CARTERET
COMMUNITY COLLEGE

COLLEGE CATALOG & STUDENT HANDBOOK
2025-2026

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Carteret CC may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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Chapter 1: About the College

President's Welcome

Dear Carteret Community College Students, Staff, and Faculty,

Welcome to the 2025-2026 Academic Year! So much of what we do at Carteret Community College is expressed in our Mission Statement. The mission is the result of collaboration among students, faculty and staff, trustees, foundation directors, advisory committee members, business and industry partners, and other members of the community to define our strategic directions and goals for the next several years.

Carteret Community College Mission Statement

Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.

Serving and empowering students and our community are at the heart of this mission, and we commit to striving to provide excellent programs and opportunities that support not only access to Carteret CC for all students in our service area, but also success and goal achievement that can lead to greater social and economic mobility for all residents and businesses in our county. To that end, we have begun the process of creating “One Door” for students seeking enrollment and support by locating curriculum, continuing education, and returning student advising in the McGee Building. Renovations to support these important services are underway, and we hope to see the them completed in the 2026-2027 academic year.

Last year, Carteret Community College was named by SmartAsset to be the Number Nine Community College in the country — placing Carteret CC in the top ten for four of the past five years. This recognition was based on an analysis of over hundreds of community colleges in the nation and how they rated in terms of student:faculty ratio, program progression and completion, and affordability (tuition and fees). With these favorable opportunities, Carteret CC is delighted to further the vision of Dr. W. Dallas Herring, considered the Father of the North Carolina Community College System, who charged community colleges to take people where they are and carry them as far as they can go within the constraints of our system.

I look forward to working for and with you to continue the College’s work to serve and empower our students and coastal community.

Wishing you a productive and invigorating year,

Dr. Tracy Mancini

President

Academic Calendar

The Carteret Community College **Academic Calendar** provides important dates for the fall, spring, and summer semesters.

The following information is compiled from the Carteret CC **Academic Calendar** so that the most frequently used dates and deadlines are quickly and easily available.

- **Registration & Important Dates**
- **Tuition Deadlines & Payment Information**
- **Payment Plan Dates & Deadlines**

Periodically review the Carteret CC **Academic Calendar** online for the latest, most accurate information. bYOu may also print a pdf at the calendar webpage.

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Mission, Vision, Values, & Strategic Plan

Our Mission

Carteret Community College serves and empowers our students and coastal community by providing high quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.

Reviewed and approved by the Board of Trustees November 2021.

Our Vision

The Carteret Community College Vision is based on the pursuit of excellence in four dimensions:

- An excellent learning college
- An excellent resource for workforce development and quality of life
- An excellent steward of the public trust
- An excellent place to work

Our Values

At Carteret Community College, we believe our purpose is to serve the citizens of Carteret County. To fulfill this purpose, we further believe our greatest assets are the people we employ. We, the employees of Carteret Community College, united by common purpose, share these values:

Learning — Service — Quality — Innovation — Integrity — Inclusion — Teamwork — Commitment — Student Success

Strategic Plan

Carteret CC's **strategic plan** is published on the College website and puts our mission, vision, and values into action for our students and coastal community.

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NCCCS Performance Measures

The Performance Measures for Student Success Report is the North Carolina Community College System's (NCCCS) major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of our 58 community colleges.

In 1993, the State Board of Community Colleges began monitoring performance data on specific measures to ensure public accountability for programs and services. In 1998, the General Assembly directed the State Board to review past performance measures and define standards to ensure programs and services offered by community colleges in North Carolina were of sufficient quality.

In 2010, a review process was established to ensure the measures and methods for evaluating colleges were current and remained focused on improving student success. Every three years, a committee that is inclusive of college leaders; subject matter experts; and research and assessment professionals are appointed to review the measures and recommend modifications. Recommendations from the most recent review were approved in 2021.

The current list of measures includes:

- Basic Skills Student Progress
- Student Success Rate in College-Level English Courses
- Student Success Rate in College-Level Math Courses
- First Year Progression
- Curriculum Student Completion
- Licensure and Certification Passing Rate
- College Transfer Performance

Baselines and Excellence Levels

The outcomes funding model associated with the performance measures was implemented in 2013. A major component of this model is the establishment of system-wide baseline and excellence levels for each measure. These statistically defined levels were developed to provide consistency and promote transparency, simplicity, and objectivity.

Baseline levels are set two standard deviations below the system's average index score and excellence levels are set one standard deviation above the system's average index scores. The average band is within 0.5 standard deviations above or below the average index score.

The five levels of performance are:

- Met or Exceeded Excellence
- ≥ Average Band Max, Below Excellence
- ≥ Average Band Min, < Average Band Max
- ≥ Baseline, < Average Band Min
- Below Baseline Level

Additional information regarding the state performance measures are available on the North Carolina Community Colleges website. Carteret CC annually publishes student achievement data on the College's website.

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Access for Students with Disabilities

Carteret Community College is committed to creating an accessible learning community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. We strive to empower students, foster independence, and promote achievement of the student's career and educational goals. No academically qualified student with a disability will be denied reasonable accommodations to access or participate in the services, programs, and activities of the college. For more information visit the **Disability Services webpage**.

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Accreditation

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Inquiries regarding the programs and services of Carteret Community College should be addressed with the College directly. For questions about the accreditation of Carteret Community College contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500.

Carteret Community College's accreditation was last reaffirmed in 2020. The next review of the 5th year report will be in 2025. The next reaffirmation should occur in August 2030.

Carteret Community College is recognized by the Department of Education as an institution of higher learning and is qualified to receive federal assistance in its higher education programs.

Carteret Community College's High School Diploma Program meets the standards required by the North Carolina Department of Public Instruction for the purpose of awarding high school diplomas.

Program Accreditations

In addition to institutional accreditation, many Carteret CC programs have obtained professional accreditation, approval, or certifications as well.

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
Associate Degree Nursing (recognized by DOE)	**NC Board of Nursing** Box 2129 Raleigh, NC 27602 Telephone: (919)782-3211 Website: http://www.ncbon.com	Approval	October 2023	Fall 2031	No
	This nursing education program is accredited by the **Accrediting Commission for Education in Nursing** 3343 Peachtree Rd. NE #850 Atlanta, GA 30326 Telephone: (404) 975-5000 Website: www.acenursing.org	Accreditation	October 2023	Fall 2031	No
Basic Law Enforcement Training (BLET)	The Basic Law Enforcement Training (BLET) program is approved by the **NC Criminal Justice Education and Training Standards Commission** NC Criminal Justice Standards Division NC Department of Justice 114 West Edenton Street PO Drawer 149 Raleigh, NC 27602 Telephone: (919) 661-5980 Website: http://www.ncdoj.com/law_enforcement/cle_cjets.js	Accreditation	May 2024	May 2029	No
Captain 's Licensing and Merchant Mariner Credentialing	**US Coast Guard National Maritime Center** 130 East Burr Boulevard Kearneysville, WV 25430 Telephone: (304) 724-9531 Website: https://www.dco.uscg.mil/national_ma ritime_center/	Certification	OUPV- 6/1/25; Marine Assistance Towing- 6/1/25; Upgrade to 100 Ton -4/1/25; Upgrade 100 Ton to 200 Ton — 10/01/17; Able Seaman- 10/1/20	OUPV-6/1/30; Marine Assistance Towing-6/1/30 Upgrade to 100 Ton — 4/1/30 Upgrade 100 Ton to 200 Ton — 10/31/22; Able Seaman- 10/1/25	No
Code Official Training	**North Carolina Code Qualifications Board** 322 Chapanoke Road Suite 200	Approval	April 1, 2020	Indefinite, unless there is a problem	No

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
	Raleigh, NC 27603 Telephone: (919) 661-5880 Website: http://www.ncdoi.com/osfm				
Cosmetology **Esthetics Technology** **Manicuring/ Nail Technology**	**North Carolina State Board of Cosmetic Art Examiners** 121 Edinburgh S Drive Suite 209 Cary, NC 27511 Telephone: (919) 736-6123 Website: http://www.cosmetology.state.nc.us.	Certification	January 2025	January 2026	No
Detention Officer Certification	**NC Sheriffs' Education and Training Standards Commission** NC Department of Justice 9001 Mail Service Center Raleigh, NC 27699-9001 Telephone: (919) 779-8213 Website: http://ncdoj.com/About-DOJ/Law-Enforcement-Training-and-Standards/Sheriffs-Education-and-Training-Standards.aspx	Accreditation	December 1, 2020	December 1, 2025	No
Emergency Medical Science	**NC Office of Emergency Medical Services** 701 Barbour Drive Raleigh, NC 27603-2008 Mail: 2707 Mail Service Center Raleigh, NC 27699-2707 Telephone: (919) 855-3935 Website: http://www.ncems.org.	Approval	February 2021	February 2025	No
	Commission on Accreditation of Allied Health Education Programs (CAAHEP), http://www.caahep.org **Committee on Accreditation of Emergency Medical Science Programs (CoAEMSP)** 8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088 Telephone: (214) 703-8445 Website: www.coaemsp.org	Accreditation	February 2025	February 2029	No
Fire And Rescue Training	**NC Fire and Rescue Commission** 322 Chapanoke Rd Raleigh, NC 27603 Telephone: (919)661-5880 Website: http://www.ncdoi.com/osfm	Accreditation	April 2023	April 2028	No
Massage Therapy	**North Carolina Board of Massage & Bodywork Therapy** 4140 Parklake Ave. Raleigh, NC 27612 Telephone: (919)546-0050 Website: https://www.bmbt.org/	Certification	September 2025	September 2026	No
	Therapeutic Massage Program Headquarters Jessica Burgess, NQC President 1108 Swisher Center Road Kernersville, NC 27284 Office: (336) 734-7902 Fax: (336) 992-1049		September 2025	September 2026	No
Medical Assisting	**Commission on Accreditation of Allied Health Education Programs (CAAHEP)** 9355- 113th St. N, #7709	Accreditation	September 2017	November 2026	No

Program	Name & Contact Information	Approval, Certification, or Accreditation	Date of Last Review	Date of Next Review	Negative Action Taken (Yes or NO)
	Seminole, FL 33775 Telephone: (727) 210-2350 Website: http://www.caahep.org **Medical Assisting Education Review Board (MAERB)** Website: https://www.maerb.org				
Medication Aide	**NC Department of Health and Human Resources; Division of Facility Services; Medication Aide Program** 2709 Mail Services Center Raleigh, NC 27699 Telephone: (919) 855-3970 Website: http://www.ncnar.org	Approval	February 2020	September 2025	No
Nursing Assistant I	**NC Department of Health and Human Resources; Division of Health Service Regulation, Health Care Personnel Registry, Center for Aide Regulation and Education** 2709 Mail Services Center Raleigh, NC 27699 Telephone: (919) 855-3970 Website: http://www.ncnar.org	Approval	September 1, 2023	September 2026	No
Nursing Assistant II	**NC Board of Nursing** 4516 Lake Boone Trail Raleigh, NC 27607 Telephone: (919) 782-3211 Website: http://www.ncbon.com	Approval	March 2025	March 2026	No
Paralegal Technology	**NC State Bar** 208 Fayetteville Street PO Box 25908 Raleigh, NC 27611-5908 Telephone: (919) 828-4620 Website: http://www.nccertifiedparalegal.org.	Qualified	August 29, 2024	2026	No
	American Bar Association Standing Committee on Paralegals Approval Commission 321 North Clark Street Chicago, Illinois 60654-7598 Telephone: (312) 88-5617 Website: www.abaparalegals.org	Approval	Self-Study/Reapproval February 2021	February 2028	No
Pharmacy Technician	**The Pharmacy Technician Certification Board** 1100 15th Street, NW Suite 730 Washington, DC 20005-1707 Telephone: 800-363-8012 Website: http://www.ptcb.org.	Accreditation	February 2025	February 2026	No
Radiography (recognized by DOE)	**Joint Review Committee on Education in Radiologic Technology** 20 North Wacker Drive Suite 2850 Chicago, IL 60606-3182 Telephone: (312)704-5300 E-mail: mailto:mail@jrcert.org Website: http://www.jrcert.org	Accreditation	May 2023	Second Quarter 2031	No
Respiratory Therapy	**Commission on Accreditation for Respiratory Care** 1248 Harwood Road Bedford, TX 76021-4244 Telephone: (817) 283-2835 Website: http://www.coarc.com	Accreditation	November 2015 (latest site visit June 2025)	at time of publication November 2025 (new accreditation will be announced Fall 2025)	No

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Charter & Affiliations

Carteret Community College is chartered by the North Carolina State Department of Community Colleges, as specified in Chapter 115D of the General Statutes of North Carolina.

Carteret Community College is a member institution of the North Carolina Community College System, and its trustees and administrators are actively involved in the North Carolina Association of Community College Trustees, the North Carolina Association of Community College Presidents, and the North Carolina Association of Community College Instructional Administrators, respectively.

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Carteret CC Foundation

CARTERET CC FOUNDATION

The Carteret Community College Foundation, Inc. is a 501(c)(3) nonprofit organization founded in 1976 to support the mission and growth of Carteret Community College. The Foundation raises funds to enhance every aspect of the college experience.

Thanks to the generosity of donors and strong community partnerships, the Foundation provides essential resources for scholarships, training equipment, capital improvements, student support services, and professional development for faculty and staff.

By reducing the financial barriers of education and daily life, the Foundation empowers learners to stay focused, achieve their goals, and succeed.

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History & Governance

Since 1963, Carteret Community College has helped students and the community prepare for the changing demands of the workplace. Starting out in World War II–era Quonset huts as an Institutional Education Center, the College has grown and changed over the years. Through its transformation as a technical college and now a comprehensive community college, Carteret CC has grown and changed to meet the needs of the community.

The College's offerings include

- Associate degrees and certificates in career/technical fields and college transfer.
- Workforce & Continuing Education noncredit classes designed for job entry, career advancement, and personal enrichment.
- College & Career Readiness (Adult Education) noncredit classes to help individuals address any academic or language barriers to higher education.

Visit **History of Carteret CC** for more information.

An elected, twelve-member **Board of Trustees** governs Carteret CC and is responsible for strategic oversight of policies, priorities, and plans to direct the operation of the College.

Officers
Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Dr. Tracy Mancini, Secretary
Angela McMahon, Assistant Secretary

Name	Term Expiration
Appointed by the Governor	
Mrs. Melodie Darden	June 30, 2025
Mrs. Penny Hooper	June 20, 2026
Mrs. Rosa Langston	June 30, 2027
Appointed by the Carteret County Commissioners	
Mr. Doug Brady	June 30, 2026
Mr. Mort Congleton	June 30, 2028
Mr. Doug Starcke	June 30, 2025
Dr. Wrenn Johnson	June 30, 2027
Appointed by Carteret County Board of Education	
Mr. Will Rogers	June 30, 2026
Mr. William "Bill" Henderson	June 30, 2027
Mrs. Catherine Parker	June 30, 2025
Appointed by NC General Assembly	
Mrs. Dee Meshaw (House)	June 30, 2028
Mrs. Kelly Marek (Senate)	June 30, 2028
Student Government Association Representative	
Ms. Jenny Maldonado-Castro	June 30, 2025

Employee Directory

For a current list of College employees, please refer to the Directory on the website.

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Articulation & University Relations

Transferring from Carteret CC to a four-year university is a popular pathway for many of our students. University Transfer programs allow students to earn an associate degree while completing core coursework toward a bachelor's degree at a four-year institution. The North Carolina Comprehensive Articulation Agreement ensures a smooth transition and allow students to save thousands on the cost of college.

Carteret CC has also developed articulation agreements with several universities for many of its Applied Sciences programs. View more information at **University Transfer**.

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Industry Partnerships

Carteret Community College is committed to helping the region meet its diverse and growing workforce needs. Carteret CC actively collaborates with employers and chambers of commerce to respond quickly to the region's economic needs and opportunities. These partnerships allow Carteret CC to develop programs that teach essential skills in high-demand fields and emerging technologies.

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Chapter 2: College Entry

Determine Your Eligibility to Attend

Enrollment Information

Carteret Community College has an open-door admission policy for applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age, and whose admission eligibility conforms to State Board of Community Colleges Code (SBCCC) 1D SBCCC 200.95, State Board of Community Colleges Code (SBCCC) 1D SBCCC 300.4, or State Board of Community Colleges Code (SBCCC) 1D SBCCC 400.2, and North Carolina Community College System (NCCCS) directives.

Note: Enrollment to Carteret CC does not guarantee admissions into workforce programs that maintain additional requirements. See the ***Selective Admission Programs*** section of this catalog for more information.

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Eligibility Information

Detailed Admissions information can be found on our Admissions webpage.

You are eligible to attend Carteret Community College if you:

- Earned a high school diploma, certificate of high school completion, or High School Equivalent (HSE)/AHS certificate.
- Are 18 or older
- Are a high school student participating in the **Career & College Promise (CCP)** program.

If you do not meet any of the categories above, you may contact Admissions at (252) 222-6155 to discuss any exceptional admissions standards that may apply.

Carteret CC also offers several Adult Education programs to give eligible adult learners the opportunity to take college credit courses for select in-demand careers. Visit **College & Career Readiness** (CCR) for more information.

Special Credit/Visiting Students

Applicants who do not wish to pursue a particular program of study will be admitted as Special Credit (non-degree seeking) students. Students classified as Special Credit (non-degree seeking) students are not eligible for Federal financial assistance, Veteran's assistance, or scholarships. All prospective students must complete and submit an application for admission and meet the pre- and co-requisites for any course registered.

Transfer Students

A transfer student must complete all admissions requirements defined for their particular program, including an application for admission stating a program of study and official transcripts from high school and college(s).

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Selective Admission Programs

Due to the nature of the following programs and the enrollment restrictions placed on the College by outside agencies such as employers, accrediting agencies, or clinical facilities, only a limited number of students may be accepted each

year. These programs may also have additional application requirements, such as immunizations, criminal background checks, drug screening, and prerequisite courses. Visit the program website for more information and application and acceptance timelines.

- **Basic Law Enforcement Training (BLET)**
- **Associate Degree Nursing**
- **Emergency Medical Science**
- **Medical Assisting**
- **Radiography**
- **Respiratory Therapy**
- **Social and Human Services**

Students are encouraged to consult with an Academic Advisor for academic guidance on these programs and on any additional restricted programs not listed above.

Possible Effect of Criminal Record

When seeking to major in certain programs at Carteret Community College your ability to complete the program, be licensed or certified, or be employed may be affected if you have a prior criminal record. In such cases, the actual violation and the length of time since that violation may be the deciding factor.

Programs that require agency sponsorship and programs that require practicums, internships, or clinical experience rely on community agencies to help students fulfill that requirement. Some of those agencies may require criminal background checks prior to your being allowed into their facilities. If the participating community agency will not accept you because of a criminal record, you may be unable to continue in the program.

Programs where a prior criminal record may come into question include, but are not limited to, Health Sciences, Criminal Justice, Education, and Child Development. You should check with the program to confirm your eligibility. The College conducts pre-employment criminal background checks on all otherwise eligible financial aid applicants for Work-Study.

Applicants, such as registered sex offenders, should be aware that Carteret CC is considered a place where minors may gather for educational programs and/or activities.

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High School Programs

Earn College Credits in High School

Carteret Community College offers opportunities to earn college credit, train for in-demand careers, and even complete a Carteret CC degree before your high school graduation!

To take college classes through Carteret CC's dual credit program, known as Career & College Promise, you must be a North Carolina public, private, or homeschool high school student. Prerequisites, admissions requirements, and specific course limits will apply. Contact your high school counselor or visit **Career & College Promise** for enrollment information and program pathways.

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Readmission Requirements

Requirement to Submit a New Application

A former Carteret CC student who is in good standing at the time of withdrawal may gain readmission. Any student who has not maintained enrollment for two consecutive semesters (excluding summer) must submit a new application.

An evaluation will be done of all course work earned at Carteret CC and other institutions. If a former student has taken classes at other colleges after withdrawing from Carteret Community College, the student should request official transcripts be forwarded from those colleges.

Students previously suspended for academic or disciplinary reasons who seek readmission should contact the Dean for Student Services prior to the term of desired readmission.

Any student who is indebted to the College cannot register until that indebtedness has been cleared through the appropriate office or department.

Health Sciences Readmissions

Students who do not successfully complete the first semester of their program must re-apply for the next program admissions cycle. Re-admission is not guaranteed. Re-applicants compete with new applicants for admission.

Students who withdraw from their program after successfully completing at least one semester and are in good standing at the time of withdrawal may re-enter the program the next academic year if they meet the requirements for program re-entry and if there is space. If students in good standing are out for more than one academic year, they must re- apply for admission to the program as a transfer student. Re-admission is not guaranteed. Re- applicants compete with new applicants for admission. Students who are withdrawn/suspended from their program for academic, clinical, health, personal, or conduct reasons may re-enter the program for the next academic year if there is space and if they

1. Provide documentation indicating completion/ satisfaction of any conditions for readmission established at the time of their withdrawal; and satisfy the requirements for program re-entry.

Students who miss the re-entry deadline of the next academic year must apply for admission as a transfer student and also comply with the above. Re-admission is not guaranteed.

Students who are dismissed from their program may not be able to re-apply.

If you need further information about Health Sciences Readmissions, please reach out to the specific program's contact.

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Student Handbook

Transcript Information

Prospective students seeking a degree, diploma, or certificate are responsible for providing official high school transcripts from regionally accredited institutions showing the date of graduation or coursework completion. Visit **Submitting Transcripts to Carteret CC** for more information.

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Student Handbook

Placement & Credit for Prior Learning

Carteret Community College recognizes the vast knowledge and skills of its diverse student population through prior learning assessment. This gives the College an opportunity to assess course credit for experiential learning, non-credit course completion, professional development, licensure/certification and credit-by-exam. Participants benefit from reduced program costs and time toward degree completion.

Placement & Credit for Prior Learning is a process for assessing learning gained outside a traditional academic environment. This could be learning acquired through military service, industry recognized credentials, or non-credit courses.

To be eligible to earn Placement & Credit for Prior Learning credit, a student must be currently or previously enrolled at Carteret CC and meet all admissions requirements. They should not have previously taken or attempted the course that is the same as the Placement & Credit for Prior Learning credit for which they are applying. Placement & Credit for Prior Learning credit is only awarded when it applies to Carteret CC programs of study.

- **Placement Testing**
- **Direct Placement into College Gateway Courses**
- **High School Articulation Agreement**
- **Advance Placement (AP Examinations)/ International Baccalaureate (IB Examinations)**
- **Credit for Prior Learning**
- **Industry Certification & Licensure**
- **Credit by Exam/College Level Examination Program (CLEP)**
- **Carteret CC Noncredit Hour to Credit Hour Crosswalks**

Placement Testing

For students whose unweighted high school GPA is below a 2.8, the College uses the NROC placement test to determine placement in math and English, or the student can be placed into developmental English and reading courses based on the existing unweighted GPA. You can schedule your placement testing appointment through the MAPS Center by contacting MAPS@carteret.edu or calling 252-222-6236. The tests are computerized and timed. Placement testing is offered in scheduled group settings, and a photo ID is required.

Applicants/students may only take a placement test twice within a calendar year. Prior to taking a placement test the second time, students are encouraged to visit the MAPS Center for tutoring assistance. To have placement test scores sent to another college, a written request must be made through the Registrar's Office. Students with alternate needs or concerns related to placement testing should contact the testing coordinator at MAPS@carteret.edu or (252) 222-6236.

Placement Test Exemption

Students or applicants who meet any waiver criteria will not need placement testing.

Placement Guides

English Placement Guide

Course	Unweighted High School GPA	ACT	SAT	GED	CCRG English Credit	Transition English Grade	Developmental Course Credit	RISE Placement Test	NROC Placement Test
Transition English	≤ 2.799	ENG ≤ 15 or READ ≤ 19	ENG ≤ 479	<165	--	--	--	--	--
ENG-111	≥ 2.8	ENG ≥ 18 or READ ≥ 22	ENG ≥ 480	≥ 165	Tier 2 Credit Score ≥ 80	ENG 002 - P	ENG 025	RISEE2 ≥ 70	ENG 025 ≥ 70

Math Placement Guide

Course	Unweighted High School GPA	ACT	SAT	GED	CCRG Math Credit	Transition Math Grade	Developmental Course Credit	RISE Placement Test	NROC Placement Test
Transition Math	≤ 2.799	Math ≤ 19	Math ≤ 529	<165	--	--	--	--	--
MAT110	≥ 2.8	Math ≥ 22	Math ≥ 530	≥ 165	Tier 1 Score ≥80	MAT 003 - P1	MAT 025	RISEM1 ≥ 70	MAT 025 ≥ 70
MAT-143	≥ 2.8	Math ≥ 22	Math ≥ 530	≥ 165	Tier 1	MAT 003 - P1	MAT 025	RISEM1 ≥ 70	MAT 025 ≥ 70

Course	Unweighted High School GPA	ACT	SAT	GED	CCRG Math Credit	Transition Math Grade	Developmental Course Credit	RISE Placement Test	NROC Placement Test
					Score ≥80				
MAT-152	≥ 2.8	Math ≥ 22	Math ≥ 530	≥ 165	Tier 2 Score ≥80	MAT 003 - P2	MAT 025	RISEM2 ≥ 70	MAT 025 ≥ 70
MAT-171	≥ 2.8	Math ≥ 22	Math ≥ 530	≥ 165	Tier 3 Score ≥80	MAT 003 - P3	MAT 035	RISEM3 ≥ 70	MAT 035 ≥ 70

*Students below a 2.8 high school unweighted GPA who score a 4 or 5 on the Math 3 EOC should be placed in the gateway math course for their major.

There are no ACT or SAT score equivalencies for Developmental Courses. A student can be exempt from taking the placement test with the minimum ACT or SAT scores required to place in college level English and Math.

It is possible for a student to take either Elementary Algebra (EA) and Intermediate Algebra (IA) sections of the ASSET or just the IA section to determine Algebra placement. Determining which section/sections were taken is vital in determining correct placement.

Direct Placement into College Gateway Courses

Associate degree, diploma, or certificate applicants to Carteret CC must provide evidence of academic readiness in reading, writing, and math to be placed into college-level courses. Students will be placed into courses based on unweighted high school GPA of 2.8 or higher or through CCRG scores.

Academic readiness may also be established through completion of a placement test. Placement test results indicate the appropriate level of study for an applicant. Special credit, non-degree seeking applicants may be required to test or provide transcripts in order to satisfy prerequisite requirements for courses in which they wish to enroll.

College Readiness Benchmarks

College Readiness* Benchmarks on Approved Diagnostic Assessment Tests

Test	PSAT 2014 and earlier**	PSAT 2015 and future**	Asset (NCCCS Cut Score)	COMPASS (NCCCS Cut Score)	Accuplacer (NCCCSCut Score)	NC DAP (NCCCS Cut Score)
English	45	26	41 Writing	70 Writing	86 Sentence Skills	Composite Score of 151 or higher***
Reading	47	26	41 Reading	81 Reading	80 Reading	
Mathematics	47	24.5	41 Numerical Skills and 41 Int. Algebra	47 Pre- Algebra and 66 Algebra	55 Arithmetic and 75 Elem. Algebra	7 on each assessment for DMA 010 thru 060

In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness:*

SAT (Pre-March 2016)		SAT (March 2016 and Future)		Pre-ACT		ACT	
English	500	Evidence- Based Reading and Writing	480	English	18	English	18
Critical Reading	500			Reading	22	Reading	22
Mathematics	500	Mathematics	530	Mathematics	22	Mathematics	22

* Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on ACCUPLACER sentence skills and reading to demonstrate college readiness.

** PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

*** The Reading and English part of the NCDAP is an integrated assessment of reading and English skills; meeting the composite cut score for placement into ENG 111 is one way to demonstrate college readiness to participate in the College Transfer Pathway.

Student will take the subject-area State Board approved assessment(s) to determine placement.

Direct Placement into MAT 172, Precalculus Trigonometry

A student may place directly into MAT 172, Precalculus Trigonometry if the student has scored 70 or higher on the ACCUPLACER College-Level Math (CLM) test.

Direct Placement into MAT 271, Calculus I

A student may place directly into MAT 271, Calculus I if the student has met at least one (1) of the following criteria within the past five (5) years:

- A score of 2 or higher on the AP Calculus AB Exam;
- A grade of C or higher in an AP Calculus course and an unweighted high school GPA of 3.0 or higher;
- A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test;
- A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement Test;
- A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state;
- A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state;
- A score of 27 or higher on the ACT Math and a grade of C or higher on the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state; or
- A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

Spanish Placement Testing

The purpose of Spanish placement testing at Carteret Community College is to determine the level at which a student is currently performing and to place that student in the course that matches the student's performance. The goal is to maximize learning and success.

Students wishing to complete the Spanish placement test will schedule an appointment through MAPS where the placement test will be administered. Non-course (NC) credit will be awarded to determine appropriate placement based on student performance.

Guidelines for Spanish placement:

Any student may begin in SPA 111: Elementary Spanish I, if desired.

Students who have taken two (2) consecutive units of high school Spanish in the last

two years and have earned a grade of C or better may automatically start in SPA 112: Elementary Spanish II. Students wanting to confirm they are prepared to take SPA 112: Elementary Spanish II may take the Spanish placement test. A score of 370-450 places a student in SPA 112. A score of 451-536 places a student in SPA 211. A score of 537 or higher places a student in SPA 212.

Any student desiring to enroll in SPA 211: Intermediate Spanish I or SPA 212: Intermediate Spanish II without meeting the prerequisite courses must take the Spanish placement test to confirm readiness.

Native speakers, and others who are Spanish speaking, must take the placement test for proper placement.

High School Articulation Agreement

Articulation agreements between Carteret Community College and the Carteret County Public School System (CCPSS) provide a seamless academic pathway from high school into Carteret CC programs. Articulated courses are high school courses that result in the same learning outcomes as a similar Carteret CC course. The CCPSS and community college faculty have examined the course competencies and agreed upon their equivalency.

Applied Sciences Local Articulation Agreements

Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title	Criteria for Credit
Hospitality & Tourism	FH 10 AND FH 12 AND FH 13	Culinary Arts & Hospitality I AND Culinary Arts & Hospitality II Internship AND Culinary Arts & Hospitality III	CUL 140	Culinary Skills I	Final grade of B or higher in the courses
	MH31 AND FH 10	Sports & Entertainment Marketing AND Culinary Arts & Hospitality I	HRM 110 AND HRM 240	Intro to Hospitality AND Hospitality Marketing	Final grade of B or higher in the courses
Horticulture	AP44	Horticulture II – Landscape Construction	HOR 116	Landscape Management I	Final grade of B or higher in the course AND minimum score of 90 on standardized CTE assessment
Information Technology	BI12	CompTIA IT Fundamentals	CTI 110 AND CTI 120	Web, Programming, and Database Foundation AND Network and Security Foundation	Final grade of B or higher in the course AND CompTIA Fundamentals certification
Welding	AS31 AND AS32	Agricultural Mechanics I AND Agricultural Mechanics II	WLD 110	Cutting Processes	Final grade of B or higher in the course AND minimum score of 90 on standardized CTE assessment

Process to Document Credit

The official high school transcript and all official standardized CTE post-assessments are required to verify that the criteria to award credit for articulated courses are met. Where indicated, students must submit supporting documentation to the community college.

To receive articulated credit, community college officials are responsible for verifying eligibility and acceptance of articulated courses on the high school transcript.

Criteria to Award College Credit

The following criteria are used to award college credit for identified high school courses:

1. Final grade of B or higher in the course; and
2. Score of 90 or higher on the standardized CTE post-assessment.

To receive articulated credit, students must enroll at the community college within two years of their high school graduation date and submit written request to Registrar's Office to have their transcripts evaluated.

Table of Articulated Credit

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Agricultural Education	AS32 Agricultural Mechanics II	=	WLD-112 Basic Welding Processes OR AGR-111 Basic Farm Maintenance	
Agricultural Education	AA22 Animal Science II	=	ANS-110 Animal Science	
Agricultural Education	AP41 Horticulture I	=	HOR-150 Intro to Horticulture	

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Agricultural Education	AP44 Horticulture II – Landscaping	=	HOR-114 Landscaping Construction OR LSG-111 Basic Landscaping Technique	
Business and Information Technology Education	BA10 Accounting I	=	ACC-115 College Accounting OR ACC-118 Accounting Fundamentals I	
Business and Information Technology Education	BA20 Accounting II	=	ACC-115 College Accounting OR ACC-118 Accounting Fundamentals I OR ACC-119 Accounting Fundamentals II	
Business and Information Technology Education	BP12 Computer Programming II	=	CSC-153 C# Programming	
Business and Information Technology Education	BM10 Microsoft Word and Power Point	=	CIS-111 Basic PC Literacy OR CIS-124 DTP Graphics Software OR OST-136 Word Processing	
Business and Information Technology Education	BM10 Microsoft Word and Power Point AND BM20 Microsoft Excel and Access	=	OST-137 Office Software Applications	
Business and Information Technology Education	BM20 Microsoft Excel and Access	=	CTS-130 Spreadsheet	
Business and Information Technology Education	BD10 Multimedia and Webpage Design	=	WEB-110 Internet/Web Fundamentals OR WEB-120 Intro Internet Multimedia	
Business and Information Technology Education	BN20 Network Administration I	=	CTI-115 Computer Systems Foundation OR CTI-120 Network and Security Foundation OR NET-110 Networking Concepts OR NOS-110 Operating System Concepts OR SEC-110 Security Concepts	
Business and Information Technology Education	BN22 Network Administration II	=	CTS-112 Windows OR (NET-110 Networking Concepts AND NOS-230 Windows Admin I)	
Business and Information Technology Education	BF05 Personal Finance	=	BUS-125 Personal Finance	
Family and Consumer Science Education	FE11 Early Childhood Education I AND FE12 Early Childhood Education II	=	EDU-119 Intro to Early Childhood Education	
Family and Consumer Science Education	FN41 Foods I AND FN42 Foods II – Enterprise	=	CUL-112 Nutrition for Food Service	
Family and Consumer Science Education	(FN42 Foods II Enterprise OR FH20 Introduction to Culinary Arts & Hospitality) AND ServSafe certification	=	CUL-110 Sanitation & Safety AND CUL-110A Sanitation & Safety Lab	
Family and Consumer Science Education	FN43 Foods II – Technology	=	CUL-150 Food Science AND CUL-150A Food Science Lab	
Family and Consumer Science Education	FI53 Interior Applications	=	DES-235 Products	
Health Science Education	HN43 Nursing Fundamentals	=	NAS-101 Nursing Assistant I	
Health Science Education	HH32 Pharmacy Technician	=	PHM-110 Introduction to Pharmacy	
Marketing Education	ME11 Entrepreneurship I	=	ETR-210 Intro to Entrepreneurship	

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Marketing Education	MM51 Marketing	=	ETR-230 Entrepreneur Marketing OR MKT-110 Principles of Fashion OR MKT-120 Principles of Marketing	
Technology Engineering and Design Education	TE21 Principles of Technology I	=	PHY-121 Applied Physics	
Technology Engineering and Design Education	TE22 Principles of Technology II	=	EGR-115 Intro to Technology OR PHY-131 Physics - Mechanics	
Technology Engineering and Design Education	TP11 PLTW Introduction to Engineering Design AND TP12 PLTW Principles of Engineering AND TP23 PLTW Civil Engineering and Architecture	=	ARC-111 Intro to Arch Technology OR DDF-211 Design Process I	
Technology Engineering and Design Education	TE11 Technology Engineering and Design AND TE12 Technology Design AND TE13 Engineering Design	=	EGR-110 Intro to Engineering Technology AND (CEG-115 Intro to Technology and Sustainability OR EGR-115 Intro to Technology OR DDF-211 Design Process I)	
Trade and Industrial Education	IC00 Core and Sustainable Construction	=	WOL-110 Basic Construction Skills	
Trade and Industrial Education	IT16 Automotive Service I AND IT17 Automotive Service II AND IT18 Automotive Service III	=	TRN-111 Chassis Maint/Light Repair AND TRN-112 Powertrain Maint/Light Repair AND AUT-113 Automotive Servicing I	Must complete MLR Task List
Trade and Industrial Education	IM21 Cabinetmaking I AND IM22 Cabinetmaking II	=	CAB-111 Cabinetmaking I	
Trade and Industrial Education	IC00 Core and Sustainable Construction AND IC21 Carpentry I	=	CAR-110 Intro to Carpentry OR WOL-110 Basic Construction Skills OR CST-110 Intro to Construction	
Trade and Industrial Education	IC22 Carpentry II	=	CST-111 Construction I	
Trade and Industrial Education	IC23 Carpentry III	=	CST-112 Construction II	Must receive credit for CST-111 before receiving credit for CST-112
Trade and Industrial Education	II21 Computer Engineering Technology I	=	CTS-120 Hardware/Software Support	
Trade and Industrial Education	II22 Computer Engineering Technology II	=	CTS-220 Adv Hard/Software Support	Must receive credit for CTS-120 before receiving credit for CTS-220
Trade and Industrial Education	IA31 Digital Media	=	DME-110 Intro to Digital Media	
Trade and Industrial Education	IA32 Advanced Digital Media	=	DME-115 Graphic Design Tools OR DME-120 Intro to Multimedia Appl.	
Trade and Industrial Education	IC61 Drafting I	=	DFT-111 Technical Drafting I AND DFT-111A Technical Drafting I Lab	
Trade and Industrial Education	IC61 Drafting I AND IC62 Drafting II - Architectural	=	DFT-115 Architectural Drafting OR DFT-119 Basic CAD OR ARC-114 Architectural CAD	
Trade and Industrial Education	IC61 Drafting I AND IV22 Drafting II - Engineering	=	DFT-151 CAD I	
Trade and Industrial Education	IV23 Drafting III - Engineering	=	DFT-112 Technical Drafting II AND DFT-112A Technical Drafting II Lab	Must receive credit for DFT-111 before receiving credit for DFT-112
Trade and Industrial Education	IC00 Core and Sustainable Construction AND IC41 Electrical Trades I AND IC42 Electrical Trades II	=	ELC-113 Residential Wiring	
Trade and Industrial Education	IC43 Electrical Trades III	=	ELC-122 Advanced Residential Wiring	

High School Program Area	High School Course Number & Title		Community College Course Number & Title	Notes
Trade and Industrial Education	IM31 Electronics I AND IM32 Electronics II	=	ELC-112 DC/AC Electricity AND (ELC-126 Electrical Computations OR EGR-131 Intro to Electronics Tech)	
Trade and Industrial Education	IM34 Electronics IV	=	ELN-131 Analog Electronics I	
Trade and Industrial Education	IC00 Core and Sustainable Construction AND IC11 Masonry I AND IC12 Masonry II	=	MAS-110 Masonry I	
Trade and Industrial Education	IC13 Masonry III	=	MAS-110 Masonry I	
Trade and Industrial Education	IM41 Metals Manufacturing Technology I AND IM42 Metals Manufacturing Technology II	=	BPR-111 Blueprint Reading AND MAC-111 Machining Technology I AND MAC-151 Machining Calculations	
Trade and Industrial Education	II11 Network Engineering Technology I	=	NET-125 Networking Basics OR NET-110 Networking Concepts	
Trade and Industrial Education	II12 Network Engineering Technology II	=	NET-125 Networking Basics OR NET-126 Routing Basics	
Trade and Industrial Education	IM61 Welding Technology I	=	WLD-110 Cutting Processes	
Trade and Industrial Education	IM61 Welding Technology I AND IM62 Welding Technology II	=	WLD-110 Cutting Processes AND WLD-115 SMAW (Stick) Plate	

Advance Placement (AP Examinations)

Carteret Community College awards credit for successful completion of Advanced Placement® examinations in high school. To receive AP credit, students must provide the Registrar with official score reports from the College Board. Please see College Board AP Exams for information about how to request an official score report.

AP Credit

AP Exam	CARTERET CC Course(s)	Credit Hours	In Score
Art History	ART 114	3	3
Biology	BIO 110	4	3
	BIO 111	4	4
	BIO 111, 112	8	5
Calculus AB	MAT 271	4	3
Calculus BC	MAT 271, 272	8	3
Chemistry	CHM 151	4	3
	CHM 151, CHM 152	8	4
Computer Science A	CIS 115	3	4
Computer Science AB	CIS 115	3	3
Economics (Micro)	ECO 251	3	3
Economics (Macro)	ECO 252	3	3
English Literature / Comp	ENG 111	3	3
English Language / Comp	ENG 111	3	3
	ENG 111, 112	6	4
English Literature & Language Comp (both exams)	ENG 111, ENG 112	6	3 on both
Environmental Science / Studies	BIO 140/A	4	3
French Language & Literature (both exams)	FRE 211, FRE 212	6	4 on both
	FRE 211, FRE 212	6	4 Lit, 3 Lang

AP Exam	CARTERET CC Course(s)	Credit Hours	In Score
	FRE 211, FRE 212	6	3 Lit, 4 Lang
	FRE 211, FRE 212	6	4
French Literature	FRE 211, FRE 212	6	4
	FRE 211	3	3
German Language	GER 211, GER 212	6	3
History (European)	HIS 121, HIT 122	6	3
	*(students who take the exam through Summer 2013)		
	HIS 121, HIS 122	6	4
	**(students who take the exam Fall 2013 and after)		
History (U.S.)	HIS 131, HIS 132	6	3
	*(students who take the exam through Summer 2013)		
	HIS 131, HIS 132	6	4
	**(students who take the exam Fall 2013 and after)		
History (World)	HIS 111, HIS 112	6	3
	*(students who take the exam through Summer 2013)		
	HIS 111, HIS 112	6	4
	**(students who take the exam Fall 2013 and after)		
Human Geography	GEO 111	3	3
Italian Language & Culture	ITN 211	3	3
	ITN 211, ITN 212	6	4
Japanese Language & Culture	JPN 112, JPN 211	6	3
	JPN 211, JPN 212	6	4
Latin / Vergil	LAT 111, LAT 112	6	3
Latin / Literature	LAT 111, LAT 112	6	4
Music Theory	MUS 121	3	3
Physics B	PHY 151, PHY 152	8	3
Physics C Mechanics	PHY 251	4	3
Physics C Elec / Mag	PHY 252	4	3
Precalculus	MAT 171	4	3
Psychology	PSY 150	3	3
Spanish Language & Literature (both exams)	SPA 211, SPA 212	6	4 on both
	SPA 211, SPA 212	6	4 Lit, 3 Lang
	SPA 211, SPA 212	6	3 Lit, 4 Lang
	SPA 211	3	3 on both
Spanish Literature	SPA 211	3	3
	SPA 211, SPA 212	6	4
Spanish Language	SPA 211	3	3
	SPA 211, SPA 212	6	4
Statistics	MAT 152	4	3
US Gov / Politics	POL 120	3	3
Gov Comparative/ Politics	POL 210	3	3

International Baccalaureate (IB Examinations)

Carteret Community College awards Credit for Prior Learning credit based on successful scores on the International Baccalaureate Diploma Program Exam (IB), but not for courses on a foreign transcript, unless the student has earned a

degree and the credit is detailed by credit hour and course level. Carteret Community College accepts foreign transcript evaluations from only WES (World Education Service) and AACRAO (American Association of Collegiate Registrars and Registrar's Officers).

