate, diploma, or degree; Corequisite: CIS 110, ENG 111

MED 120 Survey of Med Terminology

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

MED 121 Medical Terminology I

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

MED 122 Medical Terminology II

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: MED 121; Corequisite: None

MED 130 Admin Office Proc I

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

Course Hours Per Week: Class, 1; Lab, 2; Clinical, 0; Semester Hours Credit: 2
Prerequisite: CIS 110, ENG 111; Corequisite: CIS 110

MED 131 Admin Office Proc II

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

Course Hours Per Week: Class, 1; Lab, 2; Clinical, 0; Semester Hours Credit: 2
Prerequisite: MED 130; Corequisite: None

MED 138 Infection/Hazard Control

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection Control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, Infectious diseases, and applicable North Carolina laws. Upon completion, students should be able to demonstrate an understanding of infectious diseases, disease transmission, infection control procedures, biohazard management, OSH standards, and applicable North Carolina laws.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

MED 140 Exam Room Procedures I

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

Course Hours Per Week: Class, 3; Lab, 4; Clinical, 0; Semester Hours Credit: 5
Prerequisite: MED 110, MED 121, MAT 110, BIO 163, or BIO 168 and BIO 169, MED 118, MED 130
Corequisite: MED 122, MED 150

MED 150 Laboratory Procedures I

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

Course Hours Per Week: Class, 3; Lab, 4; Clinical, 0; Semester Hours Credit: 5
Prerequisite: None; Corequisite: MED 140

MED 232 Medical Insurance Coding

This course is designed to develop coding skills. Emphasis is on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

Course Hours Per Week: Class, 1; Lab, 3; Clinical, 0; Semester Hours Credit: 2
Prerequisite: MED 122, MED 131; Corequisite: None

MED 260 MED Clinical Externship

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 15; Semester Hours Credit: 5
Prerequisite: MED 122, MED 131, MED 140, MED 150; Corequisite: MED 264

MED 264 Medical Assisting Overview

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

MED 270 Symptomatology

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

Course Hours Per Week: Class, 2; Lab, 2; Clinical, 0; Semester Hours Credit: 3
Prerequisite: MED 122, BIO 163 or MED 122, BIO 168 and BIO 169; Corequisite: None

MED 272 Drug Therapy

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: MED 140; Corequisite: None

Marketing and Retailing

MKT 120 Principles of Marketing

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 002 Tier 1; Corequisite: None

MKT 220 Advertising and Sales Promotion

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 002 Tier 1; Corequisite: None

MKT 232 Social Media Marketing

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: ENG 002 Tier 1; Corequisite: None

Maintenance

MNT 110 Introduction to Maintenance Procedures

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

MNT 230 Pumps & Piping Systems

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

MNT 240 Industrial Equipment Troubleshooting

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is on electro-mechanical and fluid power equipment troubleshooting and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: AHR 110 or AHR 112; Corequisite: None

Medical Product Safety and Pharmacovigilance

MSP 110 Introduction to Medical Product Safety

This course provides a comprehensive introduction to medical product safety and pharmacovigilance. Topics include an overview of the key components of product safety, product safety terminology, the processes for monitoring product safety, and the regulations that govern product safety and pharmacovigilance. Upon

completion, students should be able to describe the processes for monitoring the safety of drugs, diagnostics, medical devices, and biologics throughout a product's life cycle.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: Restricted to Clinical Trials or Medical Product Safety students; Corequisite: None

MSP 115 Medical Product Safety Regulations

This course provides an overview of national and global regulations governing the safety of medical products including drugs, diagnostics, medical devices, and biologics. Topics include a review of the regulatory agencies; regulations for pre-clinical, clinical, and post-market production safety; and regulations governing the process for monitoring product safety. Upon completion, students should be able to demonstrate a basic understanding of regulatory processes associated with clinical research and describe effective means of compliance.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: MSP 110; Corequisite: None

MSP 120 Safety Reporting

This course provides an overview of the criteria utilized in determining how safety data are reported. Emphasis is placed on learning the purpose, content, and format of the various reports that include safety information. Upon completion, students should be able to describe the difference between expedited and periodic reporting, the criteria used in this determination, as well as the purpose and content of each type of safety report.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: MSP 115; Corequisite: None

MSP 130 Safety Systems and Processes

This course provides an introduction to product safety systems, the collection and processing of safety data, and data coding. Emphasis is placed on the importance of quality data, the steps in case processing, and experience in entering case data. Upon completion, students should be able to discuss and perform the essential steps in processing a case from beginning to end for both pre-marketing and post-marketing cases.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: MSP 120; Corequisite: None

MSP 150 Medical Product Safety Fieldwork I

This course provides supervised work experience and observations in a medical product safety research setting. Emphasis is placed on the enhancement of professional skills and the practical application of curriculum concepts in a research setting. Upon completion, students should be able to describe research theory effectively to medical product safety/pharmacovigilance research practices.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 15; Semester Hours Credit: 5
Prerequisite: Take All: MSP 110, MSP 115, MSP 120, and MSP 130; Corequisite: None

MSP 220 Signal Detection & Risk Assess

This course provides a basic understanding of the analysis of data to identify safety signals and to determine a product's risk profile to ensure a medical product has a favorable benefit-risk balance through its life cycle. Topics include the rationale and methods used in analyzing single cases versus aggregate data. Upon completion, students should be able to synthesize work in case processing, safety systems, safety reporting and regulations to assess a product's benefit-risk, as well as to identify the issues in ongoing benefit-risk assessments and demonstrate a basic understanding of how signaling and risk assessments are done.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisite: MSP 130; Corequisite: None

MSP 250 Med Prod Saf Research Field II

This course provides advanced work experience in a medical product safety/pharmacovigilance research setting. Emphasis is placed on the refinement of professional skills and the practice of curriculum concepts in diverse medical product safety research areas. Upon completion, students should be able to apply research theory to medical product safety/pharmacovigilance practices.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 24; Semester Hours Credit: 8
Prerequisite: Take All: MSP 110, MSP 115, MSP 120, MSP 130, and MSP 150; Corequisite: None

Music

MUS 110 Music Appreciation

This course is a basic survey of the music of the Western world. Emphasis is on the elements of music, terminology, composers, form, and style within an historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

MUS 112 Introduction to Jazz

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

MUS 141 Ensemble I

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

MUS 142 Ensemble II

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: MUS 141; Corequisites: None

MUS 241 Ensemble III

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to

demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: MUS 142; Corequisites: None

MUS 242 Ensemble IV

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: MUS 241; Corequisites: None

Nurse Aide

NAS 101 Nurse Aide I

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

Course Hours Per Week: Class, 3; Lab, 4; Clinical, 3; Semester Hours Credit: 6
Prerequisite: COMPASS Reading score of 70 or greater, or ENG 002 Tier 1 or ENG 111; Corequisite: None

NAS 102 Nurse Aide II

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

Course Hours Per Week: Class, 3; Lab, 2; Clinical, 6; Semester Hours Credit: 6
Prerequisite: NAS 101, Health care provider CPR certification; Corequisite: None

Networking Technology

NET 110 Networking Concepts

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Course Hours Per Week: Class, 2; Lab, 2 ; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

NET 125 Networking Basics

This course introduces the networking field. Emphasis is on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

NET 126 Routing Basics

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: NET 125; Corequisite: None

NET 225 Routing and Switching I

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: NET 126; Corequisite: None

NET 226 Routing and Switching II

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: NET 126; Corequisite: None

NET 260 Internet Development & Support

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Network Operating Systems

NOS 110 Operating System Concepts

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

NOS 120 Linux/UNIX Single User

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon

completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

Course Hours Per Week: Class,2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

NOS 125 Linux/Unix Scripting

This course covers the concepts and features of shell scripting. Topics include process control, shell scripting, advanced search techniques and power user utilities. Upon completion, students should be able to successfully perform various shell scripting tasks.

Course Hours Per Week: Class,2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

NOS 130 Windows Single User

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

NOS 220 Linux/UNIX Admin I

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: NOS 120; Corequisite: None

NOS 230 Windows Admin I

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

NOS 231 Windows Admininstration II

This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: NOS 230; Corequisite: None

NOS 232 Windows Administration III

This course covers management and configuration of a highly available Windows Server operating system. Emphasis is placed on the implementation of business continuity and disaster recovery procedures for network services and access controls. Upon completion, students should be able to manage and configure a highly available Windows Server operating system.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: NOS 230; Corequisite: None

Nursing

NUR 101 Practical Nursing I

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

Course Hours Per Week: Class, 7; Lab, 6; Clinical, 6; Semester Hours Credit: 11
Prerequisite: None; Corequisite: None

NUR 102 Practical Nursing II

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

Course Hours Per Week: Class, 7; Lab, 0; Clinical, 9; Semester Hours Credit: 10
Prerequisite: NUR 101; Corequisite: None

NUR 103 Practical Nursing III

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

Course Hours Per Week: Class, 6; Lab, 0; Clinical, 9; Semester Hours Credit: 9
Prerequisite: NUR 101; Corequisite: None

NUR 111 Introduction to Health Concepts

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Course Hours Per Week: Class, 4; Lab, 6; Clinical, 6; Semester Hours Credit: 8
Prerequisites: Admission to the Associate Degree Nursing program, listing as a Nursing Assistant I on North Carolina Nurse Aide Registry; Corequisites: ACA 122 (or waiver), ENG 111, PSY 150, BIO 168

NUR 112 Health-Illness Concepts

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 6; Semester Hours Credit: 5
Prerequisites: NUR 111, ACA 122, ENG 111, PSY 150, BIO 168; Corequisites: PSY 241, BIO 169

NUR 113 Family Health Concepts

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect,

behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 6; Semester Hours Credit: 5
Prerequisites: NUR 111, NUR 112, NUR 114, NUR 212, BIO 169, BIO 271, PSY 241; Corequisites: NUR 211, ENG 112

NUR 114 Holistic Health Concepts

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 6; Semester Hours Credit: 5
Prerequisites: NUR 111, NUR 112, ACA 122, ENG 111, PSY 150, BIO 168; Corequisites: PSY 241, BIO 169

NUR 211 Health Care Concepts

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 6; Semester Hours Credit: 5
Prerequisites: NUR 111, NUR 112, NUR 114, NUR 212, BIO 169, BIO 271, PSY 241; Corequisites: NUR 113, ENG 112

NUR 212 Health System Concepts

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 6; Semester Hours Credit: 5
Prerequisites: NUR 111, NUR 112, NUR 114, ACA 122, ENG 111, PSY 150, BIO 168, PSY 241, BIO 169
Corequisites: BIO 271

NUR 213 Complex Health Concepts

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

Course Hours Per Week: Class, 4; Lab, 3; Clinical, 15; Semester Hours Credit: 10
Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, ENG 112
Corequisites: Humanities Elective

NUR 214 Nursing Transition Concepts

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 3; Semester Hours Credit: 4
Prerequisites: Admission to the Associate Degree Nursing program; Licensed as a practical nurse in North Carolina
Corequisites: ACA 122, ENG 111, PSY 150, BIO 168

NUR 221 LPN to ADN Concepts I

This course is designed for the LPN to ADN student to explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Course Hours Per Week: Class, 6; Lab, 0; Clinical, 9; Semester Hours Credit: 9
Prerequisites: NUR 214, BIO 168, PSY 150, ENG 111, ACA 122; Corequisites: BIO 169, PSY 241

NUR 223 LPN to ADN Concepts II

This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation, oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy, and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

Course Hours Per Week: Class, 6; Lab, 0; Clinical, 9; Semester Hours Credit: 9
Prerequisites: NUR 221, BIO 169, BIO 271, PSY 241, ENG 111, ENG 112; Corequisites: Humanities Elective

Opticianry

OPH 101 Math for Opticians

This course covers the arithmetic, algebra, geometry, and trigonometry necessary to evaluate optical formulas. Topics include signed arithmetic, evaluation and solution of equations, use of the calculator, and basic trigonometric functions. Upon completion, students should be able to evaluate formulas as used in opticianry courses. This course is intended for a diploma program.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: MAT 070 and Enrollment in the Optical Apprentice Certificate program; Corequisite: None

OPH 102 Ophthalmic Lab Concepts

This course introduces the operations of the ophthalmic laboratory. Emphasis is on surfacing and finishing formulas; materials, procedures, and equipment used to fabricate glasses; and ANSI, EPA, and OSHA requirements. Upon completion, students should be able to perform laboratory-related calculations, describe safety and environmental regulations, and identify materials and procedures used in ophthalmic laboratories.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisite: OPH 141 and enrollment in the Optical Apprentice Certificate program; Corequisite: None

OPH 111 Ophthalmic Lab I

This course introduces optical laboratory practices and procedures. Emphasis is on safety, OSHA and EPA requirements, equipment and instrumentation, and lens fabrication to ANSI standards. Upon completion, students should be able to duplicate lenses, use basic formulas, and identify materials and procedures used to safely fabricate prescription lenses to specifications.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: OPH 141 and enrollment in the Opticianry program; Corequisite: None

OPH 112 Ophthalmic Lab II

This course continues the study of optical laboratory procedures introduced in OPH 111. Emphasis is on prescription interpretation, focimetry, and finishing techniques. Upon completion, students should be able to duplicate lenses, use intermediate formulas, and identify materials and procedures used to safely fabricate prescription eyewear to specifications.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: OPH 111; Corequisite: None

OPH 121 Anatomy and Physiology – Eye

This course covers the anatomical and physiological functions of the eye and its associated structures. Emphasis is on normal vision and common disorders of the visual system. Upon completion, students should be able to describe the visual process as well as label and describe the function of each part of the eye.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: ENG 090 and Enrollment in the Opticianry or Optical Apprentice Certificate programs
Corequisite: None

OPH 131 Optical Dispensing I

This course introduces the historical and modern dispensing practices and the laws governing opticianry. Topics include basic eyeglass choices, measurements, dispensing, adjustments, and record keeping. Upon completion, students should be able to evaluate patient needs and wearing success.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in Opticianry or Optical Apprentice Certificate program; MAT 070; ENG 090 and RED 090
Corequisites: None

OPH 132 Optical Dispensing II

This course continues the study of optical dispensing begun in OPH 131. Emphasis is on advanced dispensing skills. Upon completion, students should be able to design and dispense appropriate eyewear for a variety of patients.

Course Hours Per Week: Class, 3; Lab, 2; Clinical, 0; Semester Hours Credit: 4
Prerequisites: OPH 131 and OPH 141; Corequisite: None

OPH 141 Optical Theory I

This course introduces the principles of optics and ophthalmic lens design. Topics include basic theory and basic optical formulas. Upon completion, students should be able to use the metric system, define basic optical terms, and perform basic optical calculations.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in the Opticianry, or Optical Apprentice Certificate programs, MAT 070 or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050; ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test or OPH 101; Corequisite: MAT 121

OPH 142 Optical Theory II

This course continues the study of optical theory begun in OPH 141. Topics include intermediate and advanced theory and formulas. Upon completion, students should be able to perform intermediate and advanced optical calculations.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: OPH 141; Corequisite: None

OPH 215 Laboratory Proficiency

This course provides preparation for the N.C. State Board of Opticians Examination. Emphasis is on speed and accuracy in all items on the competence list. Upon completion, students should be able to safely and accurately demonstrate proficiency in all items on the laboratory competence list.

Course Hours Per Week: Class, 0; Lab, 6; Clinical, 0; Semester Hours Credit: 2
Prerequisites: Final semester of the program; Corequisite: OPH 243 and OPH 262

OPH 222 Optical Business Management

This course covers basic optical business management and current eyecare trends and practices. Topicsinclude professional ethics, inventory, accounting, personnel, insurance, advertising, litigation, equipment, and future trends. Upon completion, students should be able to apply basic principles of management to the optical business setting.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: OPH 132; Corequisite: None

OPH 233 Advanced Optical Procedures

This course introduces special optical procedures. Topics include advanced optical assessments and calculations. Upon completion, students should be able to describe appropriate patient care.

Course Hours Per Week: Class, 3; Lab, 2; Clinical, 0; Semester Hours Credit: 4
Prerequisites: OPH 131, OPH 132, OPH 141, and OPH 142; Corequisite: None.

OPH 243 Technical Proficiency

The course provides preparation for the N.C. State Board of Opticians Examination. Emphasis is on topics relevant to written portions of this examination. Upon completion, students should be able to pass each part of a capstone examination with a grade of 77 or better.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisites: Final semester of the program, and OPH 142, OPH 233; Corequisites: OPH 215 and OPH 262.

OPH 251 Optical Internship I

This course provides practical experience under the direct supervision of an opticianry instructor. Emphasis is on communication and dispensing skills. Upon completion, students should be able to demonstrate competence in all course objectives.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 3; Semester Hours Credit: 1
Prerequisites: OPH 132, OPH 141, and OPH 142; Corequisite: None.

OPH 260 Basic Contact Lens Concepts

This course introduces the theory of contact lens fitting. Emphasis is on rigid and soft contact design and fitting concepts. Upon completion, students should be able to describe basic contact lens fitting concepts.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisites: OPH 121 and OPH 141; Corequisite: None.

OPH 261 Contact Lenses I

This course introduces contact lens fitting. Emphasis is on clinical applications, patient selection, design parameters, instrumentation, and corneal physiology. Upon completion, students should be able to describe basic patient evaluation and fitting procedures for rigid and soft lenses, recognize problems, and determine effective and appropriate solutions.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisites: OPH 121 and OPH 142; Corequisite: None

OPH 262 Contact Lenses II

This course continues the study of contact lens fitting. Emphasis is on advanced fitting design and techniques. Upon completion, students should be able to demonstrate the competence required for the National Contact Lens Examination and the N.C. State Board of Opticians Examination.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisite: OPH 261; Corequisite: OPH 215 and OPH 243

OPH 282 Optical Externship I

This course provides practical experience in assigned businesses, with emphasis on observation and practical application. Emphasis is on working conditions in different production settings and on time demands. Upon completion, students should be able to complete eyewear in a safe and timely manner to proper specifications and in collaboration with other employees.