The IB Diploma will be recognized and Credit for Prior Learning credit awarded for higher-level examinations if a score of 5 or higher is achieved. To receive credit for higher-level exams, students must have the IB Organization send scores directly to the Registrar's Office.

Credit for Prior Learning

Criteria Governing Credit for Prior Learning

The following eligibility criteria apply to all forms of Credit for Prior Learning:

- To be eligible for Credit for Prior Learning, a student must be a high school graduate, or equivalent, or 18 years or older, and or dual enrollment (CCP student), and must declare a program of study leading to a degree/diploma/certificate before transcript evaluation takes place. This excludes special credit (non-degree seeking) students.
- Non-Coursework Placement credit will be awarded for special credit students and dual enrollment students (CCP) who need the credit to meet prerequisites. Credit by Placement is different than Credit by Exam.

Students wishing to obtain Credit for Prior Learning are responsible for providing the College with appropriate official documentation for use in determining Credit for Prior Learning credit. See section on Foreign Credits Earned for details.

The following limitations apply to the awarding of Credit for Prior Learning:

- The minimum standards for graduation require a passing grade in all courses in a curriculum and the successful completion of any specific curriculum requirements, such as a cumulative grade point average. Candidates for degrees, diplomas, and certificates must complete a minimum of 25 percent of their required course work at Carteret CC. The requirement to complete 25 percent of required course work at Carteret CC may not be met by any form of Credit for Prior Learning covered in this document.

Award of credit through Credit for Prior Learning shall only be given for courses that can be found in the Combined Course Library for articulated general courses approved in the Comprehensive Articulation Agreement (CAA).

For technical courses (non-CAA courses), award of credit will be restricted to courses that apply to programs that Carteret Community College currently offers, and that appear in the *College Catalog & Student Handbook*.

In the case of exceptions, award of credit for non-transfer courses not part of a program of study appearing in our General Catalog can be awarded on a case-by-case basis. The Program Chairperson will work with the Division Dean enrollment advisors and Registrar's office to find appropriate equivalencies.

- No credit shall be awarded that duplicates earned course credit at the College, at other institutions, or other credit awarded through Credit for Prior Learning.
- Credit is awarded for academic work in which the student earned a grade of C or better.
- Paralegal Technology students must complete at least 25% of required LEX courses at Carteret Community College. Credit earned through Credit for Prior Learning does not apply.
- Students may not apply for Credit-By- Examination (proficiency test) for a particular course if they have previously enrolled (either for credit or audit) in that course at Carteret Community College.
- The College maintains time limits on prior learning experiences for which Credit for Prior Learning may be granted. Award of credit will be subject to a five-year time limit for applied science and technical courses and some biological science courses. Courses include:
  ACC 132, NC Business Taxes
  ACC 140, Payroll Accounting
  ACC 150, Accounting Software Applications
  ACC 152, Advanced Software Applications
  BIO 163, Basic Anatomy & Physiology
  BIO 168 & 169, Anatomy & Physiology I & II
  BIO 271, Pathophysiology
  OST 138, Advanced Software Applications
  OST 148, Med. Coding Billing & Insurance

OST 243, Med Office Simulation
OST 247, Procedure Coding
OST 248, Diagnostic Coding

* The appropriate Program Chair reserves the right to waive the time-limit based on student academic progress and work experience.

Courses with the following prefixes will be subject to the five-year time limit: CIS, CTS, DBA, NET, NOS, SEC, WEB.

The appropriate academic Dean, in consultation with the appropriate Program Chairperson, will determine if courses taken prior to enrollment can be used in the student's current program of study.

- The official transcript shall specify the type of Credit for Prior Learning credit awarded, equivalent courses, and the number of credits awarded. Credit for Prior Learning credit shall be distinct from earned course credit.
- No grades, grade point average, or other indication of academic standing shall be associated with Credit for Prior Learning entries on the official transcript.
- Credit awarded through Credit for Prior Learning is applicable only to Carteret Community College's curricular requirements. **Students are cautioned that credits awarded through Credit for Prior Learning may not be accepted in transfer by other post- secondary institutions.**

Military Training

Defense Activity for Non-Traditional Educational Support (DANTES)

Carteret Community College will award credit for acceptable scores on DANTES college-level examinations as recommended by the American Council on Education (ACE). To receive credit for a DANTES examination, students are required to provide the Registrar's Office with official score reports.

Documentation of Military Training

Carteret Community College may grant credit for military service training based upon the recommendations provided in the most current American Council of Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services.* To receive credit based upon competencies gained through military training, the student must submit an official copy of one or more of the following to the Registrar's Office:

- Joint Services transcript
- Other official transcript recommended by ACE

Industry Certification & Licensure

Students requesting credit based on industry certification and licensure must submit appropriate documentation to the Registrar.

Certificates Credit

Industry Certifications	Exam Number	Credit Course(s)	Credit Hours
Microsoft Word Core	Refer to website listed in "Industry & Licensure Certifications References"	OST 136	3
Microsoft Excel Core **AND** Microsoft Excel Expert	Refer to website listed in "Industry & Licensure Certifications References"	CTS 130	3
CompTia A+	220-801 **AND** 220-802	CTS 120	6
Cisco Certified Network Associate (CCNA)	640-802 OR 200-120	NET 125 & NET 126	3
Security+	SY0-301	SEC 110	3
Emergency Medical Technician (EMT)	NCOEMS EMT credential with active status	EMS 110	9
NC Nurse Aide I (CNA I)	Listing on NC Nurse Aide I Registry with no substantiated findings	NAS 101	6
NC Nurse Aide II (CNA II)	Listing on NCBON Nurse Aide II Registry with no substantiated findings	NAS 102	6

Industry Certifications	Exam Number	Credit Course(s)	Credit Hours
QuickBooks	Current certification	ACC 150 & ACC 152	4
AIPB Certified Bookkeeper Industry Designation	Current certification	ACC 180	3
American Payroll Association Fundamental Payroll certification	Current certification	ACC 140	2

Licensures Credit

Licensures	Credit Courses	Credit Hours
Lifeguard Certificate	PED 152	1

Credit By Examination

Students requesting to take Institutional Credit By Examination must provide documentation of proficiency in the subject along with their request. The Program Chairperson and Academic Dean review and approve submitted documentation before a test can be attempted.

Examples of acceptable documentation:

1. Employer-produced documentation of work experience
2. Non-regionally accredited post-secondary credit
3. Military credit that did not transfer
4. Corporate & Community Ed credit
5. Employee professional development

After receiving approval, students must register for the course they intend to challenge before the last purge date and before classes begin, and then must contact the Program Chairperson to schedule the examination. All Institutional Credit By Examinations must be taken before the first day of classes.

Please note:

1. Institutional Credit By Examination is not available for every course.
2. Institutional Credit By Examination may be administered through written, oral, practical examination, or any combination of these methods deemed appropriate for the course being challenged. Students who fail a specific Institutional Credit By Examination will not be permitted a second opportunity.
3. Students who do not successfully complete a course due to failure, official withdrawal, medical withdrawal, or violation of the College attendance policy will not be permitted to take a Institutional Credit By Examination for the course in question.
4. No more than 10% of the required credit hours in a student's program can be by means of Institutional Credit By Examination.

Students seeking Institutional Credit By Examination should contact the appropriate Program Chairs for assistance. Only technical- level tests will be available. University transfer/general education courses generally will not be available. Students interested in challenging courses will be referred to College Board to take College-Level Examination Program® (CLEP®) testing. Exception: For articulated computer, accounting, and biology courses subject to the five-year time limit, Institutional Credit By Examination will be made available. For Spanish and articulated math courses there will be a placement test available to place beyond the introductory level.

The form for requesting Institutional Credit By Examination is available in the Registrar's Office.

CLEP

Carteret Community College awards credit for successful completion of CLEP® general examinations, based upon the American Council of Education (ACE) recommendations. Only subject examinations (not general examinations) will be considered for possible credit. Students must score at the 50th percentile or higher in order to receive credit. Minimum

scores are recommended by the American Council on Education (ACE). To receive credit for a CLEP® general exam, students must provide the Registrar's Office with official score reports from the College Board (CEEB). See College Board CLEP® for information about how to request an official score report.

CLEP® Credit

Examination	Credit-Granting Score (C-Level)	CARTERET CC Course	Hours Credit
Principles of Accounting/Financial	50	ACC 120	4
General Biology	50	BIO 110	4
Business Law	50	BUS 115	3
Principles of Management	50	BUS 137	3
General Chemistry	50	CHM 151	4
Info Systems & Computer	50	CIS 110	3
Intro Microeconomics	50	ECO 251	3
Intro Macroeconomics	50	ECO 252	3
English Composition with Essay	50	ENG 111	3
Analysis & Interp of Literature	50	ENG 112	3
American Literature	50	ENG 231 & 232	6
English Literature	50	ENG 241 & 242	6
French	41	FRE 111	3
French	53	FRE 111, 112	6
French	63	FRE 111, 112, 211, 212	12
German	41	GER 111	3
German	50	GER 111, 112	6
German	63	GER 111, 112, 211, 212	12
Western Civ I	50	HIS 121	3
Western Civ II	50	HIS 122	3
American History I	50	HIS 131	3
American History II	50	HIS 132	3
Humanities	50	HUM 211 & 212	6
College Mathematics	50	MAT 143	4
College Algebra	50	MAT 171	4
College Algebra & Trig	50	MAT 171 & 172	4
Pre-calculus	50	MAT 171	4
Calculus	50	MAT 271	4
Principles of Marketing	50	MKT 120	3
American Government	55	POL 120	3
Intro Psychology	55	PSY 150	3
Human Growth & Development	55	PSY 241	3
Intro Sociology	55	SOC 210	3
Spanish	41	SPA 111	3
Spanish	50	SPA 111, 112	6
Spanish	57	SPA 111, 112, 211	9
Spanish	63	SPA 111, 112, 211, 212	12

Noncredit Hour to Credit Hour Internal Crosswalks

(WCE TO CU CROSSWALKS)

Noncredit coursework can be converted to credit (credit conversion) in some circumstances. To be eligible for credit conversion, you must meet the following conditions:

- Carteret Community College offers an equivalent course that is recognized as a credit course by the _____.
- Carteret CC offers credit and noncredit courses in the same discipline.
- You successfully completed all modules for the noncredit courses in which credit would be awarded.
- The instructional program faculty approves the credit conversion.

If your noncredit coursework fulfills these conditions, contact the **Registrar's Office** to request credit conversion.

Carteret Community College awards **WCE TO CU credit** for competencies gained through successful completion of the following courses:

- **Nurse Aide I**
- **Nurse Aide II**
- **Emergency Medical Science**
- **Basic Law Enforcement Training**
- **Welding**

CCED Course Name	**CCED Course #**	**Curriculum Equivalent Course**	**Curriculum Course #**
Nurse Aide I	NUR-3240	Nurse Aide I	NAS-101
Nurse Aide I	NUR- 3240 plus BLS Documentation	CPR	HSC-120
Nurse Aide II	NUR-3241	Nurse Aide II	NAS-102
EMT Initial NC OEMS Certification (Initial Course)	EMS-4200	EMT Basic	EMS 110
Advanced EMT Initial NC OEMS Certification (Initial Course) **Paramedic Initial** NC OEMS Certification (Initial Course) **Basic** **Trauma Life Support** (current certification) **Advanced Cardiac Life Support** (current certification) **Pediatric Advanced Life Support** (current certification)	EMS-4300 EMS-4400 EMS-3041 EMS-3048 EMS-3046	EMS Clinical Practicum I Pharmacology Adv. Airway Management Cardiology I Cardiology II EMS Clinical Practicum II EMS Clinical Practicum III Patient With Special Challenges	EMS 122 EMS 130 EMS 131 EMS 160 EMS 220 EMS 221 EMS 231 EMS 240

CCED Course Name	CCED Course #	Curriculum Equivalent Course	Curriculum Course #
		EMS Clinical Practicum IV	EMS 241
		Medical Emergencies	EMS 250
		Trauma Emergencies	EMS 260
		Life Span Emergencies	EMS 270
		EMS Capstone	EMS 285

NAS-101 Nurse Aide I

To receive Credit for Prior Learning credit for NAS-101, the student must provide the following documentation:

- Have completed a North Carolina state- approved Nurse Aide I (NA-I) training program with a minimum of 48 hours of patient care in a clinical setting under the supervision of a RN instructor.
  - North Carolina Community College System Continuing Education Course: NUR-3240
    - If the course was not completed at Carteret Community College, provide documentation that the course included a minimum of 48 hours of patient care in a clinical setting under the supervision of an RN Instructor.

OR

- Have current listing on the North Carolina Nurse Aide I Registry with no substantiated findings.
  - Print out a detailed report at NC Department of Health & Human Services of your registry listing verification indicating "no substantiated findings."
- Provide a letter from a registered nurse on employer letterhead documenting 60 hours of employment as CNA-I providing direct patient care under the supervision of the RN.

NAS-102 Nurse Aide II

To receive Credit for Prior Learning credit for NAS-102, the student must provide the following documentation:

- Have completed a North Carolina state- approved Nurse Aide II (NA-II) training program with a minimum of 80 hours of patient care in a clinical setting under the supervision of a RN instructor.
  - North Carolina Community College System Continuing Education Course: NUR-3241
- If the course was not completed at Carteret Community College, provide documentation that the program included a minimum of 80 hours of patient care in a clinical setting under the supervision of an RN instructor.

OR

- Have current listing on the North Carolina Nurse Aide II Registry with "no substantiated findings."
- Print out a detailed report at NC Board of Nursing of the registry listing verification indicating "no substantiated findings."
- Provide a letter from a registered nurse on employer letterhead documenting 80 hours of employment as CNA-II providing direct patient care under the supervision of the RN.

In addition, Carteret Community College will award credit for successful completion of American Heart Association BLS for Healthcare Provide (CPR), which is part of the Nurse Aide I course.

Note: To receive Credit for Prior Learning credit for HSC-120 CPR, the student must provide the following documentation:

- American Heart Association BLS for Healthcare Provider
  - Provide a front and back copy of a current completion card

Emergency Medical Science Certifications

An applicant must have documentation of successful completion of all courses listed in each Con. Ed. Field in order to be allowed curriculum credit in the associated curriculum field.

American Heart Association (AHA) certifications in ACLS and PALS may be accepted for Con. Ed.

Courses with approval from the Program Chair. All certifications must be current.

Welding Articulated WCE to CU Crosswalk

Courses for Welding Articulated Crosswalk

Course	Course Title	Curriculum Equivalent Course
Welding 1 & final exam (hands on and written) for WLD 115	SMAW (Stick) Plate	WLD-115
Welding 1 AND Cutting test and final exam for WLD-110	Cutting Process	WLD-110
Welding 2 & Final Exam (hands on and written for WLD 121	GMAW (MIG) FCA W/PLATE	WLD-121

Prior Course Work- *Quarter Hour Courses*

Quarter hour courses must equate to the semester hour equivalent of the current required course (either by a combination of courses or as stand-alone by using the 3:2 ratio). A Program Chairperson will advise the Registrar how a combination of quarter hour courses count for a semester hour course of a different course title.

Quarter hour courses sharing the same course title as a semester hour course must also meet the semester hour standard established for the current curriculum (i.e. ENG 101 was a vocational-level composition course in the quarter hour system, not college transferable).

The College reserves the right to disallow credit if the course is deemed to be obsolete or outdated. Any student interested in being considered for prior course work equivalent credit must submit a request to their advisor.

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Follow the Enrollment Steps

Step 1: Prepare & Explore

Carteret Community College wants you to be well prepared to become a Carteret CC student. Explore our **Program Areas** to find an academic path that matches your career goals.

Not sure which path is best for you? Visit **Student Services** to schedule a session with a Carteret CC Admissions Specialist, who can help you with the application process and determining which program of study is the right fit.

Campus Tours

Carteret CC encourages prospective students and parents to visit the campus and tour our facilities. Guided tours are provided during orientation and can be scheduled at other times by submitting a request online. Appointments are encouraged to ensure that appropriate staff will be available to assist prospective students. Information pertaining to academic programs, admissions, financial aid, registration, and student services will be presented during the tour.

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Step 2: Complete the Application

To get started, click on the "Apply Now" button located towards the top of any of Carteret CC's web pages and follow the steps. There is no application fee! Visit **Admissions** for more information.

Applicants are encouraged to submit their application to the admissions office as soon as possible before the start of the semester in which they intend to enroll. Applicants should contact the admissions office for information pertaining to program requirements and program application deadlines. See the Programs of Study section of this publication for program requirements.

Step 1: Complete Your Residency Determination

The first step is to complete your **North Carolina Residency Determination**. This is required before submitting an application for admissions to Carteret CC and establishes whether you'll pay in-state or out-of-state tuition. Once completed, you will be assigned a Residency Certification Number (RCN). Save this number! You'll need it for the Carteret CC admission application.

Step 2: Submit the Online Application

Next, you'll fill out the online application, where you will be asked to select a **program of study** for your major. If you have questions or need assistance with the admission application, contact the Admissions Office at admissions@carteret.edu.

On the Carteret Community College Application for Admission, indicate the program in which you plan to enroll. *(Students planning to transfer to a four-year college or university should select the Associate in Arts, Associate in Science, Associate in Engineering, or the Associate in Fine Arts: Visual Arts Degree. Associate in Arts Teacher Prep, Associate in Science Teacher Prep.)*

College courses and programs may have specific criteria that must be met or a special application that must be completed before a student may be accepted into a particular program of study or enrolled in a specific course. Please check specific course prerequisites/corequisites or program of study information for additional requirements that may affect program admission and course enrollment.

High school graduates will certify their status on the college admission application.

Step 3: Submit your Official Transcripts

Contact all schools you have attended and request they send your official high school, GED, high school equivalency, and/or college transcripts to transcripts@carteret.edu. For additional information visit **Submitting Transcripts to Carteret CC**.

Students who wish to receive transfer credit from another college or university must submit official college transcripts from regionally accredited institutions of higher education. These must come directly from the institution where credit was earned.

Students who have graduated from high school with an unweighted GPA of 2.8 or higher may place directly into College-level English and Math courses. High School transcripts are used to verify GPA.

Step 4: Apply for Financial Aid & Scholarships

When your application is complete, submit your FAFSA at **studentaid.gov** (FAFSA code: **008081**). Most students are eligible for some type of financial aid — from grants, scholarships, loans, or work-study. Visit **Paying for College** to explore your options.

Completion of the FAFSA determines eligibility for the Pell Grant, Supplemental Educational Opportunity Grant and Federal Work-Study. Completion of the FAFSA is also required to determine eligibility for state grants and other scholarships. An application should be completed even if students think they do not qualify since there are many factors affecting eligibility for financial aid.

To provide adequate time for processing and awarding aid prior to the start of classes, priority dates are identified for each semester. If a financial aid application is submitted after the priority dates, the student should be prepared to pay for tuition, fees, and books. *(Priority dates are Fall semester, May 1; Spring semester, October 15; Summer semester, March 1.)*

Students who intend to use their, their spouse's, or their parent's Veterans Educational Assistance must submit official transcripts from an accredited high school, high school equivalency, college or university before enrollment is certified with the Veterans Administration.

After you have been admitted to Carteret CC, you'll receive an acceptance letter (and email) with your new student ID, student email, and instructions on how to reset your password. Activate your student email to get important official communication about the college and your classes.

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Step 3: Attend Orientation, Register, and Pay

Once you have completed the residency determination, application, and submitted your transcripts, you are ready to proceed to the next enrollment steps:

- **Participation in a New Student Orientation**. is recommended for all new, degree-seeking students prior to registration. Sessions are available online and are held on campus throughout each term. Orientation provides in-depth information on College resources and requirements, program and career options as well as exposure to critical student technology pieces, including college email, Carteret Compass, and Moodle.
- **Get your Student ID**. New and returning students need to obtain a Carteret Community College Student ID Card by stopping by the reception desk in the Henry J. McGee Building. The first card is provided free of charge. There is a charge of $5.00 for all replacement Student ID cards. It is recommended that students always keep their Carteret Community College Student ID Cards with them to be used as a means of identification. Student ID cards are required to purchase books and supplies in the campus bookstore and when charging to a third party (Pell, Student Loan, V.A., V.R., scholarship, SEOG, etc.).
- **Determine course placement**. Carteret CC uses high school GPA or GED test scores to determine placement. Students with GED scores older than 2014 will be placed in transition courses unless the student chooses to take the placement test which can be scheduled through the **MAPS Center**.

- **Register for class**. Visit **carteret.edu/register** to check registration deadlines. First-time college students will meet with an advisor for approval to register for classes. In this session, students will be provided with an overview of placement into courses, program information, and the name of their faculty advisor who will provide curriculum guidance for future semesters. The student and advisor will discuss recommended courses for the first term at Carteret CC and develop an educational plan. When you have chosen your courses, go to **Carteret Compass** to register.
- Carteret Compass is a self-service application that allows the student to access online registration, their academic unofficial transcript, final grades, program evaluations, test scores, advisor information, current address/phone number/email address, financial aid and account information, and much more.

Access to Carteret Compass can be found on the main page of the College's website, http://www.carteret.edu. To login to Carteret Compass, a student should user their college assigned username and password.

- **Pay for your classes**. Visit **carteret.edu/tuition** for information on payment plans and deadlines. Use **Carteret Compass** to pay for your classes and check the status of your financial aid package, if applicable.

Visit **Admissions** for more information.

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Additional Advising & Registering Information

Audit, Enrollment Change, College Prep Courses, and Repeat of Courses

1. Courses taken for Audit purposes will not be calculated in the financial aid award. In the event a student changes course(s) to Audit after receiving aid, the award will be reduced by the appropriate amount, and repayment of aid may be required.
2. If a student completes the registration process for a course(s), receives aid for that course in the award calculation, but never attends the course(s), the student will be required to refund part of the aid. Financial Aid will be decreased by the appropriate amount.
3. Financial Aid students are allowed to repeat a previously passed course, one time, in order to earn a higher grade.
4. A student can only receive Federal financial aid for 30 semester credit hours of attempted math and English transitional classes such as ENG 002 or MAT 003.
5. Change of Personal Information

It is the responsibility of all students to notify the Registrar's Office of any change of name, Social Security Number, address, e-mail address, and/or telephone number immediately after the change occurs. If a student's name is due to marriage, divorce, or court decree, a copy of one of the following must accompany a name change: marriage certificate or court/divorce decree indicating the new name, new driver's license, or new signed Social Security card. If you change your Social Security Number, a copy of the new, signed Social Security card is required. This information is vital for the accurate mailing of information, financial transactions, and for the relaying of emergency messages. Students may change only their address, e-mail and telephone information by obtaining a Change of Personal Information Form via the Carteret CC website or in person.

Address changes to states other than North Carolina that do not fall within the NC-SARA agreement are subject to review by the State Authorization Representative if the student is taking online classes and does not have a physical North Carolina address. Notification will be provided by the registrar's office to the student of any requirements for approval by the state authorization office.

6. Students taking classes at Carteret Community College toward a degree that will be awarded by another college must meet the admissions and graduation requirements for that college. Transcript evaluations will come from the host college. Most colleges will only accept 75 percent of the total program hours as transfer credit from another college. Check with the host college to find out their admissions, graduation, and transfer credit policies.
7. Course Substitution Students are required to take the courses listed in their curriculum. If for some reason, a certain course is not available or cannot be taken by the student, the substituted course must be of the same level

of difficulty, comparable number of credit hours, and category as of those being substituted. Required "core" courses may not be substituted and must be taken. The core courses are indicated in the Programs of Study section of this catalog in bold and CAPITALIZED.

8. Repeat Process for Curriculum Course Work

Cooperative work experience (Work Based Learning) and internship courses may not be audited, however, may be completed for a grade up to two times only if a passing grade was not achieved the first time or if the student changed programs of study and the new program requires the same course, and only with written permission of the Program Chairperson. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade earned for the cooperative work experience or internship course will be used to calculate a GPA. No course may be counted more than once toward graduation.

Any other curriculum course may be completed a total of three (3) times, including audits. Each attempt will be recorded, and all grades will be reflected on the transcript. The highest grade will be used to calculate a cumulative grade point average. No course may be counted more than once toward graduation. If, after three attempts, a student has not made a passing grade in a course, the student must have the written approval of their Advisor, the Program Chair, the Academic Dean, and the Dean of Student Services to enroll in the same course a fourth time. If a student wishes to take a previously passed course more than three times for personal benefit, it can be taken as an audit, and that student must pay the actual cost of the course. The student must have the written permission of the Program Chairperson, the Academic Dean, and the Dean of Student Services.

Required approvals will be in the form of a memorandum initiated by the Program Chairperson, approved by signatures as outlined above, and placed in the student's permanent file.

Transfer students should be advised that receiving institutions do not have consistent policies regarding GPA computation. Admissions personnel at the receiving institutions will review the transcripts of transfer applicants and may recalculate a GPA to include original grades.

The Program Chairperson, the Academic Dean, the Dean of Student Services, and the Vice President of Instruction and Student Support must approve any exceptions to this policy.

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Paying for College

Overview

Carteret Community College provides quality education at the lowest possible cost for the student. Tuition and fees paid by students are kept at a minimum and do not represent the total operating funds of the College. The balance is provided by local, state, and federal funds. The tuition rate is set by the North Carolina General Assembly and is subject to change annually. Other charges (fees, insurance, etc.) are also subject to change annually.

All tuition and fees are due and payable at the Cashier's window or online no later than the last day of registration. Payment is accepted by cash, personal check, or credit card. For spring and fall semesters, students can set up payment plans up to four months. For the summer semester, students can set up payment plans for only two months. Payment plans are also available for past due balances.

Visit **Tuition Deadlines & Payment Information** for more information.

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Tuition Rates & Fees

Tuition is set by the North Carolina General Assembly and charged on a per-credit basis. Your residency status determines your tuition rate and some fees. See the **Residency Classifications** section of this catalog for more information.

The Carteret Community College Board of Trustees approves tuition and fee rates. Amounts are subject to change without notice. Refer to the **Tuition Table** for any updates to tuition and fees.

Important: Follow Carteret Community College's tuition deadlines to avoid being dropped from classes. Payment plans are available to help you spread out the cost. Visit **payment deadlines** and **payment plans** to learn more.

Tuition and Fees

Current tuition rates and general and course-related fees can be found on the Tuition and Fees webpage.

Estimated Cost of Attendance

Students can access the current cost of attendance on our webpage. This is only used to determine financial aid eligibility and is not intended to represent an actual amount a student will have to pay to the college. The only costs included in this estimate that the student actually pays to the college are tuition, fees, and books. The remainder is listed to help a student budget.

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Residency

Carteret Community College does not determine the resident status of students. Resident status is determined by a centralized process known as the Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition and/or state student aid a residency determination from RDS is required.

To complete a determination, go to www.NCresidency.org. The student's CFNC username and password should be used to login to the RDS portal.

The State Education Assistance Authority is the primary and sole authority to conduct residency determination for the state of North Carolina. Review the RDS Guidebook for qualifications to be considered an in-state resident. The RDS Guidebook also outlines the process to appeal a determination as an out-of-state resident.

RESIDENCY CLASSIFICATIONS

Your tuition will be determined based on the following classifications:

In-State Resident - You have established legal domicile in and have lived in North Carolina for the past 12 months

Out-of-State Student - You have not established legal domicile or lived in North Carolina for the past 12 months.

DACA Student Residency Status — DACA students are encouraged to speak with the Financial Aid Office to determine residency status for tuition purposes. Carteret CC may have programs available to assist with paying for college expenses.

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Paying for Classes

Payment Deadlines

Follow Carteret Community College's tuition deadlines to avoid being dropped from classes. Payment plans are available to help you spread out the cost. **Learn more about payment plans.**

Don't Miss Your Deadline!

- Check your tuition deadline to avoid losing your classes.
- If you miss your deadline, you will need to re-register for classes. We cannot guarantee seats will still be available if you have to re-register.

Payment Plans

Carteret Community College offers tuition payment plan options each semester. All payment plans require a down payment to complete enrollment. Fall and spring semester payment plans are split into four installments, while summer payment plans are split into two.

Students with pending financial aid awards or veteran benefits that are less than the total amount of their classes may choose to set up a workaround payment plan for the remaining amount due.

View more information at **Payment Plans**.

Authorize Other Users

Students may authorize another person online access to their account for payments by setting them up as an authorized user. Setting up an authorized user online does not grant Carteret Community College staff permission to discuss a student's account record with the authorized user. The student may edit or delete the authorized user at any time. Visit **Tuition Deadlines & Payment Information** for more information.

Financial Obligations & Indebtedness

Diplomas, certificates, and student transcripts will be withheld from students who have not made a satisfactory settlement of all their indebtedness to the College. All students are expected to meet their financial obligations to the College. Students who have delinquent accounts will not be permitted to enroll for subsequent semesters. The State Board of Community Colleges, under which Carteret Community College operates, states that students' tuition and fees

are payable at registration. A student is not considered registered nor eligible to attend class until all tuition and fees have been paid. The responsibility for meeting financial obligations rests on the student. The college has partnered with Nelnet to offer payment plans of up to 12-months to pay off past due balances.

Returned Checks

If the college receives a returned check for payment of tuition and fees, the student will have fifteen (15) days from the date of notification to pay the tuition and fees. If payment is not received by the specified time, enrollment will be terminated. The College allows the student fifteen (15) days in which to make restitution of the returned check. If by that time, restitution has not been made, the matter will be turned over to the Carteret County Clerk of Superior Court for collection.

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Refunds & Disbursements

Carteret Community College deducts any debt owed to the College before issuing a refund. To receive a 100 percent refund of your tuition and fees, you must drop your class before the first class day. The "first class day" is the day the session officially begins. It may precede the first day your class actually meets. View more information at **Refunds**.

Partial tuition refunds (75%) are available after classes start, but deadlines apply. Official refund deadlines are listed below. Check the **Academic Calendar** for specific refund dates, in particular for short sessions, which may vary.

Fall, Spring, & Summer Refund Schedule	
Deadline	Percent of Tuition & Fees Refunded
Before the first class day	100%
Prior to or on the official 10% point of course	75%
After 10% point of course	0%

100 Percent Refunds

In addition to the above information, any student may receive a 100 percent tuition and fee refund if

1. the student registers for class(es) which are canceled due to insufficient enrollment
2. upon official notification, active duty military and reservists are called to active duty during a semester in which they are currently enrolled

FINANCIAL AID DISBURSEMENTS

Financial Aid disbursements for eligible students whose financial aid awards exceed charges for tuition, fees, and bookstore charges will be available approximately six weeks after the beginning of each semester. Refund dates are posted in the Financial Aid Office and e-mailed to students via student e-mail accounts.

Late applicants eligible for an award for a prior semester will be paid based on the number of hours completed for all prior semesters in the applicable academic year.

Students who are owed a refund due to dropping a class(es) or the class was canceled will receive a refund.

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Tuition Exemptions & Waivers

Community Colleges shall permit the following persons to attend classes for credit or noncredit purposes without the required payment of tuition although applicable fees must be paid. However, such persons must meet admission and other standards deemed appropriate by the educational institution and shall be accepted by the constituent institutions of the University of North Carolina only on a space-available basis.

Please Note: Tuition waivers may not apply to all types of classes.

Public Safety Personnel

- Volunteer Firemen (including any non-profit departments);
- Municipal, County, or State Fire Departments;
- Volunteer EMS or Rescue and Lifesaving Departments (including any non-profit departments);
- Municipal, County, or State EMS or Rescue and Lifesaving Departments;
- Radio Emergency Associated Communication's Teams (REACT) under contract to a county as an emergency response agency;
- Municipal, County, or State Law Enforcement Agencies;
- The Department of Correction for the training of full-time custodial employees and employees of the Department's Division of Community Corrections required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission; and
- The Department of Juvenile Justice and Delinquency Prevention for the training of employees required to be certified under Chapter 17C of the General Statutes and the rules of the Criminal Justice and Training Standards Commission.

For the purposes of this legislation, "Municipal, county, or State" fire departments, EMS or rescue and lifesaving departments, and law enforcement agencies are defined as agencies of the State of North Carolina, a North Carolina municipality, or a North Carolina county. This definition does not include private, for-profit entities, including those under contract to the State, a municipality, or a county.

Section 8.12(d) amends G.S. 115D-39 to provide that "federal law enforcement officers, firefighters, EMS personnel, and rescue and lifesaving personnel whose permanent duty station is within North Carolina shall also be eligible for the State resident community college tuition rate for courses that support their organizations' training needs and are approved for this purpose by the State Board of Community Colleges." Since there is no distinction for in-state and out-of-state registration fees for continuing education courses, the affected federal employees would be subject to the regular continuing education fees.

High School Students

- High School Students Taking College Courses (Career & College Promise)

Community College Groups

- Students Enrolled in Basic Skills Plus
- Students Enrolled in a Human Resources Development (HRD) Program*
- Trainees Enrolled in Basic Law Enforcement Training w/ Sponsorship Letter*

*Individuals must meet program-specific eligibility requirements.

Others/Senior Citizens Auditing Classes

- Elementary and Secondary School Teachers who take CPR or first aid classes
- Any child, between 17 and 23 years old, who is a Ward of the State*
- Survivors, spouse and child, of a law enforcement officer, firefighter, volunteer firefighter, or rescue squad worker who was killed or permanently and totally disabled as a direct result of a traumatic injury sustained in the line of duty*
- Students auditing classes at the College are required to pay the same tuition and fees as students receiving credit for the course. A course can only be audited twice. This regulation applies to both resident and nonresident students. To officially register to "audit" a course, the same registration procedures apply as if the course is being

taken for credit. The Approval to Audit Form must be completed and signed by the student before registering. Registration or changes in registration for audits must be completed by the 10 percent point of the semester. Only two grades will be issued for a student who audits a course: A grade of WD will be issued for a student who withdraws, or an AU will be issued if the student completes the course.
- Participation in class discussion and examination is the option of the instructor. Students auditing classes must attend at least one class meeting on, or before, the date representing the 10 percent point of the class, or the instructor will complete a Drop Notice. The student will then be dropped from the class roster and cannot attend classes. A student auditing a course who satisfies the 10 percent attendance requirement will have no further attendance requirements. Students may not audit cooperative work experience courses.

*Individuals must meet program-specific eligibility requirements.

Non-Residents: Waiver of Out-of-State Tuition to In-State (A)

- Armed Service Personnel and their Dependents
- Members of the North Carolina National Guard Unit
- North Carolina Residents who lose their legal residence status
- Members of families that were transferred to North Carolina by business, industry, or civilian families transferred by the Military
- Out-of-state residents who work for North Carolina employers (employer is charged in- state rate)
- Refugees who lawfully entered the United States and are living in the State
- Non-residents of the United States who have resided in North Carolina for a 12-month qualifying period and have filed an immigrant petition
- A person lawfully admitted to the United States who satisfied the qualifications from the public school and has graduated
- Non-residents lawfully admitted to the United States and sponsored by a North Carolina nonprofit entity*

*Individual, employer, or sponsor must meet specific eligibility requirements.

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Financial Aid

Carteret Community College participates in federal, state, and college-based financial aid programs. The purpose of financial aid is to provide assistance to a student in financial need who, without financial aid, would be unable to pursue an education.

Federal and state financial aid awards are made only to those students who have graduated from an accredited high school or earned a high school equivalency.

- Financial aid recipients must be either US Citizens or eligible non-citizens.
- Financial aid recipients must have completed admissions files and be accepted into an approved program of study.
- Financial aid recipients must maintain satisfactory progress. A student failing to meet the minimum standards will lose financial aid until satisfactory progress requirements are met.
- Financial aid recipients may not be in default on any prior student loan and may not owe a refund on previously received federal or state financial aid.
- Financial aid recipients must reapply for financial aid each year.
- Students must submit accurate and complete applications and documentation. Intentionally misreporting information on financial aid applications is a serious violation of the law and will be prosecuted as a criminal offense by the United States Office of the Inspector General.
- Students must understand the College's withdrawal policy.
- The Financial Aid Office reserves the right to review and cancel a financial aid award at any time because of significant changes in the student's financial or academic status.

All eligibility questions should be addressed to financialaid@carteret.edu or to the Financial Aid Office, Carteret Community College, 3505 Arendell Street, Morehead City, North Carolina, 28557-2989.

The **Financial Aid Office** administers financial assistance programs to benefit-eligible students and families who are unable to afford the cost of a college education. Not all financial aid policies and procedures are listed in this catalog. Visit **Financial Aid** for additional information including how to apply, how to receive your funds, and rights and responsibilities.

Types of Aid

Financial aid available to Carteret CC students:

Free Application for Student Aid (FAFSA)

- **Grants**
- **Scholarships**
- **Work-study programs**

FEDERAL

- **Federal Pell Grant-** This is the Federal government's primary grant program. Funding for this program is determined by the US Department of Education each year. This grant is "gift aid" and does not have to be repaid as long as the student does not completely withdraw or is not dropped from classes for the semester.
- **Federal Pell Grant Lifetime Eligibility-** Students may not receive Federal Pell grant for more than the equivalent of 12 full-time semesters.
- **Federal Supplemental Educational Opportunity Grant (FSEOG)**- The Federal Supplemental Educational Opportunity Grant program is for students with financial need who, without the grant, would be unable to continue their education. Typical awards range from $200-$500. Priority in awarding FSEOG funds is to students who are Pell-eligible and have a zero Expected Family Contribution.
- **North Carolina NEXT Scholarship-I**s a financial aid program that helps most North Carolinians from households making $80,000 or less pursue higher education by fully covering tuition and fees at any community college or more than half, if not all, of tuition and fees to attend any public university in the state.
- For more information on scholarships for North Carolina residents attending a North Carolina public institution, please go to the College Foundation of North Carolina website.
- **North Carolina Veterans' Affairs Scholarship-** The Department of Veterans' Affairs offers scholarship assistance to North Carolina children of deceased or disabled veterans or of certain veterans who were listed in a POW/MIA status. An eligible student should write to the NC Department of Veterans' Affairs, Raleigh, N.C., for information. (Contact the Veterans Service Office, Morehead City, N.C., (252) 728-8440 for more details.)
- **Child Care Grant-** The Financial Aid Office administers the Child Care programs. Priority is given to single parents and displaced homemakers, but all students needing child care assistance are encouraged to apply. Funds are provided to pay an approved child care provider for a parent to attend college classes. Anyone needing child care services may request an application from the Financial Aid Office. The priority deadline for applications is May 1.
- **Federal Work-Study-** The Federal Work-Study (FWS) program is a need-based program. Students must demonstrate a financial need and maintain satisfactory progress in all classes. This program provides jobs for students who must earn a part of their educational expenses. With a few restrictions, students may be employed in a variety of jobs Approved by Board of Trustees on and off campus. both on and off-campus. Carteret Community College is responsible for the administration of the program in that it selects the students to be employed under the program.
- **"America Counts"-** America Counts is a program promoted by the Federal government to use Federal Work-Study students (FWS) as math tutors to help children improve mathematical skills. Carteret CC Financial Aid staff, the Carteret County School Board, and the local elementary schools are all involved in the administration of this local program. All interested students must verify eligibility with the Financial Aid Office. In addition to an hourly rate, all student tutors will receive paid training. Prior tutorial experience is not required. It is, however, very important that the FWS math tutors have adequate mathematics skills.
- **"America Reads"-** America Reads is a program promoted by the Federal government to use Federal Work-Study students (FWS) as reading tutors to help children improve reading skills. The goal of the program is to ensure that all children read well by the third grade. Carteret CC Financial Aid staff, the Carteret County School Board, and the local elementary schools are all involved in the administration of this local program. All interested students must verify eligibility with the Financial Aid Office. In addition to an hourly rate, all student tutors will receive paid training. Prior tutorial experience is not required. It is, however, very important that the FWS reading tutors have adequate reading skills.

Scholarships

Carteret Community College Scholarships– The College offers scholarships through Carteret Community College Foundation, Inc.