Course Hours Per Week: Class, 0; Lab, 6; Clinical, 0; Semester Hours Credit: 2
Prerequisites: OPH 112 and OPH 142 and OPH 233; Corequisites: None

Office Systems Technology

OST 130 Comprehensive Keyboarding

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

OST 134 Text Entry& Formatting

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: OST 130; Corequisite: None

OST 136 Word Processing

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

OST 138 Office Applications II

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: CIS 110; Corequisite: None

OST 140 Internet Comm/Research

This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, web sites, web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

OST 148 Medical Insurance and Billing
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

OST 149 Medical Legal Issues
This course introduces the complex legal, moral, and ethical issues involved in providing health care services. Emphasis is on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. This course is a unique concentration requirement of the Medical Office Systems Technology concentration in the Office Systems Technology program.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

OST 164 Office Editing
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: None; Corequisite: None

OST 184 Records Management
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

OST 223 Admin Office Transcription I
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisites: OST 136, and OST 164; Corequisite: None

OST 224 Machine Transcription II
This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: OST 223; Corequisite: None

OST 241 Medical Office Transcription I
This course introduces machine transcription techniques as applied to medical documents. Emphasis is on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. This course is a unique concentration requirement of the Medical Office Systems Technology concentration in the Office Systems Technology program.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: MED 121; Corequisite: None

OST 242 Medical Office Transcription II

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: OST 241; Corequisite: None

OST 243 Medical Office Simulation

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. This course is a unique concentration requirement of the Medical Office Systems Technology concentration in the Medical Office Systems Technology program.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: OST 148; Corequisite: None

OST 289 Office Admin Capstone

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisites: OST 164, and either OST 134 or OST 136; Corequisite: None

Occupational Therapy Assistant

OTA 110 Fundamentals of OT

This course introduces occupational therapy (OT) theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of the domain and practice of occupational therapy, practice settings and professional roles, OT terminology, activity analysis, principles, process, philosophies, and frames of reference.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in the Occupational Therapy Assistant program
Corequisite: BIO 165 or BIO 168, ACA 122, and demonstration of computer competency

OTA 120 OT Media I

This course provides training in recognizing the therapeutic value and use of a wide variety of human occupations including basic activities of daily living, instrumental activities of daily living, rest and sleep, education, work, play, leisure, and social participation. Topics include the understanding of different teaching and learning methods and styles, the language of occupational therapy (OT), OT interventions including preparatory methods and tasks, and restorative and compensatory techniques. Upon completion, students should be able to analyze, design, select, and safely perform occupation related activities that would be therapeutic for various populations across the lifespan.

Course Hours Per Week: Class, 1; Lab, 3; Clinical, 0; Semester Hours Credit: 2
Prerequisite: Enrollment in the Occupational Therapy Assistant program; Corequisite: OTA 110

OTA 130 Assessment Skills

This course provides training in appropriate and accurate assessment skills related to sensation, movement, vision, perception, cognition, emotions, and performance of basic activities of daily living and instrumental activities of daily living. Topics include physical and psychosocial factors affecting performance; and sensory, range of motion, strength, coordination, cognitive, visual-perceptual, self-care, and work-related assessments. Upon completion, students should be able to gather and share data for the purpose of screening and evaluation, administer selected assessments using appropriate procedures and protocols, and articulate the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: BIO 168, OTA 120, OTA 140; Corequisite: OTA 110

OTA 140 Professional Skills I

This course introduces the roles and responsibilities of the occupational therapy assistant (OTA) and the occupational therapist (OT) in occupational therapy practice and facilitates development of professional behaviors and skills. Topics include professional ethics, supervisory roles, responsibilities, and collaborative professional relationships; credentialing, certification, and licensure; documentation, which communicates the need and rationale for occupational therapy services; therapeutic use of self; and professional identity and professional behaviors; and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles and responsibilities of the OTA and OT, and explain acceptable supervision and documentation.

Course Hours Per Week: Class, 0; Lab, 3; Clinical, 0; Semester Hours Credit: 1
Prerequisite: Enrollment in the Occupational Therapy Assistant program; Corequisite: OTA 110

OTA 150 Peds Concepts & Interventions

This course provides knowledge and skills needed for working with children from birth through adolescence. Topics include review of normal growth and development, habituation of healthy habits/routines, the role of occupational therapy with caregivers/providers, understanding of common conditions and developmental delays; and the role of occupation in assessment, intervention planning and implementation with pediatric populations. Upon completion, students should be able to plan, implement, and modify appropriate interventions with children in their context and environment to promote engagement in occupation.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: BIO 169, OTA 130; Corequisites: PSY 241, OTA 163, and OTA 170

OTA 161 Fieldwork I Placement 1

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 3; Semester Hours Credit: 1
Prerequisites: OTA 120, OTA 140; Corequisite: OTA 130, OTA 170

OTA 162 Fieldwork I Placement 2

This course provides introductory-level clinical training opportunities. Emphasis is on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance and direction of fieldwork supervisors.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 3; Semester Hours Credit: 1
Prerequisites: OTA 120 and OTA 140; Corequisite: OTA 130, OTA 180

OTA 163 Fieldwork I Placement 3

This course provides introductory-level clinical training opportunities. Emphasis is on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance and direction of fieldwork supervisors.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 3; Semester Hours Credit: 1
Prerequisites: OTA 120 and OTA 140; Corequisite: OTA 130 and OTA 150

OTA 164 Fieldwork I - Placement 4

This course provides introductory-level clinical training opportunities. Emphasis is on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance and direction of fieldwork supervisors.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 3; Semester Hours Credit: 1
Prerequisites: OTA 120 and OTA 140; Corequisite: OTA 130, OTA 250

OTA 170 Physical Conditions

This course is designed to provide knowledge and skills needed for working with individuals experiencing various medical conditions to help them achieve participation in life through engagement in occupation. Topics include medical terminology, common conditions, body functions that change with disease processes, applicable theories and principles, assessment and intervention priorities for commonly treated conditions. Upon completion, students should be able to recognize common symptoms, prioritize mental, neuromusculoskeletal and movement related functional problems, while providing for patient safety within the patient's context and environment.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: BIO 168, BIO 169; Corequisite: OTA 130, OTA 161

OTA 180 Psychosocial Conditions

This course is designed to provide knowledge and skills needed for working with individuals experiencing various psychosocial conditions to help them achieve participation in life through engagement in occupation. Topics include mental health conditions, applicable theories and principles, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, therapeutic use of self, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group interventions for client conditions related to psychosocial dysfunction while recognizing contexts and environments that may also impact occupational performance.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: ENG 112, PSY 281; Corequisite: OTA 130, OTA 162

OTA 220 OT Media II

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, assistive technology, client mobility, and Americans with Disabilities Act (ADA) issues. Topics include ergonomics seating and positioning, community mobility, use of physical agent modalities, and technology in occupational therapy intervention. Upon completion, students should be able to demonstrate competency fabricating and utilizing orthotic and assistive devices, understanding ADA guidelines, and using technology for engagement in occupation.

Course Hours Per Week: Class, 1; Lab, 6; Clinical, 0; Semester Hours Credit: 3
Prerequisite: OTA 120, OTA 130, and OTA 170; Corequisite: None

OTA 240 Professional Skills II

This course covers professional development, supervisory relationships, involvement in the profession, and clinic management skills. Topics include clarification of roles and responsibilities, detailed examination of the supervisory process, participation in professional organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan and implement a professional activity, and perform routine clinic management tasks.

Course Hours Per Week: Class, 0; Lab, 3; Clinical, 0; Semester Hours Credit: 1
Prerequisite: OTA 130, OTA 140, OTA 161, OTA 170; Corequisite: None

OTA 245 Professional Skills III

This course provides preparation for Fieldwork II experiences using skills and knowledge gained in OTA 140 and OTA 240 to promote integration into the professional community. Topics include interview skills, résumé production, conflict resolution, professional presentations, participation in research activities, and completion of all forms required for Fieldwork II. Upon completion, students should be able to complete independently employment-seeking activities and provide in-service training.

Course Hours Per Week: Class, 0; Lab, 3; Clinical, 0; Semester Hours Credit: 1
Prerequisite: OTA 240; Corequisite: None

OTA 250 Adult Concepts & Interventions

This course provides knowledge and skills needed for working with adults through the lifespan. Emphasis is placed on identification and discussion of common changes associated with aging, disabilities and chronic diseases affecting this population, assessments and intervention, including developing healthy habits and routines, and the impact on participation in occupation in various settings. Upon completion, students should be able to plan, implement, and modify appropriate interventions with adults in their context and environment to promote engagement in occupations.

Course Hours Per Week: Class, 2; Lab, 3; Clinical, 0; Semester Hours Credit: 3
Prerequisite: OTA 130; Corequisites: PSY 241, OTA 164, OTA 170, and OTA 180

OTA 260 Fieldwork II Placement 1

This course provides clinical experience under the direct supervision of experienced occupational therapists or occupational therapy assistant practitioners working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies for entry-level practice established by the curriculum, AOTA guidelines, and regulatory bodies.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 18; Semester Hours Credit: 6
Prerequisite: Successful completion of all required OTA curriculum courses except OTA 261 and OTA 280.
Corequisite: This course must be completed within 18 months of the completion of all other OTA course work.

OTA 261 Fieldwork II Placement 2

This course provides the final clinical experience under the direct supervision of experienced occupational therapists or occupational therapy assistant practitioners working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies for entry-level practice established by the curriculum, AOTA guidelines, and regulatory bodies.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 18; Semester Hours Credit: 6
Prerequisite: Successful completion of all required OTA curriculum courses except OTA 260 and OTA 280.
Corequisite: This course must be completed within 18 months of the completion of all other OTA course work.

OTA 280 Professional Transitions

This course provides closure to the educational program in conjunction with clinical experience. Emphasis is placed on portfolio development and presentation, program evaluation, analysis and synthesis of clinical experiences, and final preparation for the certification examination. Upon completion, students should be able to enter the occupational therapy (OT) workforce with an understanding of themselves as OT professionals, and with supportive documentation demonstrating progress toward meeting competencies set forth by the profession and regulatory bodies.

Course Hours Per Week: Class, 0; Lab, 2; Clinical, 0; Semester Hours Credit: 1
Prerequisite: OTA 260 or OTA 261; Corequisite: Enrollment in either OTA 260 or OTA 261

Physical Education

PED 110 Fit and Well for Life

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 1; Lab, 2; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

PED 120 Walking for Fitness

This course introduces fitness through walking. Emphasis is on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 3; Semester Hours Credit: 1
Prerequisite: None; Corequisite: None

PED 121 Walk, Jog, Run

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 3; Semester Hours Credit: 1
Prerequisite: None; Corequisite: None

Philosophy

PHI 215 Philosophical Issues

This course introduces fundamental issues in philosophy by considering the views of classical and contemporary philosophers. Emphasis is on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 111; Corequisite: None

PHI 240 Introduction to Ethics

This course introduces theories about the nature and foundations of moral judgments as well as applications to contemporary moral issues. Emphasis is on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: ENG 111; Corequisite: None

Pharmacy

PHM 110 Introduction to Pharmacy

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in the Pharmacy Technology program or permission of the program director
Corequisites: None

PHM 111 Pharmacy Practice I

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
rerequisite: Enrollment in the Pharmacy Technology program or permission of the program director
Corequisites: PHM 110 and PHM 115

PHM 115 Pharmacy Calculations

This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to perform correctly the calculations required to prepare a medication order properly.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in the Pharmacy Technology program or permission of the program director
Corequisites: None

PHM 118 Sterile Products

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparing intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisites: PHM 110, PHM 111, and PHM 115; Corequisite: None

PHM 120 Pharmacology I

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Enrollment in the Pharmacy Technology program or Clinical Trials Research Associate program
Corequisite: None

PHM 125 Pharmacology II

This course provides a continuation of the study of properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: PHM 120; Corequisite: None

PHM 132 Pharmacy Clinical

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 6; Semester Hours Credit: 2
Prerequisites: Enrollment in the Pharmacy Technology program, PHM 110, PHM 111, PHM 115, and PHM 120
Corequisite: None

PHM 134 Pharmacy Clinical

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 12; Semester Hours Credit: 4
Prerequisites: Enrollment in Pharmacy Technology program, PHM 110, PHM 111, PHM 115 and PHM 120
Corequisite: None

PHM 136 Pharmacy Clinical

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and operate computers efficiently.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 18; Semester Hours Credit: 6
Prerequisites: Enrollment in the Pharmacy Technology program, PHM 110, PHM 111, PHM 115 and PHM 120
Corequisite: None

PHM 138 Pharmacy Clinical

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is on communicating effectively with personnel, developing proper employee attitude, and dispensing medications.

Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and operate computers efficiently.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 24; Semester Hours Credit: 8
Prerequisites: Enrollment in the Pharmacy Technology program, PHM 110, PHM 111, PHM 115 and PHM 120
Corequisite: None

PHM 140 Trends in Pharmacy

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0
Semester Hours Credit: 2
Prerequisites: Enrollment in the Pharmacy Technology program
Corequisite: None

PHM 150 Hospital Pharmacy

This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisites: Enrollment in Pharmacy Technology program, PHM 125, PHM 138, and PHM 140, or permission of program director; Corequisite: PHM 118

PHM 155 Community Pharmacy

This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

Course Hours Per Week: Class, 2; Lab, 2; Clinical, 0; Semester Hours Credit: 3
Prerequisites: Enrollment in Pharmacy Technology program, PHM 125, PHM 138, and PHM 140, or permission of program director; Corequisite: None

PHM 160 Pharmaceutical Dosage Forms

This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisites: Enrollment in program, PHM 125, PHM 138, and PHM 140, or permission of program director
Corequisite: None

PHM 165 Pharmacy Prof Practice

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisites: Enrollment in the Pharmacy Technology program; Corequisite: None

PHM 265 Professional Issues

This course provides a comprehensive discussion of topics common to the practice of the pharmacy technician. Emphasis is placed on application of professional competencies including legal/ethical issues, leadership/management concepts and employability skills. Upon completion, students should be able to demonstrate competence in pharmacy workplace skills and leadership/management roles.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisites: PHM 165 ; Corequisite: None

Physical Science

PHS 121 Applied Physical Science I

This course introduces the general principles of physics and chemistry. Topics include measurement, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound light, electricity, magnetism, and chemical principles. Upon completion, students should be able to demonstrate an understanding of the physical environment and be able to apply the scientific principles to observations experienced. This course includes concepts of chemistry and physics that apply to dental materials; laboratory work reinforces the principals discussed in lecture.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisites: MAT 060 or ENG 002 Tier 1 and MAT 003 Tier 1; Corequisite: None

Physics

PHY 110 Conceptual Physics

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. Laboratory experiments and computer-based exercises enhance and consolidate the understanding of basic physical principles and applications. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: MAT 060 or MAT 003 Tier 1; Corequisite: PHY 110A

PHY 110A Conceptual Physics Lab

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: MAT 060 or MAT 003 Tier 1; Corequisite: PHY 110

PHY 131 Physics – Mechanics

This algebra- and trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

Laboratory experiments and computer-based tutorials consolidate the basic principles of physics that are used in the engineering field.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisites: RED 090 or ENG 002 Tier 1; MAT 121 or MAT 171; Corequisite: None

PHY 151 College Physics I

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Laboratory experiments, along with some computer-based labs and tutorials, consolidate the basic principles discussed in lectures. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: RED 090 or ENG 002 Tier 1; MAT 171 and MAT 172 or MAT 271; and MAT 172 or MAT 175
Corequisite: None

PHY 152 College Physics II

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Laboratory experiments, along with some computer-based labs and tutorials, consolidate the basic principles discussed in lectures. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 2; Semester Hours Credit: 4
Prerequisite: PHY 151; Corequisite: None

PHY 251 General Physics I

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Laboratory experiments, some of which are computer-based, and computer-based tutorials enhance and consolidate the basic principles discussed in the theoretical section of the course. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisites: RED 090 or DRE 098, or satisfactory score on placement test and MAT 271; Corequisite: MAT 272

PHY 252 General Physics II

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. Laboratory experiments, some of which are computer-based, and computer-based tutorials enhance and consolidate the basic principles discussed in the theoretical section of the course. This course has been approved to satisfy the Comprehensive Articulation Agreement for the

general education core requirement in natural sciences/mathematics. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 3; Semester Hours Credit: 4
Prerequisites: PHY 251; Corequisite: ENG 002 Tier 1 and MAT 271; MAT 272

Plumbing

PLU 111 Introduction to Basic Plumbing

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

Political Science

POL 120 American Government

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework; federalism; the three branches of government, including the bureaucracy; civil rights and liberties; political participation and behavior; and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. Basic concepts of state and local government and their relationships with the federal government are also examined. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

POL 220 International Relations

This course is a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and United Nations. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: None

Portuguese

POR 111 Elementary Portuguese I

This course introduces the fundamental elements of the Portuguese language within a cultural context. Emphasis is on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Portuguese and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or DRE 098, or satisfactory score on placement test; Corequisites: POR 181

POR 112 Elementary Portuguese II

This continuation of POR 111 focuses on the fundamental elements of the Portuguese language within a cultural context. Emphasis is on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Portuguese and demonstrate further cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or DRE 098, or satisfactory score on placement test and POR 111
Corequisites: POR 182

POR 181 Portuguese Lab 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Portuguese language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Portuguese and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or DRE 098, or satisfactory score on placement test; Corequisite: POR 111

POR 182 Portuguese Lab 2

This course provides an opportunity to enhance acquisition of the fundamental elements of the Portuguese language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and ritten Portuguese and demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or DRE 098, or satisfactory score on placement test, POR 181
Corequisite: POR 112

POR 211 Intermediate Portuguese I

This course provides a review and expansion of the essential skills of the Portuguese language. Emphasis is on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present,and future. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090, or satisfactory score on placement test, POR 112; Corequisite: None

Psychology

PSY 150 General Psychology

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: RED 090 and ENG 090 or ENG 002 Tier 1; Corequisite: None

PSY 241 Developmental Psychology

This course is a study of human growth and development. Emphasis is on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. Course work includes projects which emphasize research. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences. Select sections of this course are eligible for Honors (look for section numbers with an "H").