The Foundation receives contributions from individuals, businesses, and area organizations that fund annual scholarships for Carteret CC students. The Carteret Community College Foundation also administers endowed scholarships that provide annual scholarship support. The scholarship application is available on the college's website.

Outside Agency Scholarships– Checks should be made payable to Carteret Community College. Information regarding the student's name and Social Security Number should accompany the check. Remaining funds will be disbursed upon student request if allowed by the scholarship donor.

These types may be combined in a financial aid package to help pay for educational expenses. Generally, scholarships and grants do not have to be repaid.

State & Federal Regulations

Carteret Community College complies with all state and federal regulations governing student financial aid programs. These policies can change unexpectedly in response to legislative action or U.S. Department of Education interpretation. In the event of changes after this catalog is published, the **Financial Aid Office** will comply with the most current regulations and interpretations.

A student anticipating the need for financial assistance should begin the application process at the time of application for admission to Carteret CC or as soon as possible after December 1 of the year prior to the applicable year. For instance, students should apply on December 1, 2023, for the upcoming 2024–25 academic year.

In order for students to charge tuition, fees, and books to their financial aid accounts, financial aid files must be completed by the deadline posted on the website.

Students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at http://www.studentaid.gov.

A student may be required to submit other applicable forms if selected for verification or as requested by the Financial Aid Office.

Eligibility

To qualify for financial aid, you must:

- Be a U.S. citizen or eligible non-citizen.
- Have a high school diploma or earned a high school equivalency.
- Enroll or be accepted at Carteret Community College. Your Carteret CC application must be on file.
- Major in an eligible program of study and take eligible courses.
- Meet Selective Service requirements, if applicable.
- Not be in default on any federal student loan or owe a federal grant repayment.
- Meet FAFSA criteria for financial need (for most financial aid programs).
- Maintain academic standards of progress for financial aid students.

Some factors limit financial aid:

- If you received a full-time Pell Grant for more than six years, you are no longer eligible for this award.
- If you are a co-enrolled or summer transfer student, you must obtain financial aid from your home college or university. Contact your home institution to request a consortium agreement that allows you to apply your financial aid to Carteret Community College classes.
- The U.S. Department of Education established regulations to prevent fraud and abuse in the Federal Student Aid program by identifying students with unusual enrollment histories. Students who have been selected for unusual enrollment will have to appeal in order to be eligible for financial aid.
- Further information regarding eligibility can be found on the **Financial Aid website**.

Priority Dates to Apply for Financial Aid

Because some types of funds are limited, we recommend you submit your financial aid application (FAFSA) by the priority dates. Students who submit their application after the priority dates are still eligible for financial aid but may need to pay their tuition before the payment due date.

Priority Dates for Financial Aid	
Fall start	January 1 before Fall start
Spring start	TBD
Summer start	TBD

You must check your Carteret Community College student email and/or **Carteret Compass** for important deadlines.

Exceptional Circumstances

The Financial Aid Office has the authority to make adjustments to a student's cost of attendance and Expected Family Contribution, or dependency status. The Financial Aid Office may treat a student with special circumstances differently than the strict application of the eligibility formula would otherwise permit. Adjustments can either increase or decrease a student's Expected Family Contribution or cost of attendance. Students whose income has drastically changed, through no fault of their own, may request a Professional Judgement. Please speak with a Financial Aid Officer to discuss further.

The reason for the adjustment must relate to that student's special circumstances and must be documented in the student's file.

Maintaining Financial Aid Eligibility

Satisfactory Progress for Financial Aid

Any student receiving Federal Student Financial Aid at Carteret CC must maintain satisfactory academic progress in the course of study the student is pursuing in order to continue receiving aid. Carteret CC's satisfactory academic progress (SAP) requirements are

1. Maintain a **minimum** cumulative grade point average **(GPA) of 2.0**. Course work includes student withdrawals, automatic withdrawals, incompletes, college transitional and repeated courses.
   Audited classes will not be included in the GPA calculation.
2. **Pass two-thirds (67%)** of the cumulative course work attempted. Course work attempted includes withdrawals, automatic withdrawals, incompletes, college transitional and repeated courses.
3. Complete degree requirements within **150% of the published program length** for a full-time student. For example, a student in the college transfer curriculums must complete the degree by the time they have **attempted 90 credit hours (60 x 150%)**. Students who exceed this maximum time frame will not be eligible for further aid.

Credits taken at Carteret CC that count towards the student's current major, as well as incompletes, withdrawals, repetitions, and hours transferred from another institution, will count in this calculation. college transitional and audited courses are not counted. For Carteret CC students who change their major, credits that do not count toward a student's new major will not be included in satisfactory academic progress determination.

Enforcement of Satisfactory Progress

1. Satisfactory progress will be evaluated before awarding and at the end of each semester.
2. Failing to comply with the minimum standards, a student will be placed on financial aid warning. A student on warning may still receive financial aid for the next term.
3. If, after the warning semester, the student's grade point average and/or pass completion ratio returns to the minimum standard, the student will return to satisfactory progress.
4. If, after the warning semester, the student fails to meet the minimum cumulative standards, financial aid will be terminated.
5. Students are **not** allowed to receive financial aid for more than 30 semester hours of attempted college transitional courses. Students are not allowed to appeal this regulation.

Student Appeal Procedures

A student whose financial aid is terminated and who feels there are exceptional circumstances (circumstances beyond the student's control) may appeal the termination.

1. Students must attend a Financial Aid Appeal Workshop, during which additional requirements will be discussed.
2. Students must develop an academic plan with an advisor.

If the appeal is approved, **the student must adhere to the existing academic plan**. Additional conditions may be added by the Financial Aid Office and/or Financial Aid Advisory Committee based on the student's prior enrollment history. A student who fails to adhere to these conditions will be re-suspended and will not be allowed to re-appeal.

With the appropriate documentation, the financial aid officer reserves the right to use professional judgment, HEA Sec. 479A(a), to automatically approve a student's appeal.

The Financial Aid Advisory Committee is allowed up to ten (10) working days to review this appeal. The student will be notified, in writing, of the Financial Aid Advisory Committee's decision. Financial Aid appeals will not be processed during registration periods. Students who have been terminated, but then appeal, will be required to pay their tuition, fees, and book charges out-of-pocket for the term/semester.

If the Financial Aid Advisory Committee votes to deny the appeal, the student will have up to ten (10) working days to resubmit an appeal with significantly different information to the Financial Aid Advisory Committee or request the Dean of Student Services to review the case to verify that the Financial Aid Advisory Committee exercised due process and evaluated the appeal fairly. If the Dean of Student Services discovers that the original appeal failed to detail significant information to the Financial Aid Advisory Committee, the Dean of Student Services will request that the student rewrite the appeal, attaching supporting documentation for the Financial Aid Advisory Committee to review.

The Dean of Student Services is allowed up to ten working days to review the case. The student will be notified, in writing, of the Dean of Student Services' decision.

If the rewritten appeal is denied, the student will have up to ten (10) working days to submit an appeal to the Vice President of Instruction and Student Support. The Vice President of Instruction and Student Support will review the case, evaluating whether the student has received due process, and the Financial Aid Advisory Committee evaluated the appeal fairly. The Vice President of Instruction and Student Support has final jurisdiction.

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Third Course Attempt

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Additional Financial Programs

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1098-T Tax Reporting Information

Education Tax Credit- You may be able to claim an education credit or student loan interest deduction if you, your spouse, or a dependent you claim on your tax return was a student enrolled at or attending an eligible educational institution. The credits are based on the amount of qualified education expenses paid for the student. For more information on education tax credits, visit www.irs.gov.

Carteret Community College issues an IRS 1098-T form to all students with reportable transactions during the previous calendar year. A payment is considered reportable if it relates to qualified tuition and related expenses billed during the same calendar year. The 1098-T form can be used to determine your eligibility for income tax credit. Students can log in to **Carteret Compass** to access their 1098-T form.

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Veteran's Benefits

Military Affiliated Student Benefits

All of Carteret Community College's associate degrees, diplomas, and college credit certificate programs are approved for use with GI BILL®. Workforce Continuing Education programs, with the exception of the Crystal Coast Fire Academy, are not approved for use with the GI BILL®. To use military education benefits, contact Carteret CC's Veterans Certifying Official or visit the **Veterans Services** webpage for more information.

Certification of Military Affiliated Benefits

The U.S. Department of Veterans Affairs (DVA) requires that each person receiving GI BILL® educational benefits follow an approved course of study that will lead to an approved degree or vocational objective. A veteran may not receive payment for courses previously completed, for courses that are in excess of degree or certificate requirements, or for courses that do not apply to an approved degree or certificate. Developmental Education courses are eligible for certification if they are taken in person and if a need has been established based on assessment test results.

Transcripts Evaluated for Credit

All students receiving Department of Veterans Affairs educational benefits must submit official transcripts of all previous college education and/or vocational training to have those transcripts evaluated for credit. Veterans must also have their military training evaluated.

Academic Standards

Satisfactory academic progress (SAP) must be maintained in accordance with Carteret Community College policies. Enrollment does not guarantee eligibility for benefits. Check with the Veterans Certifying Official for details about maintaining satisfactory progress.

Support & Services

Carteret CC's Veterans Certifying Official is available to help veterans and their dependents enroll at Carteret CC, pay for college, and receive support and services to meet their college goals. Visit the **Veterans Services** webpage for information.

Call the toll-free number if you need to communicate directly with the Veterans Administration. The number is (800) 442-4551. Veteran students should be prepared to give their veteran file number to the Veterans Administration counselor who answers the telephone. All students receiving Veterans' Educational Assistance are encouraged to visit the Veterans' Educational website at www.gibill.va.gov.

Title 38 United States Code Section 3679(e) Compliance

In keeping with the requirements and meeting full compliance of the Veterans Benefits and Transition Act of 2018, Title 38 United States Code Section 3679(e), Carteret Community College will not impose any penalty, including but not limited to late fees or denial of access to classes, libraries, or other facilities, on a student who has been awarded and is covered by Post 9/11 (CH33) or Vocational Rehabilitation (CH31) benefits connected to the student's inability to meet their financial obligations to the institution due to the delayed disbursement funding from the VA under chapter 31 or 33.

How to Apply for Veterans' Educational Assistance

You must apply with the Veterans Administration to begin using your educational benefits. Apply for Veterans' Educational Assistance online at https://www.vets.gov/education/apply/.

For additional VA benefits, contact Veteran Services in your county of residence. In addition to registering with the Veterans Administration, you must:

1. Submit the Institutional Application for Veterans' Benefits and, if you are using Chapter 30, 32, 33, or VR & E two copies of your DD- 214, or if you are using Chapter 1606, a copy of your Notice of Basic Eligibility (NOBE) to the Veterans Certifying Official on-campus.
2. Complete the process for acceptance into an approved program of study.
    1. Apply for residency and submit an admissions application to Carteret Community College through CFNC.ORG.
    2. Request official transcripts from high school, GED or high school equivalency scores, and other college or university transcripts, if applicable. Note: The official high school transcript must include the graduation date. Official GED scores must indicate an overall minimum total score of 2250 and 450 on each individual test.
    3. Take the placement test, if required.
    4. Post 9/11 (Chapter 33) students must submit a Certificate of Eligibility.

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Textbooks & Supplies

Students are responsible for purchasing required textbooks and supplies. The cost varies from semester to semester and from one program of study to another. Books and supplies are available from the Carteret CC Bookstore as well as other outlets.

Visit **Textbooks and Supplies** for any updates to the following information.

BUYING TEXTBOOKS

The Carteret CC Bookstore is managed by Follet Higher Education, with locations on campus and online. Each offers a wide selection of textbooks in new, used, rental, and e-book format.

ALTERNATIVE RETAILERS

You are not required to purchase your textbooks from the Carteret CC Bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

BUY-BACK SERVICES

Ask your bookstore about specific buy back policies. Generally, you can sell your textbook back at the end of the semester if it is in good condition and still required for Carteret CC coursework.

TEXTBOOK RETURNS

Ask your bookstore about specific return policies. Generally, returns are no problem with a valid receipt or packing slip for unwrapped materials.

VIEW REQUIRED & RECOMMENDED TEXTBOOKS

Once orders have been processed by the **Carteret CC Bookstore**, you can view required and recommended textbooks and materials selected by your instructor via the following methods.

- **COURSE SCHEDULE** - Click on the Bookstore Information link to the far right of the course name in the course schedule.

CARTERET CC BOOKSTORE – Go to the online Carteret CC Bookstore to create a customized textbook list using your course information.

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Chapter 3: Academic Planning

Academic Planning

Program Areas

Carteret Community College offers 12 Program Areas that unite degree-, diploma-, and certificate-seeking students based on their declared majors and areas of interest. Programs of Study within each Program Area share common transfer paths, career tracks, and ways of looking at the world. Visit **Programs & Courses** for more information.

The Programs Areas at Carteret CC are:

- **Animals & Environment**
- **Arts & Media**
- **Business**
- **Culinary & Hospitality**
- **Education & Languages**
- **Healthcare**
- **Law & Public Safety**
- **Marine Trades**
- **Spa Services**
- **Technology & Computers**
- **Trades & Mechanics**
- **University Transfer**

Each Program Area has Programs of Study with degree, diploma, and certificate pathways, or Completion Plans, designed to help you meet your academic and career goals by offering simplified, streamlined, and targeted course selection. The Completion Plans are intended to help you register for the courses you need to stay on a path to completion and success.

You must choose a Program of Study when you apply to Carteret CC but you can change to another Program of Study if your interests or goals change. Your academic advisor can help you select the Program of Study that best meets your needs. You should choose a Program of Study that fits your transfer and career plans.

If you are receiving financial aid, you must declare a major upon application to the College in order to receive your funds. To **change your program of study**, make an appointment at the **MAPS Center** to speak with an Advisor.

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Programs of Study

Carteret Community College offers numerous Programs of Study where you can earn an associate's degree, take transfer courses for a university, or train for workforce entry.

Explore our **Programs of Study** to learn more!

Animals & Environment

- Aquaculture Technology
- Horticulture Technology

Arts & Media

- Photographic Technology

Business

- Business Administration
- Office Administration

Culinary & Hospitality

- Baking & Pastry
- Culinary Arts
- Food Service Technology
- Hospitality Management

Education & Languages

- Teacher Preparation

Healthcare

- Emergency Medical Science
- Medical Assisting
- Medical Office Administration
- Nursing
- Radiography
- Respiratory Therapy
- Social and Human Services

Law & Public Safety

- 911 Communications & Operations
- Basic Law Enforcement Training (BLET)
- Criminal Justice Technology
- Paralegal Technology

Marine Trades

- Boat Manufacture and Service
- Marine Propulsion Systems

Spa Services

- Cosmetology
- Cosmetology Instructor
- Esthetics Instructor
- Esthetics Technology

Technology & Computers

- Information Technology

Trades & Mechanics

- Automotive Systems Technology
- Welding Technology

University Transfer

- Associate in Arts

- Associate in Fine Arts
- Associate in Science
- Associate in Engineering

Change of Program of Study

A change of program of study can be made only after discussion with an academic advisor or counselor and Financial Aid, if applicable. The change of program of study may result in the loss of credit hours towards degree completion. Students wishing to change their program of study must complete a Change in Program of Study Form obtained from the Registrar's Office have it signed by the appropriate Program Chairperson or Advisor.

Health Science programs and BLET are special admissions programs which require a new application. Students must meet admission and graduation requirements in effect at the time of the program change. The official change of program of study will be effective the first day of the semester following the date of change.

Multiple Programs of Study

A student may declare a second major while still working toward the student's original program of study by completing a "Change of Program of Study" form and submitting it to the Registrar's office. The student must meet all admissions and academic program requirements to graduate from the second major. Courses which apply appropriately to more than one degree, diploma, or certificate program may be counted toward the completion of both programs, but the specific requirements of each must be met. Students will be required to obtain a signature from both program advisors to add a second program of study. The student will also retain both as active advisors.

In the rare case that a student requests a third program of study, the request will be reviewed by a special committee of a Financial Aid staff person, counselor, and applicable Division Dean. Only upon approval will the student be allowed a third program of study. The student will retain all three active advisors.

Students receiving any type of Veteran's Educational Assistance must notify the College's VA Certifying Official of any program of study change or additional major. Visit the Veterans Services webpage for additional information on the Carteret CC's VA program.

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Instructional Modalities at Carteret CC

Carteret Community College offers a variety of classroom and online instruction to fit student needs and support their success.

On-Campus Options

- **In-Person/Face-to-Face (TR)**
  Instruction is delivered in-person with students in attendance for class meetings. Note: F2F options include lectures, labs, practicums, clinicals, etc.
- **Blended (BL)**
  Face-to-face instruction but gives the instructor flexibility to offer up to 50% of instruction online.
- **Hybrid (HY)**
  51% or more of your learning and testing will be online. Some of your instruction will be in-person.

Distance Education Options

- **Internet / Online (IN)**
  Take your classes anytime, anywhere. Instruction, student support, and testing are fully online without required class times.
- **Hybrid (HY)**
  51% or more of your learning and testing will be online. Some of your instruction will be in-person.

- **Hyflex (HF)**
  Classes will meet at a set time, but you get to choose when to take your classes in-person and when to take them online.
- **Synchronous (S)**
  Online instruction with required online meetings at specific dates and times

The enrollment and registration process is the same for distance education courses as it is for on-campus courses and Carteret CC offers fully online degree, diploma, and certificate programs. Find out if online learning is for you by visiting the Carteret CC Online Learning website for complete program information.

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Semester Credit Hour (SCH) Requirements

The following are the semester credit hour (SCH) requirements for college-level awards offered at Carteret Community College:

Award Type	Semester Credit Hour Requirements
Associate Degrees	**Associate in Applied Science (AAS) Degrees** — Require the completion of at least sixty-four (64) semester credit hours (SCH), or a greater number if specified by the program of study, and take approximately two years to complete if you attend full time. Associate in Arts (AA) Degree & Associate in Science (AS) Degree — Requires the completion of at least sixty (60) semester credit hours (SCH). Associate in Arts / Associate in Science in Teacher Preparation Degree — Requires the completion of at least sixty (60) semester credit hours (SCH). Associate in Fine Arts in Visual Arts Degree — Requires the completion of at least sixty (60) semester credit hours (SCH). Associate in Engineering (AE) Degree — Requires the completion of at least sixty (60) semester credit hours (SCH). Associate in General Education-Nursing (AGE-Nursing) Degree — Requires the completion of at least sixty (60) semester credit hours (SCH).
Diplomas	Require 36 — 48 semester credit hours (SCH) and take approximately one year to complete.
Certificates	Require 12 — 18 semester credit hours (SCH) and can be completed in as little as one semester.

Enrollment Status

Enrollment status is based on registered credit hours that count towards the student's program of study. Classes taken outside of the student's major or audited classes will not be included in enrollment status for financial aid purposes. Various financial aid programs may define full and part-time status differently. Please consult the financial aid office if you have questions.

Enrollment Status	Credit Hours
Full-time	12 or more credit hours
Three-quarter time	9 to 11 credit hours
Half-time	6 to 8 credit hours
Less than half-time	5 or less credit hours

PLEASE NOTE: Students who withdraw from the semester MUST use the official withdrawal process and request a refund within the established refund period. Students who register for classes but never attend and did not follow the proper withdrawal procedure will owe tuition, fees, and/or bookstore charges to the College.

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Student Success Course

ACA 122: College Transfer Success provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. When required for a program of study, **ACA 122** must be taken within the first six (6) credit hours of coursework.

Carteret Community College requires that all degree seeking students take the ACA 122 course in their first semester. This requirement will ensure that students learn more about setting and pursuing academic and career goals, managing a college course load, mastering effective study skills, and creating a realistic college plan.

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Workforce Continuing Education

Carteret Community College's **Workforce Continuing Education (WCE)** division provides a variety of career/industry certificate programs to help students obtain a job or a better job ***quickly*** (usually within six months or less). WCE also offers **College & Career Readiness**, Professional Development, and Life Enrichment courses. These WCE programs and courses are found in most of Carteret CC's **Program Areas**. Additionally, students can register for WCE classes without completing the traditional Carteret CC enrollment process. In some cases, WCE courses can count towards a Carteret CC college degree. Students should speak to their program advisor for more information about which WCE courses may count towards a Carteret CC college degree. Program details, class schedules, and registration information is available on the **Workforce Continuing Education website.**

Training for Businesses

NC Edge Customized Training is a division of Workforce Continuing Education that provides customized training for businesses. These programs provide training in technical areas, management and supervision, employability skills, and other skills to improve job performance and productivity. WCE project managers work with individual businesses to develop custom courses and schedules that work for them. For more information, please visit **Carteret CC's NCEdge**.

Small Business Center

The Small Business Center (SBC) is a community- based provider of education and training, counseling, referral, and information. It is a state-supported resource with the main objective of increasing the success rate and the number of viable small businesses in North Carolina. This is accomplished by providing high quality assistance to prospective and existing small business owners which will lead to job creation and retention.

The SBC provides free or low-cost seminars and workshops each year in a wide range of topics of interest to current and prospective business owners. These small business-related classes are taught mainly on campus, through the auspices of the Workforce Continuing Education Division. Topics include, but are not limited to Business Planning, Sales, Marketing, Advertising, Management, Supervision, Financial Statements, Tax Laws, Self-Assessment, and other entrepreneurial courses.

The Small Business Center Resource Library provides textbooks, guides, and other online materials for individuals interested in starting a business or enhancing existing businesses. Computers are available for research, correspondence, Internet access, and writing a business plan.

As a partner in the Carteret County Small Business Resource Alliance, along with the Carteret County Chamber of Commerce, the Carteret County Economic Development Council, SCORE, the North Carolina Military Business Center, and the Division of Workforce Solutions; the primary focus of the Alliance is to provide the best possible services to entrepreneurs, assisting them to start and grow their business thereby creating jobs, without duplicating services.

The SBC is located in the Commerce Development Center on the college campus, with the physical address of 3615 Arendell Street, Morehead City, NC 28557; you can also visit the SBC webpage at www.carteret.edu/sbc. We look forward to partnering with you to achieve business success!

Apprenticeship Program

The goal of Carteret Community College's registered apprenticeship program is to partner with local employers to provide a framework that trains and educates prospective and incumbent workers to a highly skilled level. During the duration of the program, the needs of the employer will be met while providing the employee with structured on-the-job learning, related instruction, and a progressive wage scale.

The apprenticeship program has five Core Components. The first component is employer involvement. Secondly, there must be structured on the job learning. Third, job-related classroom education instruction must be provided. Each apprentice must have a pay scale where he or she receives financial increases for skills gained. Finally, each Apprentice that finishes the program will receive a National Occupational Credential.

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College & Career Readiness

Overview

The mission of the College & Career Readiness (CCR) program is to provide educational opportunities for adults 16 years or older who are out of school. The program addresses the needs of adults who do not have a high school diploma or who want to improve their basic education skills to function more effectively in society. Carteret CC's CCR program offers a wide variety of classes at on-campus and off- campus sites throughout Carteret County. Classes are offered during the day and evening. There are no fees for CCR classes.

Program Objective

The CCR program at Carteret Community College provides educational opportunities for students 16 years or older who no longer attend public or private school. The program addresses the needs of adults who do not have a high school diploma or who want to improve their literacy skills. There are four comprehensive programs designed to help students at various levels gain the knowledge and skills necessary for employment and self-sufficiency, including programs to assist students who are parents become full partners in the educational development of their children, and programs to assist in the completion of a high school credential.

The four programs offered are Adult Basic Education (ABE), Adult High School (AHS), English as a Second Language (ESL), and High School Equivalency (HSE).

Students with disabilities are served in all four programs, as appropriate, based upon their assessment scores.

Classes are available day and evening, on and off campus.

Admission Requirements

Enrollment is open to individuals 18 and older. Qualifying minors, aged 16 or 17, who wish to participate in the CCR program and have attended a local high school in the past six months are required to complete the Application to Attend Carteret Community College withdrawal packet available at the local high schools. Minors who have not attended a local high school in the past six months are required to complete a Minor Applicant Form available at the CCR office. North Carolina students outside of Carteret County or private school, home-schooled students, out-of-state students, or emancipated minors should contact the CCR office. All paperwork for minors must be completed before attending an orientation session.

Students are required to attend an orientation session before enrolling in a CCR program. Parents/legal guardians are encouraged to attend an orientation session with their student.

Fees

There are no student fees associated with the CCR Program. However, students in the High School Equivalency program must pay a testing fee of $20 per section.

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Adult Basic Education

Adult Basic Education (ABE) classes are offered on the college campus. These classes are designed specifically for adults with intellectual and developmental disabilities. The focus of the program is to help each student become as independent as possible through improving his or her reading, writing, speaking, problem solving, computation skills, and computer skills.

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Adult High School

The purpose of the Adult High School Diploma Program, established through a mutual agreement between the Carteret County Board of Education and Carteret Community College, is to provide testing, guidance, and instruction which will enable the adult student to complete the requirements for and be awarded an Adult High School Diploma.

To be enrolled in the Adult High School program, students must attend an orientation prior to attending class. There is no cost for attending the orientation. During the orientation, the student completes required paperwork, completes a placement assessment in reading, math, and language, and obtains in-depth information regarding the program and expectations. Placement assessment scores along with a personal interview are used to determine the best course of action for the student to complete their Adult High School diploma at Carteret Community College. All courses will be offered in a classroom setting with classes meeting on the semester system. Classes are offered during the daytime. An instructor will be present at all times to direct classroom activities whether subject matter is presented through the use of programmed material, lecture method, or computer assisted.

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English as a Second Language

English Language Acquisition, also known as English as a Second Language (ESL), helps adult learners gain the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States.

Through this program, you'll achieve competence in reading, writing, speaking and comprehension of the English language.

English as a second language can help you:

- Get your high school diploma or its recognized equivalent
- Transition to an American college or training program
- Find success in your job

Visit **English as a Second Language (ESL)** for more information.

The English as a Second Language (ESL) program is designed to assist students develop English language skills necessary to be successful students and members of society. Intensive instruction is provided to develop competency in listening, speaking, reading, and writing of the English language. In addition to academics, students participate in cultural and social activities of the College and the community.

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High School Equivalency

The High School Equivalency (HSE) program is designed for adult students to earn a high school credential. The program prepares students to pass the official standardized high school equivalency tests. Instruction is offered in reading and writing, mathematics, science, and social studies. The high school equivalency diploma is issued from the North Carolina State Board of Community Colleges upon completion of the four official HSE tests.

Carteret Community College is an official high school equivalency-testing center.

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Academic Communities

Special Admission Programs

Carteret CC has special transfer partnerships with several UNC universities. These partnerships provide eligible students with a variety of benefits which include career, financial aid, and academic advising from both Carteret CC and UNC advisors, guaranteed admission opportunities, access to the university's campus resources, athletic events, and more.

- **Bronco Benefit** — Fayetteville State University
- **Catamount Connection** — Western Carolina University
- **Carolina Student Transfer Excellence Program (C-STEP)** — UNC Chapel Hill
- **Pathways** — UNC Wilmington
- **Partnership Teach**- Eastern Carolina University
- **Pirate Promise** - Eastern Carolina University

Please visit the **Special Admissions Programs** webpage for more information about admission requirements for each of these programs.

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Honor Societies

Honor societies offer intellectually curious and driven students the chance to join a vibrant, diverse community focused on meaningful academic exploration. At Carteret CC, these societies empower students to grow as both scholars and leaders. By participating in academic excellence, community service, and student-led initiatives, members enrich their college experience and contribute to a dynamic campus culture.

Please visit the **Student Clubs & Organizations** webpage for more information about Carteret CC's Honor Societies.

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Chapter 4: Degrees & Pathways

Completion Plans

Carteret Community College offers 12 **Program Areas**, making it simple to plan and follow a guided pathway to your academic and career success. Numerous programs' completion plans in these 12 areas lead to college credentials that include certificates, diplomas, two-year associate degrees, and advanced technical awards.

Each Program of Study offers degree, diploma, and certificate pathways, or Completion Plans, designed to help you meet your academic and career goals by offering simplified, streamlined, and targeted course selection. The Completion Plans are intended to help you register for the courses you need to stay on a path to completion and success.

Many of the technical programs offer short-term certificates and diplomas that are pathways to a degree, comprised of courses that will apply towards an associate degree, while also preparing you for immediate employment. Every program's completion plan is designed to assist you with successfully persisting at Carteret CC through graduation and preparing you for employment, career advancement, or university transfer.

Visit the **Online Degrees & Pathways** listing to access current completion plans within each Program of Study.

Please visit the **MAPS Center** to consult with an advisor to explore Carteret CC's academic and career/technical programs within each of the **Program Areas**, including university transfer, career, and Workforce Continuing Education options, and to determine the award type that is best for your academic and career goals.

Notes:

When required for a program of study, ACA 122 College Transfer Success must be taken within the first six (6) credit hours of coursework. Research shows that taking a college success and study skills course early in an academic career can have a significantly positive impact on future success.

Carteret Community College requires that all College Prep (developmental) students take ACA 122 *College Transfer Success* course in their first semester. This course helps students learn more about setting and pursuing academic and career goals, managing college course loads, mastering effective study skills, and creating a realistic college plan.

Some programs have restricted program admission requirements or pre-degree requirements. Contact the appropriate **program chairperson** for further information and guidance.

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Degrees & Pathways Listing by Award Type

Visit Carteret Community College's **Programs & Courses** to explore the variety of programs the college currently offers, including transfer and career options. Please visit the **MAPS Center** for guidance with determining the program and award type that is best for your academic and career goals. If you are a new student, please contact **Admissions** for assistance with getting started on your path to success. Carteret CC offers associate degrees, diplomas, and certificates in university transfer, health sciences, and applied sciences disciplines. The MAPS center can help you decide which pathway is right for your educational and career goals.

A current listing of degrees, diplomas, and certificates offered at Carteret CC are provided below by award type. To view degrees, diplomas, and certificates listed by Program of Study, refer to the Online **Degree & Pathways** page.

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Online Degrees & Pathways

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Chapter 5: Course Descriptions

Course Description Information

Course Numbering System

Course codes are listed as [SUBJECT] - [COURSE NUMBER] - [SECTION].

Example: BIO-110-HYN3

Subject — BIO (Biology) See **Subject Prefix Legend** for more details.
Course Number — 110
Section — HYN (Hybrid-Night) See **Section Legend** for more details

Subject Prefix Legend

Prefix	Subject
ACA	College Transfer Success
ACC	Accounting
AQU	Aquaculture
ART	Art
AUT	Automotive
BIO	Biology
BMS	Boat Manufacture and Service
BPA	Baking and Pastry Arts
BPR	Blueprint Reading
BTB	Boat Building
BUS	Business
CHM	Chemistry
CIS	Information Systems
CJC	Criminal Justice
COM	Communication
COS	Cosmetology
CSC	Computer Science
CTI	Computer Tech / Integration
CTS	Computer Information Technology
CUL	Culinary
DBA	Database Management Technology
DFT	Drafting
DME	Digital Media Technology
ECO	Economics
EDU	Education
EGR	Engineering
EMS	Emergency Medical Science
ENG	English
FST	Foodservice
GEL	Geology
HEA	Health
HET	Heavy Equipment Maintenance
HIS	History

Prefix	Subject
HOR	Horticulture
HRM	Hospitality Management
HSE	Human Services
HUM	Humanities
HYD	Hydraulics
LDD	Light Duty Diesel
LEX	Legal Education
MAT	Mathematics
MED	Medical Assisting
MKT	Marketing and Retailing
MPS	Marine Propulsion Systems
MRN	Marine
MUS	Music
NAS	Nursing Assistant
NET	Networking Technology
NOS	Networking Operating System
NUR	Nursing
OST	Office Administration
PED	Physical Education
PHI	Philosophy
PHO	Photography
PHY	Physics
POL	Political Science
PSY	Psychology
RAD	Radiography
RCP	Respiratory Care
REL	Religion
SAB	Substance Abuse
SEC	Information Systems Security
SOC	Sociology
SPA	Spanish
SWK	Social Work
WBL	Work-Based Learning
WEB	Web Technologies
WLD	Welding

Course Numbers

Non-Credit Courses

Courses numbered 000-099 carry institutional credit only and do not apply toward graduation requirements (non-credit). These courses are referred to as College Prep/Developmental courses.

College Credit Courses

Courses numbered 100 — 999 are collegiate-level courses and apply toward Associate Degrees, Diplomas, and Certificates.

Section Legend

Code	Description
A	**1st 8 weeks** – Section runs the first eight weeks of the semester
B	**2nd 8 weeks** – Section runs the second eight weeks of the semester
L	**Late Start** – Section starts after the beginning of the term
IN	**Internet / Online** - Instruction, student support, and testing are fully online without required class times.
BL	**Blended** - Face-to-face instruction but gives the instructor flexibility to offer up to 49% of instruction online.
HF	**Hyflex** - Classes will meet at a set time, but you get to choose when to take your classes in-person and when to take them online.
HY	**Hybrid** - 51% or more of your learning and testing will be online. Some of your instruction will be in-person.
S	**Synchronous** -Online instruction with required online meetings at specific dates and times
TR	**In-Person/Face-to-Face** -Instruction is delivered in-person with students in attendance for class meetings. Note: F2F options include lectures, labs, practicums, clinicals, etc.
N	**Night** – Classes delivered after 4:00 p.m.
W	**Winter Mini Term** – Section offered during Winter Break
X	**Off Campus** – Courses, clinicals, or web-based learning offered off campus
C	**Cougars** - Croatan High School Location
M	**Mariners** – East Carteret High School Location
P	**Patriots** – West Carteret High School Location

Course Descriptions

Course descriptions can be found in the Course Catalog, as well as on **Carteret Compass**.

Note: Not all courses are offered every semester or every catalog year.

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Chapter 6: Student Support Services

Student Progress

Resources for Success

Carteret Community College offers the advantage of a wide range of support services. The MAPS Center (Mentoring, Advising, & Planning for Success) helps make college more manageable. Additional services are available for military veterans, high school students, students on track to transfer to a four-year university, and many others. See the ***Academic Advising*** and ***Student Services*** sections of the catalog for more information.

Also, visit **Student Services** for additional information on academic, financial, and personal resources available at Carteret CC.

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Semester Credit Hours

The credit hour is the unit of measurement for credit purposes.

The formula for computation of credit hour equivalency is as follows:

Course contact type & hours	Equals	1 semester hour
16 class hours (c)	=	1 semester hour
32 experiential lab hours (L)	=	1 semester hour
48 of faculty directed lab work(s)	=	1 semester hour
48 hours of clinical practice (c/L)	=	1 semester hour
160 hours of work experience	=	1 semester hour

Colleges offer courses during a prescribed term or semester. The traditional semester is 16 weeks long in the fall (mid-August through early December) and spring (mid-January through early May). How many credits you earn for a course is measured by the time and attention you put into learning. For instance, if you take a course that has 3 contact hours per week (hours during which you are in "contact" with an instructor), you will earn 3 "semester credit hours (SCH)" upon successfully completing the course. While the length of the semester may vary, a 3 SCH lecture course equates to 3 contact hours per week in a traditional 16-week semester.

In addition to traditional 16-week semesters, Carteret Community College offers sessions of various lengths including 12-weeks, 14-weeks, 12-weeks, 10-weeks, 8-weeks, and 6- weeks. However, to ensure the same number of contact hours are achieved, the shorter session means more contact hours per week. For example, a 3 SCH course has 48 contact hours (3 x 16 = 48). If you took the same 3 SCH course in a 12-week semester, you would have 4 contact hours per week (12 x 4 = 48). Similarly, the same 3 SCH course in an 8-week semester would result in 6 contact hours per week (8 x 6 = 48).

College courses require study time outside of the class or contact time. A general rule is that you should plan for at least two hours of study/preparation outside of class for each one hour of class time. If you take a "full load" of 12-18 SCH in a semester, that means you should plan for a total time commitment of 36 hours per week for a 12 SCH course load and 54 hours per week for a 18 SCH course load. That's why this courseload represents a "full-time" student. Many students opt for a part-time course load of 6-9 SCH because of outside work or family commitments. Plan and manage your time wisely.

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Course Load

The definitions used for full and part-time status refer to the course load only. Please see the Financial Aid page to determine load status for different financial aid programs.

Full-Time Student

You are considered a full-time student if you register for the following minimum number of credits:

-
  - 12 credits per semester in the fall or spring semester.
  - 9 credits in the 8-week summer semester.

Maximum Course Load

You must obtain written permission from the Dean of Student Services before you can register above these credits:

-
  - 21 credits per semester in the fall or spring semester.
  - 12 credits in the 8-week summer session.

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Course Syllabus

Students will receive a course syllabus in each course, whether online or face-to-face. A course syllabus is a detailed document that outlines the structure, expectations, and content of a course. It serves as a contract between the instructor and students and typically includes the following components:

1. Course Information

- Course Title and Number
- Semester and Year
- Class Meeting Times and Location
- Credit Hours

2. Instructor Information

- Name
- Office Location and Hours
- Contact Information (email, phone number)
- Preferred Communication Method

3. Course Description

- A brief overview of what the course covers, often pulled from the college catalog.

4. Course Objectives or Learning Outcomes

- Specific skills or knowledge students are expected to gain by the end of the course.

5. Required Materials

- Textbooks
- Supplies
- Software or Online Platforms (e.g., Moodle, Cengage, MindTap)

6. Course Schedule

- Week-by-week or unit breakdown of topics, readings, assignments, and exams.
- May include due dates and holidays.

7. Grading Policy

- Breakdown of grade components (e.g., exams 40%, homework 20%, participation 10%)
- Grading scale (e.g., A = 90–100, B = 80–89)

8. Attendance and Participation Policy

- Expectations for class attendance and participation.
- Consequences for absences or tardiness.

9. Assignment and Exam Policies

- Late work policy
- Make-up exams
- Academic integrity expectations

10. College Policies

- Academic honesty
- Disability accommodations
- Title IX and harassment policies

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Copyright & Duplication of Course Materials

7.20 Copyright & 7.21 Intellectual Property Policies

Carteret Community College has an expectation of respect for intellectual property and requires Carteret CC faculty, staff, and students to comply with federal law regarding the use of copyright-protected materials. Copyright infringement is defined as exercising exclusive rights granted to the copyright owner, without permission or legal authority, under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted materials, or downloading/uploading substantial parts of a copyrighted work without authority.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Examples include copying movies, music using peer-to-peer file-sharing technology.

Penalties for copyright infringement may include college disciplinary action, civil and criminal liability. The law requires a civil plaintiff to seek statutory damages of $150,000 for each act of willful infringement. Criminal penalties for a first offense may be as high as three years in prison and a fine of $250,000.

Most, if not all, other course materials—course syllabi or outlines, course bibliographies or reading lists, lecture or other supplemental handouts, review notes or outlines that are handed out, tests or individual test questions, test answers, and other instructional materials provided to students by their professor or other instructors—are also copyright-protected materials. The content of materials does not belong to the student. The student enrolled in a course has only limited permission, a nonexclusive license, to use those materials, and that permission is limited to use strictly in conjunction with that student's participation in the course in which the student is enrolled.

Following the intent of Carteret CC's Copyright Policy, no instructional materials may be reproduced or disseminated by students except for the exclusive use of students enrolled in the course in which such materials have been provided. In particular, course materials may not be posted online without express written permission. Violations are subject to civil penalties or criminal prosecution under the federal Copyright Act of 1976, as amended. In addition, students who violate this rule regarding copyright infringement are subject to College disciplinary action. It is a condition of students' enrollment in courses at Carteret Community College that they respect the copyrights of others and adhere to the Copyright Policy.

Additionally, students retain copyright ownership rights to materials they create to satisfy course assignments or other course requirements (e.g., essays, photographs, audio-visual materials, computer programs, tests) using generally available College resources. Carteret CC retains an unlimited license to use work created by students for educational purposes.

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Class Cancellations

Classes may be canceled prior to the start of the semester for low enrollment. You will be notified through via student email if your class has been canceled. You will have an opportunity to either register for a different class before the semester or session starts or receive a refund.

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Attendance & GPA Calculation

At Carteret Community College, we hold academic excellence in the highest regard and expect our students to embody this value. As such, adherence to the College's **Attendance Policy** is essential. Regular class attendance is crucial for meeting course objectives and achieving academic success.

Attendance is recorded in traditional (seated), web- supported, hybrid, hyflex, synchronous, and Internet (online) classes. The student's initial attendance in a seated class before the census date or completion of a required assignment in an online class before the census date constitutes enrollment in the course. Students who have not attended or completed the required assignment before the census date of the class will be dropped as "never attended" and will incur charges.

Absences are counted from the first class meeting regardless of when a student registers for, or enters, the class.

For online, hybrid, hyflex, and web-supported students, attendance is determined by the submission of completed assignments according to the deadlines provided by the instructor. Online students failing to complete required coursework, as assigned, will be withdrawn by the instructor for "overcut."

It is the student's responsibility to notify each instructor of the reason for an absence. If a faculty member determines that the circumstance warrants it, the faculty member can assign comparable work to compensate for the missed class time. A note explaining such accommodations must be retained by the instructor for auditing purposes and submitted to the registrar's office for archiving.

When a student has exceeded the number of uncompensated absences (overcuts), the course instructor will submit a Drop/Add/Withdrawal Form withdrawing the student from the course (refer to Drop/Withdrawal Policy for information on academic consequences.)

If any class meeting times are missed due to inclement weather, or other unexpected events that disrupt schedules college-wide, the class work must be completed by the date assigned by the instructor and/or the class hours made up at the instructor's discretion.

Information regarding the number of hours a student must attend in a variety of courses is listed below.

Students should consult with their instructor about the actual hours of required attendance for each class.