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: PSY 150; Corequisite: None

PSY 259 Human Sexuality

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: PSY 150; Corequisite: None

PSY 281 Abnormal Psychology

This course provides an examination of the various psychological disorders as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. Course work includes projects. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisite: PSY 150; Corequisite: None

Respiratory Care

RCP 110 Introduction to Respiratory Care

This course introduces the role of the respiratory care practitioner within interprofessional teams and interacting with diverse populations. Topics include medical gas administration, basic patient assessment, infection control, and medical terminology using proper written and oral communication methods to prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisite: Enrollment in the Respiratory Therapy program; Corequisite: RCP 113, RCP 114, and RCP 132

RCP 111 Therapeutics/Diagnostics

This course provides emphasis on therapeutic and diagnostic procedures. Topics include applying problem solving strategies in the patient care setting, applying ethical principles in decision making, and practicing professional responsibilities, which will prepare students for clinical practice. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

Course Hours Per Week: Class, 4; Lab, 3; Clinical, 0; Semester Hours Credit: 5
Prerequisite: RCP 110, RCP 113, RCP 114, BIO 168; Corequisite: RCP 123, RCP 144

RCP 112 Patient Management

This course provides entry-level skills in respiratory care procedures in acute and non-acute care settings. Emphasis is placed on therapeutic modalities and physiological effects, monitoring mechanical ventilation, and problem-solving strategies based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written and laboratory evaluations.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisite: RCP 111, RCP 115, BIO 169; Corequisite: RCP 153, RCP 222

RCP 113 RCP Pharmacology

This course covers the drugs used in the treatment of cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents. Upon completion, students should be able to demonstrate competence though written evaluations.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisite: Restricted to students enrolled in Respiratory Therapy program
Corequisite: RCP 110, RCP 114, RCP 132

RCP 114 C-P Anatomy & Physiology

This course provides a concentrated study of cardiopulmonary anatomy and physiology essential to the practice of respiratory care. Emphasis is placed on cardiovascular and pulmonary physiology, acid/base balance, and blood gas interpretation. Upon completion, students should be able to demonstrate competence in these concepts through written evaluation.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: None; Corequisite: RCP 110, RCP 113, RCP 132

RCP 115 C-P Pathophysiology

This course introduces the etiology, pathophysiology, clinical signs and symptoms, diagnoses, prognoses, complications, and management of cardiopulmonary diseases. Emphasis is placed on developing, evaluating, and modifying respiratory care plans based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in cardio-pulmonary disease concepts through written evaluations.

Course Hours Per Week: Class, 2; Lab, 0; Clinical, 0; Semester Hours Credit: 2
Prerequisite: RCP 110, RCP 113, RCP 114,BIO 168; Corequisite: RCP 111, RCP 123, RCP 144, BIO 169

RCP 123 Special Practice Lab

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

Course Hours Per Week: Class, 0; Lab, 3; Clinical, 0; Semester Hours Credit: 1
Prerequisite: Restricted to students enrolled in Respiratory Therapy program;
Corequisite: RCP 111, RCP 115, RCP 144

RCP 132 RCP Clinical Practice I

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 6; Semester Hours Credit: 2
Prerequisite: Restricted to students enrolled in Respiratory Therapy program;
Corequisite: RCP 110, RCP 113, RCP 114

RCP 144 RCP Clinical Practice II

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 12; Semester Hours Credit: 4
Prerequisite: RCP 110 and RCP 132; Corequisite: RCP 111, RCP 115, RCP 123

RCP 153 RCP Clinical Practice III

This course provides entry-level clinical experience. Emphasis is placed on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 9; Semester Hours Credit: 3
Prerequisite: RCP 111, RCP 144; Corequisite: RCP 112, RCP 222

RCP 210 Critical Care Concepts

This course provides further refinement of acute patient care and underlying pathophysiology. Topics include a continuation in the application and management of mechanical ventilation, assessment underlying pathophysiology, and introduction of critical care monitoring. Upon completion, students should be able to demonstrate competence in respiratory therapy concepts and procedures through written, laboratory and/or clinical simulation evaluations.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisite: RCP 112; Corequisite: RCP 214, RCP 223, RCP 234

RCP 211 Advanced Monitoring/Procedures

This course includes advanced information gathering and decision making for the respiratory care professional using evidence-based respiratory care protocols. Topics include advanced cardiac monitoring, special procedures, respiratory care protocols, and disease management. Upon completion, students should be able to assess, recommend, and independently modify respiratory care protocols through written, laboratory and/or clinical simulation evaluations.

Course Hours Per Week: Class, 3; Lab, 3; Clinical, 0; Semester Hours Credit: 4
Prerequisite: RCP 210, RCP 214; Corequisite: RCP 215, RCP 245

RCP 214 Neonatal /Pediatric Respiratory Care

This course provides comprehensive coverage of the concepts of neonatal and pediatric respiratory care. Emphasis is placed on pathophysiology, patient assessment and special therapeutic needs of neonates and children based on evidence-based medicine protocols and clinical practice guidelines. Upon completion, students should be able to demonstrate competence in the neonatal and pediatric respiratory care concepts through written, laboratory and/or clinical simulation evaluations.

Course Hours Per Week: Class, 1; Lab, 3; Clinical, 0; Semester Hours Credit: 2
Prerequisite: RCP 111, RCP 112; Corequisite: RCP 210, RCP 223, RCP 234

RCP 215 Career Prep - Advanced Level

This course provides an overview of respiratory therapy concepts in preparation for credentialing exam. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of respiratory therapy and be prepared for successful completion of the credentialing process.

Course Hours Per Week: Class, 0; Lab, 3; Clinical, 0; Semester Hours Credit: 1
Prerequisite: RCP 210, RCP 214; Corequisite: RCP 211, RCP 245

RCP 222 Special Practice Lab

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

Course Hours Per Week: Class, 0; Lab, 2; Clinical, 0; Semester Hours Credit: 1
Prerequisite: RCP 123, RCP 144; Corequisite: RCP 112, RCP 153

RCP 223 Special Practice Lab

This course provides additional laboratory learning opportunities in respiratory care. Emphasis is placed on therapeutic procedures and equipment management. Upon completion, students should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

Course Hours Per Week: Class, 0; Lab, 3; Clinical, 0; Semester Hours Credit: 1
Prerequisite: RCP 153, RCP 222; Corequisite: RCP 210, RCP 214, RCP 234

RCP 234 RCP Clinical Practice IV

This course provides advanced practitioner clinical experience. Emphasis is on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 12; Semester Hours Credit: 4
Prerequisites: RCP 112, RCP 153, RCP 222; Corequisite: RCP 210, RCP 214, RCP 223

RCP 245 RCP Clinical Practice V

This course provides advanced practitioner clinical experience. Emphasis is on therapeutic and diagnostic patient care. Upon completion, students should be able to demonstrate clinical competence in required performance evaluations.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 15; Semester Hours Credit: 5
Prerequisite: RCP 210 and RCP 234; Corequisite: RCP 211, RCP 215

Religion

REL 110 World Religions

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. Major topics include the role of women in the various religions, the relationship between religion and science, and the involvement of religion in world peace and in preservation of the environment. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or DRE 098, or satisfactory score on placement test; Corequisite: None

REL 211 Introduction to Old Testament

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or DRE 098, or satisfactory score on placement test; Corequisite: None

Information Systems Security

SEC 110 Security Concepts

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

SEC 150 Secure Communications

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

SEC 160 Secure Admin I

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

SEC 175 Perimeter Defense

This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

Course Hours Per Week: Class, 1; Lab, 4; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

SEC 210 Intrusion Detection

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host-based systems.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Sociology

SOC 210 Introduction to Sociology

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of

sociological concepts as they apply to the interplay among individuals, groups, and societies. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

SOC 220 Social Problems

This course provides an in-depth study of current social problems. Emphasis is on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

SOC 225 Social Diversity

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in social/behavioral sciences.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: None

Spanish

SPA 111 Elementary Spanish I

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish as well as demonstrate cultural awareness. This course must be taken with the accompanying lab. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisites: SPA 181

SPA 112 Elementary Spanish II

This course is a continuation of SPA 111 and focuses on the fundamental elements of the Spanish language within a cultural context. Emphasis is on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and should be able to demonstrate further cultural awareness. This course must be taken with the accompanying lab. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts. Select sections of this course are eligible for Honors (look for section numbers with an "H").

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; and SPA 111; Corequisites: SPA 182

SPA 120 Spanish for the Workplace

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is on oral communication and career-specific vocabulary that targets health,

business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. Strong emphasis will be on the knowledge and understanding of the Hispanic culture.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 080 and RED 080 or ENG 002 Tier 1; Corequisite: ENG 090 or satisfactory score on placement test

SPA 161 Cultural Immersion

This course explores Hispanic culture through intensive study taking place on campus and during a field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisites: SPA 111; Corequisite: None

SPA 181 Spanish Lab 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish as well as demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; Corequisite: SPA 111

SPA 182 Spanish Lab 2

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish as well as demonstrate cultural awareness. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisite: ENG 090 and RED 090 or ENG 002 Tier 1; and SPA 111; Corequisite: SPA 112

SPA 211 Intermediate Spanish I

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Listening comprehension is reinforced with audiotapes outside the classroom. This course has been approved to satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or DRE 098, or satisfactory score on placement test and SPA 112
Corequisite: None

SPA 212 Intermediate Spanish II

This course provides a continuation of SPA 211. Emphasis is on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved to

satisfy the Comprehensive Articulation Agreement for the general education core requirement in humanities/fine arts.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; and SPA 211; Corequisite: None

SPA 221 Spanish Conversation

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; and SPA 212 or permission of program director
Corequisite: None

SPA 231 Reading and Composition

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; and SPA 212 or permission of program director
Corequisite: None

SPA 281 Spanish Lab 3

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Stress is placed on the use of sophisticated grammatical structures indispensable to the art of translation and interpretation. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

Course Hours Per Week: Class, 0; Lab, 2; Semester Hours Credit: 1
Prerequisites: ENG 090 and RED 090 or ENG 002 Tier 1; and SPA 182; Corequisite: None

Spanish Interpreter

SPI 111 Cultural & Ethical Issues

This course provides cultural sensitivity instruction, as well as in-depth focus on professional ethics for the interpreter. Emphasis is placed on researching the fundamentals of professional ethics, creating ethical guidelines for interpreters and learning about Hispanic cultural issues. Upon completion, students should be able to apply professional ethics and an understanding of the Hispanic culture in the interpreting field.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: Permission of Community Spanish Program Director and ENG 002 Tier 1 or EFL 074 and 094
Corequisites: None

SPI 113 Introduction to Spanish Interpreting

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include

specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: Permission of Community Spanish Program Director and ENG 002 Tier 1 or EFL 074 and 0944
Corequisites: None

SPI 114 Analytical Skills Spanish Interpreting

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: SPI 113 or permission of Community Spanish Program Director; Corequisites: None

SPI 213 Review of Grammar

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: Permission of Community Spanish Program Director and ENG 002 Tier 1 or EFL 074 and 094
Corequisites: None

SPI 214 Introduction to Translation

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: SPI 213 or permission of Community Spanish Program Director; Corequisites: None

SPI 221 Consecutive Interpretation I

This course introduces skills of consecutive interpretation used by professional interpreters. Topics include memory development, note taking, sight translation and non-verbal communication. Upon completion, students should be able to apply consecutive interpretation techniques in a variety of role-playing situations and settings.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: Permission of Community Spanish Program Director and ENG 002 Tier 1 or EFL 074 and 094
Corequisites: None

SPI 222 Consecutive Interpretation II

This course builds upon Consecutive Interpretation I by providing students with additional opportunities to enhance skills in increasingly complex situations. Emphasis is placed on practical role-play situations which simulate a variety of settings. Upon completion, students should be able to demonstrate a more advanced ability to consecutively interpret messages of a varied nature.

Course Hours Per Week: Class, 3; Lab, 0; Semester Hours Credit: 3
Prerequisites: SPI 221 or permission of Community Spanish Program Director; Corequisites: None

SPI 241 Legal Interpreting I

This course is designed for students planning to specialize in legal interpreting in areas such as the courtroom, attorney offices and law enforcement. Emphasis is placed on the development of legal terminology vocabulary and application of legal standards. Upon completion, students should be able to consecutively interpret and provide on-sight translation renderings of basic messages in a variety of legal settings.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisites: Permission of Community Spanish Program Director and ENG 002 Tier 1 or EFL 074 and 094
Corequisites: None

SPI 243 Medical Interpreting I

This course is designed for students planning to specialize in medical interpreting in settings such as hospitals, physicians' offices and clinics. Emphasis is placed on the development of medical terminology vocabulary through active role-play. Upon completion, students should be able to apply medical interpretation techniques in a variety of medical situations.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisites: Permission of Community Spanish Program Director and ENG 002 Tier 1 or EFL 074 and 094
Corequisites: None

SPI 245 Community Interpreting I

This course is designed to expose students to interpreting in areas such as social services, business and industry. Emphasis is placed on the development of social services, business and industry vocabulary through role-play. Upon completion, students should be able to consecutively interpret basic messages in a variety of social services, business and industry situations.

Course Hours Per Week: Class, 2; Lab, 3; Semester Hours Credit: 3
Prerequisites: Permission of Community Spanish Program Director and ENG 002 Tier 1 or EFL 074 and 094
Corequisites: None

Surgical Technology

SUR 110 Introduction to Surgical Technology

This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include: professional behaviors, medical terminology, interdepartmental/peer/relationships, operating room environment/safety, pharmacology, anesthesia, incision sites, physiology of wound healing, and biomedical sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment.

Course Hours Per Week: Class, 3; Lab, 0; Clinical, 0; Semester Hours Credit: 3
Prerequisite: Acceptance in the Surgical Technology Program, BIO 092, CHM 094 or CHM 130 and 130A, MAT 070 and ENG 090; Corequisite: SUR 111

SUR 111 Perioperative Patient Care

This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization and disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic care preparation, and other relevant skills.

Course Hours Per Week: Class, 5; Lab, 6; Clinical, 0; Semester Hours Credit: 7
Prerequisite: Acceptance in the Surgical Technology Program, BIO 092, CHM 094 or CHM 130 and 130A, MAT 070 and ENG 090; Corequisite: SUR 110

SUR 122 Surgical Procedures I

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

Course Hours Per Week: Class, 5; Lab,3; Clinical, 0; Semester Hours Credit: 6
Prerequisite: SUR 110 and SUR 111; Corequisite: SUR 123

SUR 123 Surgical Clinical Practice I

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is on the scrub and circulating roles of the surgical technologist, including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 21; Semester Hours Credit: 7
Prerequisites: SUR 110 and SUR 111; Corequisite: SUR 122

SUR 134 Surgical Procedures II

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

Course Hours Per Week: Class, 5; Lab, 0; Clinical, 0; Semester Hours Credit: 5
Prerequisite: SUR 122 and SUR 123; Corequisites: SUR 135 and SUR 137

SUR 135 Surgical Clinical Practice II

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

Course Hours Per Week: Class, 0; Lab, 0; Clinical, 12; Semester Hours Credit: 4
Prerequisite: SUR 122 and SUR 123; Corequisites: SUR 134 and SUR 137

SUR 137 Professional Success Preparation

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, résumé preparation, and interviewing techniques. Upon completion, students should be able to prepare a résumé, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

Course Hours Per Week: Class, 1; Lab, 0; Clinical, 0; Semester Hours Credit: 1
Prerequisite: SUR 123; Corequisites: SUR 134 and SUR 135

Work Based Learning

WBL 110 World of Work

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

Course Hours Per Week: Class, 1; Lab, 0; Semester Hours Credit: 1
Prerequisite: Permission of academic advisor and Work-Based Learning Coordinator
Corequisite: WBL 111 (This requirement is program specific)

WBL 111 Work Based Learning I

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Course Hours Per Week: Class, 0; Lab, 0; Work, 10; Semester Hours Credit: 1
Prerequisite: Permission of academic advisor and Work-Based Learning Coordinator
Corequisite: WBL 110 (This requirement is program specific)

Web Technologies

WEB 110 Internet/Web Fundamentals

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded web site created with mark-up language, and effectively use and understand the function of search engines.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

WEB 111 Introduction to Web Graphics

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

WEB 115 Web Markup and Scripting

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: WEB 110; Corequisite: None

WEB 140 Web Development Tools

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

WEB 151 Mobile Application Development

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and

programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: CSC 121, CSC 151, CSC 153, or CTI 110; Corequisite: None

WEB 210 Web Design

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional websites.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: WEB 110; Corequisite: None

WEB 215 Advanced Markup and Scripting

This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: WEB 115; Corequisite: None

WEB 250 Database Driven Websites

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Welding

WLD 112 Basic Welding Processes

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

Course Hours Per Week: Class, 1; Lab, 3; Semester Hours Credit: 2
Prerequisite: None; Corequisite: None

WLD 115 SMAW (stick) Plate

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

Course Hours Per Week: Class, 2; Lab, 9; Semester Hours Credit: 5
Prerequisite: None; Corequisite: None

WLD 121 GMAW (MIG) FCAW/Plate

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisite: None; Corequisite: None

WLD 131 GTAW (TIG) Plate

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Course Hours Per Week: Class, 2; Lab, 6; Semester Hours Credit: 4
Prerequisite: MAT 060, RED 070; Corequisite: None

WLD 141 Symbols and Specifications

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Course Hours Per Week: Class, 2; Lab, 2; Semester Hours Credit: 3
Prerequisite: None; Corequisite: None

Distance Learning

Durham Tech offers a wide array of online courses as a flexible alternative to traditional, on-campus classes. College credit online courses cover the same content as their traditional counterparts on campus and follow the academic calendar. Students are required to complete assignments each week according to the class schedule, to maintain regular contact with the instructor, and to participate in online class discussions. While all coursework is completed online, attendance at an orientation on campus may be required for some classes. Noncredit online courses offer a convenient way to advance your career or learn something new.

Classification of Students

Persons attending the college are classified as either curriculum or visiting students and as full-time or part-time students according to the following definitions:

- Admitted Students – Persons who have been fully admitted to a program of study leading to an associate's degree, diploma, or certificate. Admitted students are served by academic advisors in their programs of study. They are also eligible to be considered for course substitutions or credit by examination and qualify for academic recognition. They may also benefit from other academic options offered by the college unless restricted from doing so by the program in which they are enrolled.

- Visiting Students – Persons who have not been admitted to a program of study offered by the college and, therefore, are not officially pursuing a degree, diploma, or certificate. As non-degree students, they receive advising through Admissions and Advising Services. They are not eligible to be considered for course substitutions, may not receive credit by examination, do not qualify for academic recognition, and are not eligible for federal financial aid. Once a visiting student has completed 18 credit hours at Durham Tech, the student must apply for admission to a program of study to continue to enroll in credit courses.

  It is strongly recommended that any student intending to complete a program of study at Durham Tech not proceed beyond one semester of full-time study, or 12 credits, as a visiting student before applying for admission. Delay in applying for admission may result in loss of credits and other penalties or disadvantages.

- Full-Time Students – Persons who have registered for a minimum of 12 credit hours for the semester.
- Part-Time Students – Persons who have registered for fewer than 12 credit hours for the semester.

Grades and Grading System

Grades are available through Self-Service at the end of each semester. Grade information includes the semester hour credits earned and the grade point average for the semester.

Each semester, Durham Tech establishes a date on which final course grades are due. To ensure that all students are treated in a fair and equitable manner, the college will not release a final grade for any student prior to the final grade due date. Furthermore, instructors will not arrange early exams for any student in order for the student to meet deadlines at another institution. Students who find that this policy conflicts with grade reporting deadlines at their home institution must work to resolve the matter at that college or university rather than at Durham Tech.