Required Hours of Attendance

Total Contact Hours Required of Course	Attendance (80% Policy)	Attendance (90% Policy)
16	12.8	14.4
32	25.6	28.8
48	38.4	43.2
64	51.2	57.6
80	64	72

GPA CALCULATION

Calculate your cumulative grade point average (GPA) by dividing the total number of grade points by the total number of credits completed. All coursework completed at Carteret Community College for which a grade of A, B, C, D, or F was awarded will be considered when calculating your GPA. Grades of WD, P, DP, AU are not considered.

EXAMPLE CALCULATION –

Course	Grade	Letter Grade Value		Credit Hours Attempted		Grade Points
ACA 115	A	4	X	1	=	4
ACC 120	B	3	X	4	=	12
ENG 111	C	2	X	3	=	6
BUS 110	D	1	X	3	=	3
BUS 135	F	0	X	3	=	0
TOTAL				**14** **Total credit hours attempted**		**25** **Total grade points earned**

Divide the **total Grade Points** by **the total Credit Hours Attempted** = **25 /14 = 1.786 GPA**

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Grade System

The grade point system is used to calculate all student academic standings. Individual instructors or programs of study may deviate from this standard. The letter grades used, and explanations follow:

Grade	Interpretation	Grade Points Per Semester Credit Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average (may not be transferable)	1

Grade	Interpretation	Grade Points Per Semester Credit Hour
F	Failing	0
I	Incomplete	Not Computed - If grade is not removed within the time allowed, the "I" will be changed to an F
P	Pass	Credit hours given, but no grade points earned. (P1, P2, P3)
R	Repeat	Repeat required (developmental courses only)
AU	Audit	Not computed (no grade)
WD	Official Withdrawal	Not computed (no grade)
UW	Unofficial Withdrawal	Computed as an F
T	Transfer	Credit hours awarded for course work completed with a C or better. No grade or points computed.

Incomplete Grades

In accordance with Carteret CC's Incomplete Grade Policy, it is the student's responsibility to contact the instructor regarding work to be completed for the removal of the "I" grade. An Incomplete grade ("I") must be removed by the date indicated on the Academic Calendar of the following semester. Failure to do so will result in the Incomplete ("I") grade changing to an "F".

Steps to removing an "I" grade

1. The student receiving a grade of "Incomplete" in each course must contact the instructor of that course to create a plan to complete the required work by the first day of the following term or the incomplete grade will be changed to an "F." **Specific dates are available on the Academic Calendar listed as "last day to convert Incomplete grades from semester/year"**
2. Program Chairs/Deans must sign the instructor's Incomplete Grade Request for Approval form which specifies the required work to be completed and a copy of the form must be submitted to the Office of the Registrar registrar@carteret.edu to be attached to the student records.

The College reserves the right to extend the deadline for completion of an 'I' grade beyond the first day of the following term in the event of a declared state of emergency by federal, state, or local government officials or for other extreme circumstances as determined by the VPISS.

An incomplete grade cannot be changed to a "WD" without approval from the Dean of the Department or the Vice President of Instruction and Student Support.

Note: a student's Financial Aid eligibility may be impacted by the "I" grade. Students should consult with a Financial Aid advisor to discuss the impact.

Grade Replacement for GPA

A course may be repeated for a higher grade, and the higher grade will replace the original grade in the calculation of the grade point average. The original grade on the transcript will be noted as a repeated course. Both attempts still count in the financial aid calculation.

Grade Reporting

Carteret Community College does not mail grade reports. Final grades will be posted on the Carteret Compass account of students enrolled at the end of each semester or grading period. ***Grades and/or Grade Point Average (GPA) will not be given over the phone or via email.***

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Dropping/Withdrawing from Courses

You may withdraw or drop, from a course or from the College with a grade of WD any time before the 10 percent date of the course. Shorter sessions have prorated drop dates; please refer to the **Academic Calendar** for specific session drop dates.

If you drop a course before its census date, or official reporting date, the course is deleted from your enrollment, does not earn any grade, and does not appear on your transcript. If you drop a course after the census date, a grade will be included on your transcript.

"Non-attendance" for a course/semester is considered when a student withdrawals prior to a semester/course date per the academic calendar. Attending a course/completion of the online attendance verification quiz is considered attending the course.

Reporting dates vary, so you are strongly encouraged to consult your instructor, the course syllabus, or the Carteret Community College website for the drop and withdrawal dates for your course.

Withdrawal Process

You may withdraw from a course prior to the withdrawal date. **Until you are officially withdrawn, your name remains on the class roll, and you may receive a grade of F for the course.**

To officially withdraw from a course follow the steps below:

1. Secure and complete a **Drop/Add/Withdrawal form**. If the form is initiated before the 10 percent date of the semester, the student is eligible for tuition credit.
2. Complete the form including personal information and identifying course information.
3. For seated courses, have the instructor provide the last date of attendance.
4. Return the form to the Registrar Office or registrar@carteret.edu for processing.
5. The Registrar will notify students and individual instructors of course or program withdrawal.

You will be dropped from a course if you are marked as "never attended" by the course instructor on the attendance certification roster. No grade will appear on your transcript. You may be eligible for a refund on a portion of your tuition and fees if the withdrawal occurs during the tuition refund period. If you were awarded financial aid, you may be required to repay any funds you received.

Withdrawal Consequences

Dropping or withdrawing from a course can have serious consequences that affect your financial aid, veterans' benefits, and academic standing. Consult with your instructor or advisor before dropping a class.

Visit **Withdrawals** for more information.

Schedule Adjustment Period

1. There will be a four-day Schedule Adjustment Period, beginning with the first day of classes and not counting a Saturday or Sunday, during which the following actions may be taken for registered students:
    1. Students may be moved to a different level of a course (such as in College Prep or developmental education) upon approval by the advisor and receiving instructor.
    2. Students may change sections of the same course upon approval by advisor and the receiving instructor.
    3. Students may drop their course.
    4. Students may add a course that has not yet met and is not full, upon approval of advisor.

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Persisting in College

Overview

Carteret Community College is committed to your personal, academic, and career goals. As a Carteret CC student, you have access to a comprehensive suite of holistic wraparound supports and services. Student supports include academic, career, financial, and personal resources designed to help you stay on track in meeting your educational goals.

- Academic Guidance
- Student Support
- Academic Achievement/Satisfactory Academic Progress
- Handling Academic Problems
- Student Grade Disputes
- Non-Grade Related Academic Student Complaints
- Student Life

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Academic Guidance

Academic Support Services

Academic Support is available through the MAPS Center located in the McGee building. Academic support is provided for prospective and current curriculum students. Tutors are available to work with students in various subjects and may be scheduled by contacting MAPS ext. 6295. **Online tutoring** is also available and is open to all curriculum students currently enrolled in courses.

In the MAPS Center, various tests are administered, including placement tests and exams for some distance learning classes. Proctoring services are provided for students taking courses at other colleges or universities.

For more information, contact the MAPS center at (252) 222-6236 or e-mail maps@carteret.edu.

Academic Advising

The MAPS Center provides comprehensive academic guidance. Academic advisors can assist students in all aspects of starting an academic curriculum program at the College.

After college placement has been determined and orientation has been completed, first-semester students meet with an academic advisor to discuss academic and career goals and to select first-semester courses. The selection of a major or program of study is an important decision, and academic advisors offer the information and support needed for students to select the right major.

First semester enrollment advising is available by appointment or walk-in. Academic Advisors are in the MAPS Center in the McGee Building. To make an appointment, call (252) 222-6236.

Returning students are advised by their program faculty. Program faculty have expertise specifically in the program of study and can provide valuable insights about networking, job placement, and transfer opportunities.

Faculty Office Hours

All faculty have office hours, which are times set aside just to meet with students outside of class. Consult your syllabus to determine your instructor's office hours and plan to meet during that time. Many times, concerns about the class or your grades—or additional opportunities to learn—can be remedied with a meeting during office hours.

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Student Support

Academic Advising

The MAPS Center provides comprehensive academic advising and is available to assist students to work on time management, self-advocacy, motivation, goal clarification, reading comprehension, study skills, and developing personal plans for academic success. Visit the **MAPS Center** for more information.

Career Coaches

Carteret Community College Admissions Career Coaches are available to help students navigate and determine career goals while identifying Carteret CC programs that will best fit their personal and professional needs. Resources such as resume building, career exploration, internship opportunities, and job shadowing help support students with identifying career and educational pathways. They are located in the McGee Building in Admission. To make an appointment call (252) 222-6286.

Counseling

The mission of the Carteret CC Counseling Department is to provide holistic support for students pursuing their educational goals. Counseling services are available to support students by comprehensively addressing issues that may interfere with academic and personal responsibilities. We offer services to foster life balance, develop personal and academic growth, and help maintain a safe and healthy learning environment.

Counseling services are available on campus and are free to students.

Personal, Academic, and Retention Counseling: We provide retention counseling and resource referrals for students with academic or personal concerns impacting their ability to reach short-term and long-term goals.

Career Counseling: Through individual counseling and consultations, we help students to clarify their interests, strengths, values, and goals; explore majors and career fields; and develop a vision for their future and next steps.

Please note, that counselors do not provide clinical work/ treatment of disorders. However, counselors may provide community resources/contacts.

Visit **Counseling Services** for more information.

Financial Aid

You must reapply for financial aid every year, and you must maintain your grade point average (GPA) in order to remain in good standing to receive financial aid. Financial aid is an excellent opportunity to assist you with tuition, fees, and college expenses, so remember to visit or contact the **Financial Aid Office** to discuss your eligibility for aid and receive assistance with applying for and accepting your aid package. Visit **Financial Aid** for more information.

Jobs for Students

In many cases, students may be receiving financial aid and are eligible for work-study. Visit **Work-Study** for more information.

Additionally, there may be job opportunities for WIOA students and jobs are often associated with students' Program of Study, so they may receive career training and continue to learn while earning a paycheck.

Library Services

The library is located on the second floor of the Michael J. Smith building, adjacent to the Crystal Coast Civic Center and overlooking Bogue Sound. The library's purpose is to reflect and support all programs of the College, serve as a gateway to information resources, promote information literacy, and enhance the learning experience for students, faculty, staff, and the local community.

Library services and resources include:

- Faculty librarians who provide in-person and virtual assistance
- Books and e-books
- Research databases, digital periodicals, and streaming media collections
- Desktop computers
- Printers, copiers, and scanners
- Reference assistance 24/7
- Group study rooms

Visit the **Carteret CC Library** to learn more.

Student Disability Services

Carteret Community College is committed to creating an accessible learning community where individuals with disabilities have an equal opportunity to pursue their educational goals, limited only by their abilities, not their disabilities. We strive to empower students, foster independence, and promote achievement of the student's career and educational goals. No academically qualified student with a disability will be denied access to or participation in the services, programs, and activities of the college.

Students who have a disability (i.e. physical, mental health, learning, vision, or hearing) are encouraged to contact Disability Support Services to arrange a confidential discussion.

Visit **Disability Services** to learn more or make a request.

The rights of students with disabilities are protected under the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 (ADA).

It is Carteret Community College's policy to ensure that no qualified student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in any college program or activity.

In response to a request made by a qualified student with a documented disability, the College will arrange, at no cost to the student, for the provision of educational auxiliary aids determined by the College to be reasonable and necessary to afford the student with a disability the opportunity for full participation in College programs. The College prohibits and actively discourages discrimination against people with disabilities.

To respect the independence, rights, and dignity of people with disabilities, requesting accommodations, or identifying oneself as having a disability is voluntary. The College will treat data on people with disabilities with confidentiality in accordance with data privacy laws and established College regulations. No information will be collected for administrative purposes except information that is essential for program development, implementation, determination of reasonable accommodation, or as required by law or regulations.

Under the provisions of Section 504, Carteret Community College may not

- Make pre-admission inquiries as to whether an applicant has a disability
- Exclude an otherwise qualified student with a disability from any course of study
- Provide less financial assistance to students with disabilities than is provided to other students, or limit eligibility for scholarships based on disability
- Counsel students with disabilities into more restrictive career paths based solely on their disability
- Measure student achievement using modes that adversely discriminate against a student with a disability
- Establish rules and policies that have the effect of limiting the participation of students with disabilities in educational programs or activities

Rights and Responsibilities

Students with disabilities have the right to:

- Equal access to courses, programs, jobs, services, and activities offered through the College
- Equal opportunity to work, learn and receive reasonable accommodations, and/or auxiliary aids and services
- Self-determination about who will receive student released disability-related materials and information within and outside the College

- Confidentiality of information regarding the disability as applicable laws allow
- Availability of information in accessible formats

Students with disabilities have the responsibility to:

- Self-identify as a student with a disability when accommodations are needed and to seek information, counsel, and assistance as necessary in a timely fashion. The student should self-identify by submitting an Academic Accommodation Request Form and supporting documentation from a qualified professional.
- Meet qualifications and maintain essential institutional standards for courses, programs, and activities.
- Demonstrate and/or provide documentation (from an appropriate professional) that details current disability status and how the disability limits participation in courses, programs, services, and activities.
- Students receiving academic accommodations are held to the same standard as non-disabled students for satisfactory academic progress, student conduct, and other college policies and procedures.
- Once approved for academic accommodations, notify Disability Services at the beginning of each proceeding semester accommodations are needed.
- Follow published procedures for obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.

Carteret Community College has the right to:

- Identify and establish essential functions, abilities, skills, knowledge, requirements, and standards for courses, programs, services, and activities, and to evaluate students on this basis.
- Request and receive, through the Disability Services Office, current documentation that supports requests for accommodations, academic adjustments, and/or auxiliary aids and services.
- Deny a request for accommodations, and/or auxiliary aids and services if the documentation demonstrates that the request is not warranted, or if the individual fails to provide appropriate documentation.
- Select among equally effective accommodations, adjustments, and/or auxiliary aids and services.
- Refuse an unreasonable accommodation, and/or auxiliary aid and service that imposes a fundamental alteration of a college program/activity or undue financial burden.

Carteret Community College has the responsibility to

- Provide information to students with disabilities in accessible formats upon request.
- Ensure that courses, programs, services, and activities when viewed in their entirety, are available in the most integrated and appropriate settings.
- Evaluate students on their abilities and not their disabilities.
- Provide or arrange for reasonable accommodations, and/or auxiliary aids and services for the known limitations of otherwise qualified students with disabilities in courses, programs, services, and activities.
- Maintain appropriate confidentiality of records and communication except where permitted or required by law or when the student requests that such information is shared.
- Maintain academic standards by providing accommodations without compromising the content, quality, or level of instruction.

Accommodations

Reasonable accommodations provide equal access to participation in programs or courses. An accommodation that fundamentally alters a program or exempts a student from a core requirement of the program is not considered a reasonable accommodation. For instance, a student may not receive an exemption to the attendance requirement in a program like Cosmetology, where earning a state license depends on the number of hours spent in class.

Procedure for Requesting Accommodation

The accommodation process begins when a student identifies as an individual with a disability and asks for assistance. Counseling and Disability Services is in the Henry McGee Building, phone (252) 222-6237

- The student must self-identify with Disability Services and submit appropriate documentation from a qualified professional able to diagnose and treat the specific disability. The student will complete the Request for Academic Accommodations, and Consent for Release of Confidential Information forms.

- Disability Services review the request to determine eligibility for and appropriateness of the requested accommodation. (Note: Additional information, clarification or advice from the professional providing the documentation may be needed before approval)
- The student will be notified, in writing, of the decision within ten business days from the submission of the disability documentation and request for accommodation.
- If the request is approved, the student will meet with Disability Services to review the approved accommodation and complete the notification forms for the faculty/staff that will be providing the academic accommodation.
- It is the student's responsibility to notify Disability Services of their desire to use approved academic accommodations prior to each semester enrolled. Accommodation notification forms need to be completed at the beginning of each semester. Accommodations are not retroactive unless the college was in error.
- If the request is denied, the student may appeal the decision using the grievance procedure outlined below. Requests may be denied because the documentation is incomplete, does not support a designation as disabled, or is not appropriate to the requested accommodation. The request may also be denied because accommodation would result in an undue financial or programmatic burden for the College.

Grievance Process for Students Denied Reasonable Accommodations or Subjected to Discrimination

I. Purpose

Carteret Community College students who believe that any member of the College community has discriminated against them because of a disability have the right to seek a review of such concerns. Students have the option of pursuing either an informal complaint or a formal grievance. Students who opt to pursue an informal complaint may later pursue a formal grievance if not satisfied with the resolution of the informal process.

Grievances may be initiated by currently enrolled Carteret Community College students who allege that:

- (1) they have suffered illegal discrimination because of their disability,
- (2) they have been denied reasonable accommodations for a disability, or
- (3) disability accommodations were not implemented in an effective/timely manner.

The complaint, grievance, and appeals process, as outlined below, provides information for filing an informal complaint, a grievance, or an appeal associated with the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973. Upon request from any student, Disability Services will provide guidance about the appropriate process for redressing a particular complaint.

A grievance which is found to be intentionally dishonest or that willfully disregards the truth is a violation of the Carteret Community College Student Code of Conduct, Item #6, Dishonesty. Students violating this code will be subject to disciplinary action.

The College prohibits retaliation against any student for filing a grievance under this process. Any retaliation directed to the complainant as a result of the filing of a grievance under this process is against State and Federal laws and Carteret Community College Policy.

II. Informal Resolution

The informal resolution process is designed to create a mutual understanding of the situation and, if possible, to resolve the differences in an informal and cooperative manner.

Step 1: It is encouraged, but not required, that the student who has a complaint with a member of the College community first attempt to resolve the matter by meeting with that person. The purpose of the meeting is to reach a mutual understanding of the student's situation and the College member's actions.

Step 2: If the consultation with the member of the College is not satisfactory, or if it is impractical to consult with that person, the student should seek the assistance of the Disabilities Services within five (5) business days of the meeting with the College member. The purpose of this interaction is for the counselor to attempt to work with parties to reach a resolution to the conflict. If no resolution is achieved, the student may proceed to the formal resolution process.

III. Formal Resolution

Step 3: If an informal resolution is not chosen or is unsuccessful or if the grievance relates to a denial of reasonable accommodations issued by Disability Services, the student may file a formal grievance by sending a written complaint to the Dean of Student Services. The student must file this within five (5) business days of meeting with the director or the failure of informal resolution or, if the Disability Services Office is the object of the complaint, within ten (10) business days from the date the written notice, as evidence of the denial of accommodation, was mailed.

All complaints must be in writing and signed by the student. The grievance must include the following:

1. Name the person(s) against whom the grievance is filed and indicate their responsibility in the action.
2. A clear and concise statement of the complaint.
3. An explanation of how the action is discriminatory or the decision is unreasonable if it is a denial of accommodation; and
4. A requested remedy.

The Dean of Student Services may review the complaint or forward the complaint to the Vice President of Instruction and Student Support, hereinafter referred to as the Vice President, if deemed necessary. The Vice President may review the complaint or appoint a fact-finding panel to do so. The Dean of Student Services will inform the student and the college member against whom the complaint is made that a grievance has been received and inform them of the grievance process. If chosen, the fact-finding panel may consist of an academic dean, one or more faculty or staff members, and one SGA-appointed student. A decision of the panel will be considered a decision of the Vice President. Panel members should have no personal interest in the outcome of the process.

The panel members, parties, and all persons involved in the grievance process are expected to maintain strict confidentiality regarding the grievance and all stages of this process. State and Federal laws govern the privacy rights of students and employees.

Step 4: The fact-finding panel must be appointed within five (5) business days and must convene within ten (10) business days of receipt of the complaint. The Vice President (or designee) shall convene the panel and provide them with the written complaint and all supporting documents provided by both parties. The Vice President (or designee) will be responsible for facilitating the work of the panel and proceed in a timely manner.

IV. The Decision

After reviewing a student grievance, the Dean of Student Services, Vice President, or panel shall recommend that the decision shall be upheld, reversed, or some other relief is given, based on a preponderance of the evidence presented. The Dean of Student Services or Vice President shall provide a written report to the grievant. The report should include a summary of the proceedings. The grievant may review, upon request, recommendations, a copy of all correspondence with the parties, all evidence submitted to the panel, and anything else considered by the panel in reaching its recommendation.

V. The Appeal

The student who filed the initial grievance may appeal the decision to the President of the College within ten (10) working days of the date the written decision is sent to the student. The President's decision shall be final with regard to the College's review process.

VI. Access To Other Complaint Procedures

1. At the conclusion of the President's review in Part V, if the denial of accommodation has been upheld or the College employee's action otherwise sustained, the complainant will be informed where to get information about the procedures to file grievances with the appropriate governmental agency.
2. Nothing in the procedure should be construed to impede or prohibit a timely filing of an ADA or discrimination complaint with the appropriate external governmental agency or an internal complaint or grievance alleging discrimination, whether on the basis of disability or not, unrelated to the request for an accommodation.

Formal Federal Agency Grievance Procedures

Students with grievances or complaints against the College, based upon violations of Section 504 of the ADA, also have the right to file a complaint with a designated federal agency. This agency is the U. S. Department of Justice, Civil Rights Division, 950 Pennsylvania Ave. N. W., Washington, DC 20530, or visit the Department of Justice, Civil Rights Division website.

Student Center

The first floor of the Donald W. Bryant building has many resources for students. The College Bookstore provides course textbooks and instructional supplies. The Student Government Association and student clubs have a meeting room within the Student Center. The Student Life Coordinator's office is also located within the Student Center. The Sweet Beans Midtown Café is located within the Center and serves breakfast and lunch. The outdoor patio has tables for eating or relaxing while enjoying the waterfront views overlooking the living shoreline walkway. Activities within the Center are arranged for the comfort and relaxation of the student. Students may study in this area, but this area is not designated for quiet study.

Students may use the Center during non-class time, and since the areas are multipurpose in nature, students should be respectful of one another. The Student Center overlooks Bogue Sound, and students are encouraged to enjoy the view.

Student Health Services

As a commuter institution, Carteret Community College provides no health services other than first aid equipment and supplies. The responsibility for medical services rests with the student, parents, or guardian.

First aid kits are provided for minor treatments. All injuries, however minor, must be reported to the instructor. If the injury requires more attention than first aid, the instructor will make a report to the Executive Assistant to the Vice President, Finance and Administrative Services, who will make provisions for the injured individual to be transported to local physicians or to the emergency room of the local hospital.

All students are required to purchase insurance to cover accidents. Additionally, students enrolled in select programs must pay a liability insurance fee each semester.

Student Housing

Carteret Community College does not have dormitory or boarding facilities. All housing inquiries are directed to the Carteret County Realtor's Association or to online newspapers or rental advertisements.

Student Life

Carteret Community College's Student Life encompasses campus-wide events, cultural programs, student clubs and organizations, including the Student Government Association, leadership opportunities and more.

Take advantage of meeting other students and learning and connecting with other interesting people. Visit **Carteret CC Student Life** for more information.

Technology Resources

Access to up-to-date technology is key for a successful college experience. Students can borrow equipment, including laptops, calculators, and even cameras. We offer free Wi-Fi across campus, including the parking lots, allowing students access even outside of business hours. The Carteret CC Help Desk and tech support are here to solve your technical issues and are just a call or email away.

Visit **Technology Resources** for more information.

Use of College Information Systems

All students, faculty, staff, and public patrons are responsible for using Carteret CC's technological resources in an effective, ethical and lawful manner and in accordance with the College's **Technology Acceptable Use Policy.** Violations of this policy could result in a reduction of access to the College's technological resources or with complete denial of access to technological resources.

TRIO Student Support Services

TRIO Student Support Services is a 100% federally funded grant program designed to provide students with opportunities for academic development, assist with basic College requirements, and the motivation towards successful completion of a certificate, diploma, or degree.

Services provided include:

- One-on-one guidance from a designated TRIO Advisor
- Degree Planning & Course Selection
- Academic Coaching & Tutoring
- Counseling & Support Resources
- Transfer Planning & University Exploration
- Assistance with Securing Financial Aid
- Financial Literacy Education
- Skill Building Workshops
- Additional Grant Aid and/or Scholarships
- **Assistance with Child Care through the Child Care Access Means Parents In School (CCAMPIS) program.**

Visit **TRIO Student Support Services** to learn more.

Veteran Services

Veterans returning to college often face unique challenges. Statistics show that the best way to ensure graduation numbers are strong among veterans is to guarantee that plenty of support is provided when they re-enter the educational institution.

Our mission is to ensure all military affiliated students at Carteret CC are aware of their veteran benefits and are advised of all available resources related to their needs and are provided the guidance and support necessary for a successful transition and enriched educational experience. Carteret CC even offers its veterans priority registration allowing for early access to enrollment.

Located on the first floor of the Bryant Student Center, the **Veteran Student Success Center (VSSC)** was beautifully remodeled and specifically designated as a place for veterans to relax, converse, and connect with other veterans. Amenities include:

- Computer workstations
- Free printing
- Television
- Kitchenette with refrigerator & microwave
- Million-dollar view of Bogue Sound

Visit **Veteran Services** to learn more.

Employment & Independence for People with Disabilities (EIPD)

EIPD is a program administered by the North Carolina Department of Health & Human Resources. EIPD helps people with disabilities and chronic medical conditions; prepare for work, find a job, return to work, maintain a job, advance in employment, and/or live more independently.

If prospective students have a disability -related barrier to achieving their goals for competitive employment or independent living in their community, they should contact the nearest EPID office. The Morehead City EPID Office is located at 310-A Commerce Avenue, Morehead City, North Carolina 28557. Phone: 252-515-5350 or Toll Free: 1-877-832-3835

Workforce Innovation & Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) exists to help students transition into sustainable employment. Students who need money for school, need to be re-trained, or have been laid off from their workplace, can benefit from these services.

WIOA empowers North Carolina to train its workforce and guides how the NCWorks initiative connects job seekers to employers by offering a mix of employment, training, and job placement services.

Visit **WIOA Services** to learn more.

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Academic Achievement/Satisfactory Academic Progress

Academic Achievement

Carteret Community College recognizes academic achievement at the completion of each fall, spring, and summer semester. Notification of the achievement will appear on your transcript. If your cumulative grade point average (GPA) qualifies for an achievement award, the honor will also appear on your diploma.

To be eligible for academic honors, you must complete 12 credits at Carteret CC and earn at least a cumulative 3.5 GPA or higher in your major program of study.

The following academic achievements are recognized at Carteret CC.

Academic Achievement Designations

Designation	Grade Point Average
President's List	4.0
Vice President's List	3.00-3.99

President's List

The President's List is composed of students who are enrolled for at least twelve credit hours (9 for summer semester) in the semester and received no grade below an A on all course work.

Vice President's List

The Vice President's List is composed of students who are enrolled for at least twelve credit hours (9 for summer semester)in the semester and make between a 3.0 and 3.99 grade point average for the semester with no grade below a C on all course work.

Graduation with Honors

Students graduating with a grade point average of 3.5 or higher in their graduating program of study will be recognized during the graduation ceremony and their degree, diploma, or certificate will bear the annotation "graduating with honors".

Academic Standards of Progress

Students pursuing an associate degree, diploma, or certificate are required to maintain a cumulative grade point average of 2.0 (C) or better which indicates satisfactory Academic Progress. Students who have attempted at least twelve (12) credit hours and CCP students who have attempted at least six (6) credit hours but have failed to meet the standards for Academic Progress will be placed on academic warning, probation, or suspension and must meet specific conditions to continue their enrollment.

Students in specific programs and students receiving financial aid and/or veteran's benefits must also meet the specific academic requirements that determine continuation for these programs.

ACADEMIC WARNING

Academic Warning occurs when a student has attempted at least 12, but not more than 23 credit hours with a cumulative grade point average lower than 2.0. The student will be notified of the warning status.

CCP Students: Academic Warning occurs when a CCP student has attempted at least six (6), but not more than nine (9) credit hours with a cumulative grade point average lower than 2.0. The student will be notified of the warning status.

All students on Academic Warning are required:

- To meet with an academic advisor prior to the fourth week of the semester following placement on academic warning.
- Collaborate with an assigned academic advisor to develop a written Academic Success Plan. The plan may include tutoring and other forms of academic assistance.
- To obtain a minimum semester GPA of 2.0 for every semester.

Academic warning is removed when the cumulative GPA requirement is met.

ACADEMIC PROBATION

Academic Probation occurs when a student has attempted at least 24, but not more than 32, credit hours with a cumulative grade point average lower than 2.0. The student will be notified of probation status.

CCP Students: Academic Probation occurs when a CCP student has attempted at least nine (9), but not more than twelve (12), credit hours with a cumulative grade point average lower than 2.0. The student will be notified of probation status.

All students on Academic Probation are required to

- Meet with the Director for Counseling, Disability Services, and Retention prior to the fourth week of the semester following placement on academic probation.
- Develop a written Academic Success Plan in conjunction with the Coordinator for Counseling, Disability Services, and Retention, Student Support Care Team, and assigned Academic Advisor. The plan will include limitations on enrollment and other forms of academic assistance.
- Limit enrollment to no more than nine (9) credit hours per semester.
- Obtain a minimum semester GPA of 2.0 for every semester.

Academic probation is removed when the cumulative GPA requirement is met.

ACADEMIC SUSPENSION

Academic Suspension occurs when a student has attempted 33 credit hours with a cumulative grade point average less than 2.0. These students will not be allowed to register for curriculum again for one full calendar year. Students in this situation are encouraged to look for career training programs through Workforce and Continuing Education.

CCP Students: Academic Suspension occurs when a CCP student has attempted 12 credit hours with a cumulative grade point average less than 2.0. These students will not be allowed to register again for one full semester.

READMISSION FOR ACADEMIC SUSPENSION

All students must take the following steps for readmission following an academic suspension:

- Submit a written request to the Dean of Student Services for readmission following an academic suspension. The request must be received at least two (2) weeks prior to the start of any semester.

The Dean will confer with the Director for Counseling, Disability Services, and Retention, Student Support Care Team, and assigned Academic Advisor before rendering a decision.

- If a decision is made to allow readmission, the students must follow the specific recommendations of the Dean. Additionally, students granted readmission will be placed on Academic Probation and will be expected to maintain a semester GPA of 2.0 or higher for subsequent semesters.

Academic Renewal Process

Academic Renewal is the process by which a student can request to have unsatisfactory grades forgiven from their GPA if in accordance with the following options and guidelines. The academic renewal policy contains two options:

OPTION I — Academic Renewal based upon past academic performance

or

OPTION II — Grade Replacement

A student may request Academic Renewal only once, either under the academic performance option or the change of program of study option. Grade Replacement may be done at any time.

The decision to set aside courses may or may not be honored by other educational institutions since each institution interprets transcripts according to its own policies.

Limitations:

1. The Academic Renewal Process does not apply toward eligibility issues for federal financial aid.
2. It cannot be used to renew a grade awarded for Academic Dishonesty.
3. Once renewed, courses cannot be used to satisfy prerequisite or degree requirements.
4. Academic Renewal does not apply toward courses for which a certificate, diploma, or degree has been awarded.

OPTION I — Academic Renewal (Past Performance)

1. After 48 months of consecutive non- attendance, a student may request Academic Renewal based upon past academic performance.
2. The request is made to the Registrar once the currently enrolled student has completed at least 12 credit hours with a minimum grade of C in each course attempted.
3. When the student's request is approved, grades of F for the courses from the prior attendance period will be removed from calculation of the grade point average. However, the previous course grades of F will remain on the student's official transcript with a notation indicating Academic Renewal.

OPTION II — Grade Replacement

1. A student may repeat a course for a higher grade. The higher grade will replace the original grade in the calculation of the grade point average.
2. The original grade on the student's official transcript will be noted as a repeated course.

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Academic Appeals

Carteret Community College encourages our campus community to engage in productive crucial conversations. Students are encouraged to seek collaborative solutions to academic issues by consulting with faculty during their office hours. However, if a student perceives that the faculty consultation does not result in an outcome that reflects our college polcies and procedures, the student should take the next step in the Academic Appeal process.

Appeal of Academic Action

Grounds for Appeal

A student may appeal an Academic Action for the following reasons:

1. College policy or grade issued was arbitrary, capricious, or contrary to written instructions;
2. Appellant was not fully informed of the College's dissatisfaction with student's academic or clinical progress

Timing and Form of Appeal

The appeal of an instructor's academic action involving the assignment of any grade shall be made in writing, within ten (10) business days of the date that the grade was posted to Carteret Compass.

The appeal of a removal from a course for reasons other than academic dishonesty shall be made in writing, within five (5) business days of notification of being dropped, be it a written or verbal notification.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information;
2. Be sent certified mail, return receipt requested, restricted delivery, by email from the student's college account, or hand-delivered; and
3. Be directed to the appropriate Director or Dean for the instructional area in which the grade was given. If the Director or Dean issued the grade, the appeal shall be directed to the Vice President of Instruction and Student Support.
    1. The college official receiving the appeal shall note the date of receipt on the face of the appeal.
    2. If the letter of appeal is hand- delivered, a copy of the letter, signed and dated by a college official, shall be proof of delivery.
    3. The Dean, Director or Vice President to whom the appeal is directed will also be responsible for notifying, in writing, the instructor and all line supervisors concerning the appeal.

The Director, Dean or the Vice President to whom the appeal is directed shall investigate the facts and determine whether the action should be upheld or reversed.

Dismissal Pending Appeal

If a student appeals an academic action leading to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity, or program, if applicable, until the appeal process is complete unless:

1. In the case of a clinical affiliate or other off-campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;
2. The student's continued participation in the activity would pose a threat to the student, the College, or others; or
3. College Policy would be violated.

Erroneous Academic Action

If, at any point in the appeals process, based on the evidence, it is determined that an erroneous academic action has been taken, the Director, Dean or the Vice President to whom the appeal is directed, the instructor, and the student shall meet **within five (5) business days** from the date of such determination to agree on corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the Director, Dean or the Vice President may extend this meeting date to a date agreeable to both parties, but in no event shall the extension be more than thirty (30) calendar days.

Notification of Decision

The Director, Dean or the Vice President to whom the appeal is directed shall:

1. Notify the student of a decision in writing, either by hand-delivery, certified mail, return receipt requested, restricted delivery, or email to the student's college account within ten (10) business days from the date of receipt of the notice of appeal; and

2. Send copies of the decision to the instructor and all line supervisors of the instructor. A copy of the decision must also be sent to the parents if the appellant is under the age of 18 and is not an emancipated minor subject to FERPA.

Appeal from Decision of a Director or Dean to a Vice President

If a student's appeal is denied by a Director or Dean, the student may appeal this decision to the appropriate Vice President, be it the Vice President of Instruction and Student Support or the Vice President of Corporate and Community Education.

The appeal shall be made in writing **within five business days** of the date of the receipt of the denial.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information; an
2. Be sent certified mail, return receipt requested, restricted delivery, emailed to the student's college account, or hand- delivery.

The decision of the Vice President will be made **within 10 (ten) business days** of the receipt of the letter of appeal.

Notification of Decision of Vice President

The student shall be notified in writing of the decision through certified mail, return receipt requested, restricted delivery, email to the student's college account, or hand-delivery.

A decision on an appeal of an academic action made by the Vice President is final.

If the final appeal is resolved against the student, the academic action shall be permanently recorded. In the event that a student is dismissed from the College, tuition credits will be made according to state guidelines.

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Student Grade Disputes

Student Appeals Procedure

All student appeals regarding an Academic Action or the application of a college policy must follow the procedures described herein:

Appeal of Academic Action

Grounds for Appeal

A student may appeal an Academic Action under the following circumstances:

1. The Academic Action, including assigned grades, was arbitrary, capricious, or inconsistent with established written guidelines.
2. The student was not adequately informed about the College's concerns or dissatisfaction regarding their academic or clinical performance.

Students wishing to appeal must initiate the appeal process according to the detailed guidelines provided in the College's full Academic Appeals Procedure is available here: Appeal of Academic Action

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Non-Grade Related Academic Student Complaints

Student Complaint Resolution

A grievance is a student allegation that a college decision or action is unfair discriminatory or has a negative effect on the student's status at the college. Carteret Community College desires to resolve student grievances, complaints, and concerns in a timely, fair, and amicable manner in accordance with College policies.

Traditional or online students attending Carteret CC who would like to resolve a grade-related or non-graded- related complaint should follow the Student Complaint process in Chapter 7.6.

Students not residing in North Carolina and enrolled at Carteret CC may submit complaints to the North Carolina State Education Assistance Authority only after completing the complaint process established by the institution attended by the student. A student may file a complaint with the regional accreditor named above, Portal Entity, and/or state if they are not satisfied with the results of the institution's complaint process.

Affirmative Action Statement

Carteret Community College is committed to the open-door philosophy. Student access to the College is maintained without regard to race, color, religion, sex, age, national origin, or disability. Equal access to all curricula and student activities is also guaranteed. Students, however, must meet the basic requirements for each specific curriculum. Students are also guaranteed the rights of due process. This process is administered without regard to race, color, religion, sex, age, national origin, or disability, as outlined by the following legislation or policies:

-
  -
    - Section 504 of the Rehabilitation Act of 1973
    - Title IX of the Educational Amendments of 1972
    - Section 703 of Title VII of the Civil Rights Act
    - North Carolina Amendment Act of 1972
    - Americans with Disabilities Act of 1990

Persons who perceive they have been discriminated against on the basis of any of the aforementioned criteria may contact either the College's Title IX Deputy Coordinator at (252) 222-6237 or Director of Human Resources and Title IX Coordinator at (252) 222-6225 or 3505 Arendell Street, Morehead City, NC 28557-2989; the Director, Office of Civil Rights, Education Department, 400 Maryland Avenue, SW, Washington, DC 20202, (202) 376-8177; or Director Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, NC 27102, telephone 1-800-827-1000.

Individuals with disabilities who need assistance or require special accommodations to access College programs or activities must request such services in advance by contacting the counselor who coordinates disability services.

For additional information, contact Carteret Community College.

Carteret Community College
3505 Arendell Street
Morehead City, NC 28557
Phone: (252) 222-6000
Fax: (252) 222-6265

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Student Handbook

Student Life

Carteret CC's Student Life provides opportunities to learn, engage, and grow. We offer student activities for every interest, from student government to social clubs and community volunteerism. You can enrich your college experience with campus-wide events, cultural programs, student clubs and organizations, and leadership opportunities.

Take advantage of meeting other students, learning, and connecting with other interesting people. Visit Carteret CC's **Student Life** site for more information.

Student Ambassadors

The Student Ambassadors program aims to produce student leaders who will represent and promote Carteret CC to prospective students and families and to the community by creating a positive first and lasting impression through their service to the college.

To learn more about the Student Ambassadors Program, visit **Student Ambassadors** for more information.

Student Government Association

Carteret Community College **Student Government Association (SGA)** serves as the official voice of the student body and promotes understanding and involvement among all members of the college community.

To become involved in the SGA or to learn more, visit **Student Government Association** for more information.

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Students' Rights and Responsibilities

Overview of Students' Rights & Responsibilities

Students' Rights & Responsibilities Statement

Carteret Community College expects students to conduct themselves appropriately, assume responsibility for their own behavior, and respect the learning environment for others in the College community.

Carteret CC promotes the exchange of knowledge in an environment that enhances academic, cultural, and social enrichment for students, faculty, and staff. To ensure a respectful learning environment for all members of the College community, student rights and responsibilities are clearly defined and student discipline policies have been established. The dean of student services is responsible for administering the student code of conduct.

- **Discrimination Prohibited**
- **Student Complaints & Process**
- **Student Standards of Conduct** & **Disciplinary Process**
- **Title IX and the College's Prohibition of Sexual Misconduct**

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Student Handbook

Discrimination Prohibited

Carteret Community College ("Carteret CC" or "College") is an equal education and equal employment opportunity employer and prohibits discrimination in employment at the college and access to its programs or activities on the basis of race, color, religion, sex (including gender identity, sexual orientation, marital status, and pregnancy), national origin, age, veteran status or military service, disability, genetic information or any other basis prohibited by local, state, or federal law. This includes the prohibition of discrimination, including harassment, against any employee, applicant for employment, student, or applicant for admission.

To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit discrimination in all forms. Such policies can be found at the following links:

- Equal Employment Opportunity Policy
- Unlawful Harassment Policy
- Sex Discrimination and Harassment Policy (Title IX)

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Student Complaints & Process

In cases where a student complaint is about a situation or event with which the student disagrees, but there is no injury to the student, the student should request a meeting with the person with decision-making authority over the situation or event to express the concern or present alternate opinions. If the student is unclear about with whom the student needs to meet or unsure how to present the concern, a student advocate can assist the student.

A student complaint resulting from an act of another student or faculty or staff member of the College that violates college policy, student conduct rules, or the law; or an omission of the College or its employees when the complainant is injured by the act or omission is resolved in a two- stage process:

Stage 1 – Informal Resolution
Stage 2 – Formal Resolution

Exceptions: Complaints involving unlawful harassment, stalking, or sex offenses are reported to the Title IX Coordinator and follow the procedures for Resolution of Sexual Offenses. Students reporting these offenses are not required to confront the student, faculty, or staff member involved with the situation.>

Stage 1– Informal Resolution

- Depending on the circumstances or area of concern, the student must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such a conference should be held quickly with the full cooperation of all parties.
- If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled. If the matter cannot be resolved to the satisfaction of the student, the student must meet with a Student Services staff member. This member will act as the student's advocate and will assist the student and mediate the complaint.
- The student and the advocate must request a conference with the staff or faculty member whose act or omission is the subject matter of the complaint. Such a conference should be held quickly with the full cooperation of the student and college employees.
- If the staff or faculty member can resolve the complaint to the satisfaction of the student, the matter should be settled informally.

Stage 2– Formal Resolution

If the staff or faculty member cannot resolve the complaint, the student complainant (with the assistance of an advocate) shall, **within ten (10) business days of the conference:**

1. Put the complaint in writing, containing a concise statement of the complaint, and a short, plain statement of the supporting facts (including the date of the required conferences referenced above, if applicable).
2. Send the written complaint by certified mail, email from the student's college account, or the student may hand-deliver a signed letter to the supervisor of the college employee whose act or omission is the subject matter of the complaint. For academic issues, the notification should go to the Program Chair, Director, or Dean of the academic area. If the complaint is not academically related, the notification should go to the Dean of Student Services.
3. The appropriate supervisor shall make a decision, based on College Policy and Procedure, and shall notify, in writing, the student, student advocate, and college employee **within five (5) business days of the receipt of the complaint.**

The student may appeal the final decision using the **Procedures for Student Appeal.**

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Student Handbook

Student Code of Conduct

Carteret Community College wishes to create and maintain an environment where mutual respect and civility guide the interactions of all members of the College community and where students feel welcome to ask questions, learn, and interact. All members of the College community are expected to display the qualities of courtesy, respect, and integrity that characterize mature individuals. To these ends, the College establishes a Student Code of Conduct and a process for enforcing those rules. The Student Code of Conduct applies to any College activity, function, or event on or off-campus or in a college-owned vehicle.

Jump to section

- Rule 1. Disruption of the College
- Rule 2. Damage, Destruction, or Theft of College/Private Property
- Rule 3. Physical and/or Verbal Abuse of a College Employee, Student, or Other Person not Employed by the College
- Rule 4. Weapons and Dangerous Instruments
- Rule 5. Narcotics, Alcoholic Beverages, and Stimulant Drugs
- Rule 6. Academic Integrity Policy
- Rule 7. Repeated Noncompliance
- Rule 8. Unlawful Harassment, Stalking, & Sex Offenses

- Rule 9. Unsafe Health Science Practices
- Rule 10. Fraudulent Use of the College Name

Carteret Community College wishes to create and maintain an environment where mutual respect and civility guide the interactions of all members of the College community and where students feel safe to ask questions, learn, and interact. All members of the College community are expected to display the qualities of courtesy, respect, and integrity that characterize mature individuals. To these ends, the College establishes a Student Code of Conduct and a process for enforcing those rules. The Student Code of Conduct applies to any College activity, function, or event on or off campus or in a college-owned vehicle.

Procedure
Violation of College rules and regulations is considered a serious matter and may result in disciplinary measures. The College establishes the following ten (10) rules of the Student Code of Conduct:

Rule 1. Disruption of the College

A student shall not by use of violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the College.

Rule 2. Damage, Destruction, or Theft of College/Private Property

A student shall not intentionally cause or attempt to cause damage to College or private property, including electronic property. A student shall not steal or attempt to steal College or private property, including electronic property.

Rule 3. Physical and/or Verbal Abuse of a College Employee, Student, or Other Person not Employed by the College

A student shall not intentionally harass, verbally abuse, do bodily harm, or engage in any conduct on or off-campus, verbal, written, via electronic media, or cyberbullying that causes emotional distress to or places another student or employee of the college in reasonable fear of bodily injury.

Rule 4. Weapons and Dangerous Instruments

A student shall not possess, handle, transport, or transmit any object that can reasonably be considered a weapon.

This rule does not apply to normal school supplies such as a pencil or a compass, but it does cover all dangerous objects that have no reasonable use related to approved College activities.

This rule does not apply to any law enforcement officer who is required by law or regulation to carry a firearm while in uniform or in the course of duty.

This rule does not apply to Criminal Justice Technology or Basic Law Enforcement Training students when firearms and other equipment are essential training aids within the approved course under the supervision of a qualified instructor.

Rule 5. Narcotics, Alcoholic Beverages, and Stimulant Drugs

1. A student shall not distribute, dispense, possess, use, or be under the influence of any alcoholic beverage or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other "controlled substance" before, during, or after school hours on College premises, at any other College locations, or at College-sponsored events or activities. The college reserves the right to sell alcoholic beverages at college sanctioned events that have been properly permitted by the Alcohol Beverage Control commission of North Carolina.
   A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others, and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.
2. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on college premises or as part of any college sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.

Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact campus security to remove the student from the classroom. Instructors must notify the Vice President of Instruction and Student Support or designee of this alleged violation of the Student Code of Conduct as soon as possible.

3. A student shall not knowingly possess an instrument of drug paraphernalia for the purpose of ingesting a controlled substance.

For more information on the College's philosophy on drugs and alcohol, see Section 7.15 Alcohol and Drug Policy.

Rule 6. Academic Integrity Policy

Two key values at Carteret Community College are honesty and integrity. These values are critical within our learning environment. Students are expected to exhibit academic honesty and integrity in all college endeavors. This specifically means that all students will avoid the following: plagiarism, cheating, fabrication and academic misconduct.

Definition of Terms:

Plagiarism: to represent the words, ideas, or materials of another person without acknowledgment. Not citing properly, cutting and pasting from the Internet, and representing another's words or ideas constitutes plagiarism. College-level work should be the thoughtful reflection and assessment of the published materials learners have gathered for study while being written and cited properly. Reflection and summary represent critical thinking skills. Students who are in doubt as to whether they are providing proper attribution should consult with their instructor or a tutor in MAPS for guidance.

Cheating: is using unauthorized materials or receiving unauthorized assistance before, during, or after a quiz, test, examination or another academic assignment. Permission from the instructor should always be granted before the collaboration with any other individual or outside resource on an assignment.

Fabrication: is the use of invented information or the falsification of research or other findings in completing any course-related activity.

Academic Misconduct: includes academically dishonest acts such as tampering with grades or taking part in stealing, buying or obtaining an exam or assignment.

Procedure

When an instructor identifies a potential academic integrity violation, the course instructor shall request a meeting with the student via a college email to discuss the incident. A face-to-face meeting is preferable; however, if it is not possible, a meeting to discuss the allegations via email or other technology is acceptable. The student will have an opportunity to respond to the allegations. If the alleged incident of academic dishonesty occurs while using academic support and/or testing services, the college employee witnessing or involved in the incident will report the suspicions to the course instructor within twenty-four hours. The course instructor will then follow the procedure outlined below. If the violation and resulting consequences is discussed in the course syllabus, the instructor shall follow the stated procedure. If the violation is not covered by the syllabus, and corrective or punitive action is warranted, the instructor shall initiate an Academic Integrity violation form.

Within five business days of the initial contact with the student, if the instructor decides to impose a consequence (see academic integrity consequences below), the instructor will initiate an Academic Integrity Violation form, documenting the details of the incident, student notification and the imposed consequence. The instructor will obtain signatures from the student, instructor, program chair and division dean. If an instructor is not able to contact the student, or obtain the student's signature, this will not stop the process of reporting the violation.

The instructor then submits a completed form to the Dean of Student Services. Reports of Academic Integrity violations are kept on file in the office of the Dean of Student Services. The Dean of Student Services will notify the instructor, copying the chair, academic dean and Vice President of Instruction and Student Support, about any prior violations of academic integrity for that student, which may result in further consequences. Violations of the Academic Integrity Policy do not expire. Students who wish to appeal should see Appeal of Academic Action in Section 7.6 of the College Catalog and Student Handbook.

Academic Integrity Consequences

Deliberate violation of the academic integrity policy will result in the following consequences:

First offense – The instructor may assign a grade of zero on the assignment/test, which may or may not lead to failure in the course.

Second offense – The student may incur failure of the course, whether the second offense occurred in the same course/semester or in a different or subsequent course/semester. Students who are removed from a class for violating the academic integrity policy will receive a grade of "F" for the course and cannot receive a grade of "WD".

Third offense – Recommended student suspension or expulsion. Specific Programs (e.g. health science programs, BLET): Certain programs of study may employ different procedures or consequences as required by their outside accrediting bodies or agencies.

Example Violations of Academic Integrity

Violations of academic integrity include but are not limited to the following examples

- Copying or collaborating on assignments without permission.
- Quoting, paraphrasing or summarizing someone else's work without giving proper citations.
- Submitting an assignment purchased and/or copied from an online or commercial entity.
- Using unauthorized materials (e.g., textbook, notes, technological devices) during an examination.
- Sharing information about the contents of an assignment (including examination) that a student has not taken.
- Interfering electronically with the property of another individual via college computer or other means.
- Sharing a student Carteret CC username/password or other course login information.
- Using unauthorized translation software and assistance from native speakers or advanced- level students in foreign language classes.
- Using unauthorized artificial intelligence software for assignments unless explicitly approved by your instructor.

Rule 7. Repeated Noncompliance

A student shall not repeatedly fail to comply with directions of faculty members or other authorized college personnel during any period of time when under the authority of college personnel.

Rule 8. Unlawful Harassment, Stalking, & Sex Offenses

Students and college employees shall not engage in conduct that falls under the definitions of harassment, stalking, sex offenses, and/or other inappropriate behavior cited below:

Unlawful Harassment

Unlawful harassment is unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or disability as defined by N.C. Gen. Stat.168A-3 that creates a hostile work environment or learning environment or circumstances involving *quid pro quo*.

A hostile work or learning environment is one that both a reasonable person would find hostile or abusive and that the particular person who is the object of the harassment perceives to be hostile or abusive. Hostile environment is determined by looking at all of the circumstances, including the frequency of the harassing conduct, its severity, whether it is physically threatening or humiliating, and whether it unreasonably interferes with an employee's work performance or with a student's academic performance and/or full enjoyment of college programs or services.

Quid pro quo harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's academic performance, or (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.

Examples of sexual harassment may include all activities that attempt to extort sexual favors, inappropriate touching, suggestive comments, and public display (including on or via computers) of pornographic or suggestive calendars,

posters, or signs. Sexual harassment does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by participants. However, the College strongly discourages romantic and sexual relationships between faculty and student or between supervisor and employee even when such relationships appear, or are believed to be, consensual. The lines of power and authority that exist between the parties may undermine freedom of choice. If a charge is made by a party in a consensual relationship, the College will treat the charge the same as any other charge.

Stalking

Students/Employees shall not engage in conduct which constitutes stalking as defined by the NC General Statutes Section 14-277.3. Generally, it is a repeated course of conduct directed at a specific person that would cause a reasonable person to

1. fear for their safety or safety of others; or
2. suffer substantial emotional distress.

For more information, see 7.2, Sexual Discrimination, Harassment, and Violence (Title IX).

Sex Offenses and Intimate Partner Violence

Students/employees shall not engage in any physical, sexual, or psychological harm against an individual including, but not limited to, current or former partners or spouses of the individual. Behaviors include, but are not limited to, stalking, dating violence, sexual violence, and domestic violence.

Retaliation

Retaliation is adverse treatment that occurs because of opposition to unlawful harassment, stalking, or sexual offenses. Retaliation by any employee of the College against a student or an employee for responsibly using the policy and its procedures is grounds for appropriate disciplinary action.

Consequences

In determining whether conduct constitutes unlawful harassment, stalking, or sex offenses, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with the Due Process and Discipline portions of the *Carteret Community College Policy & Procedures Manual*. Any student found to be in violation of Rule 8 will be disciplined in accordance with the Student Conduct Policy portion in the *College Catalog & Student Handbook*.

Complaint

1. Each office and person involved in advising a grievant must provide written notification about sources of assistance and services, and procedures for victims.
2. Offices and persons involved in advising a grievant must avoid comments that might dissuade victims from pursuing their rights or constitute threats of reprisal. Such behavior in itself is discriminatory and is a violation of the policy.
3. The grievant has the right to bypass any step in the procedure involving review of or decisions by the accused.
4. A grievant has a concurrent right to appeal to the Equal Employment Opportunity Commission (EEOC).

False Allegations

Failure to substantiate a complaint is not equivalent to a false allegation. However, a false allegation brought forth with malicious intent or without regard for truth will subject the complainant to disciplinary action.

Grievance Officers Designated

With respect to unlawful workplace harassment, stalking or sex offenses alleged to have been experienced by faculty or staff members, or by job applicants, the Director of Human Resources is the designated grievance officer with responsibility for processing such grievances in accordance with procedures set forth in the Unlawful Harassment Procedures of the *College Policy & Procedures Manual*.

With respect to unlawful harassment, stalking, or sex offenses alleged to have been experienced by students, the Title IX Coordinator is the designated grievance officer with responsibility for processing unlawful harassment, stalking, and sex offense grievances in accordance with procedures set forth in the *College Catalog & Student Handbook*.

If the grievance officer is unable to serve because of personal involvement in the allegations giving rise to the grievance, the president, or president's designee, shall appoint a substitute grievance officer.

Rule 9. Unsafe Health Science Practices

Policy. The Health Sciences faculty of Carteret Community College has both a legal and ethical responsibility to protect the public and health care community from unsafe practices. As a result of this obligation, students may be disciplined and/or dismissed from a program of study for practices that are deemed threats to individual safety. Safety threats are those who threaten or have the potential to threaten the safety of a client, the client's family, another student, a faculty member, or another health care provider.

Procedure. The faculty member or clinical site supervisor who determines that a student cannot function at a safe level in clinical practice will notify the student to leave the area immediately. The faculty member will then notify the curriculum chairperson, who in turn will notify the Dean of Health Sciences and the Dean of Student Services within 24 hours of the incident. The faculty member, the curriculum chairperson, the Dean of Health Sciences, and the Dean of Student Services, or designee, will meet to discuss the situation and to determine the appropriate action. The student involved is afforded the opportunity to meet with these individuals to state the student's position. During the period of investigation, the student will not participate in any clinical experience but may be allowed to attend classroom sessions. The student has the right to appeal the decision involving disciplinary action according to the Procedures for Disciplinary Action, as described in the College Catalog and the Student Handbook.

Rule 10. Fraudulent Use of the College Name

Any activity conducted, legal or illegal, on-campus or off-campus, verbal, written or via electronic media that identifies the College or states or implies the official sanction of Carteret Community College without the express involvement or permission of Carteret Community College will be considered a violation and may result in disciplinary measures.

The Code of Conduct.

Policy Number
3.14
Signature
Board of Trustees
Date Approved
2018-03-13
Effective Date
Immediately
Responsible Division
Instruction and Student Support
Citation
SACSCOC (old) CS 3.9.1 & College Catalog & Student
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Student Handbook

Disciplinary Process

Procedures for Disciplinary Action

Procedures for disciplinary action provide for prompt, fair, and impartial investigation and resolution of offenses and are conducted by officials who are trained to handle the issues for which they are responsible. Both the accuser and the accused have the right to have an advisor present during the hearing process.

A. Report of offenses

Students, faculty members, staff, or administrators should immediately report incidents that violate the Rules of Student Conduct to the appropriate Dean. Issues involving grades, academic dishonesty, or dismissal from a course or program are reported to the Academic Dean for the course or program in which the violation occurred.

Cases involving unlawful harassment, stalking, or sexual violence must be reported to the Title IX Coordinator. All other matters of student behavior unrelated to unlawful harassment, stalking, sexual violence, grades, academic dishonesty or academic dismissal from a course or program are reported to the Dean of Student Services.

B. The appropriate Dean (or Title IX Coordinator) will confer with all parties involved and initiate one of the following actions:
   1. Declare the case closed immediately for lack of evidence and notify the accused and the accuser in writing.
   2. Constitute an investigation team, including the Title IX Coordinator, in cases of unlawful harassment, stalking, or sexual violence to research the charge and provide evidence for adjudication.
   3. Invoke sanctions. The student may be required to make restitution or be placed on probation, suspension, or expelled from the College for conduct or personal behavior that is in violation of the Rules of Student Conduct.

C. Notification

Any faculty, staff member, or administrator who takes disciplinary action against a student beyond a verbal warning shall:
   1. Notify the student in writing, delivered by certified mail, return receipt requested, restricted delivery, email to the student's college account, or hand delivery.
   2. Send a copy of the notice to the following:
      a. Dean of Student Services;
      b. Drafter's immediate supervisor;
      c. Appropriate vice president; and
      d. Appropriate academic dean supervising the student's program of study.

      The notice shall set out the following:
      e. Claimed misconduct;
      f. Specific charges against the student;
      g. Evidence substantiating the charges;
      h. Disciplinary action to be taken;
      i. Specific appeal procedures available to the student, if applicable; and
      j. When the results become final.

In cases involving a student accuser and accused, the Dean will simultaneously notify in writing the accuser and the accused. The appeal shall be in accordance with the Procedures for Student Appeal outlined in the *College Catalog & Student Handbook*. The Dean of Student Services shall be responsible for placing a copy of the notice of disciplinary action in the student's file, which may be noted on the student's transcript.

A. Standard of Evidence

The standard of evidence used to determine responsibility for violation of the Rules of Student Conduct is preponderance of the evidence. Preponderance is defined as more than 50% of the weight of the evidence needed to decide on responsibility.

B. Status of an Accused Student

As a general rule, the status of a student accused of a violation of the rules of student conduct should not be altered until a final determination has been made regarding the charges. Interim suspension may be imposed, however, upon a finding by the appropriate college official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows potential for substantial disruption of classroom or other campus activities.

Summary Suspension Procedures

A summary suspension is an immediate and temporary suspension without a hearing which is used rarely and only in cases where the continued presence of the student on campus constitutes an immediate threat to the physical safety and well- being of the accused or any other member of the institution's community or its guests, poses a threat of destruction of property, or shows a potential for substantial disruption of classroom or other campus activities.

Resolution of Student Grievances

Students may be affected by separate and distinct types of action at the College, which are subject to due process and can be appealed.

Academic action- any action that directly relates to grades or participation in classes, programs, or other academic activities is generally handled by the academic deans.

Disciplinary action- any action that violates the Rules of Student Conduct (excluding academic dishonesty and Title IX) is generally handled by the Dean of Student Services.

Policy application- any action as a result of application of college policy that negatively impacts a student's status with the College is generally handled by the Dean of Student Services.

Title IX-Related Issues- any action as a result of a Title IX related violations is handled by the appropriate Vice President.

Any student at Carteret Community College who reasonably believes that they have been injured by an act or omission of the College or its employees or has had an action taken against them that was executed incorrectly or unfairly has the right to lodge a grievance. Grievances generally fall into two categories, complaints and appeals.

Levels of Disciplinary Action

Violation of one or more of the rules set forth above may be the basis for one or more disciplinary actions as follows:

(Note: In Title IX related issues, a trained adjudication panel will be used to determine sanctions.)

- Verbal Warning- Any faculty or staff member may issue a verbal warning.
- Written Reprimand- Any faculty or supervisory staff member may issue a written reprimand. Verbal warning and written reprimand cannot be appealed because no action is taken against the student.
- Summary Suspension- Any faculty, supervisory staff member, the Deans, or Vice Presidents may refer a student to the Dean of Student Services to be considered for summary (immediate and temporary) suspension in situations involving the disruption of college activities or in situations representing an immediate danger to persons or property.
- Probation- A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving probation.
- Suspension- A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving suspension.
- Expulsion- The Dean of Student Services, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving expulsion.
- Loss of Credit- The appropriate Vice President may exercise the authority for the loss of course credit or grade.
- Restitution- A Dean, the Vice President of Instruction and Student Support, the Vice President of Corporate and Community Education, and the President are responsible for disciplinary action involving restitution

Student Appeals

All student appeals of an Academic Action or Policy Application shall follow the procedures outlined below.

Appeal of Academic Action

Grounds for Appeal

A student may appeal an Academic Action for the following reasons:

1. College policy or grade issued was arbitrary, capricious, or contrary to written instructions;
2. Appellant was not fully informed of the College's dissatisfaction with student's academic or clinical progress

Timing and Form of Appeal

The appeal of an instructor's academic action involving the award of a final grade shall be made in writing, within ten (10) business days of the date that the final course grade is posted to Carteret Compass.

The appeal of a removal from a course for reasons other than academic dishonesty shall be made in writing, within five (5) business days of notification of being dropped, be it a written or verbal notification.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information;
2. Be sent certified mail, return receipt requested, restricted delivery, by email from the student's college account, or hand-delivered; and
3. Be directed to the appropriate Dean for the instructional area in which the grade was given. If the Dean issued the grade, the appeal shall be directed to the Vice President of Instruction and Student Support.
    1. The college official receiving the appeal shall note the date of receipt on the face of the appeal.
    2. If the letter of appeal is hand- delivered, a copy of the letter, signed and dated by a college official, shall be proof of delivery.
    3. The Dean or Vice President to whom the appeal is directed will also be responsible for notifying, in writing, the instructor and all line supervisors concerning the appeal.

The Dean or the Vice President to whom the appeal is directed shall investigate the facts and determine whether the action should be upheld or reversed.

Dismissal Pending Appeal

If a student appeals an academic action leading to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity, or program, if applicable, until the appeal process is complete unless:

1. In the case of a clinical affiliate or other off-campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;
2. The student's continued participation in the activity would pose a threat to the student, the College, or others; or
3. College Policy would be violated.

Erroneous Academic Action

If, at any point in the appeals process, based on the evidence, it is determined that an erroneous academic action has been taken, the Dean or the Vice President to whom the appeal is directed, the instructor, and the student shall meet **within five (5) business days** from the date of such determination to agree on corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the Dean or the Vice President may extend this meeting date to a date agreeable to both parties, but in no event shall the extension be more than thirty (30) calendar days.

Notification of Decision

The Dean or the Vice President to whom the appeal is directed shall:

1. Notify the student of a decision in writing, either by hand-delivery, certified mail, return receipt requested, restricted delivery, or email to the student's college account within ten (10) business days from the date of receipt of the notice of appeal; and
2. Send copies of the decision to the instructor and all line supervisors of the instructor. A copy of the decision must also be sent to the parents if the appellant is under the age of 18 and is not an emancipated minor subject to FERPA.

Appeal from Decision of a Dean to a Vice President

If a student's appeal is denied by a Dean, the student may appeal this decision to the appropriate Vice President, be it the Vice President of Instruction and Student Support or the Vice President of Corporate and Community Education.

The appeal shall be made in writing **within five business days** of the date of the receipt of the denial.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information; an
2. Be sent certified mail, return receipt requested, restricted delivery, emailed to the student's college account, or hand- delivery.

The decision of the Vice President will be made **within 10 (ten) business days** of the receipt of the letter of appeal.

Notification of Decision of Vice President

The student shall be notified in writing of the decision through certified mail, return receipt requested, restricted delivery, email to the student's college account, or hand-delivery.

A decision on an appeal of an academic action made by the Vice President is final.

If the final appeal is resolved against the student, the academic action shall be permanently recorded. In the event that a student is dismissed from the College, tuition credits will be made according to state guidelines.

Appeal of Disciplinary Action

Before beginning a non-academic related disciplinary action appeal process, the student should contact a Student Advocate for assistance with the preparation and presentation of the appeal and to answer questions regarding the appeal process.

Grounds for Appeal

A student may appeal a disciplinary action for the following reasons only:

1. The action taken was arbitrary, capricious, and contrary to published college policy, or
2. Insufficient evidence exists to sustain the disciplinary action.

Timing and Form of Appeal

The appeal of a formal written Disciplinary Action shall be made in writing to the Dean of Student Services.

The appeal must be submitted within **ten (10) business days** of the receipt of written notification of the disciplinary action.

The letter of appeal shall:

1. Clearly state the student's grounds for appealing and any supporting information; and
2. Be sent certified mail, return receipt requested, restricted delivery, email from the student's college account, or hand- delivery.

Duties of the Dean of Student Services

The Dean shall be responsible for notifying, in writing, the employee, and all line supervisors concerning the appeal.

The Dean shall then investigate the facts and determine whether the disciplinary action should be upheld or reversed.

The Dean shall notify the appealing student of the decision in writing, either hand-delivered, or by certified mail, return receipt requested, restricted delivery, or email to the student's college account **within ten (10) business days of receipt of the letter of appeal**.

A copy of the decision shall be sent to the employee and all line supervisors. A copy shall also be sent to the student's parents if the student is under the age of 18 and not an emancipated minor.

If the disciplinary action is upheld, the notice of decision will include the nature of the charges, general findings that substantiate the charges, proposed disciplinary action to be taken, and the further due process available to the student.

Erroneous Disciplinary Action

If, at any point in the appeals process, it is determined that an erroneous disciplinary action has been taken, the Dean of Student Services, the instructor or staff member and the student shall meet **within five (5) business days** to agree on a corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Dean of Student Services may extend the meeting date to an agreeable time for both parties. **In no event shall this meeting take place more than thirty (30) calendar days** after the determination of erroneous disciplinary action.

Dismissal Pending Appeal

If a student appeals a disciplinary action which would lead to dismissal from a course, activity, or program, the student is not to be dismissed from the course, activity or program, if applicable, until the appeal process is complete unless

1. In the case of a clinical affiliate or other off- campus contractor providing cooperative experiences, immediate removal is required by the contractor or cooperative agency;
2. The student's continued participation in the activity would pose a threat to the student, the College, or others; or
3. College Policy would be violated.

Appeal to the Student Appeals Committee

A student may appeal the decision of the Dean of Student Services to the Student Appeals Committee. A notice of appeal and request for hearing before the Student Appeals Committee must be:

1. In writing and addressed to the appropriate Vice President **within ten (10) business days** of the student's receipt of the decision from the Dean of Student Services;
2. Clearly set forth the grounds for the appeal and any supporting information; and
3. Be sent to the appropriate Vice President by certified mail, return receipt requested, restricted delivery, emailed, or hand- delivered.

Duties of the Vice President

The Vice President or designee shall note on the face of the written request for a hearing the date on which it was received.

The Vice President shall be responsible for notifying, in writing, all parties who received copies of the original notice of action, that an appeal to the Student Appeals Committee has been filed.

Within five (5) business days of the receipt of such written notice of appeal and request for hearing, the Vice President shall schedule a hearing by the Student Appeals Committee to be held with all due speed, but in no event longer than thirty (30) calendar days from the date of receipt of the written notice of appeal and request for a hearing.

The Vice President shall serve written notice to the student, to the student's parents, if applicable, to all members of the Student Appeals Committee and to the Dean as to the time and place of the hearing. Notice to the student about the hearing shall be by certified mail, return receipt requested, restricted delivery, or by acknowledged hand-delivery.

Membership of the Student Appeals Committee

The Student Appeals Committee shall consist of two (2) members of the staff and faculty (For all Health Sciences students, one faculty member will be from the Health Sciences Division) appointed by the Vice President and three (3) students appointed by the president of the Student Government Association or the Student Activities Coordinator for a total of five members. The Student Appeals Committee shall hear the appeal.

The Vice President shall appoint an individual from among the College employee appointees to the Student Appeals Committee to serve as chairperson who shall conduct the hearing.

If for any reason, the student component of the Student Appeals Committee shall not be fully constituted, the president of the Student Government Association or the Student Activities Coordinator shall randomly select students having no connection to the incident or parties to serve on the Committee.

Hearing Procedures

It shall be the responsibility of the Dean of Student Services to:

1. Notify the members of the Student Appeals Committee of a pending appeal and supply them with such documentation as shall be necessary to hear the case;
2. Schedule a meeting of the committee prior to the hearing if necessary; and
3. Appoint a Student Advocate if one is not already working with the student.

A hearing before the committee shall be structured but informal, giving the student and the College a full opportunity to present the appeal. The order of the presentations shall be as follows:

1. The student has the first opportunity to be heard.
2. The College is heard from next.
3. The student is then allowed to rebut the College's case.

The student shall have the right to:

1. Present witnesses and evidence on the student's behalf; and
2. Question adverse witnesses.

The student may bring one or more parents, one friend, or a lawyer to act in the capacity of an advisor. The College will provide a Student Advocate assigned to advise the student; however, students must be prepared to advocate for themselves as neither the advisor nor the advocate may speak or participate in the hearing. The advisor/advocate may only confer with the student.

The College shall have the right to:

1. Present witnesses and evidence; and
2. Question adverse witnesses.

It shall be the responsibility of the Dean of Student Services to present the College's case to the Student Appeals Committee.

Notice of Decision of Student Appeals Committee

The decision of the Student Appeals Committee is determined by the majority vote and requires a two-thirds (2/3) majority.

1. The Student Appeals Committee shall render its written decision to the Vice President.
2. The Vice President shall notify the student appellant and all parties who received copies of the original notice of disciplinary action on the next business day following the hearing.
3. This notice shall be sent to the student certified mail, returned receipt requested, restricted delivery, by email to the student's college account, or hand-delivery with copies sent by regular or campus mail.

Compliance with the Decision of the Student Appeals Committee

If the decision is in favor of the student, the student shall be immediately reinstated, and appropriate corrective action taken. The Dean of Student Services, the Vice President, other relevant personnel, and the student shall meet within **five (5) business days** from the date of the receipt of the decision by the student to agree upon corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, the Dean of Student Services may extend the meeting date to a date agreeable to all parties, but **in no event shall such date extend beyond thirty (30) calendar days** from the date of the decision of the Student Appeals Committee. Recommended corrective measures will be conveyed to the College President. A memorandum of these corrective measures shall be placed in the student's record along with a copy of the Student Appeals Committee's decision.

If the decision is rendered against the student, the Student Appeals Committee may uphold the disciplinary action or suggest an alternate action as appropriate to the misconduct. A copy of the notice of the decision of the Student Appeals Committee shall be placed in the student's records.

Continuance of Hearing

In the event that unusual circumstances prevent an appeal to the Student Appeals Committee from being heard as scheduled, the proceeding may be continued for a maximum of thirty (30) calendar days.

1. A request for a continuance should be directed to the Chairperson of the Student Appeals Committee **and** the adverse party.
2. A request for a continuance must be
    a. In writing, stating compelling grounds for the continuance; and
    b. Sent certified mail return receipt requested, restricted delivery or hand-delivery no later than five (5) business days before the scheduled proceeding.

    The party receiving the request for a continuance shall have three (3) business days from the date of receipt to respond.

    The decision on continuance shall be
        1. In writing addressed to the student appellant and the college respondent;
        2. Inclusive of the date, time, and location of the newly scheduled proceeding; and
        3. Copied to all College faculty and staff involved in the proceedings.

Appeals of Student Appeals Committee Decision to the College President

The student may appeal the decision of the Student Appeals Committee by requesting a hearing before the College President.

This request shall be:

1. In writing and delivered by certified mail, return receipt requested, restricted delivery or hand- delivery to the President of the College; and
2. Made within (10) calendar days of receipt of the Student Appeals Committee's decision.

Within five (5) business days of the receipt of the request, the President shall schedule a meeting with the student. The President shall have the sole discretion to investigate the matter as deemed reasonable. The President may include in this meeting such college employees as deemed necessary. The decision of the President shall be final.

On the business day following the hearing, the President shall send notice of a decision to the student as follows:

1. In writing;
2. Via certified mail, return receipt requested, restricted delivery, or hand-delivered; and
3. With copies to all parties who received correspondence concerning the appeal at any step in the appeals process.

Compliance with the President's Decision

If the President finds in favor of the student, the student shall be immediately reinstated, and appropriate corrective action undertaken. The Dean, the Vice President, other relevant personnel, and the student shall meet **within five (5)**

business days from the date of the receipt of the notice by the President to agree upon corrective action. If circumstances make it impractical for the parties to meet within five (5) business days, then the President may extend this meeting date to a date agreeable to all parties, but **in no event shall this meeting take place more than ten (10) business days** from the date of student's receipt of the notice of decision of the President.

Appeal of Policy Application

Grounds for Appeal

A student may appeal a policy application for the following reasons:

1. College policy application was arbitrary, capricious, or contrary to written instructions;
2. Appellant was not fully informed of the College's policy;
3. Action poses a threat to impending graduation, continued enrollment, or withdrawal of financial aid.

Timing and Form of Appeal

The appeal of a policy application shall be made in writing within ten (10) business days of the date that the student is notified of the action.

The letter of appeal shall:

1. Clearly state the student's grounds for appeal and any supporting information;
2. Be sent certified mail, return receipt requested, restricted delivery, by email from the student's college account, or hand-delivery; and
3. Be directed to the appropriate Dean for the policy area in which the action was taken.
    a. The college official receiving the appeal shall note the date of receipt on the face of the appeal.
    b. If the letter of appeal is hand- delivered, a copy of the letter, signed and dated by a college official, shall be proof of delivery.
    c. The Dean to whom the appeal is directed will also be responsible for notifying, in writing, all involved offices concerning the appeal

The Dean to whom the appeal is directed shall investigate the facts and determine whether the action should be upheld or reversed.

The Dean shall notify the appealing student of the decision in writing, either hand-delivered, or by certified mail, return receipt requested, restricted delivery or email to the student's college account **within ten (10) business days of receipt of the letter of appeal**.

A copy of the decision shall be sent to all offices involved concerning the appeal.

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Title IX and the College's Prohibition of Sexual Misconduct

Carteret Community College in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment oppose the values and standards of the College and are incompatible with the safe, healthy environment that our College community expects and deserves and will not be tolerated. The College is committed to providing programs, activities, and an education and work environment free from discrimination and harassment.

The College's Policy and Procedures regarding how it responds to complaints of sexual misconduct, including Title IX Grievance Procedures, are available via the following link:

- **Sex Discrimination and Harassment Policy (Title IX)**

Policy Number 3.16
Signature, Board of Trustees
Date Approved
2024-06-12
Effective Date
2024-08-01
Responsible Division
Office of the President
Citation
Title 20 U.S.C. Sections 1681- 168

Contact Information for STUDENTS:

Merianne Grigoriciuc
Title IX Coordinator and Director, Counseling, Disability Services & Retention
(252) 222-6237
grigoriciucm@carteret.edu

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Student Completion, Transfers & Careers

Graduation

Graduation Requirements

You must satisfy all of the following requirements to graduate:

- Fulfill all degree plan requirements as outlined in the Carteret Community College catalog.
- Earn an a cumulative, non-remedial grade point average of at least 2.00.
- Complete at least 25 percent of the degree requirements at Carteret CC.
- Completion of no more than six (6) credit hours within the degree program (10 percent of the total) by credit-by-examination.
- Ensure Carteret CC has received all official transcripts from other colleges you have attended.
- Resolve all financial obligations to the college and return all borrowed materials.
- Earn a cumulative grade point average of 2.0 on all transfer coursework used to satisfy a degree or certificate requirement.
- Complete an application for completion via Carteret Compass and a graduate survey. The completion application, once received, must be approved by the Registrar Office.

Consult with your academic advisor or your program's chairperson if you have questions about your degree completion plan or graduation requirements. For more information, visit **Graduation**.

The College reserves the right to change the requirements for completing a degree, diploma, or certificate program when it is in the best interest of the enrolled students or the academic program, or when mandated by the NC Community College System Office. When such changes occur, the College will work with students to ensure a smooth transition and satisfactory route to completion of the new requirements.

Graduation Application & Automatic Awards

Carteret Community College certifies graduates twice a year: in the fall and spring semesters. You are encouraged to meet with your academic advisor to complete a degree audit for the award you are pursuing and apply for graduation by the posted application deadline. Once you apply, the Registrar's Office will review your record and notify you of your eligibility to receive a degree via your student email. Degrees will be mailed upon request via student graduation application, email, or phone application.

Graduation deadlines for each semester appear in the **Academic Calendar**.

Carteret CC may confer awards to current and former students who have met graduation requirements and have not applied for a degree, diploma, or certificate award. If this applies to you, you will be notified via your email address on record of the credential we plan to award to you automatically. You may choose to opt out of receiving the automatic award by notifying the college by the deadline listed in your notification.

Commencement

Carteret CC holds the annual commencement ceremony in May. You are encouraged to participate in the ceremony after applying to graduate via your Carteret Compass account. Students who graduate in December (application available on your student Carteret Compass account) of the semester prior are invited to the May ceremony by completing the Fall Completion Application, which can be acquired from the Registrar's Office. **Participation in the commencement ceremony is optional and does not constitute official graduation from the college**. For more information, visit the **Commencement Celebration** page on the website.

There is no fee to participate in commencement ceremonies, as each student pays a graduation fee every semester. Candidates must wear a navy-blue cap and gown in good condition. Caps and gowns may be purchased from the **Carteret CC Bookstore**. The Registrar's office has a limited number of donated caps and gowns that may be borrowed for the ceremony on a first-come basis. Borrowed items are required to be returned prior to the diploma being issued. Please contact the registrar's office at registrar@carteret.edu for availability.

Graduation Honors

If you complete 12 credits at Carteret CC and graduate with a 3.5 GPA or higher in your major program of study, your academic achievement is noted on your diploma with the following:

"graduating with honors" and the student will receive a gold tassel.

Catalog in Effect

Students who have not missed two consecutive semesters (excluding the summer term) may follow the degree plan requirements described in the catalog in effect at the time they first enrolled in the program of completion at Carteret CC. Or, if desired and requested in writing, the student may choose to follow the degree plan requirements of a later catalog in effect during their enrollment, as long as the program of study is still offered, the catalog is not more than 5 years old, and the student has officially declared the corresponding major. A student who changes programs must meet the program requirements in effect at the time of the program change.

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Transfer Information

Transfer Information

If you intend to transfer your credits to a baccalaureate college or university to obtain a bachelor's degree, begin your transfer planning in your first semester at Carteret Community College to stay on track for a seamless transfer. Visit your program advisor or **MAPS** for information about transfer planning, available resources, and special admission programs. All UNC system universities maintain transfer guides which help with course planning to maximize community college credits toward the desired program of study.

Articulation Agreements

Carteret CC is part of the **Comprehensive Articulation Agreement (CAA)**, which is a statewide agreement governing the transfer of credits between the North Carolina Community College System and the UNC System. This agreement assures admission to one of the 16 UNC institutions under the Transfer Assured Admissions Policy to students who complete an associate in arts or an associate in science at a NC community college.

Carteret CC offers programs with **Uniformed Articulation Agreements (UAA)**. These are statewide discipline-specific agreements governing the transfer of credits between the North Carolina Community College System and the UNC System. These agreements promote educational advancement opportunities and provide guarantees and protection to students who complete specific associate degrees at NC community colleges before pursuing an aligning bachelor's degree at a participating UNC System institution. UAAs are established for the following Carteret CC programs:

- **Associate in Engineering**
- **Associate in Fine Arts: Visual Arts**
- **Teacher Preparation**
- **RN to BSN Nursing**

Visit **University Transfer** for more information.

Course Equivalency Guides

The UNC System has launched a Common Numbering System (CNS) database to help students better plan their education and ensure successful transfer of course credits.

The CNS includes more than 1,600 lower-level courses from institutions in both the UNC and North Carolina Community College systems, including Carteret CC. Courses are searchable in an online database, allowing students, advisers, registrars and others to identify credits that will easily transfer between Carteret CC and UNC System schools.

Transfer Credit Limitations

Many Carteret CC courses transfer to other colleges and universities. However, a transferred course may not always apply toward your degree at the transfer college or university. Consult with an academic advisor and utilize University Transfer Guides to learn which specific courses will transfer to your intended university and major.

Reverse Transfer

Reverse transfer is a process where credits you earn at a four-year college or university after transferring from Carteret Community College are transferred back to Carteret CC to determine if you are eligible for an associate degree. You can apply to the Registrar's Office for reverse transfer, or you can provide a release to your four-year university to send your transcript back to Carteret CC.

Transfer Credit Appeal

If a transfer student perceives that the terms of the CAA have not been honored, the student may follow the Transfer Credit Appeal Procedure as outlined in the Comprehensive Articulation Agreement. Each UNC and community college institution will provide a link to the Transfer Credit Appeal Procedure on its website.

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Requesting Your Carteret CC Transcripts

Unofficial Transcripts – As a current or former Carteret Community College student, you can view/print your unofficial Carteret CC transcript free of charge through **Carteret Compass**.

For more information or to submit your request for an Unofficial transcript, visit **Order a Carteret CC Transcript**.

Official Transcripts – Carteret Community College contracts with Parchment Exchange to send all official curriculum (degree) transcripts to the student, another education institution, or another individual if there is no indebtedness to the College. Fees are charged to the student through Parchment Exchange as related to the method in which the transcript is to be sent.

For more information or to submit your request for an Official transcript, visit **Order a Carteret CC Transcript**.

Authorizing Others to Receive Transcripts

Requests for transcripts by persons other than the student will not be honored without proof of authorization due to **Family Educational Rights and Privacy Act (FERPA)** restrictions. If someone other than you picks up your transcript, they will need a **Student Proxy Authorization** with your signature, transcript release form (available on campus), a clear copy of your official photo ID or driver's license, and their own official photo ID or driver's license.

Workforce Continuing Education Transcripts

Workforce Continuing Education (WCE), High School Equivalency, and Adult High School students may request their unofficial or official Carteret CC transcripts through the Workforce Continuing Education department.

For more information or to submit your request for an Official transcript, visit **Order a Carteret CC Transcript**.

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Career Planning & Exploration

Many students are undecided about their career goals or wish to be more confident in their career decisions. The **NCWorks Career Center** can provide students with labor market data such as average salaries, expected demand, and geographic availability; advisors can assist students with gaining a better understanding of their interests, abilities, and values. With a solid understanding of themselves and the world of work, students with the assistance of advisors can form a clear pathway to reaching their goals.

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Alumni Network

The Carteret Community College Foundation is dedicated to building a dynamic alumni network that nurtures lifelong connections among graduates. By offering engaging events and professional development opportunities, the Foundation helps alumni stay connected to the college and to one another—sharing experiences, celebrating successes, and paving the way for future students. This growing network plays a vital role in preserving the College's legacy and expanding its impact throughout the community. If you're interested in helping shape the Alumni Network, we'd love to hear from you! Reach out to us at foundation@carteret.edu or call 252-222-6268.