Grading System

Durham Technical Community College employs a letter grading system to evaluate the students' performance in meeting the stated objectives of the classroom, laboratory, shop, clinical setting, or work experience.

Procedure

The college currently uses the following letter grades, credit types, and grade points for curriculum courses:

[1]Developmental Education or EFL course grades.
[2]Historical grades may appear on transcripts for past semesters but are not currently being awarded.

GRADE/CREDIT TYPE	SIGNIFICANCE	GRADE POINTS PER SEMESTER HOUR
A/A*[1]/PA[1]	Superior Work	4
B/B*[1]/PB[1]	Very Good Work	3
C	Average Work	2
D	Below Average Work	1
F	Unsatisfactory Work (Must Repeat Course)	0
F2[2]	Failure due to Excessive Absences	
I	Incomplete (Makeup Work Required)	
IP[2]	In Progress (Must Repeat Developmental Course)	
R[1]/NP[1]	Repeat/Not Passing (Must Repeat Developmental Course)	
P	Pass	
NS	No Show (Student Never Attended Course)	

GRADE/CREDIT TYPE	SIGNIFICANCE	GRADE POINTS PER SEMESTER HOUR
W	Withdrawn	
WP[2]	Withdrawn – Passing	
AU	Audit	
CE	Credit by Examination	
TR	Transfer Credit	
X	Grade Not Yet Reported	
CC[1]	Completion Credit for Developmental Math Module	
NC	Non-Course Credit	

Explanation of Special Grades

The following special grades are assigned at Durham Tech when a grade of A, B, C, D, or F is not achieved:

F2: Failure due to Excessive Absences

The student missed more than the allowed percentage of class meetings and did not meet course obligations.

I: Incomplete

The I grade may be assigned if the student has completed at least 80 percent of the coursework and has a C or better at the time of the request. The I grade is reserved for extenuating circumstances such as accident, illness, or comparable unavoidable developments and is not appropriate for students who otherwise fail to appear for the final examination or fail to turn in final assignments by the last regular day of the course. Grading options for students who have completed less than 80 percent of the coursework but have maintained a C or better average at the time of the request are at the discretion of the dean.

The procedure for assignment of an I grade follows:

1. The student must confer with the instructor and request the I grade on or before the last class day of the semester. The student must provide the instructor with documentation of particular circumstances necessitating the I grade.
2. If the circumstances are considered legitimate, the instructor completes the request for an I grade, including written instructions specifying the work to be completed and the completion deadline, and submits the request to the appropriate academic dean or designee via the chair or director. Only the academic dean or designee can approve an I grade request.
3. If the dean or designee approves the request, the chair or director, instructor, and student are notified.
4. The dean or designee will notify Student Information and Records of the approved I grade request. Only Student Information and Records can record an I grade.
5. Once the student completes the work according to the instructor's requirements, a grade for that work is assigned and computed in the final course grade. The instructor then submits a Change of Grade form to the dean via the chair. If the course work is not completed during the subsequent semester, the I grade is changed to an F.

In no case may the work be completed later than the conclusion of the following semester. If the incomplete course is an essential prerequisite for a subsequent course, the student may be required to remove the I grade within a significantly shorter period of time. Otherwise, the subsequent course must be dropped. An I grade received during the semester before the semester of graduation must be removed by the midterm of the semester in which the student intends to graduate. **NOTE**: Students' financial aid eligibility may be impacted by I grades. Students should consult with a financial aid advisor to discuss this impact.

IP: In progress

The Developmental Education student earned a course average below the threshold to earn a passing grade for the course but made significant progress toward meeting course objectives (historical grade, no longer assigned).

R: Repeat and NP: Not Passing – Must Repeat Developmental or EFL Course

The special grade of R is assigned only in some Developmental Studies and EFL courses (most courses with a number of 99 or lower) when the student has not mastered all course competencies. The student must re-register for the course before progressing to the next level of course work. The special grade of NP is assigned in Developmental Mathematics Shell courses (courses with a DMS prefix) when the student has not mastered all course competencies in the required modules within the shell course. The R and NP grades are calculated into the student's attempted hours for the purpose of determining completion rate, but they are not calculated into the student's GPA.

P: Pass

The grade of P is awarded after successful completion of a course. The P grade is calculated into the student's completed hours for the purpose of determining completion rate, but it is not calculated into the student's GPA.

NS: ***No Show – Student Never Attended Course***

A student who registers for a course but never attends the course before the 10 percent point in attendance is designated as a "no-show" (NS) in the course. A student who never attends a course receives the NS grade.

W: ***Withdrawal from Course***

The special grade of W is assigned when a student officially withdraws or, in some specific circumstances, is dropped from a course by the instructor during the first 60 percent of the class meeting hours. After the 60 percent date, a letter grade other than W may be assigned for the course, depending on the circumstances under which the student left the course. (Please see our Academic Information page for more information about withdrawals and the last day to withdraw from a course with a grade of W.)

WP: ***Withdrawal – Passing***

A WP grade is assigned when a Developmental Education student retested on the ASSET or COMPASS test after the sixth week of the semester and scored well enough to move to the next level (historical grade; no longer assigned).

AU: ***Course Audit***

The special grade of AU is assigned when a student enrolls in and regularly attends a course on a noncredit basis. Enrollment is subject to space availability and the program director's prior approval. The audit student, like credit students, is subject to Durham Tech's attendance policy. The student may not change from credit-to-audit or audit-to credit status after the first 10 calendar days of the semester. Students may not audit Developmental Education courses. Students may request Course Audit status by completing the online Audit Request form.

CE: ***Credit Examination***

The special grade of CE is awarded when a student has applied for and successfully completed the requirements for credit by examination. Qualified curriculum students with relevant prior training or experience may earn

academic credit for certain courses by examination. A student interested in receiving such credit should contact the appropriate program director for information about the application procedure. To receive credit by examination, the student must be enrolled in a curriculum program and be registered for the course for which application is made. The application must be approved within the first seven calendar days of the semester, and the examination must be completed within the first 14 calendar days of the semester.

To receive credit by examination, the student must score at least 85 percent on the examination. In certain courses, the required passing score may be higher. The examination may be taken only once, and a student failing the examination must complete the course for credit. No more than 10 percent of the total credit hours required by the student's plan of study may be earned by examination unless the chief instructional officer gives special approval to exceed this limit.

CEs do not transfer to any university. Credit by examination is typically used to document relevant prior training, work experience, or competencies.

The credit by examination procedure follows:

1. The student must enroll in the class for which application for credit by examination is made. (Please see our Credit by Exam page for the list and contact information for credit by examination courses
2. The student must obtain the credit by examination application from the program director or course instructor.
3. Student Information and Records (Wynn Center, room 10-201) must:
    a. Verify admission to a program;
    b. Verify registration for the course; and
    c. Ensure the exam does not exceed the 10 percent limit of credits earned by examination.
4. The student must return the completed application to, and receive approval from, the program director within the first seven calendar days of the semester. Some programs require a pre-test to qualify for credit by examination
5. The examination must be completed within the first 14 days of the semester.
6. To receive credit by examination, the student must score at least 85 percent on the exam. In certain courses, the required passing score may be higher.
7. The examination may only be taken once.
8. A student who receives a passing grade on the credit by examination will be given a grade of CE. The student who passes the exam should not drop the course. The student must remain on the roster to receive credit for the course.
9. A student who fails the exam must complete the course in order to receive credit.
10. The program director submits the student's application, exam, and results to the department dean and then to the Vice President of Student Learning and Instructional Services. Copies of all completed credits by examination are maintained in the office of the Vice President of Student Learning and Instructional Services.

TR: ***Transfer Credit***

Students may earn transfer credit for courses taken at other accredited institutions based upon evidence that the competencies required for the transferred course also meet the learning outcomes or competencies of a course offered at Durham Tech.

X: ***Grade Not Yet Reported***

The student's final grade has not yet been reported by the instructor.

CC: ***Completion Credit in a Math Module***

Students earn the grade of CC for each of the modules they complete within a Developmental Math Shell (DMS) course. The CC grade is calculated into the student's completed hours for the purpose of determining completion rate, but they are not calculated into the student's GPA. For instance, students who register for DMS 002 must complete two DMA modules within that two-credit-hour shell course; those two completed modules (e.g., DMA 010 and DMA 020) will each earn the grade of CC. If students complete only one of the required modules, they will earn the grade of CC for the first module (DMA 010) but not the second (DMA 020).

NC ***Non Course Credit***

Students may earn non course credit for validated industry-recognized credentials based upon evidence that the competencies required for the credential also meet the learning outcomes or competencies of the course offered at Durham Tech.

Purpose of Revision

The previous procedures listed F2 as a historical grade. Since the grade began being used again in 2016FA, the procedures needed to be updated to reflect this change. Other edits were made to clarify language and to reflect the room numbering changes made by the college.

Change of Grade

Grades may be changed if an instructor has made a data entry error or miscalculated a final grade. Such a miscalculation may occur due to the inadvertent omission of an assignment, a missed electronic transmission of a grade or assignment, or a mathematical/calculation error. Students must follow the Grade Change Request and Approval procedure below.

The grade change request and approval process is as follows:

1. A student pursuing a grade change should meet with his or her instructor to determine whether an error has occurred, if applicable.
2. The instructor should complete a grade change request form and provide a detailed reason for the change.
3. The instructor should submit the grade change request form to the discipline chair or program director for signature and approval.
4. The discipline chair or program director should submit the grade change request to the department dean for signature and approval.
5. The department dean will forward the form to Student Information and Records. The dean's signature on the grade change form constitutes approval.
6. Student Information and Records will record the grade change and notify the department dean.
7. The department dean will notify other appropriate parties.

Guidelines ***for Changing Grades (other than I Grades):***

Grades may be changed if an instructor has made a data entry error or miscalculated a final grade. Such a miscalculation may occur due to the inadvertent omission of an assignment, a missed electronic transmission of a grade or assignment, or a mathematical/calculation error.

Grades may not be changed if the instructor is offering a student the opportunity to retest when he or she did not give all students in that class the same opportunity. Grades may not be changed for arbitrary reasons. There must be consistency in the way student grade changes are processed and resolved.

All change of grade requests are to be submitted on change of grade electronic forms for approval by the chief instructional officer. All change of grade requests other than those converting an I grade to a letter grade require written explanations of the reasons for the changes and must be requested within one calendar year after the original grade was assigned.

Grade Point Average

Durham Tech employs a letter grading system to evaluate the student's performance in meeting the stated objectives of the classroom, laboratory, shop, clinical setting, or work experience.

Procedure

Durham Tech uses a Grade Point Average (GPA) as a common indicator of academic success. There are three calculations used to determine students' academic progress: (1) cumulative GPA, (2) program GPA, and (3) overall GPA for Satisfactory Academic Progress (SAP). All GPAs are based on a 4.0 scale.

1. The **cumulative GPA** is calculated using grade points from all courses taken at Durham Tech including **developmental education courses, Academic English as a Foreign Language (EFL) courses, prerequisites**, and classes outside a student's program of study. If a course is repeated, only the best grade is used in calculating the cumulative GPA.

   To calculate the GPA, students must know the number of credit hours assigned to each class, and then must convert the letter grade earned into quality points. The table below illustrates the letter grade and quality points.

   [1]See Grading System section above.

LETTER GRADE	QUALITY POINTS
A/A*[1]/PA[1]	4
B/B*[1]/PB[1]	3
C	2
D	1
F/F2	0

2. Grades of I, IP, R/NP, P, NS, W, AU, NC, CE, or TR1 are not used in GPA calculations.

3. The **program GPA** is calculated using the courses taken at Durham Tech that are listed on a student's plan of study, including all General Education courses and any approved course substitutions. A minimum program GPA of 2.0 is required for graduation. If a course is repeated, only the best grade is used in calculating the program GPA. With the exception of repeated courses, it is important to note that both successful and unsuccessful attempts to fulfill a requirement are included in the program GPA. Further, if a student has fulfilled the requirements on the plan of study and later completes additional courses, the program GPA will not include grade points from the additional coursework.

   See the following program GPA calculation examples for illustration:
   A student who completed the courses below within the Office Administration Associate in Applied Science degree, 2015-2016 Catalog Year, would have the SOC 210 course incorporated into the program GPA, resulting in a program GPA of 3.18. Since the SOC 210 course was an attempt at fulfilling the social science

elective for the program, the F is incorporated into the program GPA. The grade in PSY 150 is also included as it is a successful attempt at meeting the same requirement. The F grade in SOC 210 is not replaced unless the same course is repeated:

2015FA: ACA 122 – A (1 cr.), CIS 110 – A (3 cr.), SOC 210 – F (3 cr.), OST 130 – A (3 cr.)
2016SP: ENG 111 – B (3 cr.), BUS 110 – A (3 cr.), PSY 150 – B (3 cr.), DBA 110 – A (3 cr.)

A student who completed the courses below within the Associate in Arts degree, 2016-2017 Catalog Year, would not have the SOC 210 course incorporated into the program GPA, resulting in a program GPA of 3.0. Since this course was taken after meeting the social science requirement of 9 credit hours in 2016FA and after all electives had been fulfilled, the F is not incorporated into the program GPA; it is an additional course beyond the requirements in the plan of study:

2016SU: PSY 150 – B (3 cr.), ACA 122 – B (1 cr.), ENG 111 – B (3 cr.)
2016FA: CIS 110 – B (3 cr.), HIS 111 – B (3 cr.), ECO 251 – B (3 cr.), PSY 241 – B (3 cr.)
2017SP: POL 120 – B (3 cr.), ECO 252 – B (3 cr.), HIS 112 – B (3 cr.), ACC 120 – B (3 cr.), BUS 110 – B (3 cr.)
2017SU: SOC 210 – F (3 cr.)

4. Students who receive financial aid must demonstrate **satisfactory academic progress (SAP)** in order to maintain financial aid eligibility. One standard that must be met to maintain financial aid eligibility is maintaining an **overall GPA** of 2.0 or higher. The overall GPA used to determine the student's SAP status is calculated using grade points from all courses, including developmental education, Academic English as a Foreign Language (EFL) courses, prerequisites, and courses outside of the plan of study. If a student repeats a class, grade points from all course attempts are used to calculate the overall GPA. All past and recent periods of enrollment (semesters or terms) at Durham Tech are included in a calculation of satisfactory academic progress, regardless of whether the student was receiving financial aid assistance at the time.

Definitions

This policy provides an explanation of the grade point calculation process and applies to all curriculum students.
Cumulative Grade Point Average - GPA calculated using every course completed. When a course is repeated, only the best grade is included.
Program Grade Point Average - GPA calculated using the courses that fulfill the student's program of study. When a course is repeated, only the best grade is included.
Overall GPA for SAP - GPA calculated using every course completed. Grades for all attempts of a course are included.
Developmental Education Courses - These courses provide opportunities for improvement in the areas of English grammar and composition, reading and mathematics.
Academic English as a Foreign Language (EFL) Courses - These courses offer students a way to improve their skills in reading and writing in Standard Academic US English. They differ from ESL classes because ESL classes focus on everyday social English with only a minimal focus on the academic expectations in reading and writing.
Prerequisite Courses - A course that is required to be completed prior to enrolling in another course.
Satisfactory Academic Progress (SAP) - Earning at least a 2.0 overall GPA, completing at least 67% of courses attempted, and not exceeding 150% of required program credit hours.

Course Repeat

A student may repeat a course for a better grade two additional times. A student may not enroll in the same course more than three times without departmental approval.

Some Health Technologies programs have a limit of two enrollments. Repeating courses may also have a negative impact on satisfactory academic progress. Students receiving financial aid should consult the Satisfactory Academic Progress section below for additional information.

Students may repeat a course for which they have already earned a grade. In such an instance, only the higher grade will be used in calculating the cumulative and program grade point average for graduation. A student may choose to take a different elective course instead of repeating the same elective course; however, the credit hours and grade points for both courses will be included in calculating the grade point average for graduation. Grade point averages for financial aid purposes are calculated based on all course attempts.

During the university transfer process, the senior institution may recalculate transfer students' grade point averages using that institution's method of calculation for course repeats.

All grades remain on the student's transcript, regardless of whether they are included in the calculation of a student's grade point average. Students may not register for two sections of the same course within the same term.

Course Prerequisites and Corequisites

Some courses have prerequisites and corequisites which are listed in the course descriptions section. Before these courses may be taken, any prerequisite course must be completed with a grade of C or better (completing with a grade of B or better is required in Developmental Education courses). Corequisites must have been taken during a previous or the same semester (completing with a grade of C or better). Advisors work with students to determine that prerequisites have been met.

Semester Length and Credit Hour Calculation

Durham Tech operates on a three-term academic calendar. The fall and spring semesters are each 16 weeks long; the summer term is 8 or 10 weeks long. In addition, the college offers some courses in 8-week mini-sessions and occasionally offers instruction in time frames of varying length to meet the training demands or schedules of other agencies.

A credit hour at Durham Tech, as required by the North Carolina Administrative Code, is calculated according to the following formula as based on a 16-week semester: 1 hour of classroom instruction per week equals 1 credit hour; 2 hours of supervised laboratory instruction per week equal 1 credit hour; 3 hours of supervised manipulative laboratory, shop, or clinical practice per week equal 1 credit hour; and 10 hours of work experience, practicum, or internship per week equal 1 credit hour.

Course Substitutions

In special circumstances, the dean may approve an appropriate course for substitution of a course listed on the plan of study. However, the substituted course must academically parallel or enhance the program objectives; and the total credit hours in each category on the plan of study must be satisfied. The substitution will be made on an individual basis and may not apply to all students in a given program. Course substitution approval must be received before registration.

Schedule of Changes

Students who have met with an advisor during priority, general, or late advising and registration may register, make schedule adjustments, and add or drop courses by accessing Self-Service through the last day of registration. Students do not need to meet with an advisor again unless they are registering for classes not

previously approved by an academic advisor or need additional assistance. Students who wish to make a schedule change after the last day of registration, should visit Admission and Advising Services.

On rare occasions, the college may reassign students to different sections or classes if it determines that such reassignments are in the best interests of the student and/or of the teaching and learning process.

Standards of Progress

Durham Tech requires that students maintain a minimum grade point average of 2.0 in order to be eligible for graduation. In order to assist students in their academic pursuits and ensure that they can successfully persist through graduation, the college has established an academic progression plan which provides parameters for the quality of academic performance as well as a pace for completion.

The college offers multiple support services to help students make satisfactory academic progress. Students should monitor their individual progress each semester and seek additional support services if at risk for not meeting the standards.