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Chapter 7: Campus Safety & Security

Campus Security Overview

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Annual Security Report/Clery Act

The College complies with the Federal Student Right-To-Know and Campus Security Act of 1990. This law requires the College to publish annually a report on campus crime for the previous year and how crime has affected Carteret Community College. Campus security and safety are maintained to provide a safe and secure educational environment for all students. Any questions concerning campus crime, security or safety should be directed to the Department of Public Safety & Security (252) 222-6188.

Annual Security Report | Clery Act

Federal law requires that institutions of higher learning advise the campus community on how to obtain information about registered sex offenders. For information on registered sex offenders residing in Carteret County visit http://sexoffender.ncsbi.gov/.

Student Right-To-Know

Public Law 101-542, the Student Right-to-Know and Campus Security Act, requires that each public educational institution of higher learning disclose the completion or graduation rate for certificate or degree- seeking, full-time undergraduate students entering Carteret Community College. Beginning July 1, 1993, disclosure rates must be made annually for a one-year period ending on June 30 of the preceding year.

Section 103 of Title I of the Act requires institutions to produce and make this report readily available to current students and each prospective student enrolling or entering into any financial obligation.

Any student wishing to obtain a copy of this report may request this information through the Security Office or by visiting http://ope.ed.gov/security. Once on the website, click "Get data for one institution/campus" and then type in the institution name.

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Crime Reporting

Contacting the police for emergencies

Any member of the College community who needs emergency help or medical assistance while on campus, may contact police personnel, day or night, by dialing 911.

Contacting Campus Security for non-emergencies

The non-emergency number is (252) 222-6188 and contacts Campus Security.

Additionally, anyone can make a citizen's complaint or commendation. Please call (252) 222-6188 to make a complaint or commendation.

If you have been involved in an accident involving any vehicle leased or rented by Carteret Community College, you must provide Campus Security with an incident report form.

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Children on Campus

There are times when visitors or students must bring children to campus. Children must be attended to at all times while on campus by the responsible adult. Children, like all individuals not registered for a class, are not allowed in classroom or instructional areas. Should a child's behavior be deemed disruptive to the educational process, the child and accompanying adult will be required to leave campus.

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Animals on Campus

Located on the Bogue Sound including a 1.3 mile walking trail, Carteret Community College invites the community to enjoy the beauty of our campus. Carteret CC recognizes that animal owners may wish to share our campus with their furry friends and has developed the **Animals in Campus Policy** to accommodate as many four-legged friends as possible.

Service Animals

Service animals are not considered an accommodation under the ADA, and therefore do not have to have any official documentation to be on campus. Although not required, the College encourages students with service animals to notify Disability Services if they will have a service animal on campus.

If you think you may need accommodations, please make a **Request for Accommodations** with Disability Services.

Emotional Support Animals

Emotional support animals (often referred to as therapy or comfort dogs) provide emotional and/or psychological support to a person with a medical condition that is not necessarily disabling. The emotional support animal may be well trained to offer companionship or comfort; however, it is not trained to do a specific task(s) for symptom relief.

Emotional support animals have NO public access rights under ADA regulations. Students with emotional support animals will need to go through the formal **Request for Accommodations** process and provide documentation to have their animal in classroom, clinical, and other learning spaces. The student must also provide updated veterinary records that show the animal has been properly vaccinated as required by local city and county ordinances.

Domestic Animals

Well-behaved, trained, and leashed domestic animals may visit the Carteret CC campus as prescribed in the **Animals in Campus Policy**.

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Drug-Free Environment

In keeping with its committed to a drug-free environment, Carteret Community College presents the following information to all of its students.

Student Code of Conduct

The unlawful possession, use, consumption, distribution, sale, or manufacture of controlled substances and possession of drug paraphernalia is prohibited on any premises owned or controlled by Carteret CC. Under no circumstance will the

College tolerate unlawful possession, use, distribution, sale, or manufacture of controlled substances, possession of drug paraphernalia, or the unlawful use of alcohol on campus or at College-sponsored activities other than as specifically approved by the Carteret CC President.

Visit **Student Code of Conduct** for additional information.

Disciplinary Sanctions

Students who violate these Codes of Conduct will be subject to disciplinary action up to and including expulsion in accordance with College policy **Student Code of Conduct**. In addition, provisions of the College's **Alcohol and Drug Policy** shall apply to violations of this policy.

Legal Sanctions

The use of illicit drugs by any person is illegal under both state and federal statutes. Use of alcohol by persons under 21 years of age is illegal under state law. Penalties for conviction under state and federal law include incarceration and fines. Property used in connection with illegal drugs may be confiscated. Federal student loans and grants may be denied to those convicted of a violation of a criminal drug statute.

Programs for Students Requiring Assistance

Any Carteret Community College student who has a drug- or alcohol-related problem may call upon the College for assistance. Students have access to counseling professionals for concerns regarding substance use with possible referrals to local agencies or community partners. College counselors can help you find the appropriate counseling and treatment resources if needed. All counseling services at Carteret CC are confidential.

Visit **Counseling Services** on the website for additional information.

Health Risks

The use of drugs and alcohol can have a substantial and detrimental effect on health. These effects are often permanent and can lead to severe physical and psychological impairment, disability, and premature death.

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Emergency Procedures

Emergency procedure posters are located in classrooms and meeting rooms to provide information on different emergency procedures. Review these plans to learn evacuation routes, outside rally locations, and indoor shelter-in-place areas. Visit the **Emergency Management website for more detailed procedures on general emergencies**.

Carteret CC Emergency Alert

Carteret CC Emergency Alert utilizes the ReGroup Messaging System to send safety and security-related notifications via email, text message, and automated voice calls. Carteret CC Emergency Alert advise you of threats on campus, impending weather, and campus closures.

Armed Intruder/Gunman on Campus

If you witness an armed attacker on campus (or any person with a weapon) call 911 as soon as possible.

Provide the following information to the dispatcher or law enforcement official:

- Location of the active shooter or armed individual
- Number of shooters or suspects
- Physical description of suspect(s)
- Number and type of weapons in their possession

- Number of potential victims at the location

Adverse Weather

The decision to close the College will rest with the President and will take into account many factors, in particular the safety of students and employees.

If the College is closed due to adverse weather or other emergency, instruction will continue using the College's learning management system (LMS). Instructors are required to post alternative assignments in the LMS and notify students of the posted assignments at the next scheduled class meeting. Instructors will also send alternative assignments as posted in the LMS to the Registrar or designee of the Vice President of Instruction and Student Support for audit purposes. Students will be notified by their instructor regarding making up missed clinical and clock-hours.

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Health Regulations

Communicable Diseases

"Communicable disease means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment" according to North Carolina G.S. 130A-2(1c).

In the event of a communicable disease at Carteret Community College, the College works with the notifying local health agency and in compliance with county health department recommendations and regulations.

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Parking & Transportation

Motorized and non-motorized vehicles licensed for on-road use are limited to campus roadways and designated parking areas. Motorized off-road vehicles are not permitted on college property. Non- motorized vehicles including, but not limited to, roller skates, roller blades, scooters, and skateboards are permitted under the following conditions:

- Their use is limited to transporting the operator from one location to another;
- They are operated on roadways and sidewalks in a safe manner;
- Operators yield to pedestrian and motorized vehicles allowing them the right-of-way; and
- Their operation does not promote damage to or damage College property in any way.

Campus Parking

Parking is available at Carteret Community College employees and students currently attending at least one course. You must obtain a Parking Permit if you park a vehicle on campus. Parking Permits are valid through the current academic year as long as the Permit holder is a current employee or student. A Parking Permit is not a guarantee of a parking space.

Obtain a Parking Permit

Parking stickers **are required** for students and may be obtained at the reception desk in the Henry J. McGee Building. All campus parking areas are regulated and patrolled by campus security.

Public Transportation

Carteret County Area Transportation System (CCATS) is an accessible public transportation service for all residents and guests of Carteret County. Anyone can ride and they make stops on our campus. Visit **CCATS** to learn how to ride.

Be Safe

Campus Security is available to escort students and employees to their cars, simply call (252) 222-6188. Always have your keys ready when you approach your vehicle and keep your doors locked even when sitting inside your car.

Parking Regulations, Permits, & Enforcement

A driver may park in any lined parking space on campus so long as it is not a reserved parking space. Reserved parking spaces include those marked reserved for: (1) disabled/handicapped parking, (2) staff parking, (3) or any other space clearly marked as a reserved space. General parking for students, visitors, and the general public are not designated.

If a vehicle is incorrectly parked, a ticket will be issued. The cost of each ticket issued for a non-towing offense will be $5. A vehicle is subject to being towed at the driver's expense for one of the following offenses:

1. Parking in driveways or walkways.
2. Parking in roadways or fire lanes.
3. Taking up two parking spaces by a vehicle whose size should be accommodated by one space.
4. Parking near roadway easements.
5. Parking on the campus' grounds (example: drive over the curb onto a grasses area).
6. Any offense that blocks traffic or might be potentially dangerous to other persons.
7. Parking on campus when college is in session after parking privileges have been suspended.
8. Blatant disregard of driving or parking regulations (example: a person is verbally warned not to park in a certain area by the enforcement officer. The enforcement officer in making rounds half an hour later recognizes that the offender parked there anyway).

Parking will be enforced only during weekdays (M-F) between the hours of 7:30 a.m. - 5:00 p.m. Generally, parking is not enforced on either holidays or weekends or outside the times mentioned above. However, on special occasions enforcement may be necessary during these hours as well. If this should occur, ample notice will be given, or campus security will be available to direct traffic or give special instruction.

Fines must be paid at the College's Business Office within 14 calendar days after a ticket is issued. If the time is exceeded without the ticket being paid, and the offender is a student, this will result in suspension of parking privileges until paid and could also result in the withholding of student records, grades, transcripts, registration, or other official records.

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Sex Offender Registration

The North Carolina Sex Offender and Public Protection Registry was established in January 1996 with the General Assembly's enactment of Article 27A of Chapter 14 of the North Carolina General Statutes (NCGS 14-208.5). This law requires persons living in North Carolina, non- resident students, and non-resident workers who are residents or who relocate to North Carolina and who have a reportable conviction to maintain registration with the sheriff of the county where they reside. The law also requires non-resident students and workers to maintain registration with the sheriff in the county where they attend school or work. The Registry is accessible at the following web address: https://www.nsopw.gov/

Information about offenders residing in the College's immediate service area of Carteret County may be obtained through search options available on this web site. A written request for a paper copy of the countywide Registry may also be made to the Carteret County Sheriff's Office.

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Smoking on Campus

Carteret CC is responsible for providing a safe, healthy environment in which to learn. In accordance with the **College Smoking Policy**, smoking within any building owned or operated by the College, regardless of whether the building is leased to another entity or agency, is prohibited.

Smoking outside of buildings will be allowed only in areas specifically designated as a smoking area. Designated smoking areas are clearly marked and placed across campus.

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Student Property

Carteret CC is not responsible for lost or damaged property. Do not leave your belongings or valuables unattended.

Lost & Found

Any unclaimed property must be turned in to Lost & Found located at the reception desk in the Henry J. McGee Building.

Unclaimed items are held until the end of the semester in which they are turned in. At the end of the semester, they are donated to an appropriate non-profit group/organization.

Exceptions:

1. Student ID cards are returned to the Office of Student Activities;
2. Keys and Driver's Licenses are immediately sent to Campus Security; and
3. Bank Cards are destroyed immediately after the issuing business is informed that the card was turned in.

Every effort will be made to contact the property owner via phone or email if identifying information is located on the item. A missing item logbook is maintained with the owner's name, email or phone number. If a logged item is turned in, the owner will be notified.

To claim an item at Lost & Found, the owner must describe or otherwise identify as accurately as possible the lost item. If Lost & Found has the item and ownership is established, the owner will sign for the item in the logbook as returned.

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Community Bulletin Boards

Students would wish to post items on college bulletin boards should submit materials to designated building captains for review and approval.

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Chapter 8: Annual Disclosures

Annual Disclosures

Annual Disclosures

Each year, Carteret Community College (Carteret CC) is required by law to provide students and employees with notice of current pertinent policies. The following required disclosures are provided via email to students and employees each fall. Detailed information on each disclosure is available in the email publication and web locations provided.

Accreditation & Licensure
Annual Security Report/Clery Act

Copyright & Duplication of Course Materials
Discrimination Prohibited
Family Educational Rights & Privacy Act
Financial Aid
Graduation, Transfer & Retention Rates
Net Price Calculator

Professional Licensure by Academic Program
Student Records
Students' Rights & Responsibilities
Title IX and the College's Prohibition of Sexual Misconduct
Tuition & Fee Refunds
Voter Registration
Withdrawal Procedures

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Academic Programs Offered at CARTERET CC

Carteret Community College (Carteret CC) offers a variety of academic and workforce-training programs that lead directly to high-demand careers or transfer to a four-year university. To find the program that interests you, visit **All Programs & Courses**. You will learn about the career, transfer opportunities, and academic degrees and pathways available in each program.

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Accreditation & Licensure

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Carteret CC may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

In addition to institutional accreditation, many Carteret CC programs have obtained professional accreditation as well. Visit the **Accreditation** section in this catalog for more information.

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Annual Security Report/Clery Act

Carteret Community College (Carteret CC) complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Carteret CC's Annual Security Report, published by October 1 each year, provides an overview of safety and security resources, policies, and procedures. Topics include: Carteret CC Campus Security's authority and response actions; how to report crimes and sexual misconduct; Carteret CC's response to sexual misconduct; victim support services; training and outreach; how to access the daily crime log; emergency response and evacuation procedures; emergency notifications and crime alerts; and information about Carteret CC's drug and alcohol prevention programs.

The report contains three years' worth of crime statistics, which are gathered from a variety of sources including Carteret CC Campus Security, local law enforcement agencies, and campus officials with significant responsibility for student and campus activities (known as Campus Security Authorities). These crime statistics are reported to the U.S. Department of Education.

You may view or print a copy of the Annual Security Report by visiting the **Emergency Management webpage**.

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Copyright Infringement

Carteret Community College (Carteret CC) has an expectation of respect for intellectual property and requires Carteret CC faculty, staff and students to comply with the College's Copyright policy and federal law regarding the use of copyright-protected materials. Copyright infringement is defined as exercising exclusive rights granted to the copyright owner, without permission or legal authority, under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted materials, or downloading/uploading substantial parts of a copyrighted work without authority.

College network users must abide by the Technology Acceptable Use policy. More specifically, users agree not to use College resources for unauthorized duplication, use, or distribution of copyrighted materials, including music and video files. Moreover, such activity is illegal under the Digital Millennium Copyright Act (DMCA) and exposes users to serious civil and criminal penalties. The DMCA is a federal law that criminalizes production and dissemination of technology, devices, and services intended to circumvent copyright protections. In addition, the DMCA heightens the penalties for copyright infringement on the Internet.

Students are subject to federal, state, and local laws, and violations of those laws may also constitute violations of the Academic Integrity and Disciplinary Process in the **Student Code of Conduct and Disciplinary Process**. In such instances, the College may proceed with disciplinary measures independent of any legal proceeding that involves the same violation. The College may also impose sanctions independently of legal authorities, even if the legal proceedings are not yet resolved, or are resolved in the student's favor.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Examples include copying movies, music using peer-to-peer file-sharing technology.

Penalties for copyright infringement may include college disciplinary action, civil and criminal liability. The law requires a civil plaintiff to seek statutory damages of $150,000 for each act of willful infringement. Criminal penalties for a first offense may be as high as three years in prison and a fine of $250,000.

Additionally, under the Digital Millennium Copyright Act amendments to the U.S. Copyright Act any person who circumvents a technological measure that effectively controls access to a work protected by copyright, such as by descrambling a scrambled work, decrypting an encrypted work or otherwise avoiding, bypassing, removing, deactivating or impairing a technological measure for controlling access to a work protected by copyright without the authority of the copyright owner willfully and for purposes of commercial advantage or private financial gain may be subject to fines of up to $500,000 or imprisonment for up to 5 years, or both, for the first offense, and fines of up to $1,000,000 or imprisonment for not more than 10 years, or both, for any subsequent offense.

EDUCAUSE has compiled references sources of legal alternatives for downloading media content. View more information at EDUCAUSE: Legal Sources of Online Content.

It is a violation of copyright law to distribute a copyrighted work without the content owner's permission, even if the work was legally purchased. Users are responsible for any violation that occurs using network devices registered to your college account regardless of who downloaded it, or how it got there.

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Discrimination Prohibited

Carteret Community College ("Carteret CC" or "College") is an equal education and equal employment opportunity employer and prohibits discrimination in employment at the college and access to its programs or activities on the basis of race, color, religion, sex (including gender identity, sexual orientation, marital status, and pregnancy), national origin, age (40 and older), veteran status or military service, disability, genetic information or any other basis prohibited by local, state, or federal law. This includes the prohibition of discrimination, including harassment, against any employee, applicant for employment, student, or applicant for admission. Carteret CC will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

To ensure compliance with Title IX and other federal and state civil rights laws, the College has developed policies and procedures that prohibit discrimination in all forms. Such policies can be found at the following links:

- **Employee Freedom from Discrimination, Harassment, and Retaliation**
- **Guidelines and Procedures**
- **Prohibition of Discrimination or Harassment of Students on the Basis of Disability, Race, Color, or National Origin**
- **Guidelines and Procedures**
- **Prohibition of Sexual Misconduct**
- **Title IX Grievance Procedures**
- **Sexual Misconduct Investigation Procedures**

The following College official has been designated to handle inquiries regarding the College's non-discrimination policies:

Merianne Gregoriciuc
Title IX Coordinator
3505 Arendell Street,
Morehead City, NC 28557
Direct Phone: 252-222-6237
Email: merianne6922@carteret.edu
Website:

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Distance Education State Authorization

Distance Education State Authorization

Online education is an integral part of Carteret Community College's program offerings. In compliance with the U.S. Department of Education State Authorization Requirements in Section 600.9(c) of the October 29, 2010, final program integrity rule, Carteret CC pursues authorization from states and territories beyond North Carolina's borders to offer online courses to students who don't reside in North Carolina. Carteret CC will continue to monitor developments in other states and territories, and if authorization or licensure is or becomes necessary, the college will obtain approvals.

Carteret CC is a participating institution in the National Council for State Authorization Reciprocity Agreements. NC-SARA allows students in participating states and territories to enroll in online distance education classes.

State Complaints Unit

Carteret Community College is a member of the North Carolina Community College System. The State Complaints Unit policy is available for all students to review but students are advised to begin the process at the institutional level.

- Carteret CC Procedures
  - Student Code of Conduct
  - General Complaints
- State of North Carolina Complaint Process
- Student Complaint Process
- Student Complaint Form
- North Carolina Post-Secondary Education Complaint web page

Contact Information:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
223 S. West St.
Suite 1800
Raleigh, NC 27603
919-962-4550
www.northcarolina.edu/post-secondary-education-complaints/

Carteret CC Complaint Policy

Students residing outside of the State of North Carolina while taking online courses from Carteret CC who desire to resolve an academic grievance or complaint should first follow Carteret CC's Student Grievance Procedure or the Student Complaint Procedure outlined in the Student Code of Conduct of the College Catalog & Student Handbook.

Contact Information:

Lewis Stroud
Dean of Student Services
Email: stroudl@carteret.edu
Phone: 252.222.6021
Mail: 3505 Arendell Street, Morehead City, NC 28557

SACSCOC Complaint Procedures

However, if for some reason the complaint is not satisfactorily resolved, the next step would be to file a complaint with Carteret Community College's accrediting agency. Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Carteret Community College also may offer credentials such as certificates and diplomas at approved degree levels.

Questions about the accreditation of Carteret Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500 or by using information available on SACSCOC's website (www.sacscoc.org).

Students who file a complaint with the accrediting agency should follow the SACSCOC complaint procedure.

SARA-NC Complaint Process

Students may also file a complaint with the State Authorization Reciprocity Agreement-North Carolina (SARA-NC), the portal for the North Carolina State Education Assistance Authority. Students should follow the SARA-NC complaint process and use the SARA-NC complaint form.

SARA-NC Contact Information:

SARA North Carolina
North Carolina State Education Assistance Authority

c/o SARA North Carolina
P.O. Box 41349
Raleigh, NC 27629
T: 855-SARA-1-NC (855-727-2162)
T: 919-549-8614, ext. 4667
Website: saranc.org

Complaint form
Complaint process
Email: complaints@saranc.org

North Carolina Department of Commerce: N.C. Business and Occupational License Database

View Professional Licensure Programs by State in the Annual Disclosures of the College Catalog & Student Handbook.

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Drug-Free Environment

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Family Educational Rights & Privacy Act

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Visit Family Education Rights and Privacy Act (FERPA) for more information.

The Office of the Registrar serves as custodian of all student records at Carteret Community College except those specifically relating to financial aid.

Contact: Registrar@carteret.edu

Student Record Confidentiality

In accordance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Carteret Community College is committed to protecting privacy for all students, including distance learning students. This protection includes information collected, how it is used, how we protect it, when it can be released, and access to personal information. In addition to paper and electronic files, this applies to websites and email administered by the College.

The College may develop more specific privacy practices, procedures, and security statements related to the functionality of each web site. By using any College web site (Carteret Community College website, Moodle site, Web Advisor, etc.) students and employees are giving consent to the privacy and data practices described by Privacy Procedures for that particular site.

Any student who believes that any right pursuant to the Family Educational Rights and Privacy Act has been violated or that college policy is not in compliance with the Act, may file a complaint directly to the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare (HEW) 330 Independence Avenue S.W. Washington, D.C. 20201

Educational Records of Minor Community College Students

To the extent allowed under the Family Educational Rights and Privacy Act (FERPA), a community college shall make educational records, as defined in 34 C.F.R 99.3, of minor students automatically available to the parents, guardians, or an individuals acting as a parent in the absences of a parent or a guardian of the student if the following criteria are met:

(1) the student is below the age of 18, (2) the student is a dependent student, as defined in section 152 of the Internal Revenue Code of 1986, (3) the student has completed the FERPA waiver, (4) the parent/guardian has not opted out of receiving the records.

Each community college shall require minor students whose educational records are subject to complete a form, prior to registration in any course at the community college, acknowledging that the parents, guardians, or an individual acting as a parent in the absence of a parent or a guardian of the student has access to the educational records of the student.

FERPA WAIVER

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. In accordance with FERPA guidelines, Carteret Community College (CCC) may not release confidential student information without: written consent from the student or from a parent/legal guardian if the student is under the age of eighteen (18).

To provide written consent, the student or parent/legal guardian shall complete a FERPA Waiver Form instructing Carteret Community College to release specified student information regarding Financial Aid records, Business Office records, academic records, attendance records, instructor communications, and/or graduation information, to a named individual upon request of said individual. The student will assign a passcode/password to enable the Registrar's Office, Staff, or Faculty to verify any release information to the authorized individual. Upon execution, the FERPA Waiver Form will remain in effect until the student withdraws, graduates, or fails to enroll in classes for more than one semester. If the student re-enrolls, a new FERPA Waiver Form must be executed and submitted to the Registrar's Office. The form shall be submitted to the Registrar's Office,

Revoke FERPA Waiver

The FERPA form can be revoked at anytime by the student. A revocation document formally requesting to revoke access to educational records under the Family Educational Rights and Privacy Act (FERPA) of 1974 must be submitted to the Registrar Office.

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Financial Aid

The following information regarding student financial aid at Carteret Community College (Carteret CC) is available on the **Financial Aid** site:

- A description of federal, state, local, private and institutional financial assistance programs available to enrolled students.
- How to apply for student financial aid.
- The methods by which financial aid awards and distribution will be made.
- Student eligibility requirements, including standards for satisfactory academic progress.
- The rights and responsibilities of students receiving financial assistance, including the terms of any loans received, the terms and conditions of employment provided as part of a student's financial assistance, and the terms and conditions under which students receiving Direct loans may obtain deferrals.
- The cost of attendance at the institution, including tuition and fees, room and board and estimates of the costs of books and supplies and transportation.
- The requirements for refunds of tuition, fees and costs, for the return of federal funds, and for officially withdrawing from the college or classes.

Contact the Financial Aid Office for more information.

The Director of Financial Aid & Veterans Services serves as custodian for financial aid records.

Contact: Brenda Long, Director of Financial Aid & Veterans Services, 252-222-6293, longb@carteret.edu.

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Graduation, Retention & Transfer Rates

The Integrated Postsecondary Education Data System (IPEDS) is a system of survey components that collects data from all institutions that provide postsecondary education and are eligible to receive Title IV funding across the United States and other U.S. jurisdictions.

These data are used at the federal and state level for policy analysis and development; at the institutional level for benchmarking and peer analysis; and by students and parents, through the College Navigator (https://nces.ed.gov/collegenavigator/), an online tool to aid in the college search process. Additional information about IPEDS can be found on the website at https://nces.ed.gov/ipeds.

Graduation and Transfer-Out Rates

Graduation rate data provide information on institutional productivity and help institutions comply with reporting requirements of the Student Right-to-Know Act (1990) and the Higher Education Act, amended (2008). Graduation and transfer-out rates data are collected for full-time, first-time degree and certificate-seeking undergraduate students. This information is submitted to IPEDS using the Graduation Rates Survey Form.

- Graduation rates are calculated by determining the total number of completers within 150% of normal time divided by the number of students in the cohort.
- Transfer-out rates are calculated by determining the total number of students who are known to have transferred out of the reporting institution within 150% of normal time to completion divided by the number of students in the cohort.

	Graduation Rate	Transfer-Out Rate
Fall 2021 Cohort	49%	14%

Retention Rates

A measure of the rate at which students persist in their educational program at an institution, expressed as a percentage. For community colleges, this is the percentage of first-time degree/certificate-seeking students from the previous fall who either re-enrolled or successfully completed their program by the current fall. This information is submitted to IPEDS using the Fall Enrollment Survey Form.

Fall 2023 Cohort	Retention Rate
Full-time	62%
Part-time	57%

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Job Placement Rates for Health Sciences

The Health Sciences Division at Carteret Community College (Carteret CC) provides job placement rates for most of their high-demand career programs. These rates can be found on the Program's webpage.

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Net Price Calculator

Carteret Community College Net Price Calculator
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Policy Application

Carteret CC policies and procedures apply to all students, faculty, and staff regardless of the location where the instruction occurs.

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Professional Licensure Disclosure

Certain areas of study at Carteret Community College prepare students to sit for professional licensure or certification examinations that are required to work in North Carolina.

If you plan to work outside of North Carolina, below is information to help you determine if Carteret CC's curriculum will meet educational requirements for professional licensure or certification in other states.

NC-SARA also provides additional information regarding Professional Licensure on their website.

The National Council for State Authorization Reciprocity Agreement has provided contact information for professional licensure offices in the United States for a limited number of academic disciplines. Details for those programs are in the drop-down windows below.

The mailing address for all program coordinators is: 3505 Arendell Street, Morehead City, NC 28557

View Professional Licensure Programs by State PDF

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Student Records

1. Carteret Community College, in the fulfillment of its responsibilities to students, must maintain accurate and confidential student records. College staff recognizes the rights of students to have access to their academic and

personal records in accordance with existing college policy and the Family Educational Rights and Privacy Act of 1974.

2. Students' records are their own property; therefore, this information is released only when a student signs an Academic Information Request Form. Students may have copies of their transcripts sent to any institutions or individuals they choose or may order copies for their own use. The College charges a nominal amount for copies of transcripts.

3. The rules and regulations on access to and release of student information are available to students, faculty, and staff in this College Catalog. They specify the procedures for release of student information, student access to records, a description of all student records being maintained by the College, and the procedure for students to initiate a hearing to challenge accuracy of educational records.

Procedure to Inspect Education Records

1. Control Provisions on Student Records and Student Information.
    1. Transcripts and other information are released only with written permission of the student. When information other than the transcript is released from the student's official record, the student will receive a copy of the release.
    2. Students have the right to inspect their own records whether recorded in hard copy form or digitally archived. Upon inspection of their records, students are entitled to an explanation of any information contained in their records.
    3. A student's Education Record shall not be sent outside official enrollment areas (e.g., Counseling, Records, Admissions, Veterans Affairs) except in circumstances specifically authorized by the appropriate Dean. The authorization for such special circumstances must be in writing.
2. Release of a Student's Education Records to Educational Institutions, State, and Federal Agencies.
    1. Such requests for confidential information shall not be honored without proper written consent by the student for the release of such records except under conditions indicated in paragraphs 2 and 5 below.
        1. The written consent must specify the records or the specific data to be released, to whom they are to be released, and the reasons for release.
        2. Each request for consent must be specific, and each request must be handled separately.
    2. Requests for confidential information will be honored without prior consent of the student in connection with an emergency if, in the view of a reasonable person, the knowledge of such information by appropriate persons is necessary to protect the health or safety of the student or other persons. However, such a release shall have the approval of the Dean of Student Services unless it can be shown that under the circumstances either time would not permit, or no authorized administrator was available.
    3. The following "Directory Information" may be made available to the public by the College unless students notify the Registrar in writing by the third week of the term that such information is not to be made available:
        1. Student's name and hometown;
        2. Major field of study or program; and
        3. Dates of attendance and degrees, diplomas, or awards earned.
    4. Release of information other than "Directory Information" for public use or use by the media except that designated above (Part B. 3.) must have prior written approval by the students involved.
    5. The College may be required to disclose information to certain government agencies. Properly identified and authorized representatives of or bona fide written requests from the Comptroller General of the United States; an administrative head of a federal health, education, or human services agency; or state educational authorities may have access to student or other records which may be necessary in connection with the audit and evaluation of federal or state- supported educational programs or in connection with the enforcement of the federal or legal requirements which relate to such programs. Routine requests for student data from such agencies as OEO, research agencies, and state reporting agencies may be honored without prior approval of the student only in formats where students are not identified.
    6. Faculty and administrative officers of the College who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student.
    7. Confidential information requested by other than federal, or state agencies as specified in Part B. 5. above will be released only under the following conditions:
        1. An official order of a court of competent jurisdiction; or
        2. Subpoena. (Students will be notified immediately by registered mail that their records are being subpoenaed.)

8. The College will maintain a record of who has access to student information. A record of access to a student's education record will be maintained within the file itself. This record will show the name, address, date, and purpose of the person who has been granted access. All persons who have access will be included in this record except those institutional employees who, because of the nature of their duties, have been granted access.

3. Student Access to Records.
    1. Students may inspect and review their education records upon request to the Registrar
    2. Students should submit to the registrar, or an appropriate College staff person, a written request which identifies, as precisely as possible, the record or records the student wishes to inspect.
    3. When a record contains information about more than one student, the student may inspect and review only the records which relate to the individual student.
    4. The registrar, or an appropriate College staff person, will make the needed arrangements for access as promptly as possible and notify the student of the time and place that the records may be inspected. Access must be given in 15 days or less from the date of receipt of the request.

Refusal to Provide Copies

The College reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

The student has an unpaid financial obligation to the College.

There is an unresolved disciplinary action against the student.

The education record requested is an exam or set of standardized test questions. (An exam or standardized test, which is not directly related to a student, is not an education record subject to FERPA's access provisions.)

Records Retention

Student academic records are retained through an electronic archival system and reviewed at the time of program completion or termination of enrollment by the registrar's office for accuracy.

The current student education record includes:

- Applications for admission
- Academic transcripts
- Medical records
- Aptitude and achievement test results
- Delinquent account records
- Grades
- Degree audits with list of courses taken
- Number of credits earned
- Clearance notes
- Correspondence
- Other related records

Fees for Copies of Records

A college or university may not charge for search and retrieval of the records. Upon electronically signed approval, the College will authorize the release of an official transcript to the student, another college, university, designated institution or through the Parchment Exchange company, if there is no indebtedness to the College. The fee for an official transcript is $3.00 if sent electronically, or $5.50 if sent by mail; unofficial transcripts are provided free of charge.

Correction of Education Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must request, in writing, to the appropriate official of the College, to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of their privacy rights.
2. The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise the student of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request in writing, the College will arrange for a hearing and notify the student, reasonably in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the College. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the College decides the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.
9. Students have the right to review their official records maintained by the College. Furthermore, students may question any inaccurate or misleading information and request correction or deletion of such data from their files.
10. All such requests will be sent to the Registrar and will become part of that student's file.
11. All requests for correction of a student file will be acted upon within 15 workdays of receipt of the request. If the custodian can verify that such data are, in fact, in error, appropriate corrections will be made, and the student will be notified in writing when the correction has been completed. If an error cannot be readily substantiated, the request will be referred to an ad hoc hearing committee appointed by the Vice President of Instruction and Student Support.

After a student has had the opportunity to present the case to the hearing committee, the committee will render a decision in writing, stating the reasons for its decision. If the decision is in agreement with the student's request, the student will be permitted to review the file to verify that the change has been made correctly. If the student's request is denied, the student will be permitted to add a statement to the record in question, showing the basis for the disagreement with the denial. Such additions will become a permanent part of the record.

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the college must be open to inspection by the student and may not be made available to any other person without the written authorization of the student. In accordance with College policy, the following procedures have been established to access student records.

Directory information

The release of information to the public records request without student consent will be limited to that designated as directory information. Carteret CC has designated the following information as directory information:

- Student name
- Hometown
- Major field of study or program
- Dates of attendance
- Degrees, diplomas, and awards earned

Access to directory information

Directory information is considered public record under the North Carolina Public Information Act and must be released to requestors unless you have submitted a written request to the Registrar's Office to make your directory information private.

To withhold your information, submit the Request to Withhold Directory Information form to the Registrar's Office within the first 12 days of the semester. Open Records requests made by members of the public can be filled starting after the 12th day. Any requests for directory information that are received after Carteret CC has received and processed your Request to Withhold Directory Information form will not include your information. Your request remains in effect until revoked by you in writing.

Your rights under FERPA

You have the right to inspect and review your student records maintained by the college. The college is not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. You may be charged a fee for copies.

You have the right to request that a school correct records that you believe to be inaccurate or misleading. If Carteret CC decides not to amend the record, you have the right to a formal hearing. After the hearing, if the college still decides not to amend the record, you have the right to place a statement with the record setting forth your view about the contested information.

Generally, the college must have written permission from you in order to release any information from your student record. However, FERPA allows the college to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools 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 school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Parent rights under FERPA

FERPA gives parents certain rights with respect to their children's student records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Definition of Student Record

Student records at Carteret CC include any information collected, assembled, or maintained by the College and its employees. Records may be in the form of documents, writings, letters, memoranda, computer tapes, audio or video recordings, text messages, and other forms of information that directly or indirectly contain the identity of the student.

These include documents related to the following areas:

Admission applications
Academic transcripts
Clearance notes
Correspondence
Delinquent account records
Financial aid documents
Medical records
Veterans' training reports
Standardized test scores
Specialized test scores
Family background information
Transcripts of grades
Directory information

Student Records Custodian

The Office of the Registrar serves as custodian of all student records at Carteret CC except those specifically relating to financial aid and any medical records submitted for a Health Science program acceptance.

Contact: registrar@carteret.edu

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Students' Rights & Responsibilities

All Carteret Community College (Carteret CC) students hold certain rights and privileges together with corresponding duties and responsibilities. Visit the **Students' Rights and Responsibilities — Overview** section in this catalog for more information.

Each student is guaranteed the exercise of rights of citizenship under the Constitution of the United States without fear or prejudice. In addition to Constitutional rights as a citizen, each individual enrolled at the College is guaranteed additional student rights, which are listed below:

- Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.
- Free inquiry, expression, and peaceful, nonthreatening assembly are guaranteed to all students.
- No disciplinary sanctions other than verbal warning and written reprimand may be imposed upon any student without due process.
- Evaluation of student academic performance shall not be prejudicial. The student is entitled to an explanation of the basis for grades. The College, however, has the right to set reasonable academic standards which students must meet.
- The College and members of the College community have the right to expect personal safety, protection of property, and the continuity of the educational process.
- Both the complaintant and the respondent in a disciplinary action have the right to have an advisor present during the disciplinary process and to timely notification of the decision.

Students are expected to acquaint themselves with and observe College regulations and policies contained in the *College Catalog & Student Handbook, The College Policy and Procedure Manual,* and all announcements made through the administration.

Contacts: Lewis Stroud, Dean, Student Services, 252-222-6021, strouds@carteret.edu.

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Textbook Information

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Title IX and the College's Prohibition of Sexual Misconduct

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Transfer of Credit & Articulation Agreements

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Tuition & Fee Refunds

Download as PDF

Carteret Community College deducts any debt owed to the College before issuing a refund. To receive a 100 percent refund of your tuition and fees, you must drop your class before the first class day. The "first class day" is the day the session officially begins. It may precede the first day your class actually meets. View more information at **Refunds**.

Partial tuition refunds (75%) are available after classes start, but deadlines apply. Official refund deadlines are listed below. Check the **Academic Calendar** for specific refund dates, in particular for short sessions, which may vary.

Fall, Spring, & Summer Refund Schedule	
Deadline	Percent of Tuition & Fees Refunded
Before the first class day	100%
Prior to or on the official 10% point of course	75%
After 10% point of course	0%

100 Percent Refunds

In addition to the above information, any student may receive a 100 percent tuition and fee refund if

1. the student registers for class(es) which are canceled due to insufficient enrollment
2. upon official notification, active duty military and reservists are called to active duty during a semester in which they are currently enrolled

FINANCIAL AID DISBURSEMENTS

Financial Aid disbursements for eligible students whose financial aid awards exceed charges for tuition, fees, and bookstore charges will be disbursed approximately six weeks after the beginning of each semester. Refund dates are posted in the Financial Aid Office and e-mailed to students via student e-mail accounts.

Late applicants eligible for an award for a prior semester will be paid based on the number of hours completed for all prior semesters in the applicable academic year.

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Withdrawal Procedures

If you want to drop or withdraw from a class after it has started, you must complete certain steps. Unless you take these steps, you will remain enrolled in the class even if you do not attend. For withdrawal procedures, visit **Withdrawals**.

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Courses

Academic Related

ACA-115: Success & Study Skills

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

ACA-118: College Study Skills

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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 policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

ACA-220: Professional Transition

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1

Aquaculture

AQU-111: Aquaculture I

This course introduces the basic principles of fish and shellfish production. Topics include site selection; water quality; nutrition and feeding; management of diseases and parasites; genetics and breeding; and harvest, transport and marketing. Upon completion, students should be able to describe the natural conditions and management practices necessary to produce a crop of fish or shellfish.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-112: Aquaculture II

This course covers the specific culture techniques used in the production of a variety of aquatic species. Emphasis is placed on species of economic importance in North Carolina, especially channel catfish, hybrid striped bass, rainbow trout, crawfish, clams, and oysters. Upon completion, students should be able to describe the various culture methods and prepare a production plan for each of the species covered.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-120: Aquabusiness

This course provides a basic background in aquacultural economics, business management, and marketing. Emphasis is placed on the management of farms for profitable production and the sale of fish and shellfish products. Upon completion, students should be able to prepare a good quality farm/business plan for potential lenders and investors.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-161: Aquaculture Practicum I

This course provides students with practical hands-on experience in fish/shellfish farming. Emphasis is placed on introductory concepts involved in daily management. Upon completion, students should be able to perform routine duties associated with the daily management of a fish/shellfish production facility
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-162: Aquaculture Practicum II

This course is designed to provide students with basic hands-on experience in fish/shellfish production. Emphasis is placed on the specialized culture techniques used to produce a variety of species of fish/shellfish. Upon completion, students should be able to complete the various tasks associated with the production of various species of fish/shellfish.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-163: Aquaculture Practicum III

This course is designed to provide students with basic hands-on experience in fish/shellfish production. Emphasis is placed on the special problems associated with fish/shellfish production during the critical warm summer season. Upon completion, students should be able to address the various problems associated with warm season fish/shellfish production.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-164: Aquaculture Practicum IV

This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on advanced topics in aquaculture, including nutrition, diseases, and genetics and breeding. Upon completion, students should be able to recognize nutritional and pathogenic diseases and should be proficient at selecting brood organisms.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-165: Aquaculture Practicum V

This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on facility design, construction and maintenance. Upon completion, students should be able to design, construct and maintain a variety of aquaculture production facilities.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-166: Aquaculture Practicum VI

This course is designed to provide students with advanced hands-on experience in fish/shellfish production. Emphasis is placed on water quality management in aquaculture. Upon completion, students should be proficient in the management of water quality in a variety of aquaculture production facilities.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-180: Operational Diving

This course provides the fundamental groundwork needed to meet the requirements for advancement from basic open water Self-Contained Underwater Breathing Apparatus (SCUBA) certification to advanced, rescue, and scientific diver certification as outlined by the American Academy of Underwater Sciences (AAUS). Topics include the science, physics, and physiology of diving; knowledge of rescues, first aid/CPR, oxygen handling and administration, hazardous marine life, gas mixtures; skill development including underwater navigation, knot tying, construction, search and recovery, and digital imaging. Upon completion, students should be able to obtain recognized industry certifications including First Aid/CPR, Oxygen Provider for the Professional Rescuer, Advanced Diver, Rescue Diver, Nitrox, Underwater Navigation, Underwater Digital Photography, Fish and Invertebrate Identification, AAUS Scient
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-181: Operational Diving Skills

This course provides instruction in confined and open water on the necessary skills to meet the requirements for advancement from open water SCUBA certification to advanced, rescue, and scientific diver certification as outlined by the American Academy of Underwater Sciences. Emphasis is placed on the application of the knowledge and skills acquired in AQU 180 Operational Diving with skills being mastered in confined water before moving to open water. Upon completion, students should be able to safely conduct and provide support for other divers performing operational tasks and underwater science using Self-Contained Underwater Breathing Apparatus (SCUBA). null *** Some diving activities are scheduled outside these times to accommodate tides and logistics
Credits 2
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take AQU-180

AQU-210: Limnology & Water Quality

This course introduces the ecosystem dynamics of freshwater lakes and ponds. Topics include the physical, chemical, and biological aspects of standing water bodies with emphasis on practical management. Upon completion, students should be able to collect and analyze data and develop an appropriate management plan for a freshwater pond or lake.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take All: BIO-111 and CHM-151

AQU-220: Aquaculture Facilities

This course covers the design of facilities used in the production of fish and shellfish. Topics include pond construction, open-channel and pipe flows, motors and pumps, water wells, cage and raft construction, and flow-through and recirculating system design. Upon completion, students should be able to design a variety of aquaculture production systems.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

AQU-230: Fish Genetics & Breeding

This course covers the principles of qualitative and quantitative genetics and breeding of fish and shellfish. Emphasis is placed on quantitative genetic traits that affect various production parameters, with numerous examples using commonly cultured species. Upon completion, students should be able to discuss the basic principles of genetics and design appropriate breeding programs for a variety of commonly cultured species.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take BIO-111

AQU-240: Fish Nutrition & Diseases

This course introduces the principles of fish and shellfish nutrition and provides a background in the management of diseases and parasitic infestations. Topics include nutritional requirements of fish and shellfish, feed formulation, feeding practices, viral diseases, bacterial diseases, parasites, and medication and disease prevention. Upon completion, students should be able to discuss the principles of nutrition and identify and control microbial and parasitic diseases of fish and shellfish.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take BIO-111

AQU-251: Hatchery Management I

This course introduces the basic principles of fish and shellfish hatchery management. Topics include the basic chemical, physical, and biological requirements for the propagation of a variety of commonly cultured fish, crustaceans, and mollusks. Upon completion, students should be able to describe the environment tolerances and preferences for reproduction of a variety of cultured species.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One Set:
Set 1: BIO-111 and CHM-151
Set 2: BIO-111, CHM-131 and CHM-131A

AQU-252: Hatchery Management II

This course covers the specific techniques used in the artificial propagation of a variety of commonly cultured species of fish and shellfish. Topics include facility requirements, hatchery production planning, and propagation techniques for several species, including clams, shrimp, catfish, hybrid striped bass, rainbow trout, and others. Upon completion, students should be able to develop a plan for the successful operation of a fish or shellfish hatchery facility.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take AQU-251

AQU-280: Aquaculture Project

This course provides the student with an opportunity to complete an individualized project in the study of aquaculture, designed by the instructor. Emphasis is placed on the application of aquaculture principles to a topic of interest to the student. Upon completion, students should be able to demonstrate specialized knowledge of an advanced topic in aquaculture.
Credits 2
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take BIO-111

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

BUS-137: Principles of Management

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

BUS-228: Business Statistics

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

BUS-230: Small Business Management

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

BUS-253: Leadership and Management Skills

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

BUS-260: Business Communication

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: ENG-110 or ENG-111

Criminal Justice

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 and evaluate career options.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CJC-120: Interviews/Interrogations

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CJC-122: Community Policing

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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/elements.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CJC-132: Court Procedure & Evidence

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CJC-212: Ethics & 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CJC-221: Investigative Principles

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CJC-225: Crisis Intervention

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Culinary

CUL-110: Sanitation and 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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

CUL-112: Nutrition for Foodservice

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

CUL–130: Menu Design

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

CUL–135: Food and Beverage Service

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Corequisites
Local Corequisite
Take CUL–135A

CUL–135A: Food and Beverage Service Lab

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State concurrent or previous courses
Take CUL–135

CUL–140: Culinary Skills I

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.
Credits 5
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
State concurrent or previous courses
Take CUL–110

CUL–142: Fundamentals of Food

This course introduces the student to the basic principles of cooking, baking and kitchen operations. Topics include preparation methods for protein, starch, vegetable/fruit identification/selection, storage; breakfast cookery, breads, sweet dough/pastries, basic fabrication, knife skills, and mise en place. Upon completion, students should be able to execute efficiently a broad range of basic cooking/baking skills as they apply to different stations in foodservice operations.
Credits 5
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
State concurrent or previous courses
Take CUL–110

CUL–160: Baking I

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State concurrent or previous courses
Take CUL–110

CUL–170: Garde Manger I

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State concurrent or previous courses
Take CUL–110

CUL–230: Global Cuisines

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.
Credits 5
Lab Hours 8
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 9
Prerequisites
State prerequisite
Take All: CUL–110 and CUL–140

CUL–240: Culinary Skills II

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.
Credits 5
Lab Hours 8
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 9
Prerequisites
State prerequisite
Take one set:
Set 1: CUL–110 and CUL–140
Set 2: CUL–110, CUL–142, and CUL–170

CUL–250: Classical Cuisine

This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.
Credits 5
Lab Hours 8
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 9
Prerequisites
State prerequisite
Take All: CUL–110, CUL–140, and CUL–240

CUL-260: Baking II

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CUL-110 and CUL-160

CUL-270: Garde Manger II

This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pates, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapes, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CUL-110, CUL-140, and CUL-170

Food Service

FST-100: Introduction to Foodservice

This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

FST-101: Quantity Baking I

This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State concurrent or previous courses
Take One: FST-103 or CUL-110

FST-101AB: Quantity Baking I

This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products.
Credits 2
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

FST-101BB: Quantity Baking I

This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products.
Credits 2
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Required concurrent or previous courses
Take FST-101AB

FST-102: Foodservice Skills I

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations.
Credits 8
Lab Hours 8
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
State concurrent or previous courses
Take One: FST-103 or CUL-110

FST-102AB: Foodservice Skills I

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State concurrent or previous courses
Take One: FST-103 or CUL-110

FST-102BB: Foodservice Skills I

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Required concurrent or previous courses
Take FST-102AB
Take One: FST-103 or CUL-110

FST-103: Foodservice Sanitation

This course provides practical experience with the basic principles of safety and sanitation in the foodservice industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the foodservice industry.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

FST-105: Menu Planning

This course introduces the principles and functions of menu management for general and special populations. Emphasis is placed on building menus with regard to nutritional considerations and dietary needs. Upon completion, students should be able to develop and prepare menus to be used in a variety of dining settings.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

FST-106: Foodservice Skills II

This course is designed to increase the students' level of proficiency in theory and application of foodservice skills in institutional and commercial kitchens. Emphasis is placed on breakfast cookery, plate presentation, appropriate vegetable/starch accompaniments, and hot and cold foods. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.
Credits 5
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
State prerequisite
Take One Set:
Set 1: FST-102 and FST-103
Set 2: FST-102 and CUL-110
Set 3: CUL-140, CUL-170, and FST-103
Set 4: CUL-140, CUL-170, and CUL-110
Set 5: CUL-142, CUL-170, and FST-103
Set 6: CUL-142, CUL-170, and CUL-110

FST-107: Quantity Baking II

This course provides advanced skills and techniques for preparing pastry items. Emphasis is placed on specialty breads, classical desserts, pastries, and decorative finishing. Upon completion, students should be able to produce and plate a variety of quality baked pastry items.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take One Set:
Set 1: FST-103 and FST-101
Set 2: FST-103 and CUL-160
Set 3: CUL-110 and FST-101
Set 4: CUL-110 and CUL-160

FST-108: Purchasing and Cost Control

This course covers the concepts associated with the control of primary costs in foodservice establishments: purchasing and cost controls. Topics include the purchasing, receiving, storage, issuance, and production of products, as well as revenue, inventory, and labor controls. Upon completion, students should be able to apply the necessary knowledge and skills required to understand and control the primary costs for a foodservice establishment.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Heavy Equipment Maintenance

HET-110: Diesel Engines

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is laced on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.
Credits 6
Lab Hours 9
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 12

HET-114: Power Trains

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.
Credits 5
Lab Hours 6
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 9

HET–115: Electronic Engines

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

HET–125: Preventive Maintenance

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

HET–128: Medium/Heavy Duty Tune Up

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

HET–134: Diesel Fuel and Power System

This course introduces the principles of fuel injection and other power systems used in the heavy equipment industry including newer and cleaner technology. Emphasis is placed on test equipment, component functions, safety, and theories of older conventional and newer and cleaner Tier III and Tier IV fuel systems. Upon completion, students should be able to diagnose and service fuel systems and explain proper safety procedures on alternative fuel systems used in heavy equipment industry.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

HET–229: Brakes and Steering

This course introduces the theory and principles of braking and steering in medium and heavy duty vehicles. Topics include wheel and tire problems, frame members, bearings, fifth wheel, coupling systems, and braking systems. Upon completion, students should be able to diagnose, adjust, and repair steering and braking problems on medium and heavy duty vehicles.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

HET–230: Air Brakes

This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

HET-231: Medium/Heavy Duty Brake Systems

This course covers the theory and repair of braking systems used in medium and heavy-duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy-duty vehicles.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

HET-233: Suspension and Steering

This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6

Horticulture

HOR-101: Practical Greenhouse Skills

This course covers general principles and applications of greenhouse operations. Topics include greenhouse materials, production, sales, and other related topics. Upon completion, students should be able to identify common greenhouse plant materials, demonstrate customer service skills, demonstrate propagation practices, and understand greenhouses and related structures.
Credits 4
Lab Hours 9
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 10

HOR-102: Practical Nursery Skills

This course covers general principles and applications of nursery operations. Topics include nursery materials, production, sales, and other related topics. Upon completion, students should be able to identify common nursery materials, demonstrate nursery propagation practices, and understand field and container stock production.
Credits 3
Lab Hours 6
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 7

HOR-103: Practical Landscape Skills

This course covers general principles and applications of landscape operations. Topics include landscape materials, design, installation, maintenance, and other related topics. Upon completion, students should be able to identify common landscape plant materials, demonstrate design principles, and understand installation and maintenance techniques, tools, and equipment.
Credits 4
Lab Hours 9
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 10

HOR-104: Practical Grounds Skills

This course covers general principles and applications of grounds management operations. Topics include turf management, grounds maintenance techniques, and other related topics. Upon completion, students should be able to identify tools and equipment, demonstrate the safe use of tools and equipment, and understand turfgrass and grounds maintenance principles.
Credits 3
Lab Hours 6
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 7

HOR-112: Landscape Design I

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

HOR-114: Landscape Construction

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-116: Landscape Management I

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-124: Nursery Operations

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

HOR-134: Greenhouse Operations

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-142: Fruit & Vegetable Production

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

HOR-160: Plant Materials I

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-161: Plant Materials II

This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-162: Applied Plant Science

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-164: Horticultural Pest Management

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-166: Soils and Fertilizers

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-168: Plant Propagation

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-215: Landscape Irrigation

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-217: Landscape Management II

This course provides additional opportunities to design plans, write contracts, and present proposals. Emphasis is placed on the development, pricing, and presentation of proposals and additional exploration of cultural applications. Upon completion, students should be able to analyze a property, develop a management plan, and price and present that plan.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take One: HOR-110 or HOR-116

HOR-225: Nursery Production

This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-235: Greenhouse Production

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-245: Horticultural Specialty Crops

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-253: Horticulture Turfgrass

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or mange a quality turf.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HOR-273: Horticultural Management & Marketing

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Human Services

HSE-110: Introduction to Human Services

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HSE-112: Group Process I

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisites
Take HSE-110;

HSE-123: Interviewing Techniques for Human Services

This course covers the purpose, structure, focus, and techniques utilized in effective interviewing. Emphasis is placed on observing, attending, listening, responding, summarizing, and documenting with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to facilitate the helping relationship.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HSE-125: Counseling

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Prerequisites
Take HSE-110;

HSE-160: HSE Clinical Supervision I

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1
Prerequisites
State concurrent or previous courses
Take One: HSE-161, HSE-162, HSE-163, or HSE-164

HSE-163: HSE Clinical Experience I

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.
Credits 3
Lab Hours 0
Lecture Hours 0
Clinical Hours 9
Work Hours 0
Contact Hours 9
Prerequisites
State concurrent or previous courses
Take HSE-160

HSE-210: Diversity, Ethics, and Trends in Human Services

This course is designed to provide students with an in-depth understanding of the role of diversity and ethical considerations within the human services profession. Emphasis is placed on the knowledge and skills in the evolving landscape of human services. Upon completion, students should be able to apply ethical decision-making, demonstrate an understanding of diverse perspectives, and identify current trends in the human services field.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HSE-212: Group Dynamics

This course introduces the concepts of group processes and group dynamics. Emphasis is placed on essential tools for understanding, participating in, and contributing to group processes. Upon completion, students should be able to identify and explain how people are influenced by their interactions in group settings and facilitate various groups.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HSE-215: Health Care

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patient's rights, legal and ethical responsibilities, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, medical terminology, and mental health. Upon completion, students should be able to demonstrate the skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide Registry.
Credits 5
Lab Hours 2
Lecture Hours 3
Clinical Hours 3
Work Hours 0
Contact Hours 8

HSE-220: Case Management

This course covers a variety of tasks associated with professional case management. Topics include needs assessment, service planning, referral procedures, documentation, follow-up, and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HSE-223: Counseling Theories & Skills

This course provides an in-depth exploration of foundational theories and practical techniques essential for those working in diverse human services settings. Emphasis is placed on self-awareness, problem-solving, decision-making, and personal growth. Upon completion, students should be able to apply these theories to real-life scenarios, and develop professional skills crucial for fostering supportive relationships in various settings.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HSE-225: Crisis and Intervention Principles

This course introduces the types of crises and the principles of intervention. Emphasis is placed on identifying culturally competent techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond effectively.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HSE-240: Issues in Client Services

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HSE-260: HSE Clinical Supervision II

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1
Prerequisites
State concurrent or previous courses
Take One: HSE-261, HSE-262, HSE-263, or HSE-264

HSE-264: HSE Clinical Experience II

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.
Credits 4
Lab Hours 0
Lecture Hours 0
Clinical Hours 12
Work Hours 0
Contact Hours 12
Prerequisites
State concurrent or previous courses
Take HSE-260

Law Enforcement Training

LET-110: Basic Law Enforcement Training (BLET)

This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.
Credits 37
Lab Hours 27
Lecture Hours 28
Clinical Hours 0
Work Hours 0
Contact Hours 55

Light Duty Diesel

LDD-112: Introduction Light-Duty Diesel

This course covers the history, evolution, basic design and operational parameters for light-duty diesel (LDD) engines used in on-road applications. Topics include familiarization with the light-duty diesel, safety procedures, engine service and maintenance procedures, and introduction to combustion and emission chemistry. Upon completion, students should be able to describe the design and operation of the LDD, perform basic service operations, and demonstrate proper safety procedures.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

LDD-183: Air, Exhaust, Emissions

This course covers terminology, theory and operation of air induction and boost technologies, exhaust, and emission controls used in light-duty diesel engines. Topics include component identification, operation, diagnosis and repair of air delivery systems including turbochargers, diesel particulate filters and other exhaust catalysts. Upon completion, students should be able to demonstrate skills necessary to research service information, and inspect, test, and repair induction, boost, and after-treatment components.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

LDD-284: LDD Test and Diagnosis

This course covers fundamentals of electronic engine management with an emphasis on diagnostic procedures and on-board diagnostic (OBD) systems in light-duty diesels. Topics include adaptive closed-loop controls, high-voltage injection systems, OBD fault detection, and government rules and regulations. Upon completion, students should be able to utilize diagnostic resources and equipment, identify and troubleshoot electronic malfunctions, and complete repairs on light-duty diesels.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

Photography

PHO-110: Fund of Photography

This course covers the basic technical aspects of photography, including camera controls, light and optics, flash,exposure, and processing. Emphasis is placed on principles of camera design and the relationship between subject and photographic image, with hands-on experience Upon completion, students should be able to consistently produce technically excellent images.
Credits 5
Lab Hours 6
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 9

PHO-113: History of Photography

This course introduces the history of photography from its inception through contemporary times. Emphasis is placed on technical and aesthetical developments in artistic and commercial photography. Upon completion, students should be able to identify significant photographers and procedures, trace the development of the medium, and discuss current trends in photography.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

PHO-115: Basic Studio Lighting

This course covers the basic principles of studio lighting. Topics include basic lighting techniques and application of lighting ratios to product illustration/portraiture using tungsten/electronic strobe sources, with emphasis on equipment maintenance and safety. Upon completion, students should be able to select and set up the best lights and lighting applications for a wide variety of photographic subjects.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
State prerequisite
Take PHO-110

PHO-120: Intermediate Photography

This course expands the coverage of photographic materials and provides an opportunity to experiment. Emphasis is placed on additional techniques and processes, including solarization, multiple-imaging, infrared toning,and other non-traditional uses of photography. Upon completion, students should be able to demonstrate how the choice of technique enhances the photographic subject and influences content.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take PHO-110

PHO-139: Introduction to Digital Imaging

This course introduces digital images by exploring the effect hardware and software have on the reproduction process. Topics include basic imaging tools and vocabulary, calibration, density, contrast, and color. Upon completion, students should be able to demonstrate a basic understanding of the digital imaging process and be able to capture and output images.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

PHO-140: Digital Photo Imaging I

This course introduces digital photo imaging exploring the use of hardware/software, image capture, input/output devices, ethics, and imaging aesthetics. Emphasis is placed on basic imaging tools and vocabulary of current digital imaging software, including selection tools, color correction, cloning, copy/paste, and filters. Upon completion, students should be able to capture images with a digital camera or scanner, manipulate and retouch the image, and select final image output.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take PHO-110

PHO-150: Portfolio Development I

This course provides an opportunity to develop a thematically related portfolio of photographic images that are consistent in print quality. Emphasis is placed on subject/content development, choice of materials, and archival processing controls; organizing and sequencing images; editing; print finishing; and portfolio presentation. Upon completion, students should be able to edit and exhibit a consistent body of photographic prints in a portfolio presentation.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take One: PHO-120 or PHO-130

PHO-217: Photojournalism I

This course covers logistics and techniques used in current professional newspaper photography. Topics include detailed study of spot and general news, sports, and feature photography along with basic newspaper layout, advanced photographic techniques, and legal issues. Upon completion, students should be able to demonstrate an understanding of basic aspects of news, sports, and feature photography.
Credits 4
Lab Hours 6
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 7
Prerequisites
State prerequisite
Take PHO-110

PHO-220: Business of Photography

This course covers the business practices of photography with emphasis on freelance photography. Topics include copyright, payment fees, client relations, licenses, insurance, assignments, stock sales, and usage rates. Upon completion, students should be able to demonstrate an understanding of the photographic business, including billing, clients, copyright protection, and obtaining assignments.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

PHO-224: Multimedia Production

This course covers various aspects of computer based multimedia production. Topics include sound recording and editing techniques and software, multimedia software, control of image and continuity and pacing, script writing, copyright laws and ethics. Upon completion, students should be able to use computer hardware and software for multimedia production.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

PHO-226: Portraiture

This course covers the techniques of contemporary studio and location portraiture. Topics include lighting techniques, lighting ratios, available light to multiple light setups, posing techniques, and styles of glamour, fashion, corporate, and public relations portraiture. Upon completion, students should be able to choose the appropriate lighting, accessories, and posing style to produce a successful portrait.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take PHO-115

PHO-235: Commercial Photography

This course covers the techniques of advertising photography used in the print media. Emphasis is placed on the conception, lighting, and creation of photographic illustration used for food, fashion, and product photography. Upon completion, students should be able to produce advertising photographs for professional photographic illustration.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take PHO-115

PHO-250: Portfolio Development II

This course provides an opportunity to develop a diversified professional portfolio of photographs. Emphasis is placed on the development of a portfolio exhibiting technical excellence, consistency of vision, and professional presentation. Upon completion, students should be able to present a diversified portfolio of professional quality photographs to potential employers.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take All: PHO-217, PHO-226, and PHO-235

Welding

WLD-110: Cutting Processes

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 5
Lab Hours 9
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 11

WLD-116: SMAW (stick) Plate/Pipe

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.
Credits 4
Lab Hours 9
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 10
Prerequisites
State prerequisite
Take WLD-115

WLD-121: GMAW (MIG) FCAW/Plate

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment set up and fillet and groove welds with emphasis on the application of proper GMAW and FCAW consumables on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed filler materials in the flat, horizontal, and overhead positions.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

WLD-122: GMAW (MIG) Plate/Pipe

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.
Credits 3
Lab Hours 6
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 7
Prerequisites
State prerequisite
Take WLD-121

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.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

WLD-132: GTAW (TIG) Plate/Pipe

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.
Credits 3
Lab Hours 6
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 7
Prerequisites
State prerequisite
Take WLD-131

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

WLD-151: Fabrication I

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

WLD-214: Sanitary Welding

This course covers the requirements for gas tungsten arc welding (TIG) of austenitic stainless steel tube, pipe, and plate. Topics include correct selection of tungsten, polarity, gas and proper filler rod with emphasis placed on safety, equipment set-up and welding techniques. Upon completion, students should be able to perform TIG welds with various electrodes and filler materials on austenitic stainless steel tube, pipe, and plate.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
Local Pre-Requisite
Take WLD-131

WLD-215: SMAW (stick) Pipe

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.
Credits 4
Lab Hours 9
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 10
Prerequisites
State prerequisite
Take One: WLD-115 or WLD-116

WLD-251: Fabrication II

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.
Credits 3
Lab Hours 6
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 7
Prerequisites
State prerequisite
Take WLD-151

WLD-262: Inspection & Testing

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5

ACC-120: Principles of Financial Accounting

This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5

ACC-121: Principles of Managerial Accounting

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take ACC-120

ACC-129: Individual Income Taxes

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

ACC-132: NC Business Taxes

This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take One: ACC-115 or ACC-120

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 accurately solve accounting problems.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take One: ACC-115 or ACC-120

ACC-152: Advanced Software Applications

This course provides continued exposure to commercial accounting software and the opportunity to refine accounting software skills. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take ACC-150

ACC-180: Practices in Bookkeeping

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ACC-120

Anthropology

ANT-210: General 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

ANT-220: Cultural Anthropology

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

ANT-221: Comparative Cultures

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Boat Manufacture and Service

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTEC Building, Room 107
parchmana@carteret.edu

BMS-110: Introduction to Marine Woodwork

This course introduces woodworking techniques common to boat manufacturers and repair yards including setting up and adjustment of tools and equipment. Emphasis is placed on safety, understanding functions and limitations of equipment, project planning, and working accurately and efficiently with sharp tools. Upon completion, students should be able to fabricate basic marine wood components safely and efficiently.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

BMS-111: Marine Joinery

This course builds on Marine Woodworking and introduces constructing advanced joinery projects utilizing modern boat shop tools and equipment. Emphasis is placed on designing and building very accurate production jigs and fixtures for increased efficiency and part consistency. Upon completion, students should be able to fabricate high quality cabinets and moldings typically found in yachts.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State concurrent or previous courses
Take BMS-110

BMS-112: Marine Blueprints/Lofting

This course introduces boat plans and blueprints used in the construction or renovation of a boat. Emphasis is placed on the importance of understanding the Lines Plan which describes the shape of the hull. Upon completion, students should be able to prepare full size drawings (lofting) of a boat, plug, or boat component.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State concurrent or previous courses
Take BMS-111

BMS-113: Hull & Deck Construction

This course provides hands-on instruction on how to build custom hulls and decks. Emphasis is placed on acquiring the skills necessary to build composite fiberglass hulls, plugs, molds, and cold molded wooden vessels. Upon completion, students should be able to construct a hull or deck to boat industry standards.
Credits 5
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
State concurrent or previous courses
Take BMS-112

BMS-114: Introduction to Composites

This course covers the fundamental techniques utilized in working with resins, fabrics, and adhesives, with special emphasis on composite material safety. Topics include component resin mixing and application of cores and fabrics, using product data sheets while emphasizing quality control of raw materials and finished product. Upon completion, students should be able to follow a lamination schedule, mix resins within strict parameters, and execute gel coat, solid, and cored panel repairs.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

BMS-115: Tooling/Mold Construction

This course covers the composite tooling process, including new mold designs for closed molding and infusion manufacturing techniques. Emphasis is placed on modern mold designs and construction techniques. Upon completion, students should be able to design and build composite molds for the boat manufacturing industry.
Credits 5
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
State concurrent or previous courses
Take BMS-114

BMS-116: Composite Production

This course introduces composite equipment and manufacturing techniques utilized in industry for mass producing composite parts from composite molds. Emphasis is placed on using production molds to produce fiberglass components. Upon completion, student should be able to build a quality composite part to design standards using hand lay, spray, or infusion techniques.
Credits 5
Lab Hours 6
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 9
Prerequisites
State concurrent or previous courses
Take BMS-115

BMS-117: Marine Spray Finishing

This course covers the fundamental techniques used in the preparation and application of marine finishes, using modern coatings and spray equipment common to the marine manufacturing and service industry. Emphasis is placed on safety, product data sheets, mixing ratios, proper spray technique, troubleshooting finishes and equipment. Upon completion, students should be able to correctly operate tools to efficiently prepare surfaces, apply fairing compounds, primers and finish coats to industry standards.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

BMS-119: Modern Boat Construction

This course provides hands-on instruction in modern techniques in both wood and composite custom hulls and decks. Emphasis is placed on acquiring the skills necessary to build modern wood and fiberglass composite vessels. Upon completion, students should be able to construct a hull or deck to today's boat industry standards.
Credits 5
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
State prerequisite
Take One: BMS-111 or BMS-115

Criminal Justice Technology

Program Contact Information:
Amy Snider-Wells
Chairperson
(252) 222-6228
BLET Building
snider-wellsa@carteret.edu

Tony Palbicke
Lead Instructor
(252)222-6249
Wayne West Building, Room: 204
palbickea@carteret.edu

CJC-110: Basic Law Enforcement BLET

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.
Credits 20
Lab Hours 30
Lecture Hours 10
Clinical Hours 0
Work Hours 0
Contact Hours 40

CJC-144: Crime Scene Processing

Credits 3

Marine Propulsion Systems

Program Contact Information:
Herb Roberts
Instructor
(252)222-6163
MARTEC Building
robertsh@carteret.edu

MPS-101: Introduction to Outboards

This course introduces the principles of outboard engine construction, operation, and internal combustion component parts. Topics include outboard models and makes; electrical ignition, charge, warning, and starting components; fuel system operation. Upon completion, students should be able to identify, troubleshoot, and repair various outboard fuel/electrical systems, use service manuals, and follow environmental safety practices/procedures.
Credits 5
Lab Hours 6
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 9

MPS-102: Outboard Powerhead Systems

This course introduces basic powerhead designs and functions on a variety of outboard makes and models. Topics include identifying the complete outboard powerhead cylinder block, crank shaft, bearings, pistons, and connecting rod assembly system and techniques to test/troubleshoot powerhead components. Upon completion, students should be able to troubleshoot, test, and rebuild powerhead systems with specific attention to parts identification, tolerance inspection, assembly, and installation.
Credits 5
Lab Hours 6
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 9

MPS-103: Outboard Lower Unit Systems

This course covers the principles of gear cases, power trim/tilt systems, propellers, and gear shifting systems on a variety of outboard engines. Topics include identifying gear case models (forward/reverse, clutch, bearings, drive, prop shafts, and water pumps) and power trim/tilt systems (hydraulics/pump motors/senders/ design). Upon completion, students should be able to troubleshoot, service, and rebuild outboard engine gear cases and power trim and tilt systems.
Credits 5
Lab Hours 6
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 9

MPS-110: Outboard Service and Maintenance

This course covers the principles necessary for proper routine service and maintenance on outboard engines. Topics include servicing fuel, oil, and cooling systems; performing appropriate diagnostic procedures; and utilizing service and owners manuals. Upon completion, students should be able to perform routine maintenance following the manufacturer's service recommendations.
Credits 5
Lab Hours 6
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 9
Prerequisites
State prerequisite
Take MPS-101

Photographic Technology

Program Contact Information:
Ryan Adrick
Lead Instructor
(252) 222-6251
Wayne West Bldg, Room 308
adrickr@carteret.edu

PHO-216: Documentary Photography

This course introduces the practical, historical, and contemporary applications of documentary photography. Emphasis is placed on understanding the various approaches to creating a photographic documentary and how a documentary project can affect society. Upon completion, students should be able to produce a documentary project on a topic of interest to them.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Take PHO-110(S11014);

Baking & Pastry

Program Contact Information:
Shana Olmstead
Chairperson
(252)222-6264
Building, Room: HCAC
olmsteads@carteret.edu

BPA-120: Petit Fours and Pastries

This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CUL-110 and CUL-160

BPA–130: European Cakes and Tortes

This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CUL–110 and CUL–160

BPA–150: Artisan & Specialty Bread

This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.
Credits 4
Lab Hours 6
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 7
Prerequisites
State prerequisite
Take All: CUL–110 and CUL–160

BPA–165: Hot and Cold Desserts

Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CUL–110 and CUL–160

BPA–210: Cake Design and Decorating

This course covers advanced concepts in the design and decoration of tiered cakes and other specialty cakes. Topics include baking, filling and assembling cakes; cake design; finishing techniques such as utilizing gum paste, fondant and royal icing, and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of tiered and specialty cakes.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CUL–110 and CUL–160

BPA–212: Advanced Cake Design & Decorating

This course is designed to build upon basic concepts introduced in BPA 210 to expand students' range of cake design and decorating skills. Topics include advanced fondant skills, overpiping, bridgework and string work, airbrushing and painting, carving and shaping cakes, and a broad range of gumpaste decorations for both classic and modern design themes. Upon completion, students should be able to conceive, plan, execute, and evaluate complex wedding and specialty cake designs with a focus on meeting both business objectives and client expectations.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State concurrent courses
Take BPA–210

BPA-230: Chocolate Artistry

This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CUL-110 and CUL-160

BPA-240: Plated Desserts

This course provides a study in the elements and principles of design as they relate to plated desserts. Topics include plate composition, portioning, flavor pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/painting techniques such as stenciling and chocolate striping. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CUL-110 and CUL-160

BPA-250: Dessert and Bread Production

This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices.
Credits 5
Lab Hours 8
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 9
Prerequisites
State prerequisite
Take BPA-150

BPA-260: Pastry and Baking Marketing

This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take All: BPA-150 and BPA-210
State concurrent or previous courses
Take BPA-250

Architecture

ARC-112: Construction Materials & 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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5

Art

ART-111: Art Appreciation

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

ART-114: Art History Survey I

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

ART-115: Art History Survey II

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

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.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-131: Drawing I

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-135: Figure Drawing I

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.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take ART-131

ART-171: Digital Design I

This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-212: Gallery Assistantship I

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-214: Portfolio and Resume

This is an independent study class. Meaning, the student must meet in person in Wayne West 319A with the instructor before the census date of 01/15/25. At this meeting, the time and frequency of future meetings depend on the student's schedule. null This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

ART-231: Printmaking I

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-232: Printmaking II

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take ART-231

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.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-241: Painting II

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take ART-240

ART-260: Photography Appreciation

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

ART-261: Photography I

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-264: Digital Photography I

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-266: Videography I

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-267: Videography II

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Take ART-266(S11306);

ART-271: Digital Design II

This course includes advanced digital techniques in raster, vector, and time based media. Emphasis is based on creative application and integration of digital technologies. Upon completion, students should be able to demonstrate command of various digital systems to express their personal vision.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Take ART-171(S10922);

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.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-282: Sculpture II

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Take ART-281(S16229);

ART-283: Ceramics I

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ART-284: Ceramics II

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take ART-283

ART-288: Studio

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

Engineering

For Additional Information, Contact:
Verna Caz Chambers
Math, Engineering and Physics Chair
chambersv@carteret.edu
(252) 222-6109

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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

EGR-210: Intro to Electrical/ Computer Engineering Lab

This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take All: MAT-271 and PHY-251

EGR-212: Logic System Design I

This course provides an introduction to digital circuits and analysis. Topics include Boolean Algebra; mixed logic; design of combinational circuits; introduction to sequential systems; and MSI building blocks. Upon completion, students should be able to analyze and design digital circuits and systems.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take All: MAT-271 and PHY-251

EGR-214: Numerical Methods for Engineers

This course introduces contemporary methods and tools for numerical analysis in engineering. Topics include numerical methods in differentiation, integration, root-finding, linear and non-linear regressions. Upon completion, students should be able to demonstrate: basic structured programming concepts involving decision making,loops, functions, and parameter passing: common numerical methods used in engineering analysis; estimation of the amount of error inherent in different numerical methods; assessment of numerical efficiency; method assessment of numerical efficiency; and convergence properties of different numerical methods. null
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take MAT-272

EGR-215: Network Theory I

This course provides an introduction to Kirchoff's laws and terminal equations, circuit analysis techniques and network theorems, transient and natural response, and state variable analysis. Topics include Kirchoff's laws, Ohm's law, circuit analysis techniques, Network theorems, singularity functions, transient and natural responses, power, and state variable analysis. Upon completion, students should be able to analyze electric circuits involving capacitors, inductors, and resistors to determine required parameters.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take All: MAT-272 and PHY-251
State concurrent or previous courses
Take PHY-252 and MAT-273

EGR-216: Logic and Network Lab

This course provides laboratory experiments in network measurements and logic design and laboratory equipment and techniques. Topics include network measurement and applications, experimental logic design and introduction to laboratory equipment and techniques. Upon completion, students should be able to complete network measurement logic design and be able to use laboratory equipment with proper techniques.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take All: MAT-272 and PHY-251
State concurrent or previous courses
Take EGR-215

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take PHY-251
State concurrent or previous courses
Take MAT-272

EGR-225: Engineering Dynamics

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take EGR-220
State concurrent or previous courses
Take MAT-273

EGR-228: Introduction to Solid Mechanics

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take EGR-220

Astronomy

AST-111: Descriptive Astronomy

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Corequisites
Local Corequisite
Take AST-111A

AST-111A: Descriptive Astronomy Lab

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State concurrent or previous courses
Take AST-111

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Corequisite
Take 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.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State concurrent or previous courses
Take AST-151

Automotive

Program Contact Information:
Brian Salter
Lead Instructor
(252) 222-6378
Automotive Building
brians5992@carteret.edu

AUT-113: Automotive Servicing I

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.
Credits 2
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

AUT-116A: Engine Repair Lab

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State concurrent or previous courses
Take AUT-116

AUT-141: Suspension & 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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

AUT-163: Advanced Automotive 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 concerns.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take TRN-120

AUT-181: Engine Performance 1

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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8
Prerequisites
State prerequisite
Take AUT-181

AUT-212: Auto Shop Management

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

AUT-221: Automatic Transmissions/ 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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

AUT-221A: Automatic Transmissions/Transaxles Lab

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State concurrent or previous courses
Take AUT-221

AUT-231: Manual Transmissions/ Transaxles/Drive Trains

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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

AUT-231A: Manual Transmissions/ Transaxles/Drive Trains Lab

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State concurrent or previous courses
Take AUT-231

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Biology

BIO-110: Principles of Biology

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6

BIO-111: General Biology I

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6

BIO-112: General Biology II

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take BIO-111

BIO-120: Introductory Botany

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take One: BIO-110 or BIO-111

BIO-130: Introductory Zoology

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take One: BIO-110 or BIO-111

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Corequisites
Local Corequisite
Take 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.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State concurrent or previous courses
Take 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

BIO-163: Basic Anatomy & 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.
Credits 5
Lab Hours 2
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 6

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, and 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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Local Prerequisite
Take ENG-002 MAT-003 MAT-043 MAT-071

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take BIO-168

BIO-243: Marine Biology

This course covers the physical and biological components of the marine environment. Topics include major habitats, the diversity of organisms, their biology and ecology, marine productivity, and the use of marine resources by humans. Upon completion, students should be able to identify various marine habitats and organisms and to demonstrate a knowledge of their biology and ecology.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take One: BIO-110 or BIO-111

BIO-271: Pathophysiology

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: BIO-163, BIO-166, or BIO-169

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take One: BIO 111, BIO 163, BIO 165, or BIO 168

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Take 1 group; # Take BIO-110(S24019); # Take BIO-111(S13307); # Take BIO-163(S13508); # Take BIO-165; # Take BIO-168(S11555);

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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

BPR-121: Blueprint Reading-Mechanical

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: BPR-111 or MAC-131

BPR-130: Print Reading-Construction

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Boat Building

BTB-106: Engine Install/Systems

This course familiarizes students with marine engines and related systems, installation, troubleshooting and minor repairs. Topics covered are drivetrains and cooling, fuel, exhaust, and electrical systems for a typical inboard engine. Upon completion, students should be able to install, troubleshoot, and perform minor repairs on marine engines and related systems.
Credits 5
Lab Hours 9
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 11

BTB-107: Boat Electrical Systems

This course teaches students the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats. Topics covered are electrical system and wiring sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting. Upon completion, students should be able to install a complete electrical system on a mock-up yacht.
Credits 5
Lab Hours 9
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 11

BTB-108: Boat Plumbing Systems

This course is an introduction to the plumbing systems used on modern yachts. Topics will include pressurized hot water systems, water closets, sanitation systems, thru hulls, and sea cocks. Upon completion, students should be able to install heads, showers, and drains found on yachts.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

BTB-113: Rigging Powerboats

This course introduces the student to work in a marine dealership or boatyard commissioning and completing minor boat repairs. Topics include basic mechanical, electrical, and plumbing related to outboard motor systems installation and rigging hardware found on powerboats. Upon completion, students should be able to rig boats for dealerships or commissioned yards to boat industry standards.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

Carpentry

CAR-111: Carpentry I

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.
Credits 8
Lab Hours 15
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 18

CAR-112: Carpentry II

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.
Credits 8
Lab Hours 15
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 18
Prerequisites
Take CAR-111(S16248);

Chemistry

CHM-131: Introduction to Chemistry

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisite
Take ENG-002 MAT-003 MAT-043 MAT-071
Corequisites
Local Corequisite
Take CHM-131A

CHM-131A: Introduction to Chemistry Lab

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisite
Take ENG-002 MAT-003 MAT-043 MAT-071
State concurrent or previous courses
Take CHM-131

CHM-132: Organic and Biochemistry

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take one set:
Set 1: CHM-131 and CHM-131A
Set 2: CHM-151

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Local Prerequisite
TAKE 1 GROUP;
Take ENG-002;
Take ENG-025;
TAKE MAT-003;
TAKE MAT-043;
TAKE MAT-071;
TAKE MAT-025;

CHM-152: General Chemistry II

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take CHM-151

Communication

COM-110: Introduction to Communication

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

COM-120: Introduction to Interpersonal Communication

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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 placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Computer Engineering Technolog

CET-111: Computer Upgrade/Repair I

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

Computer Information Tech

Program Contact Information:
Patrick Dineley
Chairperson
(252) 222-6183
Wayne West Building, Room 302
dineleyp@carteret.edu

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CTS-118: Is Professional Communications

This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

CTS-125: Presentation Graphics

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CTS-135: Integrated Software Intro

This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.
Credits 4
Lab Hours 4
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 6

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CTS-210: Computer Ethics

This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CTS-220: Advanced Hardware/ Software Support

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take CTS-120

CTS-230: Advanced Spreadsheet

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take CTS-130

CTS-240: Project Management

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CTS-250: User Support & Software Evaluation

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CTS-255: Advanced Tech 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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take CTS-155

CTS-272: Desktop Support: Applications

This course is designed to prepare students for a foundation in Desktop Support certification in office productivity applications. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support office productivity products. Upon completion, students should be able to prepare for industry-level certification and utilize advanced support tools toward resolving office productivity end-user problems.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CTS-285: Systems Analysis & Design

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CTS-289: System Support Project

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CTI-110, CTI-120, and CTS-115

Computer Science

CSC-120: Computing Fundamentals I

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take One Set:
Set 1: DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050
Set 2: DMA-010, DMA-020 DMA-030 and DMA-045
Set 3: DMA-025, DMA-040 and DMA-050
Set 4: DMA-025 and DMA-045
Set 5: MAT-121
Set 6: MAT-171
Set 7: MAT-003
Set 8: BSP-4003

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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

CSC-139: Visual BASIC Programming

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Local Prerequisite
Take CIS-115;

CSC-143: Object-Oriented Programming

This course introduces the concepts of object-oriented programming. 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, test, debug, and implement objects at the application level using the appropriate environment.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

CSC-151: JAVA Programming

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

CSC-152: SAS

This course introduces the fundamentals of SAS programming. Emphasis is placed 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 general customized reports.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

CSC-153: 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, debug, and implement objects using the appropriate environment at the beginning level.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

CSC-234: Advanced C++ Programming

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take CSC-134

CSC-239: Advanced Visual BASIC Programming

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take CSC-139

CSC-249: Data Structure & Algorithms

This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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 placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take CSC-151

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 placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take CSC-153

CSC-289: Programming Capstone Project

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CTI-110, CTI-120, and CTS-115

Computer Tech Integration

CTI-110: Web, Programming, and 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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CTI-115: Computer Systems Foundation

This course introduces the basic hardware components of a personal computer workstation and their operations and interactions with software. Topics include installing and updating system software, application software programs, and device drivers. Upon completion, students should be able to set up a workstation, install software, and establish network connectivity.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CTI-120: Network and Security Foundations

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CTI-130: Operating Systems and Device Foundation

This course covers the basic hardware and software of a personal computer, including installation, operations and interaction with popular microcomputer operating systems. Topics include components 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.
Credits 6
Lab Hours 4
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 8

CTI-135: Introduction to Green IT

This course provides the skills to implement environmentally sound techniques such as disposal, conservation of power, and reduction of an organization's carbon footprint. Topics include identifying Green organizations and standards, implementing virtualization on IT systems, and calculating the ROI involved in implementing green initiatives. Upon completion, students should be able to develop an environmental policy for a computer network infrastructure.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