Satisfactory Academic Progress

Federal regulations require students receiving Title IV financial assistance to maintain satisfactory academic progress. In general, satisfactory academic progress includes maintaining a 67 percent completion rate and a 2.0 cumulative grade point average. Failure to maintain satisfactory academic progress will result in the suspension of aid. Students must maintain satisfactory academic progress regardless of enrollment status (full-time, part-time) or admitted program.

Consult the Financial Aid Satisfactory Academic Progress document to review the methods of assessment, time limitations, various statuses, consequences, grades, program requirements, and appeals procedure for satisfactory academic progress. Students who wish to appeal suspension of financial aid due to failure to meet satisfactory academic progress must complete the Satisfactory Academic Progress Appeal form and submit it to the Financial Aid office.

Incoming Transfer Students

Transfer students applying for admission to Durham Tech must meet all admission requirements for their chosen programs. Read the Transfer Credit Award policy and procedure in the Student Information and Records section.

Readmission

Complete the CFNC enrollment application online. The Student Information and Records office (Wynn Center, room 1203) will require time to process the application so complete and submit it as early as possible, preferably before the enrollment due date. Submit official transcripts from all institutions of higher education you have attended since your last semester at Durham Tech.

Transferring to Other Institutions

The Arts, Sciences, and University Transfer (ASUT) program allows students to complete up to two years of course work for a baccalaureate degree. The wide variety of freshman-level and sophomore-level courses satisfies general education requirements at senior institutions across the United States. Completion of the Associate in Arts or Associate in Science degrees enables an eligible student to transfer as a junior to University of North Carolina System institutions after acceptance at the four-year university.

Associate in Arts, Associate in Science, Associate in Engineering, and Associate in Fine Arts

Durham Tech offers the Associate in Arts (AA), Associate in Engineering (AE), Associate in Fine Arts (AFA), and Associate in Science (AS) degrees in its University Transfer program. The AA and AS degrees are protected under

the 2014 Comprehensive Articulation Agreement (CAA). Students who began their program Fall Semester 2014 or later and who complete the AA or AS (with a 2.0 or higher and with a grade of C or above in all courses), will have satisfied the lower-division General Education requirements at all NC public four-year institutions and will transfer as a junior upon acceptance to a University of North Carolina (UNC) System institution.

The AE degree is protected under the February 2015 articulation agreement between the North Carolina Community College System and the five UNC institutions that offer the Bachelor of Science in Engineering (BSE) degree. Students who complete the AE plan of study with a 2.5 or higher and with a grade of C or higher in all courses and who are accepted through competitive admission to a public four-year BSE program should be able to complete their degree within two additional years.

Students who earn the AFA degree should work with AFA advisors at Durham Tech for personalized assistance in transferring to a four-year institution for the Bachelor of Fine Arts or Bachelor of Arts in Art degree. University Transfer student advisors and faculty in the Arts, Sciences, and University Transfer department can assist students with general transfer information and planning for public and private institutions in North Carolina.

Associate in Applied Science

The Associate in Applied Science (AAS) degree is awarded for two-year technical programs which focus on preparing the student for a profession. There are senior institutions which accept some of these degrees as the first two years of a four-year program, often referred to as bilateral agreements. Other senior institutions evaluate the Associate in Applied Science degree on a course-by-course basis. Information about the colleges and universities that offer transfer credit for courses in the Associate in Applied Science degree programs completed at Durham Tech is available on the Bilateral Agreements web page.

Associate in General Education

While not designed specifically for transfer, the Associate in General Education (AGE) is a highly flexible degree program which a student may structure to meet individual needs. Transferability of courses depends on which specific courses are selected for the degree. Courses for the AGE degree may be selected from either the University Transfer program or from technical programs, provided that a minimum of 18 credits in a general education core is included. Additional information is available on the Bilateral Agreements web page.

Requirements for Graduation

To be eligible for graduation, students must complete all courses and credit hours required in the plan of study under which they were admitted with a minimum grade point average of 2.0 (C). In addition, specified programs may require a grade of no less than C in some courses as designated in the appropriate program handbook. Transfer credit may not exceed 75 percent of the total credit hours required to complete the desired program of study. Students must complete a minimum of 25 percent of the total credit hours required to complete the desired program of study at Durham Tech.

Students should complete a graduation application form for their degree, diploma, or certificate one semester before their anticipated date of graduation. For example, students should apply for graduation when they register for fall semester if they plan to graduate at the end of spring semester. Refer to the Requirements for Graduation for instructions on how to complete the graduation application process.

Student Support Services

Center for Academic Excellence

The Center for Academic Excellence (CAE) provides curriculum students at Durham Tech with the academic support they need to be successful. CAE tutors and staff strive to do the following:

- Provide students with an alternative learning environment for individualized and small group tutoring sessions.
- Empower students to be proactive in achieving their academic success and to challenge them to become independent and critical thinkers by modeling effective examples of clear communication.
- Collaborate with colleagues inside and outside the CAE to share best practices in tutoring, academic support, and general higher education.

Library

Durham Tech libraries support the mission and goals of the College by providing staff, services, and resources to support learning, research, engagement, and success.

The library's collection on Main Campus, Northern Durham Center, and Orange County Campus, includes more than 40,000 books, magazines, newspapers, videotapes, and a variety of other audiovisual materials. Also, students use online databases and the Internet to find information on topics of interest.

The library's website contains links to the college's online catalog and full-text databases. Library hours, policies, research guides, and a guide to citing sources are also available in this section.

Durham Tech participates in a consortium of community college libraries in North Carolina. The holdings of all consortium libraries may be searched simultaneously from the online catalog. Also, students may borrow books from those colleges in person with a valid Durham Tech identification card or via interlibrary loan.

Most materials may be checked out for three weeks. Reference and reserve materials may be used only in the library. Members of the staff are always available to help students locate and use the library's resources. To borrow materials, a user must present a valid Durham Tech identification card.

Library facilities include individual and group study areas as well as an area where students may read newspapers, popular magazines, professional journals, and paperback books. A quiet room is also available for individual study.

Counseling Services

Counselors help students explore their best options for academic and personal success. Counselors are available to meet with students individually to discuss a wide range of personal concerns, provide encouragement and support, intervene in times of crisis, make referrals when necessary, and help students identify and resolve personal issues.

To make an appointment with one of our counselors, please call 919-536-7207, or visit the Counseling and Student Life office in the Phail Wynn, Jr. Student Services Center, room 10-209. More information can be found in the Academic and Personal Counseling section of the website.

Career Services

Our diverse, rapidly growing economy offers tremendous opportunity for students searching for a job. However, identifying the career and specific job that suits one's skills, abilities, and personality can be a frustrating task. Career Services offers resource materials, interest inventories, workshops, and individual counseling to help students develop and clarify career goals. Services are available to Durham Tech students and alumni. Students interested in taking advantage of Career Services should visit the Career Center, located in the Phail Wynn Jr. Student Services Center, room 10-109, or view the Career Center section of the website.

Durham Tech is also a key partner in the Durham NCWorks Career Center located a few blocks from the Main

Campus. This partnership enables Durham Tech students and the residents of Durham to access countless job opportunities throughout the state.

Disability Services

Durham Tech provides disability accommodations and services designed to create equal access to the many aspects of education. Students have the opportunity to voluntarily self-identify with the college as having a disability or medical condition that may impact access to programs and activities.

Students with disabilities may achieve educational access through the effective use of accommodations or services such as individualized educational planning; support staff including note-takers and interpreters; assistive technology; alternative testing arrangements; and priority assistance during registration. Through a process of individual planning, students are supported in the process of using their diverse abilities to succeed.

View the Disability Services section for more information and forms or visit the Counseling and Student Life office, located in the Phail Wynn, Jr. Student Services Center, room 10-209.

Additional Financial Support Services

Durham Tech offers several support services for students with additional financial needs to help them persist and complete their goals. These include on-campus resources such as the Campus Harvest Food Pantry and the Emergency Financial Assistance Program, as well as referrals to community agencies.

Durham Tech also provides students with free financial coaching through a partnership with The Financial Clinic. A trained financial coach will be able to assist students with a diverse range of financial matters related to assets, banking, credit, debt, and financial goal setting. The financial coach is available through the Counseling and Student Life office, located in the Phail Wynn, Jr. Student Services Center, room 10-209.

Student Life

Durham Tech acknowledges the importance of student life outside the classroom and supports a variety of social, cultural, and professional opportunities to enhance a student's in-class educational experiences. Durham Tech provides a variety of activities, clubs, and organizations for students and the broader community. Educational, cultural, and social activities must support the college's mission, values, and strategic goals. The college establishes and follows processes and guidelines to encourage student engagement; foster student leadership; charter official student clubs and organizations; coordinate and provide administrative oversight of activities, clubs, and organizations; provide access to and information about related funding and expenditures; maintain a safe learning environment; and ensure compliance with college policies and with state and federal laws. Review the Student Activities Procedures.

More information can be found in the student clubs and organizations section of the website.

Student Publications

Recognizing the importance of a public forum for the written expression of ideas as well as the development of effective communication skills, Durham Tech supports student involvement in campus publications. Students produce *Final Draft*, a student literary magazine.

While the views expressed in these publications do not necessarily reflect those of the college, faculty and staff advisors assist students in developing the publications in a manner consistent with responsible journalism, acceptable English composition, and the stated purposes of the college.

Student Government Association

The Student Government Association (SGA) provides input to the college's administration on decisions affecting students, makes decisions regarding the allocation of student event funds, and plans student activities and events. The SGA also approves and provides support for student organizations. Student senators represent academic departments and student organizations.

Student interest and leadership are necessary for the SGA to function effectively; students are encouraged to become actively involved. Additional information about the SGA is available on the SGA web page.

Student Leadership Program

The Durham Tech Student Leadership Program, Journey, is designed for students seeking to build their leadership skills through active participation in dynamic workshops led by motivational speakers. Eligible students are encouraged to apply in the fall semester, and will be selected through a competitive process by the Journey Student Leadership Committee.

Student Rights and Responsibilities

Student-Faculty Responsibilities

At Durham Tech, the student and the faculty member are obliged to meet a number of reciprocal responsibilities within the student-teacher relationship.

The student is responsible for arriving at all classes on time and preparing to participate in assigned work or activities; obtaining assignments from the faculty member before an absence whenever possible, so that work may be submitted upon returning; requesting to make up assignments missed due to legitimate absences (make-up assignments will follow procedures stipulated by the faculty member at the outset of the course); and seeking faculty assistance when clarification or additional assistance is needed to complete an assignment.

The college does not permit a student to attend class with a child or leave a child unattended on campus while attending class.

Students are responsible for personal items. The college is not responsible if they are lost, stolen, or if they are damaged due to electrical current variations.

The faculty member is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the semester; providing students with complete information about the objectives and requirements of the course, including the resources available to students outside the classroom or laboratory; maintaining an accurate record of attendance for all students and consulting promptly with students on any attendance problems; and being available to students outside of class in the event additional assistance is needed in meeting course requirements.

Attendance

Regular attendance is required for the student to complete all course requirements and receive the optimum benefit of instruction. In the event of an absence, it is the student's responsibility to make up all missed work in the timeliest manner possible. Failure to make up missed work will adversely affect the student's course grade.

Student Withdrawals, Faculty Withdrawals, and Class Absences

Student-Initiated Withdrawals

Students may officially drop one or all courses prior to the 75 percent tuition refund deadline of each semester without the enrollment being shown on the transcript. The last date for students to withdraw with a refund and the last date to initiate a withdrawal with a grade of W are published in the Registration section of the website. During the traditional 16-week fall and spring semesters, the 60 percent date is ordinarily near the end of the tenth week of class or for an 8-week term, near the end of the fifth week. For irregular length courses, consult the instructor's syllabus for the last day students may withdraw with a grade of W. Students making registration changes prior to the 75 percent tuition refund deadline may be eligible for a refund and must complete the necessary refund request process outlined in the Tuition and Fees section of this document.

After the close of the drop period and prior to the 60 percent date in the semester, students may officially withdraw from one or all courses with a grade of W. To initiate an official withdrawal, complete a withdrawal form. Use your Self-Service username and password to log in to the system. Failure on the part of the student to withdraw officially from a course could result in a grade of F2. Therefore, all students should refer to the instructor's attendance policy included on the course syllabus, and students with questions or concerns should consult with their instructor.

Students with medical situations that necessitate requesting withdrawal from all credit courses past the normal deadlines should complete the Request for Medical Withdrawal form, attach appropriate documentation, and submit the form and documentation to the Counseling and Student Life office located in the Phail Wynn, Jr. Student Services Center, room 10-209. For more information, call 919-536-7207, ext. 1413.

Military Students

Students who are called to active military duty should contact the college registrar for assistance with their enrollment needs. It is the intention of Durham Tech to make the transition in and out of the college as smooth and stress-free as possible. Refer to the Class Absences policy for more information.

Faculty-Initiated Withdrawals

Consecutive Absences

Any student with consecutive absences equaling or exceeding 15 percent of the instructional hours for the course prior to the official withdrawal date for the course will be withdrawn from the class by the instructor with a grade of W.

If a student misses 15 percent of the class meetings consecutively such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will assign the grade of F2. The last day of attendance is required for Web Grading when the F2 grade is assigned due to excessive absence. Students enrolled in Developmental Education courses in this situation will be withdrawn with the grade of W. Excused absences are not counted when calculating the 15 percent absence threshold.

Intermittent Absences

If a student misses 15 percent of the class meetings intermittently within the first 60 percent of the instructional hours for that course, the instructor may withdraw the student from the course assigning the grade of W. If a student misses 15 percent of the class meetings intermittently such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor may assign the student the grade of F2. Students enrolled in Developmental Education courses in this situation may be withdrawn with a grade of W. Excused absences are not counted when calculating the 15 percent absence threshold.

Students should refer to the instructor's attendance policy included on the course syllabus, and students with questions or concerns should consult with their instructor.

A student who has withdrawn from a class or been withdrawn from a class may request reinstatement subject to the approval of and conditions set by the instructor. To be reinstated, the student must have been in good academic standing in the course at the time of withdrawal and must provide the instructor with evidence that the extenuating circumstances which necessitated the withdrawal will no longer be a problem.

In certain Health Technologies programs, if the student exceeds the 15 percent absence limit after the 60 percent date, penalty points may be imposed when the student is required to fulfill licensure certification or program accreditation requirements.

Class Absences

The focus of Durham Technical Community College's Student Learning and Instructional Services is effective student learning for career and personal growth. To this end, faculty and staff are available to work closely with students from the point of application for admission through the progression of courses to completion of studies at the college. Regular attendance is required for students to complete all course requirements and receive the optimum benefit of instruction.

Procedure

For students who have officially entered the course, absences are calculated from the first class meeting, not from the student's first attendance date. Hence, students entering late may have already accumulated part of the absence limit which varies according to the contact hours of the class.

Tardiness and Early Departure

Students should be on time for each class session and should be prepared to remain for the full duration of the class. Tardiness or early departure from class that results in the student missing at least twenty (20) percent of the instructional session may be considered an absence. Chronic tardiness and/or leaving class early may adversely affect the student's course grade and may cause the student to receive a grade of "F".

Excused Absences

An excused absence is defined as a planned absence. Durham Tech students are allowed one (1) excused absence per class per term for a planned event or observance. Students who wish to use an excused absence must submit an Excused Absence Notification form and any supporting documentation at least fourteen (14) calendar days in advance of the scheduled absence date. Students who wish to use an excused absence for military service must submit a Military Service Excused Absence Notification form and any supporting documentation as soon as possible once dates of absence are known and supporting documentation is available. Students who wish to use an excused absence for pregnancy or childbirth must submit a Pregnancy/Childbirth Excused Absence Notification form and any supporting documentation as soon as possible once dates of absence are known and supporting documentation is available.

All class work missed due to an excused absence must be made up. The instructor, in consultation with the student, will identify a deadline for submission of the work that is appropriate to the requirements of the class but no later than five (5) working days after the day of the scheduled absence.

- Religious Observances – The State Board of Community Colleges (SBCC) requires each community college to adopt a policy that authorizes a minimum of two excused absences each academic year for religious observances required by the faith of a student. The college shall provide the student the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.
- Military Service – The State Board of Community Colleges (SBCC) requires each community college to adopt a policy to give an excused absence to any student who is in the United States Armed Forces and has received temporary or permanent re-assignment as a result of military operations and to any student

who is a National Guard service member placed onto State active duty status during an academic term for the period of time the student is on active duty. The college shall further provide the student the following:

- The opportunity for the student to make up any test or other work missed during the excused absence;
- The option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty;
- The option of receiving a temporary grade of "Incomplete (I)" or "Grade Not Yet Reported (X)" for any course that the student was unable to complete as a result of being placed on State active duty status; however, the student must complete the course requirements within the period of time specified by the college to avoid receiving a failing grade for the course (please consult Durham Tech's Grading System policy for more information);
- Permission to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active duty status; and
- Permission to drop, with no financial penalty, any course that the student was unable to complete as a result of the excused absence as set forth in 1E SBCCC 900.4 (Military Refund).

Students receiving veterans' benefits, Pell Grant, or any other source of financial aid should meet with their financial aid advisor to discuss their particular situation related to any extended absence for military service.

- Pregnancy/Childbirth – Title IX of the Education Amendments of 1972 (Title IX) requires Durham Tech to adopt a policy to excuse absences due to pregnancy or childbirth for as long as the student's doctor says it is necessary. The College shall provide students the following:
  - The opportunity to return to the same academic and extracurricular status as before the student's medical leave began;
  - The opportunity to make up any work missed; and
  - The same special services it provides to students with temporary medical conditions.

  The College shall ensure that instructors understand the Title IX requirements related to excused absences/medical leave. Instructors may not refuse to allow students to submit work after a deadline missed due to pregnancy or childbirth. If an instructor's grading is based in part on class participation or attendance, and a student missed class due to pregnancy or childbirth, the student should be allowed to make up the participation or attendance credits.

Academic Integrity and Plagiarism

Durham Tech upholds and enforces high standards of academic honesty and integrity both in and out of the classroom. The college establishes and follows a process for defining and addressing academic dishonesty when it occurs. The college recognizes plagiarism as a specific subset of academic dishonesty and follows a process for addressing plagiarism.

Definitions

Academic integrity is the pursuit and presentation of learning and scholarship in an honest, transparent, and respectful way that values personal responsibility, original expression, and proper attribution. Academic dishonesty – a violation of academic integrity – is the participation or collaboration in specific prohibited forms of conduct. Participation or collaboration may be active (such as submitting a term paper that includes plagiarized work) or passive (such as receiving a copy of a test before class).

Academic dishonesty – a violation of academic integrity – is the participation or collaboration in specific prohibited forms of conduct. Participation or collaboration may be active (such as submitting a term paper that

includes plagiarized work) or passive (such as receiving a copy of a test before class).
Academic dishonesty includes, but is not limited to, the following examples:

- Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises including:
  - Sharing information about an exam with a student who has not taken that exam;
  - Obtaining information about the contents of a test the student has not taken;
  - Unauthorized use of PDAs, programmable calculators, or other electronic storage devices;
  - Text messaging or other forms of communication during an exam;
- Unauthorized or inappropriate file sharing and use of Internet and computer resources as specified in the Appropriate Use Policy;
- Sharing your Durham Tech username/password with others, allowing them to log in as you, or logging in to college systems under another person's username;
- Having others complete coursework, write papers or take tests/quizzes for you, thus representing another's work as your own;
- Unauthorized use and/or possession of any academic material, such as tests, research papers, assignments, or similar materials.
- Unauthorized use of translation software and assistance from native speakers or advanced-level students in foreign language classes.
- Deliberate disregard for academic advising or other college guidance, specifically when it results in situations related to academic progression or financial aid eligibility.

Plagiarism, a specific subset of academic dishonesty, is the representation of another person's work, words, thoughts, or ideas, as one's own. Plagiarism includes, but is not limited to, copying material and using ideas from an article, book, unpublished paper, or the Internet without proper documentation of references or without properly enclosing quoted material in quotation marks. Plagiarism also includes sentences that follow an original source too closely, often created by simply substituting synonyms for another person's words.

Student Violation Procedure

When a student is alleged to have committed an act of either academic dishonesty or plagiarism, as described above, the following procedure will be followed:

1. Within five working days, the instructor will submit an online Academic Integrity Violation form, attaching documentation of the incident and including details of how and when the student was notified in writing. The form will be routed to the chair/program director and dean of the department where the course is housed and the Vice President for Student Learning and Instructional Services (hereafter "Vice President"). The Office of the Vice President will notify the instructor within three working days about any prior violations of academic integrity for that student.
2. In the case of a **first offense of academic dishonesty**, the instructor will assign a grade of zero for the particular assignment. Students may not use the Student Grievance Procedure to challenge an individual assignment grade. However, if the student challenges the allegation of academic dishonesty, he or she will be directed to follow the Student Grievance Procedure.

   In the case of a **first offense of plagiarism**, the instructor will assign a grade of zero for the particular assignment. If the student challenges the allegation, he or she may talk with the instructor's chair/program director, who will be the final arbiter of a first offense of plagiarism.

3. If the case is a **second offense of academic dishonesty or second offense of plagiarism** — regardless of whether the second offense occurred in the same course/semester or in a different or subsequent course/semester — the Office of the Vice President will notify the student (and instruct him/her to stop attending class), instructor, program director, dean, and vice president (if the offense occurred in a division other than Student Learning and Instructional Services). The instructor will then assign a grade of F for the course and request that Instructional Technologies remove the student from the course Sakai site. Students who are removed from a class for academic dishonesty cannot receive a grade of W for the course. Students may use the Student Grievance Procedure to challenge the course grade. If the student appeals the second finding of academic dishonesty via the Student Grievance Procedure, the student shall be allowed to remain in the class until the appeal is resolved.
4. If the case is a **third offense of academic dishonesty or third offense of plagiarism**, the Office of the Vice President will request that the student meet with the Vice President or designee within three working days of notification for a violation of the Student Code of Conduct. If, upon review of the evidence, the Vice President deems the student to be not guilty of the act of dishonesty or plagiarism, the student will be allowed to resume class attendance immediately and allowed to make up any work missed due to the suspension. If the Vice President finds that the student has committed a third offense of academic dishonesty or plagiarism, a punishment for the student will be recommended to the college's president. Punishment will normally include suspension from the college for a period of time that the president determines to be appropriate and ineligibility for scholarships. If a student is found guilty of an Academic Integrity and Plagiarism Policy violation and suspended from the college due to the violation, the student's suspension will be recorded on the student's official college record.
5. Specific programs: Due to program and facility requirements for professional behavior in the workplace, a first instance of academic dishonesty or plagiarism in a clinical practicum or workplace setting shall be treated as equivalent to a third offense of academic dishonesty or plagiarism in the classroom. The student shall be referred to the Office of the Vice President for a violation of the Student Code of Conduct. In the Basic Law Enforcement Training (BLET) Academy, where students are either hired or sponsored by a law enforcement agency, any instance of academic dishonesty or plagiarism will result in the law enforcement agency dismissing the student from employment or revoking sponsorship, which will result in the student's dismissal from the BLET Academy.
6. Students may appeal decisions concerning issues addressed by this policy, with the exception of documented plagiarism, through the Student Grievance Procedure.

Reports of Academic Integrity and Plagiarism Policy violations are kept on file in the office of the Vice President. Violations of the Academic Integrity and Plagiarism Policy do not expire.

Employee Violation Procedure

Durham Tech upholds the same standards of academic integrity for faculty and staff as for students. Academic dishonesty is the participation or collaboration (active or passive) in specific prohibited forms of conduct. Academic dishonesty and plagiarism are considered "conduct unbecoming a member of the faculty or staff" and are addressed through the college's Due Process Policy.

Resources

The Library maintains a LibGuide entitled *Citation and Plagiarism Resources* that contains definitions of plagiarism, citation guidelines, and links to online, interactive tutorials to help students understand plagiarism better. Faculty may use these resources with their students before and after academic honesty violations occur.

Student Code of Conduct

Durham Tech has an obligation to maintain a safe and orderly educational environment for students, faculty, staff, and visitors. The intent of the Code of Conduct is to protect the rights and safety of all individuals on campus. All students are required to abide by the Student Code of Conduct.

Policy

Durham Technical Community College has an obligation to maintain a safe and orderly educational environment for students, faculty, staff, and visitors. The intent of the Student Code of Conduct is to protect the rights and safety of all individuals on campus.

Purpose

Whenever possible, one goal of any disciplinary action at Durham Tech is to teach a student what is appropriate in the educational setting and to provide students with an opportunity to learn behaviors that will contribute to their success in their future work/life environment. Generally, the purpose of disciplinary action is to end the behavior rather than end the student's educational opportunity. Since Durham Tech's core values promote "an engaging, collegial atmosphere with professional, ethical, and respectful interactions that enhance learning," members of our campus community will not tolerate behaviors that are not aligned with these values. Thus, this policy strives to balance the College's values and the student's goal of becoming a more educated citizen in such a way that honors both.

Disruptive Behaviors Definition

Disruptive behaviors are defined as behaviors that persistently or grossly disrupt the educational process or functioning of the College and negatively impact others within the learning environment. While not an exhaustive list of disruptive behaviors, specific violations of the Student Code of Conduct include the following:

1. Academic dishonesty, including cheating and plagiarism; the specific sanctions and procedures for this violation are outlined in the College's Academic Integrity and Plagiarism policy;
2. Vandalism, damage, destruction, or theft of institutional or private property;
3. Abuse or misuse of computing resources as outlined in the College's Appropriate Use of Computing Resources policy;
4. Forgery, falsification, alteration, or misuse of college records, documents, or identification;
5. Violation of regulations concerning drug and alcohol use as outlined in the College's Drug and Alcohol policy;
6. Possession or use of firearms, knives, explosives, dangerous chemicals, or other weapons, except for legally authorized use either on campus or at any college-sponsored event;
7. Verbal or physical harassment, assault, or battery of a college employee, student, or visitor;
8. Sexual harassment as outlined in the College's Sexual Misconduct policy (formerly the Sexual Harassment policy);
9. Disorderly or legally obscene conduct;
10. Breach of peace on college property or at any college-sponsored function in a manner that disturbs the privacy of other individuals and/or the instructional program;
11. Failure to comply with the lawful directions of **College Officials**, faculty, staff, or campus police/security officers acting in the performance of their duties;
12. Failure to identify oneself when on college property or at a college-sponsored or college-supervised event upon the request of College Officials, faculty, staff, or campus police/security officers acting in the performance of their duties;
13. Violation of college regulations or policies; and
14. Breach of any federal, state, or local criminal law either on campus or at any college-sponsored activity.

Response to Disruptive Behavior

Durham Technical Community College is a Learning College, which means that we recognize that opportunities to learn can occur both inside and outside of the classroom. When disruptive behavior occurs, faculty and staff should provide students with information about the consequences of the behavior. Disruptive behaviors should be addressed with the first incident rather than after a series of incidents.

Behavior that persistently or grossly disrupts the educational process or functioning of the College may result in disciplinary action whether it occurs on campus, online, or at a college-sponsored activity. Off-campus behavior that may indicate an **articulable, imminent, and significant** safety threat to the College may also be considered in applying sanctions based on the Student Code of Conduct. Violations of this code of conduct may result in immediate sanctions, including probation, suspension, or expulsion from the College. Additionally, the College may defer imposition of sanctions pending the outcome of an investigation.

Possible Sanctions

The following section describes sanctions available to designated College Officials (see definitions below) in response to violations of the Student Code of Conduct. The listing is not inclusive of all options the Officials may choose to exercise, and more than one sanction may be imposed for a single act of misconduct. The Vice President of Student Engagement, Development, and Support (hereafter referred to as "Vice President") will maintain the record regarding any sanctions imposed.

A. **Reprimand:** A written or oral communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

B. **General Probation:** General Probation has two important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, and, if the individual errs again, further action will be taken. Continued enrollment of a student on probation may be conditioned upon adherence to specified terms.

C. **Restrictive Probation:** Restrictive Probation results in loss of good standing and becomes a matter of record in the student's file. Restrictive conditions may limit activity in the College community, including possible exclusion from classes, programs, and/or specific campus locations. Generally, the individual will not be eligible for initiation into any local or national organization sanctioned by the College and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. Any violation of Restrictive Probation may result in immediate Suspension.

D. **Reduction in Grade:** Imposed as a result of academic dishonesty. Durham Tech's policy is that students who engage in any form of academic misconduct receive a zero on the assignment. A second occurrence of academic misconduct will result in the dismissal of the student from the class with a failing grade. A third occurrence of academic misconduct may result in a recommendation of suspension or expulsion from the College. See the College's Academic Integrity and Plagiarism policy for more detail.

E. **Withholding Transcript, Diploma, or Right to Register or Participate in Graduation Ceremonies:** Imposed when financial obligations are not met. The student will not be allowed to register until all financial obligations are met.

F. **Group Probation:** This sanction is given to a college organization for a specified period. If group violations are repeated while probation is in effect, the charter may be revoked or activities restricted.

G. **Group Charter Revocation:** Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President

H. **Loss of Technology Privileges:** Exclusion from all privileges associated with college technology access, including but not limited to email and network access and storage.

I. **Interim Suspension:** As a general rule, the status of a student accused of violations of the Student Code of Conduct should not be altered until a final determination is made regarding the charges against him or her. However, interim suspension may be imposed upon a finding that the continued presence of the accused student on campus constitutes a threat to the safety and well-being of the accused student or any other member of the College community or its guests, or that the continued presence of the student on campus creates a risk of disruption of classroom or other college-related activities. Interim suspension may result in exclusion from class and/or other privileges including presence on college property or college-sponsored activities until a final decision has been made concerning the alleged violation.

   Upon invoking interim suspension, the **College Official** will file a written report to the Vice President of Student Engagement, Development, and Support, including the individual(s) involved and the nature of the infraction(s). This report should be filed as soon as possible but no more than two working days following the incident. Consult the procedures below for details on subsequent steps in the process. In the event an investigation is conducted that leads to a conclusion that a student's continued presence on campus is not a threat to self or others, or in the event the investigation does not lead to a conclusion that a violation has in fact occurred, the College will implement a plan for the suspended student to make up missed academic work, and the student will not be penalized for absences in class.

   The College accepts no responsibility for the actions of partner organizations that may host or deliver instructional activities. Partner organizations (e.g., clinical sites) have the full and exclusive right to deny access to any individual for violations of their particular rules and regulations. In the event a student is denied access to a location where instructional activity is scheduled, the College is under no obligation to make alternate arrangements for that student.

J. **Suspension:** Exclusion from all college privileges and activities for a specified period of time. This sanction is reserved for offenses warranting discipline more severe than probation or for repeated misconduct. This sanction may be imposed only by the Vice President of Student Engagement, Development, and Support. Students who receive this sanction may also be prohibited from returning to campus property without specific written permission from the Vice President.

K. **Expulsion:** Removing student status and dismissing a student from the College permanently. This sanction may be imposed only by the President.

   An expelled student or an individual who has been trespassed may not enter college premises at any time in the absence of written permission from a College Official. A suspended or expelled student must contact the Durham Tech Chief of Police (or designee) before entering the College campus or participating in any college-sponsored event.

Violation of Federal, State, or Local Law

If a student is convicted or pleads guilty to an off-campus violation of federal, state, or local law, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that is detrimental to the College's stated mission and purpose. Disciplinary sanctions may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings. The College will cooperate fully with law enforcement and other agencies in the

enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Procedures

The following procedures are followed in situations when students demonstrate behaviors within the learning environment, whether in the classroom (physical or virtual), in common areas, or at college-sponsored activities, that are disruptive to the learning process. If the disruption is a matter of academic integrity or plagiarism, consult the Academic Integrity and Plagiarism policy.

The faculty or staff member first attempts to address an incident of disruptive behavior with the student as part of managing the classroom (physical or virtual) or the common area (hereafter the word "area" will be used to indicate either the classroom or common area) through a private conversation or communication with the student. If a student does not comply with the faculty or staff member's directive to cease the behavior or to discuss in private or if a student escalates the disruption, the College employee is advised to take one of the following actions:

1. Direct the student to leave the area or activity for a period of time (generally for the remainder of the activity underway). Provide the student with the Code of Conduct as soon as possible. Report the incident to your immediate supervisor.
2. Direct the student to leave the area or activity. Provide the student with the Code of Conduct as soon as possible. Direct the student to schedule a discussion with you before being allowed to return to the area or activity. Report the incident to your immediate supervisor.
3. Direct the student to leave the area or activity. Provide the student with the Code of Conduct as soon as possible. Direct the student to schedule a discussion with your supervisor before being allowed to return to the area or activity. If you and your supervisor consider the matter to have risen to the level that a sanction should be considered, send an account of the incident(s) and your attempt at resolution to the Vice President of Student Engagement, Development, and Support within one to three working days.
4. Direct the student to leave the area or activity. Provide the student with the Code of Conduct as soon as possible. Direct the student to schedule a meeting with the Assistant Dean of Student Development, Communications, and Activities before being allowed to return to the area or activity. Report the incident to your immediate supervisor, and submit a Behavior of Concern report to the Care Team within one to three working days.
5. In situations where the disruption has escalated to the point where you determine that you need assistance, contact campus police, who will manage the situation. Assist the officer in completing his/her report. Then report the incident to your immediate supervisor, and submit a Behavior of Concern report to the Care Team or a Code of Conduct report to the Threat Assessment Team within one to three working days.
6. If the student refuses to leave the area or activity and/or the student's behavior is of a threatening nature, then excuse the other students and leave the vicinity. Notify campus police immediately, and assist the officer in completing his/her report. Report the incident to your supervisor, and submit a Code of Conduct report to the Threat Assessment Team immediately.

   Note: Generally, #5 and #6 will be used with the most severe incidents, such as when students are considered out of control and refuse to comply with the employee's directive, in addition to exhibiting any threatening behaviors.

Security

If a faculty or staff member has determined that a college police officer or security staff member must be called to report a student, this action will signify that the student is not able to manage his or her behavior. Campus police will issue a citation to the student. At this point, the student will have two working days from the date of notice to

make an appointment with the Vice President, as noted on the citation. If the student does not make the appointment within two working days, a default status of Interim Suspension is assumed until the student meets with the Vice President of Student Engagement, Development, and Support, as noted on the citation. The student is responsible for setting up the appointment with the Vice President. The directions for making an appointment are detailed on the citation.

Investigation

The Campus Police and Public Safety office will initiate an investigation within two working days, including interviewing appropriate witnesses and gathering signed statements. While the duration of the investigation may be dependent upon student and witness availability, the expectation is it will take no longer than seven working days to complete; however, the complexity of a particular case may warrant an extension of the timeframe. Copies of the citation and witness statements will be provided to the Director of Campus Police and Public Safety and the Vice President of Student Engagement, Development, and Support.

Authority to Require Students to Appear

Campus police or security officers, the vice president, president, or their designees may require any student to appear for an interview or to give a written statement. Failure to assist these administrators in this manner may subject the student to disciplinary action for failure to comply with a College Official. Further, a disciplinary hold may be placed on the student's class attendance, re-enrollment, or educational records for any student failing to comply with this request for an interview or for a written statement.

Action upon Completion of Investigation and Written Charges

After reviewing all documents related to the completed investigation, within five working days, the Vice President (or designee) may dismiss the complaint, refer the matter to the College Care Team, call for a hearing, determine that the complaint is supported by reliable evidence and impose sanctions, or call a meeting of the College's Threat Assessment Team to provide counsel in the determination of final sanctions. If a student has been issued a citation, the default status of Interim Suspension may be upheld or altered at this time.

After the student has met with the Vice President (or designee) and a decision has been made, the student will be provided a letter reiterating the charge and the terms of the sanction imposed. The Vice President will notify Campus Police and Public Safety personnel and the initiator of the complaint about the decision. If the student does not meet with the Vice President as directed, final sanctions will be determined in the absence of the student's response to the complaint, and the student will be sent a letter as stated above.

Charges and Elements of Due Process

The student will initially be provided information about the nature of the violation via the citation form issued by Campus Police and Public Safety personnel. The student may also contact the College's Director of Campus Police and Public Safety to request additional information. Students are allowed to request that a counselor from Student Development act as an advocate on his or her behalf throughout this process. To ensure that rights to due process are preserved, the following essential elements are available to the student, depending on the nature of the violation:

- Access to published rules, regulations, and procedures, and written notice of the charge(s) of violating such rules and regulations;
- An oral proceeding before an administrative representative;
- Information regarding witnesses who may give evidence to support the charge(s) and the opportunity to call witnesses on his or her behalf;
- Right to an advocate of his or her choosing (the advocate may provide advice and consultation but may not participate in an oral proceeding);
- A written summary of the proceeding;

- A prompt written decision; and information regarding the appeal procedures.
- Vice President's Adjudication

Vice President's Adjudication

If the Vice President (or designee) hears the matter, he or she may immediately adjudicate the matter based on witness statements, witness appearances, and the statements and appearances of the charging party and the student charged. Based on the evidence, within five working days, the Vice President may dismiss the charges; may, based on reliable evidence, invoke one or more of sanctions A through J listed in the Student Code of Conduct: Possible Sanctions section of this document; may recommend a sanction of expulsion to the President; or may reserve a ruling until after reviewing a recommendation made by a disciplinary committee.

Disciplinary Committee

If the Vice President refers adjudication of the matter to a disciplinary committee, the Vice President will notify the President in writing and will, within three working days, appoint a disciplinary committee and the chair who will serve as the hearing examiner. The Dean of Student Development and Support (or designee) will convene the disciplinary committee, coordinate the meeting, and assist in writing the summary and final recommendation. The committee shall consist of one faculty member, one administrator, and one student. Members will be chosen in consultation with the President, taking into consideration the facts of the case and potential conflicts of interest.

The disciplinary committee will conduct a careful and thorough review of all the facts related to the alleged offense. On the basis of the review, the student may be absolved of the charge or be found to have violated a specific college rule or regulation. Recommended disciplinary action, decided by a two-thirds vote of the committee membership, may involve all or any combination of the sanctions previously detailed.

The disciplinary committee will complete its work within five working days of appointment and make a recommendation to the Vice President within two working days after completion of the hearing. The committee will provide a summary of witness statements, the facts, and the proposed sanction, if any, to the Vice President. Upon receipt of the witness statements, summary of fact, and proposed sanction (if any), the Vice President shall review the information received and reach a determination. Final disciplinary action will be established by the Vice President, who will communicate this information in writing to the student and the president within five working days.

Students who are enrolled in online courses or distance education programs may request that meetings be conducted by alternate arrangement. Meetings may be held with students or employees attending in person at the specified location, with students or employees attending the meeting by electronic means such as a conference telephone call, or by a combination of students or employees attending in person or by electronic means.

Appeals Procedure for Vice President's Adjudication

A decision of the Vice President for Student Engagement, Development, and Support may be appealed to the President. The student must make the appeal in writing, and the President's office must receive the student's written appeal within five working days after the decision of the Vice President. The President will review the written record, reach a determination on the appeal, and communicate his/her decision to the student in writing.

Appeals Procedure for Expulsion

1. If the Durham Technical Community College president decides to expel a student, that student shall be notified that he/she may be granted a hearing before the Student Success Committee of the Board of

Trustees (“the Committee”) if he/she can provide evidence showing that the action was taken because of race, sex, religion, national origin, handicap, or protected First Amendment reasons.

2. If the student has reason to believe that he/she is being expelled because of race, sex, religion, national origin, handicap, or protected First Amendment reasons, he/she shall so notify the Committee in writing within ten working days of being notified of the expulsion. The student shall have the burden of proof showing the involvement of race, sex, religion, national origin, handicap, or protected First Amendment reasons in the decision to expel the student. The student shall address that request to the Committee in care of the Durham Technical Community College President’s Office, Post Office Box 11307, Durham, NC 27703.
3. After being notified in writing by the student that he/she reasonably believes race, national origin, handicap or protected First Amendment reasons have been involved in the decision for expulsion, the Committee shall set a date for the student to submit written evidence to the Committee for review. Within five working days of receiving the student’s written evidence for review, the Committee shall notify the student as to whether the evidence presented is sufficient to justify a hearing before the Committee. If the Committee does find that the student has presented evidence which justifies a hearing, then the student shall be notified in writing by certified letter, delivered to his/her residence address on record at the College, of the specific date, time, and place of the hearing, that date being as soon as practically possible, but not to be fewer than ten working days or more than thirty working days from the official date of the notification of hearing by the Committee.
4. The hearing shall be before the Student Success Committee of the Board of Trustees, meeting in Executive Session. A transcript of the hearing shall be made and maintained by the College. The student shall be permitted to present witnesses and evidence, to cross-examine witnesses, and to be represented by counsel. All testimony will be taken under oath. The student shall have the burden of establishing proof of involvement of race, sex, religion, national origin, handicap, or protected First Amendment reasons in the decision of the administration to expel the student. If, in the opinion of the Committee, the student fails to carry the burden, the hearing shall be terminated. If the Committee finds that the student has carried that burden, then the administration of the College will have the burden of going forward to prove that the impermissible reason was not a factor in the decision, that it was not a substantial factor, or that there was another overriding reason for the expulsion.
5. The President, his counsel, or delegate shall have the burden of going forward with the evidence and proving to the Committee that the impermissible reason was not a factor in the decision to expel the student or to prove that though the impermissible reason was a factor in the decision, it was not a substantial factor, in that an overriding reason for the expulsion existed. The President, his counsel, or delegate shall be entitled to present witnesses and evidence and cross-examine witnesses. At the conclusion of the President's evidence, the student shall be given the opportunity to present evidence in rebuttal or to show that the reasons advanced for the expulsion are a pretext.
6. Within seven working days of the termination of the hearing, the Student Success Committee of the Board of Trustees, with the authority so delegated from the full Board of Trustees, shall make a definitive ruling on the matter and notify the student of its decision by certified letter, delivered to his/her residence address on record at the College.
7. The full Board of Trustees shall serve as the final non-judicial appellate authority. If the Student Success Committee of the Board of Trustees rules against the student at the hearing referenced above, the student may appeal the ruling to the full Board of Trustees. The appeal request must be in writing. At a time designated by the Board Chairman, the full Board of Trustees shall meet in Executive Session to review the transcript of the hearing that occurred before the Student Success Committee. At the conclusion of this transcript review, the student or his counsel or both, and the President, his counsel, or delegate shall be permitted to appear before the full Board of Trustees in Executive Session and to present a summary argument on the facts relevant to the case. At the conclusion of these arguments, the full Board of Trustees shall excuse those who presented the summary arguments and then act to sustain or

reverse the actions of the Student Success Committee. Within seven working days after the full Board of Trustees has met to review the transcript of the hearing, the student shall be notified by certified letter, delivered to his/her residence address on record at the College, of the decision of the Board of Trustees as to whether the Board of Trustees has sustained or reversed the decision of the Student Success Committee of the Board of Trustees.

Notice to Parents of Minors

If a student under eighteen years of age engages in misconduct or is dismissed, suspended, placed on disciplinary probation, or otherwise disciplined, the parent(s) or guardian(s) of that student may be notified in accordance with the Family Education Rights and Privacy Act (FERPA).

Administrative Notification

The Dean of Student Development and Support will be notified to alert appropriate college offices (e.g., Student Information and Records, Student Financial Aid) regarding the actions staff need to take in response to the decision regarding the student. Students who are suspended or expelled will have a notation on their electronic record to refer them to a College Official, will be withdrawn from their current courses, and will have their college email account closed, if applicable.

Disruptive Behavior: Reporting

Any member of the College community may file a Disruptive Behavior concern with the Vice President of Student Engagement, Development, and Support (or designee) against any student or student organization for violations of the College Code of Conduct. When a student organization is charged with a violation, the student organization's officers and faculty sponsor will represent the organization for purposes of carrying out disciplinary procedures. The individual(s) raising the concern may submit an online form or provide a letter including the information listed below:

a. name of the student or student organization involved;
b. the provision of the Code of Conduct alleged to have been violated;
c. the time, place, and date of the incident;
d. names of person(s) directly involved, and/or witnesses to the infractions; and
e. any action taken that relates to the matter.

Behavior of Concern: Reporting

Some individuals may exhibit behaviors that interfere with their academic, career, or personal success but the behavior is not disruptive, as defined in this document. Examples of behaviors of concern might include frequent class absences, difficulty adjusting to college life, falling asleep in class, changes in appearance or personal hygiene, or moodiness, for example. Often faculty and staff members can help students exhibiting such behaviors by asking questions, listening, and making a referral for assistance. Individuals wishing to report a Behavior of Concern may submit an online form or provide details of the concern to the Assistant Dean, Student Development, Communications, and Activities.

Support and Interventions

Within five working days after the concern is received, the Vice President (or designee) will review the concerns and request that the Director/Chief of Campus Police and Public Safety conduct an investigation, if necessary. Based on the nature of the concern and documentation gathered in the investigation, they will determine whether to take action, refer the matter to the Care Team, or move the matter to the Threat Assessment Team.

Care Team and Threat Assessment Team

Member placement on these teams is based on positions held within the College, the nature of support needed for particular students, and expertise or credentials held by an employee.

Care Team

A care team will be convened under the discretion of the Director, Counseling and Student Life. The team may include any of the following positions, as needed to support each particular student in need of a care-team approach:

- Coordinator, Counseling Services
- Counselor, Student Development
- Faculty member(s)
- Campus police or security officer(s)
- Other employee(s), as necessary, to support particular students

The care team's charge is as follows:

Meet as necessary to review student behavior perceived to indicate that a student may be in need of support and make referrals to internal support services or to community agencies; recommend potential additional support strategies; and monitor student progress.

The care team may decide to take any of the following actions:

- Contact the student to invite him or her to meet with a counselor or with the Coordinator, Counseling Services; Counselor, Student Development; or Director, Counseling and Student Life;
- Talk with members of the campus community to gather additional information regarding the concern noted about the student;
- Refer the student to a community agency for services;
- Monitor the student's behavior; or
- Refer the matter to the Threat Assessment Team, if they determine such a referral is necessary.

Threat Assessment Team

A Threat Assessment Team is called together whenever a member of the College community reports a potential threat to the safety of members of the College community. The team's ideal composition should be limited to a few individuals to protect confidential information yet ensure a diverse and informed assessment. The Threat Assessment Team typically consists of three (3) or four (4) individuals, depending on the nature of the perceived threat, with one (1) representative from each of the following areas:

- Student Conduct: This representative is normally the Vice President, Student Engagement, Development, and Support. In his or her absence, another student services employee (e.g., Dean, Student Development and Support) may serve.
- Public Safety: This representative is normally the Director/Chief, Campus Police and Public Safety. In his or her absence, another public safety employee (e.g., Sergeant, Security Supervisor, or Police Officer) may serve.
- Division Head(s): This representative is normally the appropriate division head (e.g., Vice President, Student Learning and Instructional Services) related to the academic area(s) for the student(s) involved.
- Title IX Coordinator: If the perceived threat is related to sexual misconduct or a Title IX-related concern, the Title IX Coordinator should be involved.

The Threat Assessment Team's charge is as follows:

Consult, as needed, to review student behavior perceived to be potentially dangerous to self or others or that poses a safety concern within the campus community and recommend appropriate action.

The Threat Assessment Team may decide to take any of the following actions:

- Refer the matter to the Care Team, if they determine such a referral is more appropriate;
- Monitor the student's behavior;

- Direct the student to meet with the Vice President, Student Engagement, Development, and Support;
- Consult with the College's internal legal advisor, if necessary;
- Recommend to the Vice President that the student be required to obtain a current psychological assessment from a mental health provider;
- Recommend to the Director/Chief, Campus Police and Public Safety that criminal charges be considered; or
- Recommend a sanction listed in the Code of Conduct to the Vice President or President.

Title IX

In the event of an alleged sexual assault or harassment, the complaint will be moved to the College's Title IX Coordinator for investigation. View details in the College's Sexual Misconduct/Title IX page.

Definitions

College Official – Chief of Police, Assistant/Associate Vice President, Vice President, or President
Working Days – Days the College is open and operating under a normal schedule. This excludes weekends, closings due to weather conditions, and holidays observed by Durham Tech
Disruptive Behavior (defined in document above)
Harassment* – severe and pervasive behavior that negatively affects another's access to an educational opportunity or other college benefit (**Davis v. Monroe County Board of Education, 526 U.S. (1999)* **Articulable** – capable of being expressed, explained or justified
Imminent – impending, likely to occur at any moment
Significant – considerable, of consequence

Tobacco-Free Campus

Employees, students, visitors, and contractors are prohibited from using tobacco products at any time on college property as well as on any spaces where college-sponsored or college-related activities are held, including during non-instructional and non-service hours. Refer to the Tobacco-Free Campus Policy for more information.

Drug and Alcohol

Durham Technical Community College is committed to the well-being of the College community and to promoting and providing a safe and healthy environment. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcoholic beverages is prohibited on College premises and at College-sponsored activities. Any student violating this policy will be subject to disciplinary action.

Durham Technical Community College understands that substance abuse is an extremely complex issue that can impact the safety and welfare of the College community. Therefore, the College pledges its cooperation to maintain a drug and alcohol abuse prevention program as required by federal law.

Procedure

Standards of Conduct and Disciplinary Actions

All Durham Technical Community College (Durham Tech) students are required to meet standards of conduct and are expected to attend classes, labs, and College activities unhindered by drugs. Students who fail to meet these standards and/or are found to be in violation of College policies or procedures will be subject to disciplinary sanctions consistent with local, state, and federal law and as detailed in the Student Code of Conduct.

Please Note: Students employed by Durham Tech are considered College employees. Students employed under the federal work study program are considered College employees if the work performed is for the College. For work performed for any public or private agency, students are also considered College employees unless the

agreement between the College and the organization specifies that the organization is considered the employer. Students considered College employees are governed by Durham Tech's employee drug and alcohol policy provisions during their working hours.

Legal Prescription and Over-the-Counter Drugs

Student use of prescription and over-the-counter drugs is not prohibited when taken in recommended dosage or according to a physician's prescription. Students who take legal prescription and over-the-counter drugs must determine whether the drug may interfere with the safety of themselves or others on campus. It is the student's responsibility to communicate with appropriate College personnel (e.g., instructors, advisors, counselors, student services staff) if his or her use of legal drugs presents a safety risk. Students should disclose this information for their own safety and the safety of the classroom and College environment, especially in courses that include "live projects" such as welding and machining.

The illegal or unauthorized use, intentional misuse, abuse, or distribution of prescription or over-the-counter drugs by students is prohibited. Students in need of assistance with substance abuse issues should consult Appendix C for a list of available resources.

Notification of Drug-Related Issues

Students aware of drug-related issues (substance abuse, convictions, or other concerning behavior associated with legal or illegal drugs, etc.) involving another student or any member of the College community and that may impact the College community, occur on College property, or take place during a College-sponsored activity should contact appropriate College personnel (e.g., Campus Police and Public Safety, instructors, advisors, counselors, student services staff) immediately.

Drug and Alcohol Abuse Prevention Program (DAAPP)

The Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations requires Durham Tech to certify that it has developed and implemented a drug and alcohol abuse prevention program. The program must be designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on College premises and at College-sponsored events and activities. Durham Tech's DAAPP disclosure must include the following:

- A written statement about the College's standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- A written description of legal sanctions imposed under federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
- A written description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A written description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and
- A written statement that the College will impose disciplinary sanctions on students and employees for violations of the institution's codes of conduct and a description of such sanctions.

The DAAPP must be actively distributed annually to all credit-bearing students by Student Engagement, Development, and Support. The Vice President, Student Engagement, Development, and Support shall serve as the main student contact. He or she will coordinate with the director of Human Resources regarding annual student notifications and other DAAPP matters that directly impact students.

A biennial review of the DAAPP will be conducted every odd year by the Compliance Committee. In accordance with statutory requirements, the biennial review must:

- determine the program's effectiveness and identify needed changes;

- identify the number of drug- and alcohol-related arrests and referrals that occur on College premises (as defined in the Clery Act) or during College-sponsored activities and are reported to College officials;
- identify the number and type of sanctions imposed by the College as a result of drug- and alcohol-related violations and fatalities on College premises or during College-sponsored activities; and
- ensure that sanctions imposed for violations of the standards of conduct addressed by the DAAPP are consistently enforced.

The Compliance Committee's responsibilities include the following:

- revising Durham Tech's DAAPP to account for any changes to the DFSCA and/or state or federal law;
- ensuring Durham Tech's DAAPP and current Durham Tech policies and procedures are reflective and not contradictory; and
- evaluating the strengths, weaknesses, opportunities, and challenges of Durham Tech's DAAPP, and responding accordingly.

View the Drug and Alcohol - Students Policy on the College website.

Sexual Misconduct/Title IX

Durham Tech does not discriminate on the basis of sex, gender, or sexual orientation in its education programs, services, or activities. The institution is committed to maintaining and strengthening an environment founded on civility and respect, and providing a learning, working, and living environment that is free from harassment, discrimination, or other forms of sexual misconduct. Durham Tech is further committed to ensuring all parties are afforded the protections of due process in reviewing complaints of sexual misconduct. View the Sexual Misconduct Policy and Title IX information posted on the College website.

Appropriate Use of Computing Resources

Durham Tech provides a variety of computing resources to employees, students, and our community. Restrictions or limits placed on use of college computing resources are intended to protect the resources; to maintain the integrity of the networks; and to comply with appropriate policies, laws, and regulations. Persons using college computer resources are expected to use these resources responsibly. For more information, consult the Appropriate Use of Computing Resources policy and procedures posted on the College website.

Student Grievance

Durham Tech students have the right to pursue timely, legitimate grievances against employees of the college. Therefore, the college shall establish, publish, and follow a procedure that delineates the rights and responsibilities of the aggrieved party and the college employee against whom a grievance may be lodged.

Purpose

The student grievance procedure provides a process for resolving student disputes with employees. This procedure applies to all student issues, including but not limited to academic issues, student services, or administrative concerns. Grievances involving academic issues are limited to final course grades and satisfactory completion of instructional program requirements.

The grievance procedure may be used by persons who were enrolled as students at Durham Tech at the time the incident occurred. The person filing the grievance must be the subject of alleged unfair treatment that is related to his or her status as a student or program participant. A grievance cannot be filed on behalf of another person.

Definitions

Academic Issues - Grievances involving final course grades or satisfactory completion of instructional program requirements.

Additional Accommodations - Assistance for students requiring language or interpretation assistance, disabilities accommodations, or alternate arrangement for online/distance learning students.
Appeal - The procedure for further consideration of a grievance if the student or employee believes there were exceptional circumstances that affected the grievance procedure decision. An appeal should not be pursued if either the student or the employee simply disagrees with the decisions made during the grievance procedure.
Appropriate Vice President - The Assistant Vice President, Associate Vice President, or Vice President responsible for the division within which the involved party works.
Bias - "A tendency to believe that some people, ideas, etc., are better than others that usually results in treating some people unfairly." (Source: Webster's online dictionary)
Department Head - Person who oversees a department at Durham Tech (e.g., Department Dean or Center for the Global Learner Director). Refer to the staffing chart for specific information.
Discrimination - Unequal treatment based on race, gender, color, sexual orientation, age, disability, ethnicity, or religion (Source: http://www2.ed.gov/about/offices/list/ocr/docs/howto.html)
Exceptional Circumstances - The discovery of new evidence not presented in the initial grievance and/or an allegation of serious bias or discrimination at some level of the student grievance procedure and/or documentation showing that the grievance policy was not properly followed by the college. Extenuating Circumstances Documented medical illness, death of a family member, work or family situations that significantly interfere with normal life functions.
Formal - The informal communication regarding an incident has not led to resolution through initial steps in the procedure and rises to the level of complaint, and the student files an official grievance form. All formal grievances are documented and logged in the Vice President's office.
Harassment - Severe, pervasive, and offensive behavior that negatively affects another's access to an educational opportunity or other college benefit [Source: Davis v. Monroe County Board of Education, 526 U.S. (1999)].
Incident - The situation or circumstance that the student perceives as grievable.
Informal - The communication regarding an incident is simply at the inquiry stage and open to resolution without a formal procedure.
Working Days - Days the college is open and operating under a normal schedule. This excludes weekends, closings due to weather conditions, and holidays observed by Durham Tech.
Reasonable Accommodations - Under Section 504 of the Rehabilitation Act of 1973, Durham Tech is required to take reasonable steps to accommodate disabilities unless it would cause the college undue hardship.
Student Grievance Form - The electronic form a student uses during the grievance procedure, available on the college's website.
Title IX - "Title IX promotes equal opportunity by providing that no person may be subjected to discrimination on the basis of sex under any educational program or activity receiving federal financial assistance."
(Source: justice.gov/ovw/protecting-students-sexual-assault)

Procedure

The student grievance procedure provides a process for resolving student disputes with teaching faculty, staff and administrators. This procedure applies to all student issues, including but not limited to ***academic issues***, (terms that appear in ***boldface italic*** type are defined above) student services, or administrative concerns. Grievances involving academic issues are limited to final course grades and satisfactory completion of instructional program requirements. Students who need ***additional accommodations*** at any time during this procedure should contact the Student Development, Communications, and Activities office.

The grievance procedure may be used by persons who were students at Durham Tech at the time the ***incident*** occurred. The person filing the grievance must be the alleged subject of unfair treatment that is related to his or her status as a student or program participant. A grievance cannot be filed on behalf of another

person.

Throughout the grievance procedure, it is up to the student to present evidence to support the claim. Students are advised to keep written notes and maintain documentation to provide evidence of complying with each step of this procedure. All allegations arising from a single event must be presented in one grievance.

The procedure involves specific deadlines for pursuing a grievance. Students are required to follow the steps and timeline outlined within this procedure. Issues presented past the deadlines will not be considered unless there are specific, ***extenuating circumstances*** that make pursuing the complaint by the deadline extremely difficult. To request an extension due to extenuating circumstances at any point in the procedure, the student, employee, or supervisor must make a request in writing within the timelines listed. Requests for deadline extensions should be submitted to the applicable department head. Should extenuating circumstances be present, documented, and approved, the department head will determine and communicate in writing an appropriate revised timeline and next steps to all involved parties.

If college officials determine that the student cannot continue to attend class, participate in clinical experiences, or participate in student activities for a specified period because of the potential for harm to self or others, the Vice President of Student Engagement, Development, and Support, after consultation with other College Officials, may issue specific restrictions and will provide the rationale in writing. If at any time in the procedure the grievance or appeal involves claims of ***discrimination*** or ***harassment*** (including ***sexual harassment***), the matter must be forwarded immediately to the ***Title IX coordinator***, who must investigate the situation and determine next steps within ***six working days*** of the notification.

Grievance Steps for Students

Step 1. The student meets with the employee with whom they have the concern within six working days of the incident. This conversation should be an ***informal*** attempt on the part of the student to resolve the issue in an efficient manner. Following the conversation, both parties should document the facts and possible outcome for their own records. If the student is not satisfied that the concern has been resolved, he/she may move to Step 2.

Step 2. The student meets with the employee's supervisor to present the grievance within six working days of the meeting with the employee in an attempt to resolve the issue. Following this additional informal conversation, all parties should document the facts and possible outcome for their own records. If the issue is not resolved at this step, the supervisor provides information about the ***formal*** grievance procedure to the student, which begins with Step 3.

Step 3. The student submits the formal Student Grievance Form within six working days from the meeting with the supervisor. If the student feels that the conversation with the employee and his or her supervisor did not satisfy the issue in question, he/she should initiate the formal grievance procedure. The student is encouraged to meet with a counselor in the Student Development, Communications and Activities office for assistance with the following tasks:

- Identifying the specific issues involved in the grievance;
- Reviewing the steps of the procedure and strategies for preparing each step;
- Developing verbal and written approaches appropriate to the grievance and in compliance with the Student Grievance Procedure;
- Determining when immediate support and other assistance is necessary, especially if the matter involves claims of discrimination or ***sexual harassment***; and

- Completing the ***Student Grievance Form*** (hereafter "form");
    a. The student completes the electronic form documenting the dates of any meetings and prior discussions held to resolve the grievance.
    b. Within six working days from the meeting with the supervisor, the student submits the form and any accompanying documentation, which is routed directly to the Vice President of Student Engagement, Development, and Support (or his/her designee).
    c. Within six working days of receipt of the form, the Vice President, Student Engagement, Development, and Support (or his/her designee) logs the formal grievance and determines whether the student has met the guidelines outlined in this procedure. If so, he/she moves the case to the appropriate department head of the employee against whom the grievance has been filed, and notifies the appropriate Vice President. If not, he/she denies the grievance and responds in writing to the student explaining the rationale for the denial.

Step 4. Within six working days of receiving grievances approved for consideration, the department head determines whether the concern meets the guidelines for being heard as a grievance case. If so, he/she creates the official case, notifies the employee and supervisor involved that a grievance has been filed, requests a written response, and monitors the procedure through the subsequent steps. If not, he/she denies the grievance and responds in writing to the student explaining the rationale for the denial.

Step 5. The employee and supervisor submit a written response (hard copy or electronic copy) to the department head within six working days of receiving the request. (Employees should consult with Human Resources if they are in need of assistance at any point in this procedure.) The department head uploads this documentation and adds it to the official case file.

Step 6. The department head meets with the student to discuss the official grievance case within six working days of receipt of the written response noted in Step 5 and shares the information gathered regarding the case. Following the conversation, both parties should document the conversation and possible outcome for their own records. The department head will determine the appropriate action/resolution within six working days of the meeting with the student and communicate the decision to the student, employee, direct supervisor, the appropriate Vice President, and the Vice President of Student Engagement, Development, and Support in writing. The decision of the department head is final except in the circumstances outlined in the following appeals procedure. All records of formal grievances are kept within the college's approved system for management and tracking of cases.

Procedure for Appeal

If the student believes that ***exceptional circumstances*** justify reconsideration of the decision made by the department head, the student may file an ***appeal***. An appeal should not be pursued if the student simply disagrees with the decisions made during the grievance procedure. The discovery of new evidence not presented in the initial grievance and/or an allegation of serious bias or discrimination at some level of the student grievance procedure and/or documentation showing that the grievance policy was not properly followed by the college are allowable exceptional circumstances. To request an appeal, the student follows these steps:

Appeal Step 1. Within ten working days of receiving the written decision in the grievance case, the student files a written appeal with the assistance of a college counselor, who will have access to the appeal form within the college's approved system for managing and tracking cases. The appeal is sent within the system to the Vice President of Student Engagement, Development, and Support who then routes the form to the appropriate Vice President who oversees the department head involved in the case. To file an appeal, the student must work with a counselor from the Student Development, Communications, and Activities office to complete the written appeal, with a clear explanation of what qualifies the grievance for an appeal based on the definition of exceptional circumstances noted within this procedure. The student should be as specific as possible and attach documentation to support the need for an appeal. The name of the counselor assisting the student is required on

the appeal form.

Appeal Step 2. Upon receipt of the appeal, the appropriate Vice President reviews the appeal based on the definition of exceptional circumstances noted within this procedure. If he/she determines that the grievance is not eligible for appeal, he/she communicates that decision to all involved parties and closes the case within ten working days. If he/she determines that the grievance is eligible for appeal, he/she conducts an appeal investigation of the case and renders a final decision within ten working days of receiving the appeal. During this time, the appropriate Vice President has the option of requesting further meetings with any party involved in the grievance procedure if he/she feels that such conversations will aid in the ability to come to a final decision. The appropriate Vice President sends a copy of the decision to the student, employee, the department head, and Vice President, Student Engagement, Development, and Support within the college's approved system for managing and tracking cases. The decision is final. No further appeal is available after the appropriate Vice President has rendered a final decision.

All records of the appeal are logged and maintained within the college's approved system for managing and tracking cases.

Safety and Security

Durham Tech is concerned about the safety, welfare, and protection of all students, faculty, staff, visitors, and college property. The college is committed to providing a safe and secure environment to everyone.

Campus Police and Public Safety provides 24-hour-a-day patrol protection for college buildings, grounds, and parking lots. It responds to crime reports, fires, medical emergencies, traffic accidents, and other incidents requiring police or security assistance. The office is located on main campus in Building 8. Students, faculty, and staff can report emergencies to Campus Police and Public Safety by dialing extension 5555 from any on-campus phone or calling the Durham City Police by dialing 9-911. To report security or safety hazards or other non-emergency situations, call Campus Police and Public Safety at 919-536-7255, extension 5555.

The college is committed to the safety and security of all members of the college community. In times of emergency, the college will provide appropriate campus-wide response to assure safety and minimize losses. Up-to-date information on an emergency situation and communication options are posted on the Alert Notifications web page.

Information about identification cards, transportation options, campus safety tips, first aid, and lost and found is available in the Safety and Security Policy posted on the website.

Consumer Information on Crime Statistics

Information about crime at the Main Campus, Orange County Campus and Northern Durham Center is available to the public online through the Office of Postsecondary Education in the U.S. Department of Education. Type the name of the college in the search engine to access the reports. Also, the daily crime log is available for public inspection upon request in the college's Campus Police and Public Safety office at the Main Campus and at the Orange County Campus, or the Northern Durham Center.

Your Guide to Safety on Campus provides information about safety and security on Durham Tech campuses. The document is posted on the website and available from Campus Police and Public Safety.

Family Educational Rights and Privacy Act

In accordance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Federal law that protects the privacy of student education records, students have certain rights to inspect and

review their education records, request that their records be corrected if they believe that they are inaccurate or misleading, and determine what information about their records can be released. Durham Tech reserves the right to disclose, without consent, "directory" information.

Procedure

For inquiries related to student education records and all other information regarding this policy, contact:
Student Information and Records
Phail Wynn, Jr. Student Services Center
919-536-7214, ext. 1800

Please note the following in consideration with the FERPA Policy as it pertains to disclosing student education records information:

- Students have the right to inspect and review the student's education records maintained by the Student Information and Records Office (located in the Phail Wynn, Jr. Student Services Center). Durham Tech is not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Durham Tech may charge a fee for copies.
- Students have the right to request that Durham Tech correct records which they believe to be inaccurate or misleading. If Durham Tech decides not to amend the record, the student then has the right to use the student grievance process. If the decision remains to **not** amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- Durham Tech will disclose records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - Durham Tech officials with legitimate educational interest;
    - Other colleges to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the college;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; or
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Students may request not to have any of their directory information disclosed by contacting the Student Information and Records office and completing the appropriate form within the first two weeks of a term in which they are enrolled. When such a restriction is in effect, any response to inquiries must indicate that the institution cannot release information about that student to the public. This **directory restriction** will remain in effect indefinitely and can only be revoked by written authorization from the student.

Students may instead request not to have any directory or non-directory information disclosed by contacting the Student Information and Records office and completing the appropriate form within the first two weeks of a term in which they are enrolled. As this restriction prohibits the college from acknowledging or verifying the students' attendance or existence at the institution, this option should only be considered in compelling or extenuating circumstances. When such a restriction is in effect, any response to inquiries must indicate that the institution has no information about that person/individual. This **FERPA restriction** will remain in effect indefinitely and can only be revoked by written authorization from the student.

Additionally, students may designate individuals to have access to their education records by contacting the Student Information and Records office and completing the appropriate form.

Definitions

Directory Information – information that Durham Tech has determined may be shared about an individual student which includes a student's name, email address, current program of study, terms enrolled, honors and awards, credentials earned, and participation in official student clubs or organizations
Student Education Records – anything that is considered part of a student's permanent record, including but not limited to, grades, comments recorded in the student information system, and notes (e.g. faculty, clinical), in addition to directory information
Student – anyone enrolled at Durham Tech who has reached the age of 18 OR attends a college beyond the high school level
Legitimate Educational Interest – this includes student information used to determine eligibility for recognitions, college-related organization membership, scholarships, academic interventions and support, etc.
Directory Restriction – when a student exercises control over directory information by prohibiting the disclosure of all or specific directory information
FERPA Restriction – when a student exercises control over directory and non-directory information by prohibiting the disclosure of any or all information related to attendance or existence at the college

College and Career Readiness

Adult Basic Education (ABE)

ABE courses are available for adults who are at least 18 years of age and wish to improve their reading, writing, and math skills. ABE students perform below the high school level on placement tests. Adult Basic Education courses are designed to prepare students to move into the Gateway to College Adult High School Diploma (AHSD) or High School Equivalency programs.

These free courses are held at the Main Campus, the Orange County Campus, and other sites throughout Durham and Orange counties. (All new students at the Orange County Campus, Chapel Hill Skills Development Center, and other Orange County locations must take a placement test and complete a brief orientation prior to registering for courses.)

Adult High School Diploma (AHSD)

Students enrolled in the Gateway to College Adult High School Diploma program are required to complete 22 units of credit, which include four electives. An official transcript will be reviewed to determine which units completed in high school satisfactorily qualify for transfer into the AHSD program. While most courses in the AHSD program are taught in a traditional setting, some courses are offered online. Regular class participation is required for this program.

Adult Basic Education First Step

Durham Tech offers the Adult Basic Education First Step program to students with developmental disabilities and beginning adult readers who have the ability to benefit from an academic and career-focused setting. Our program focus is to accelerate academic skills in reading, math, language, and computer literacy. Courses are free and students may enter Adult Basic Education (ABE) courses at any time and progress at their own pace. Preregistration is required.

High School Equivalency (HiSET® and GED®)

The High School Equivalency test is based on high school curriculum standards and certifies mastery in four subject areas: language arts, social studies, science, and math. The High School Equivalency diploma is the

certified equivalent of a traditional high school diploma. Students may take courses to prepare for the tests. Courses are offered in traditional classroom and lab settings as well as online. In some settings, students are able to work at their own pace.

Durham Tech also offers High School Equivalency online instruction. Qualified students may prepare for the High School Equivalency test from the comfort of their homes. Eligible students must have Internet access and possess the ability to work independently. All interested students must attend a pre-online study orientation. For further information, view the High School Equivalency section.

Center for the Global Learner

The Center for the Global Learner (CGL) fosters intercultural understanding and the development of engaged global citizens. Its mission is to lead and facilitate global engagement and intercultural understanding.

English as a Second Language

Durham Tech offers courses in English as a Second Language (ESL) to non-native speakers at several locations in Durham and Orange counties. Courses are free, and students must be at least 18 years old to enroll. All new ESL students must first take a placement exam.

Continuing Education for Non-Native Speakers

Durham Tech offers additional non-credit, fee-based courses in Continuing Education for Non-Native Speakers (Beyond Basic ESL) for students whose proficiency is beyond the basic ESL program. For class offerings and fees please visit the Beyond Basic ESL page.

English for Academic Purposes

English for Academic Purposes (EAP) is a program designed to help students improve their skills in U.S. Academic English. Students entering this program already have the basics of English (or speak another variety of English), but need to improve their skills as it relates to college-level reading, writing, research, grammar, listening, and speaking.

Translation/Interpretation Programs

Durham Tech offers Public Service and Medical Interpreting certificate and diploma programs to prepare students to work as paraprofessional interpreters via a combination of evening seated, hybrid, and online classes. Prerequisites and plans of study can be found at the Interpretation Programs web page.

International Student Services

International Student Services provides admissions guidance for all non-US citizens in areas of international educational credentials, residency assessment for tuition for the few community college exceptions outside of RDS, immigration and visa status verification, and general support services to help students enroll in Durham Tech programs. Please visit the International Student Services web page for more information for the application process for non-citizens as well as requirements for current F-1 (student visa) students.

Study/Travel Abroad

Durham Tech facilitates several study/travel abroad programs for students to learn about and experience a different culture. Some programs may be led by Durham Tech faculty, while others are identified through individual student interest. More information can be found on the Center for the Global Learner study/travel abroad section.

Corporate and Continuing Education Programs

Continuing Education

Continuing Education provides students with opportunities for training, to respond to the needs of diverse community members, and to inspire a vision of educational success. We offer credential-bearing programs in allied health, public safety, hospitality, lodging and spa services, bio-manufacturing, advanced manufacturing, and construction trades. We also offer individual classes to support professional development, career exploration, and personal growth. It is our goal to help students move forward in their current career pathway, help explore and define a new pathway, or explore a new interest. To view registration and payment options, please refer to the Continuing Education Procedures section of the website.

Corporate Education

The Corporate Education Department offers continuing education and training to meet the needs of area businesses, industries, and other organizations. Staff can also provide assistance in doing workforce assessment.

We recognize that every organization, no matter how large or small, has unique training and human resource. The College recognizes that every organization, no matter how large or small, has unique training and human resource development needs. Program directors work closely with company representatives in selecting the best materials and the most qualified instructors to present cost-effective, performance-enhancing programs. Learn more about customized training through Corporate Education.

Small Business Center

The Small Business Center Network (SBCN), comprised of 58 Small Business Centers located at community colleges throughout North Carolina, supports the development of new businesses and the growth of existing businesses as a community-based provider of business training, counseling, and resource information. As part of the Small Business Center Network, the Small Business Center (SBC) at Durham Tech provides business owners with the information they need for success, including – but not limited to – advice on marketing, sales, bookkeeping, and financial management. The SBC offers the following services at little or no cost:

- Training and technical assistance in starting a business;
- Business skills seminars, workshops, and courses;
- Confidential counseling to help develop a business plan or address business needs;
- Resource and referral services; and
- A Resource Center with small business publications and literature.

Workforce Development

Workforce Development (HRD) courses provide skills assessment, employment skills training, and career development and enhancement. The courses are offered in short sessions to equip students with the knowledge, values, and practical skills essential to applying for, keeping, and advancing in their job.

Continuing Education Fees

Course fees are noted with each course listing. Payment of these course fees is required before the first class session. Some courses have additional charges for supplies, insurance, or other essential expenses, which are also noted along with the course descriptions. In most courses, students are responsible for purchasing any special materials required for the class. No registration is complete without the payment of all applicable fees or receipt of official authorization for payment from the registrant's employer.

Other fees are a college access, parking, and security fee (CAPS Fee) and a computer use and technology fee.

Self-Support Courses

Some courses are offered by the college on a self-support basis, which means they are not conducted with state funding. The fees for these courses vary. Registration fee exemptions do not apply to self-support courses. More information can be found in the Continuing Education section.