CTI-150: Mobile Computing Devices

This course introduces mobile computing devices, including topics related to their selection, usage, deployment, and support in enterprise environments. Emphasis is placed on the evaluation, usage, deployment, security, and support of mobile devices, applications (apps), and peripherals. Upon completion, students should be able to select, deploy, and support mobile devices in an enterprise environment.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

CTI-241: Virtualization Administration II

This course covers administration of datacenter virtualization infrastructure. Topics include access control, fault tolerance, scalability, resource management, virtual machine migration and troubleshooting. Upon completion, students should be able to perform tasks related to virtualization security, data protection and resource monitoring.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

Construction

CST-131: OSHA/Safety/Certification

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CST-221: Statics/Structures

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Take 1 group; # Take MAT-110(S23926) ARC-112(S23271); # Take MAT-121(S23927) ARC-112(S23271); # Take MAT-171(S23934) ARC-112(S23271); # Take MAT-110(S23926) CAR-112(S16249); # Take MAT-121(S23927) CAR-112(S16249); # Take MAT-171(S23934) CAR-112(S16249); # Take MAT-110(S23926) CST-112; # Take MAT-121(S23927) CST-112; # Take MAT-171(S23934) CST-112;

CST-241: Planning/Estimating I

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Take BPR-130(S23275) MAT-121(S23927) or MAT-171(S23934);

CST-251: Electrical Wiring Systems

This course introduces residential and commercial electrical wiring systems. Topics include safety, care and use of tools and materials, use of NEC, circuit planning, overcurrent protection, and installation of conduits, cables, and conductors. Upon completion, students should be able to correctly identify tools, materials, and procedures for electrical installation.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Construction Management

CMT-120: Codes and Inspections

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Cyber Crime Technology

CCT-110: Introduction 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CCT-121: Computer Crime Investigation

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5

CCT-220: Forensic Accounting

This course introduces the basic principles and procedures of investigative accounting and anyalysis of financial evidence. Emphasis is placed on collecting data and evidence, evaluation of internal control systems, accounting systems, concealed income analysis and fraud detection. Upon completion, students should be able to apply generally accepted accounting standards and procedures for conducting a criminal investigation audit for financial information.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6

CCT-231: Technology Crimes & Law

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

CCT-240: Data Recovery Techniques

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes. Topics include hardware and software issues, recovering erased files, overcoming encryption, advanced imaging, transient data, Internet issues and testimony considerations. Upon completion, students should be able to recover digital evidence, extract information for criminal investigation and legally seize criminal evidence.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

CCT-241: Advanced Data Recovery

This course further explores the methodologies necessary to assist in the investigation and analysis of cyber crimes. Topics include commercial and open-source software tools for working with evidence acquisition, data recovery, and encryption. Upon completion, students should be able to perform the data recovery and analysis for a complete criminal or corporate investigation.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take CCT-240;

CCT-250: Network Vulnerabilities I

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CCT-251: Network Vulnerabilities II

This course advances students' knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Take CCT-250(S21749);

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Take CCT-110;

CCT-289: Capstone Project

This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs.
Credits 3
Lab Hours 6
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 7
Prerequisites
Take CCT-231 or CCT-220;

Database Management Tech

DBA-110: Database Concepts

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

DBA-112: Database Utilization

This course introduces basic database functions and uses. Emphasis is placed on database manipulation with queries, reports, forms, and some table creation. Upon completion, students should be able to enter and manipulate data from the end user mode.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

DBA-115: Database Applications

This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take DBA-110

DBA-120: Database Programming I

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

DBA-210: Database Administration

This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

DBA-220: Oracle Database Programming II

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop an Oracle DBMS application which includes a GUI front-end and report generation.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take DBA-120

DBA-221: SQL Server Database Programming II

This course is designed to enhance programming skills developed in DBA 120. Topics include application development with GUI front-ends and embedded programming. Upon completion, students should be able to develop a SQL Server DBMS application which includes a GUI front-end and report generation.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take DBA-120

DBA-240: Database Analysis and Design

This course is an exploration of the established and evolving methodologies for the analysis, design, and development of a database system. Emphasis is placed on business data characteristics and usage, managing database projects, prototyping and modeling, and CASE tools. Upon completion, students should be able to analyze, develop, and validate a database implementation plan.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

Developmental Math Shell

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.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1

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.
Credits 2
Lab Hours 1
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5

Digital Media Technology

DME-110: Introduction to Digital Media

This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

DME-115: Graphic Design Tools

This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

DME-115: Graphic Design Tools

This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

DME-120: Introduction to Multimedia Applications

This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

DME-130: Digital Animation I

This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Take DME-110;

Drafting

DFT-111: Technical Drafting I

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

DFT-154: Introduction to Solid Modeling

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

DFT-170: Engineering Graphics

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Drama/Theatre

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

DRA-130: Acting I

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

DRA-131: Acting II

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take DRA-130

THEA-1000: Intro to Theatre

Credits 3

Education

EDU-119: Introduction to Early Childhood Education

This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. 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, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children an
Credits 4
Lab Hours 0
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 4

EDU-130: Social Environments for Children

This course introduces the impact of social environments on young children's development and the importance of developing supportive, reciprocal relationships across children's various social environments and family circumstances. Topics include recognizing the impact of family/community relationships on child development, respect for family differences, strategies for building/sustaining respectful, reciprocal relationships, resilience, strength-based strategies for working with families and identifying community resources to support children, families, and the classroom. Upon completion, students should be able to demonstrate an understanding of how various family structures, environmental conditions, relationships, stressors, supports, and cultural values create the context for young children's lives by implementing strength-based strategies to support classroom interactions, and com
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

EDU-131: Child, Family, and Community

This course covers the development of partnerships among 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 and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. Observation/participation is required
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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. Observation/participation is required
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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. Observation/participation is required
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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. Observation/Participation Required
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

EDU-151: Creative Activities

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

EDU-159: Health and Safety for Early Childhood

This course covers maintaining the health and safety of young children in licensed child care facilities. Topics include universal precautions, emergency preparedness, early childhood mental health, safety regulations, child maltreatment, shaken baby syndrome, CPR/First Aid, ITS-SIDS, playground safety, medication administration, communicable diseases, immunizations, and transportation. Upon completion, students should be able to safely prevent/manage infectious diseases, medications, food/allergic reactions, transporting children, response to natural disasters, universal precautions, CPR/First Aid, child maltreatment, safety regulations from licensing and sanitation, and foster resilient environments.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

EDU-162: Observation and Assessment in Early Childhood Education

This course introduces the research, benefits, goals, and ethical considerations associated with observation and formative assessment in early childhood education. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to identify specific needs of individual children with diverse abilities and to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and effectively use tools to assess the child, teacher practices and indoor and outdoor environments to enhance programming; and explain the importance of assessment partnerships with families and other professionals.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

EDU-187: Teaching and Learning for All

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. null Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. null Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6

EDU-188: Trends and Policies in Early Childhood

This course covers current topics and policies in the diverse and inclusive field of early childhood education that affect young children, families, communities, and professionals. Emphasis is placed on but not limited to advocacy, equity, bias and social justice, emerging research, professionalism, reflective practice, and legal/ethical concerns. Upon completion, student should be able to list, discuss, and explain current trends/policies in early childhood education as well as develop an advocacy plan based on course content.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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. Observation/participation required
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take one set:
Set 1: EDU-144 and EDU-145
Set 2: PSY-244 and PSY-245

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, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months. Observation/participation is required
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take EDU-119

EDU-234A: Infants/Toddlers and Twos Lab

This course focuses on practical applications that support the healthy development of children birth to 36 months by applying principles of quality, individualized, responsive/engaging relationships and experiences. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care to support a foundation for healthy development and growth of children birth to 36 months culturally, linguistically, and ability diverse through responsive planning and positive exposure to a variety of experiences/materials. Observation/participation required
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State concurrent or previous courses
Take EDU-234

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State concurrent or previous courses
Take EDU-119

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take All: EDU-119 and EDU-261

EDU-279: Literacy Development and Instruction

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. null Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. null Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6

EDU-280: Language and 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

EDU-284: Early Childhood 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.
Credits 4
Lab Hours 9
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 10
Prerequisites
State prerequisite
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, EDU-144, PSY-245, EDU-146, and EDU-151
Set 4: EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151

Economics

ECO-251: Principles of Microeconomics

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Electronics

ELN-114: Marine Electronics

This course introduces a wide variety of marine electronics that are used in the marine research industry. Topics include basic theory, AC/DC power systems, components, circuits, testing, troubleshooting, and installation of AC and DC marine electronics. Upon completion, students should be able to install, maintain, and operate basic marine electronics used in the marine research industry.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

English

ENG-001: English Skills Support

This course is designed to supplement the skills introduced in ENG-111 with emphasis placed on the editing and revision components of the writing process. Topics include concepts, skills, writing in a variety of genres and formats using a recursive process, and effective use of rhetorical strategies, with emphasis placed on the editing and revision components of the writing process. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

ENG-002: Transition English

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

ENG-011: Writing and Inquiry Support

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

ENG-025: College English Skills

This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

ENG-045: English Skills Support

This course provides academic support for the successful completion of gateway English courses by supplementing and reinforcing classroom instruction. Emphasis is placed on developing a growth mindset, expanding skills in active reading and writing processes, applying editing and revision strategies, exercising standard writing conventions through contextualized instruction, and ethically using appropriate technology when reading and writing. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed essays using standard written English.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

ENG-101: Applied Communications I

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisite
Take 1 group;
Take DRE-098
Take ENG-002
Take BSP-4002
Take ENG-011
Take ENG-025 ENG-045 or ENG-8025

ENG-112: Writing and 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ENG-111

ENG-114: Professional Research & Reporting

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ENG-111

ENG-125: Creative Writing I

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ENG-111

ENG-131: Introduction to Literature

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ENG-111
State concurrent or previous courses
Take One: ENG-112, ENG-113, or ENG-114

ENG-231: American Literature I

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: ENG-112, ENG 113, or ENG 114

ENG-232: American Literature II

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: ENG-112, ENG-113, or ENG-114

ENG-233: Major American Writers

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: ENG-112, or ENG-113, or ENG-114

ENG-241: British Literature I

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ENG-112, ENG-113, or ENG-114

ENG-242: British Literature II

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: ENG-112, ENG-113, or ENG-114

English As a Foreign Language

EFL-055: English for Special Purpo

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

EFL-062: Listening/Speaking II

This course is designed to enhance intermediate listening and speaking skills of non-native speakers of English. Emphasis is placed on the ability to hold extended conversation and on the ability to understand extended spoken discourse. Upon completion, students should be able to demonstrate improved listening skills and strategies in a variety of settings.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-061;

EFL-063: Listening/Speaking III

This course is designed to increase the ability and confidence of high intermediate-level non-native speakers of English in verbal expression and listening comprehension. Emphasis is placed on listening/speaking skills which would be appropriate for group discussions, oral presentations, and note taking. Upon completion, students should be able to successfully participate in high intermediate-level listening and speaking activities.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-062;

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.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-063;

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 context clues. Upon completion, students should be able to use these strategies to read and comprehend basic academic, narrative, and expository texts.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-071;

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.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-072;

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.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-073;

EFL-081: Grammar I

This course provides non-native speakers of English with a variety of fundamental grammatical concepts which enrich language skills and comprehension. Emphasis is on key basic grammatical structures and opportunities for practice which incorporate grammatical knowledge into various skills areas. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5

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
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-081;

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.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-082;

EFL-084: Grammar IV

This course is designed to give non-native speakers of English a full understanding of advanced grammatical structures and techniques. Emphasis is placed on oral and written communicative fluency through the study of advanced grammatical forms. Upon completion, students should be able to incorporate the structures covered in both spoken and written form, demonstrating improved proficiency, comprehension, and grammatical accuracy.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-083;

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.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5

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 development, and basic essay organization. Upon completion, students should be able to write and independently edit and use the major elements of the writing process, sentence, paragraph, and essay.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-091;

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.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-092;

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.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take EFL-093;

Geography

GEO-111: World Regional Geography

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

GEO-130: General Physical Geography

This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Geology

GEL-111: Geology

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5

Health

HEA-110: Personal Health/Wellness

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HEA-120: Community Health

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Health Sciences

HSC-110: Orientation to Health Careers

This course is a survey of health care professions. Topics include professional duties and responsibilities, working environments, and career choices. Upon completion, students should be able to demonstrate an understanding of the health care professions and be prepared to make informed career choices.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1

HSC-120: CPR

This course covers the basic knowledge and skills for the performance of infant, child, and adult CPR and the management of foreign body airway obstruction. Emphasis is placed on recognition, assessment, and proper management of emergency care. Upon completion, students should be able to perform infant, child, and adult CPR and manage foreign body airway obstructions.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

Nursing

Program Contact Information:
Tammy Kavanaugh
Chair
(252) 222-6112
Wayne West Building, Room 208K
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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. Enrollment in the Associate Degree Program is required.
Credits 8
Lab Hours 6
Lecture Hours 4
Clinical Hours 6
Work Hours 0
Contact Hours 16
Prerequisites
Local Corequisite
Take BIO-168, NUR-117 and PSY-150

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.
Credits 5
Lab Hours 0
Lecture Hours 3
Clinical Hours 6
Work Hours 0
Contact Hours 9
Prerequisites
Local Prerequisite
Take NUR-111 NUR-117(S20178);
Take NUR-111
Local Corequisite
Take BIO-169, NUR-113 and PSY-241

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.
Credits 5
Lab Hours 0
Lecture Hours 3
Clinical Hours 6
Work Hours 0
Contact Hours 9
Prerequisites
Local Prerequisites
Take NUR-117;
Take NUR-111
Local Corequisite
Take BIO-169 PSY-241 NUR-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.
Credits 5
Lab Hours 0
Lecture Hours 3
Clinical Hours 6
Work Hours 0
Contact Hours 9
Prerequisites
State prerequisite
Take NUR-111
Take NUR-112 NUR-113 NUR-117 NUR-212;
Local Corequisite
Take ENG-112 NUR-211

NUR-117: Pharmacology

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects.Upon completion, students should be able to compute dosages and administer medication safely.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Corequisite
Take NUR-111

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.
Credits 5
Lab Hours 0
Lecture Hours 3
Clinical Hours 6
Work Hours 0
Contact Hours 9
Prerequisites
Local Prerequisite
Take NUR-112 NUR-113 NUR 114 NUR-117 NUR-212;
Take NUR-111
Local Corequisite
Take ENG-112 NUR-114;

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. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course
Credits 5
Lab Hours 0
Lecture Hours 3
Clinical Hours 6
Work Hours 0
Contact Hours 9
Prerequisites
Local Prerequisite
Take NUR-117(S20178);
Take NUR-111
Corequisites
Local Corequisite
Take ENG-112;

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.
Credits 10
Lab Hours 3
Lecture Hours 4
Clinical Hours 15
Work Hours 0
Contact Hours 22
Prerequisites
State prerequisite
Take NUR-111
Take NUR-112 NUR-113 NUR-114 NUR-117 NUR-211 NUR-212;
State concurrent or previous courses
Take NUR-112, NUR-113, NUR-114, NUR-211 and NUR-212

NUR-213AB: 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.
Credits 5
Lab Hours 2
Lecture Hours 2
Clinical Hours 8
Work Hours 0
Contact Hours 11
Prerequisites
Local Prerequisite
Take NUR-112 NUR-113 NUR-114 NUR-117 NUR-211 NUR-212;
Take NUR-111
State concurrent or previous courses
Take NUR-112, NUR-113, NUR-114, NUR-211 and NUR-212

NUR-213BB: 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.
Credits 5
Lab Hours 2
Lecture Hours 2
Clinical Hours 8
Work Hours 0
Contact Hours 11
Prerequisites
Local Prerequisite
Take NUR-112 NUR-113 NUR-114 NUR-117 NUR-211 NUR-212;
Take NUR-111
Required concurrent or previous courses
Take NUR-213AB
Take NUR-112, NUR-113, NUR-114, NUR-211 and NUR-212

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.
Credits 4
Lab Hours 0
Lecture Hours 3
Clinical Hours 3
Work Hours 0
Contact Hours 6
Prerequisites
Local Prerequisites
Take BIO-168 BIO-169 ENG-111 PSY-150 PSY-241;

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.
Credits 9
Lab Hours 0
Lecture Hours 6
Clinical Hours 9
Work Hours 0
Contact Hours 15
Prerequisites
Local Prerequisite
Take NUR-214;

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.
Credits 9
Lab Hours 0
Lecture Hours 6
Clinical Hours 9
Work Hours 0
Contact Hours 15
Prerequisites
Local Prerequisite
Take NUR-221;
Take NUR-221
Local Corequisite
Take ENG-114;

Cosmetology

Program Contact Information:
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COS-111: Cosmetology Concepts I

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.
Credits 4
Lab Hours 0
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State concurrent or previous courses
Take COS-112

COS-111AB: Cosmetology Concepts I

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State concurrent or previous courses
Take COS-112

COS-111BB: Cosmetology Concepts I

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State concurrent or previous courses
Take COS-112
Take COS-111AB

COS-112: Salon I

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.
Credits 8
Lab Hours 24
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 24
Prerequisites
State concurrent or previous courses
Take COS-111

COS-112AB: Salon I

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.
Credits 4
Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
State concurrent or previous courses
Take COS-111

COS-112BB: Salon I

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.
Credits 4
Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
State concurrent or previous courses
Take COS-111
Take COS-112AB

COS-113: Cosmetology Concepts II

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
Credits 4
Lab Hours 0
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take All: COS-111 and COS-112
Local Corequisite
Take COS-114;

COS-113AB: Cosmetology Concepts II

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State prerequisite
Take All: COS-111 and COS-112

COS-113BB: Cosmetology Concepts II

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State prerequisite
Take All: COS-111 and COS-112
Local Corequiste
Take COS-113AB and COS-114AB;

COS-114: Salon II

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.
Credits 8
Lab Hours 24
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 24
Prerequisites
Take All: COS-111 and COS-112. Must be completed prior to taking this course.
Take COS-113. Must be taken either prior to or at the same time as this course.

COS-114AB: Salon II

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.
Credits 4
Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
State prerequisite
Take All: COS-111 and COS-112
Local Corequisite
Take COS-113;

COS-114BB: Salon II

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.
Credits 4
Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
State prerequisite
Take All: COS-111 and COS-112
Local Corequisite
Take COS-113 and COS-114AB;

COS-115: Cosmetology Concepts III

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.
Credits 4
Lab Hours 0
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take All: COS-111 and COS-112
Local Corequisite
Take COS-116;

COS-116: Salon III

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.
Credits 4
Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
State prerequisite
Take All: COS-111 and COS-112
Local Corequisite
Take COS-115;

COS-117: Cosmetology Concepts IV

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State prerequisite
Take All: COS-111 and COS-112
Local Corequisites
Take COS-118;
Take COS-113 COS-114 COS-115 COS-116;

COS-118: Salon IV

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.
Credits 7
Lab Hours 21
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 21
Prerequisites
State prerequisite
Take All: COS-111 and COS-112
Local Corequisites
Take COS-117;
Take COS-113, COS-114, COS-115, COS-116;

COS-119: Esthetics Concepts I

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Local Corequisite
Take COS-120

COS-120: Esthetics Salon I

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.
Credits 6
Lab Hours 18
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 18
Prerequisites
Local Corequisite
Take COS-119;

COS-121: Manicure/Nail Technology I

This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.
Credits 6
Lab Hours 6
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 10

COS-125: Esthetics Concepts II

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Local Prerequisite
Take COS-119
Local Corequisite
Take COS-126;

COS-126: Esthetics Salon II

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.
Credits 6
Lab Hours 18
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 18

COS-222: Manicure/Nail Tech. II

This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.
Credits 6
Lab Hours 6
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 10
Prerequisites
State prerequisite
Take COS-121

COS-250: Computerized Salon Ops

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1
Corequisites
COS-125 COS-126 COS-222

COS-253: Esthetics Instructional Concepts I

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.
Credits 11
Lab Hours 15
Lecture Hours 6
Clinical Hours 0
Work Hours 0
Contact Hours 21

COS-254: Esthetic Instructional Concepts II

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion,students should be able to demonostrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.
Credits 11
Lab Hours 15
Lecture Hours 6
Clinical Hours 0
Work Hours 0
Contact Hours 21

COS-271: Instructor Concepts I

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting. Cosmeology Licenses & Six Months Experience as a Licensed Cosmetologist
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State concurrent or previous courses
Take COS-272

COS-272: Instructor Practicum I

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student. Cosmetology licenses & six months experience as a licensed cosmetologist
Credits 7
Lab Hours 21
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 21
Prerequisites
State concurrent or previous courses
Take COS-271

COS-273: Instructor Concepts II

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.
Credits 5
Lab Hours 0
Lecture Hours 5
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: COS-271 and COS-272
State concurrent or previous courses
Take COS-274

COS-274: Instructor Practicum II

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.
Credits 7
Lab Hours 21
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 21
Prerequisites
State prerequisite
Take All: COS-271 and COS-272
State concurrent or previous courses
Take COS-273

Emergency Medical Science

Program Contact Information:
Christine Turner
Chair
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Wayne West, Room 106C
turnerc@carteret.edu

EMS-110: EMT

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 knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.
Credits 9
Lab Hours 6
Lecture Hours 6
Clinical Hours 3
Work Hours 0
Contact Hours 15

EMS-110AB: EMT

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 knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6

EMS-110BB: EMT

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 knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Required concurrent or previous courses
Take EMS-110AB

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 competency with fundamental paramedic level skills.
Credits 1
Lab Hours 0
Lecture Hours 0
Clinical Hours 3
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take EMS-110

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take EMS-110

EMS-131: Advanced Airway Management

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take EMS-110

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 rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take EMS-110

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, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: EMS-122, EMS-130, and EMS-160

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.
Credits 2
Lab Hours 0
Lecture Hours 0
Clinical Hours 6
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take One: EMS-121 or EMS-122
Take BIO-169

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.
Credits 3
Lab Hours 0
Lecture Hours 0
Clinical Hours 9
Work Hours 0
Contact Hours 9
Prerequisites
State prerequisite
Take EMS-221

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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take All: EMS-122 and EMS-130

EMS-241: EMS 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.
Credits 4
Lab Hours 0
Lecture Hours 0
Clinical Hours 12
Work Hours 0
Contact Hours 12
Prerequisites
State prerequisite
Take EMS-231

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take All: EMS-122 and EMS-130

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.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take All: EMS-122 and EMS-130

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take All: EMS-122 and EMS-130

EMS-280: EMS Bridging Course

This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care. Must be enrolled in the Emergency Medical Science
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take All: EMS-220, EMS-250, and EMS-260

Medical Assisting

Program Contact Information:
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Chair
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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.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1

MED-112: Orientation to Clinic Setting I

This course provides an early opportunity to observe and/or perform in the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patients, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment.
Credits 1
Lab Hours 0
Lecture Hours 0
Clinical Hours 3
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisite
Take MED-130 MED-140

MED-116: Introduction to Anatomy & Physiology

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

MED-120: Survey of Medical 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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take MED-121

MED-130: Administrative Office Procedures 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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

MED-131: Administrative Office Procedures 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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisite
Take MED-130;

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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

MED-140: Examining 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.
Credits 5
Lab Hours 4
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 7

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.
Credits 5
Lab Hours 4
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 7

MED-230: Administrative Office Procedures III

This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take MED-131

MED-232: Medical Insurance Coding

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Corequisite
MED-131

MED-240: Examining Room Procedures II

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.
Credits 5
Lab Hours 4
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 7
Prerequisites
State prerequisite
Take MED-140

MED-260: MED Clinical Practicum

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.
Credits 5
Lab Hours 0
Lecture Hours 0
Clinical Hours 15
Work Hours 0
Contact Hours 15

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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Prerequisites
Take MED-122 MED-140 MED-150;
Local Corequisites
Take MED-116(S11160);

MED-274: Diet Therapy/Nutrition

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisite
Take 1 group;
Group 1: MED-116;
Group 2: BIO-163 MED-122;

MED-276: Patient Education

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisite
Take MED-122;

Social and Human Services

Program Contact Information:
Cathy Deal
(252) 222-6287
Wayne West Building, Room 204A
dealc@carteret.edu

NOTE: The AAS Degree and Certificate completion plans for Fall 2025 are not finalized at this time. Contact Cathy Deal for further information.

HSE-155: Community Resources Management

This course focuses on the working relationships between human services agencies and the community. Emphasis is placed on identification and observation of community resources which contribute to the achievement of the human services mission. Upon completion, students should be able to demonstrate knowledge about mobilizing of community resources, marshaling public support, and determining appropriate sources of funding.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

HSE-250: Financial Services

This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

Radiography

Program Contact Information:
Elaine Postawa
Chair
(252) 222-6165
Wayne West Building, Room 106D
postawae@carteret.edu

RAD-110: Radiography Introduction & Patient Care

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Local Corequisite
Take RAD-111 RAD-113AB RAD-151 RAD-181

RAD-111: RAD Procedures I

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax and pelvis. Upon completion, students should be able to demonstrate competence in these areas.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Local Corequisite
Take RAD-110 RAD-113AB RAD-151 RAD-181

RAD-112: RAD Procedures II

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Local Prerequisite
Take BIO-168 RAD-110 RAD-111 RAD-113AB RAD-151 RAD-181
Take RAD-113BB RAD-121 RAD-161

RAD-113: Radiography Laboratory Elective

This course provides additional laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

RAD-113AB: Radiography Laboratory Elective

This course provides additional laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Local Corequisite
Take RAD-111

RAD-113BB: Radiography Laboratory Elective

This course provides additional laboratory opportunities in radiologic technology. Emphasis is placed on radiographic procedures and manipulation of equipment. Upon completion, students should be able to demonstrate competence in radiographic procedures through laboratory evaluations.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Local Corequisite
Take RAD-112 RAD-121
Take RAD-110 RAD-111 RAD-113AB RAD-151 RAD-181

RAD-121: Image Production I

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Local Corequisite
Take RAD-112 RAD-113BB RAD-161
Take RAD-110 RAD-111 RAD-113AB RAD-151 RAD-181

RAD-122: Image Production II

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Corequisite
Take RAD-141 RAD-171 RAD-281
Take RAD-112 RAD-113BB RAD-121 RAD-161

RAD-141: Radiation Safety

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Local Prerequisite
Take BIO-169 RAD-112 RAD-113BB RAD-121 RAD-161
Take RAD-122 RAD-171 RAD-281

RAD-151: RAD Clinical Ed I

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Credits 2
Lab Hours 0
Lecture Hours 0
Clinical Hours 6
Work Hours 0
Contact Hours 6
Prerequisites
Local Corequisite
Take RAD-111;

RAD-161: RAD Clinical Ed II

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Credits 5
Lab Hours 0
Lecture Hours 0
Clinical Hours 15
Work Hours 0
Contact Hours 15
Prerequisites
Local Prerequisite
Take RAD-110 RAD-111 RAD-113AB RAD-151 RAD-181
Take RAD-112 RAD-121

RAD-171: RAD Clinical Ed III

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Credits 3
Lab Hours 0
Lecture Hours 0
Clinical Hours 9
Work Hours 0
Contact Hours 9
Prerequisites
Local Prerequisite
Take RAD-112 RAD-113BB RAD-121 RAD-161
Take RAD-122 RAD-141 RAD-281

RAD-181: RAD Clinical Elective

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.
Credits 1
Lab Hours 0
Lecture Hours 0
Clinical Hours 3
Work Hours 0
Contact Hours 3
Prerequisites
Local Corequisite
Take RAD-111

RAD-183: RAD Clinical Elective

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.
Credits 3
Lab Hours 0
Lecture Hours 0
Clinical Hours 9
Work Hours 0
Contact Hours 9

RAD-211: Radiographic Procedures III

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Local Corequisite
Take RAD-231 RAD-251
Take RAD-122 RAD-141 RAD-171 RAD-281

RAD-231: Image Production III

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Prerequisite
Take RAD-122 RAD-141 RAD-171 RAD-281
Take RAD-211 RAD-251

RAD-231AB: Image Production III

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State prerequisite
Take All: RAD-122, RAD-141, and RAD-171

RAD-231BB: Image Production III

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State prerequisite
Take All: RAD-122, RAD-141, and RAD-171
Required concurrent or previous courses
Take RAD-231AB

RAD-251: RAD Clinical Ed IV

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Credits 7
Lab Hours 0
Lecture Hours 0
Clinical Hours 21
Work Hours 0
Contact Hours 21
Prerequisites
Local Corequisite
Take RAD-211 RAD-231
Take RAD-122 RAD-141 RAD-171 RAD-281

RAD-261: Radiographic Clinical Education V

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.
Credits 7
Lab Hours 0
Lecture Hours 0
Clinical Hours 21
Work Hours 0
Contact Hours 21
Prerequisites
Local Corequisite
Take RAD-271
Take RAD-211 RAD-231 RAD-251

RAD-271: Radiography Capstone

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of an entry-level radiographer.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Local Corequisite
Take RAD-261
Take RAD-211 RAD-231 RAD-251

RAD-281: RAD Clinical Elective

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.
Credits 1
Lab Hours 0
Lecture Hours 0
Clinical Hours 3
Work Hours 0
Contact Hours 3
Prerequisites
Local Prerequisite
Take RAD-112 RAD-113BB RAD-121 RAD-161
Take RAD-122 RAD-141 RAD-171

RAD-283: RAD Clinical Elective

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.
Credits 3
Lab Hours 0
Lecture Hours 0
Clinical Hours 9
Work Hours 0
Contact Hours 9

Healthcare Business Informatic

HBI-110: Issues and Trends in Healthcare Business Informatics

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HBI-113: Survey of Medical Insurance

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HBI-250: Data Management and Utilization

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Take DBA-110 DBA-120 or DBA-210;

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HIS-162: Women and History

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HIS-221: African-American History

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HIS-226: The Civil War

This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HIS-236: North Carolina History

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Hotel & Restaurant Management

Program Contact Information:
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Chairperson
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olmsteads@carteret.edu

HRM-110: Introduction to Hospitality and 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HRM-115: Housekeeping

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff , proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

HRM-135: Facilities Management

This course introduces the basic elements of planning and designing hospitality facilities including environmental impacts, maintenance, and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, national certification, and maintenance of hospitality physical plants and equipment.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HRM-210: Meetings and 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HRM-215: Restaurant Management

This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: CUL-135 or HRM-124

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HRM-228: Mixology

This course provides instruction and demonstration for the practice of bartending. Emphasis is placed on set-up, including equipment/supplies/glassware; and production/service of alcoholic beverages including, but not limited to, beer, wine, cocktails, mixed/blended drinks, and specialty products. Upon completion, students should be able to demonstrate the basics of mixing alcoholic beverages in a commercial bar, tavern or nightclub setting.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

HRM-230: Club & Resort Management

This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HRM-235: Quality Management-Hospitality

This course introduces the various schools of thought in achievementand implementation of quality standards for the hospitality industry. Emphasis is placed on developing and maintaining quality in the delivery of the tangible and intangible aspects of the service product. Upon completion, students should be able to demonstrate an understanding of quality service principles and apply them within a hospitality/service environment.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HRM-275: Leadership-Hospitality

This course introduces leadership traits, styles, and the roles and responsibilities of successful hospitality leaders while developing the student?s personal leadership skills. Topics include formal and informal hospitality leadership; defining effective and ineffective leadership behavior; and leadership organizational change and planning within the hospitality industry. Upon completion, students will be able to apply appropriate leadership actions in real-world situations ranging from local to global hospitality environments.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HRM-280: Management Problems-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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take HRM-110

HRM-285: Service Projects-Hospitality

This course introduces the application of hospitality management through engaging in community service. Emphasis is placed on problem solving skills, critical thinking, and applying academic concepts while using limited resources. Upon completion, students should be able to plan and execute hospitality-related projects that meet community needs.
Credits 5
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

HRM-285AB: Service Projects-Hospitality

This course introduces the application of hospitality management through engaging in community service. Emphasis is placed on problem solving skills, critical thinking, and applying academic concepts while using limited resources. Upon completion, students should be able to plan and execute hospitality-related projects that meet community needs.
Credits 3
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

HRM-285BB: Service Projects-Hospitality

This course introduces the application of hospitality management through engaging in community service. Emphasis is placed on problem solving skills, critical thinking, and applying academic concepts while using limited resources. Upon completion, students should be able to plan and execute hospitality-related projects that meet community needs.
Credits 3
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Required concurrent or previous courses
Take HRM-285AB

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 placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

HUM-115: Critical Thinking

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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 class must be taken at Pitt Community College if enrolled in the Medical Office Administration Program.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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 critically analyze the elements covered in relation to selected films.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Hydraulics

HYD-112: Hydraulics-Medium and Heavy Duty

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

Information Systems

Program Contact Information:
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Chairperson
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Wayne West Building, Room 302
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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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

CIS-111: Basic PC Literacy

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

CIS-115: Introduction to Programming and 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 use top-down algorithm design and implement algorithmic solutions in a programming language.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

CIS-140: Applied Supportive Technologies

This course prepares students to support technologies in a variety of industries through project-based learning. Emphasis is placed on the use of Integrative Supportive Technologies which includes simulations, hardware, software, virtual reality, scientific testing devices, space science technologies, artificial intelligence, gamification technologies, and converting numeric equations and values. Upon completion, students should be able to utilize Integrative Supportive Technologies to perform a variety of quantitative computations and sophisticated calculations in different industries and environments.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

SEC-160: Security Administration 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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

SEC-260: Security Administration II

This course provides the skills necessary to design and implement information security controls. Topics include advanced networking and TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal and anomalous network traffic, identify common network attack patterns, and implement security solutions.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take SEC-160

SEC-285: Systems Security Project

This course provides the student the opportunity to apply the skills and competencies acquired in the program that focus on systems security. Emphasis is placed on security policy, process planning, procedure definition, business continuity, compliance, auditing, testing procedures and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CTI-110, CTI-120, and CTS-115

Legal Education

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LEX-110: Introduction to Paralegal Study

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

LEX-120: Legal Research/Writing I

This course introduces the techniques of legal research and writing. Emphasis is placed 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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

LEX-140: Civil Litigation I

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take LEX-140

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 and 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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

LEX-211: Real Property II

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take LEX-210

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

LEX-250: Wills, Estates, & 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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

LEX-270: Law Office Management/ Technology

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

LEX-271: Law Office Writing

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

LEX-280: Ethics & Professionalism

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

Marine

MRN-121: Marine Engines

This course covers two and four cycle diesel engines that are used for marine vessel propulsion. Emphasis is placed on construction, design, cooling systems, lubrication systems, and air-intake systems. Upon completion, students should be able to test, troubleshoot, diagnose and repair marine engine systems.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

MRN-147: Marine Power Trains

This course covers the principles and function of marine power trains. Emphasis is placed on marine gears, drive lines, gear reduction, and installation aboard vessels. Upon completion, students should be able to test, service, and trouble shoot marine power trains.
Credits 4
Lab Hours 6
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 8

MRN-150: Advanced Marine Electrical Systems

This course covers the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats and marine applications. Topics include wirer sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting, including generators operation and disassembly. Upon completion students should be able to diagnose, test, and repair advanced electrical systems in marine applications and boats.
Credits 5
Lab Hours 9
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 11
Prerequisites
State prerequisite
Take TRN-120

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

MKT-123: Fundamentals of Selling

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Masonry

MAS-140: Introduction to Masonry

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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 co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Take MAT-110(S23926) MAT-121(S23927) MAT-143(S23945) MAT-152(S23944) or MAT-171(S23934);

MAT-003: Transition Math

This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits 3
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6

MAT-010: Math Measurement & Literacy Su

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

MAT-025: Concepts of Essential Math/Statistics

This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth mindset.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

MAT-035: Concepts of Algebra

This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/ radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents. Upon completion, students should be able to successfully demonstrate mastery of algebraic concepts through application and analysis while developing positive academic habits, learning strategies and growth mindset.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

MAT-043: Quantitative Literacy Support Class

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

MAT-045: Math Skills Support

This course provides opportunities for students to build a stronger foundation for success in their gateway 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 gateway math course. Upon completion, student should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's gateway math course.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

MAT-052: Statistical Methods I Support

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

MAT-071: 071 Precalculus Algebra Support

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.
Credits 2
Lab Hours 4
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 4

MAT-110: Mathematical 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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Corequisite
TAKE 1 GROUP;
TAKE DMA-010 DMA-020 DMA-030
TAKE DMA-025
TAKE MAT-003;FROM RULE RMINP1
TAKE BSP-4003;FROM RULE BSPMINP1
TAKE MAT-010
TAKE MAT-025
TAKE MAT-045M
TAKE MAT-7025
TAKE MAT-7045

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Corequisite
TAKE 1 GROUP;
TAKE DMA-010 DMA-020 DMA-030 DMA-040 DMA-050
TAKE DMA-010 DMA-020 DMA-030 DMA-045
TAKE DMA-025 DMA-040 DMA-050
TAKE DMA-025 DMA-045
TAKE MAT-003;FROM RULE RMINP1
TAKE BSP-4003;FROM RULE BSPMINP1
TAKE MAT-043
TAKE MAT-010
TAKE MAT-025
TAKE MAT-035
TAKE MAT-045
TAKE MAT-7025
TAKE MAT-7045

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Local Corequisites
TAKE 1 group;
TAKE DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984);
TAKE DMA-010 DMA-020 DMA-030 DMA-045;
TAKE DMA-025 DMA-040(S24983) DMA-050(S24984);
TAKE DMA-025 DMA-045;
TAKE MAT-003; FROM rule RMINP2;
TAKE BSP-4003; FROM rule BSPMINP2;
TAKE MAT-052;
TAKE MAT-025;
TAKE MAT-035
TAKE MAT-045S;
TAKE MAT-7025;
TAKE MAT-7045;

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Local Corequisites
Take 1 group;
Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DMA-060(S24985) DMA-070(S24987) DMA-080(S24988);
Take DMA-010 DMA-020 DMA-030 DMA-040(S24983) DMA-050(S24984) DMA-065(S25064);
Take DMA-025 DMA-040(S24983) DMA-050(S24984) DMA-060(S24985) DMA-070(S24987) DMA-080(S24988);
Take DMA-025 DMA-040(S24983) DMA-050(S24984) DMA-065(S25064);
Take DMA-025 DMA-045 DMA-060(S24985) DMA-070(S24987) DMA-080(S24988);<

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take MAT-171
Take MAT-171; minimum grade of C

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take One: MAT-171 or MAT-175

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take One: MAT-172 or MAT-175

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take MAT-271
Take MAT-271; minimum grade of C

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take MAT-272

MAT-280: Linear Algebra

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take MAT-271

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take MAT-272

Mechanical

MEC-172: Introduction to Metallurgy

This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Music

MUS-110: Music Appreciation

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

MUS-111: Fundamentals of Music

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

MUS-113: American Music

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Networking Operating Systems

NOS-110: Operating Systems Concepts

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

NOS-220: Linux/Unix Administration 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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

NOS-230: Windows Administration I

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Networking Technology

NET-125: Introduction to Networks

This course offers a detailed exploration of the architecture, structure, functions, components, and operating models of the Internet and other computer networks. Topics include the essentials of IP addressing, Ethernet basics, various media types, and network operations. Upon completion, students should be able to build/troubleshoot simple Local Area Networks (LANs), develop effective IP addressing schemes, and configure routers and switches.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

NET–126: Switching and Routing

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter–VLAN routing applying security best practices, troubleshoot inter–VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Local Prerequisite
Take Net–125

NET–130: Convergence Concepts

This course provides an introduction to designing, implementing, and managing data, voice, and multimedia convergence applications. Topics include telephony, converged networks, convergence applications, converged network hardware and architecture, converged network management and converged network security. Upon completion, students should be able to demonstrate an understanding of the tasks related to converging data, voice and multimedia networks.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

NET–175: Wireless Technology

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark–up language (WML), link manager, service discovery protocol, transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

NET–226: Network Programmability

This course covers the methodologies and tools of modern software development, applied to IT and Network operations. Emphasis is placed on network programming in current network scripting languages, using GIT and common data formats, deploying applications as containers, using Continuous Integration/Continuous Deployment (CI/CD) pipelines and automating infrastructure using code. Upon completion, students should be able to use basic Python programming and Linux skills, implement a development environment, use software development and design best practices, create a secure API, use current technologies to deploy and secure applications and compare software testing and deployment methods in automation and simulation environments.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

NET-241: Introduction to Voice Over Internet Protocol (voip)

This course introduces students to the terms and definitions of analog phone systems and voice over internet protocol (VOIP) networks and how to configure, maintain, and troubleshoot said networks. Topics include configuring and maintaining an internet protocol (IP) telephony system, provisioning phones and users, configuring call features, and establishing voicemail over VOIP networks. Upon completion, students should be able to discuss the terms and definitions of VOIP as well as configure and maintain an IP telephony system, provision phones and users, configure call features and voicemail.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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. Enrollment in the Practical Nursing Program is required.
Credits 11
Lab Hours 6
Lecture Hours 7
Clinical Hours 6
Work Hours 0
Contact Hours 19
Prerequisites
Take ACA-115(S13516) BIO-163(S13508) PSY-150(S10777);

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. This is a diploma level course.
Credits 10
Lab Hours 0
Lecture Hours 7
Clinical Hours 9
Work Hours 0
Contact Hours 16
Prerequisites
Take NUR-101(S24252);

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. This is a diploma level course.
Credits 9
Lab Hours 0
Lecture Hours 6
Clinical Hours 9
Work Hours 0
Contact Hours 15
Prerequisites
Take NUR-101(S24252);

NURS-4901: Nursing Research, Clinical Scholarship, and Evidence-based Practice

Credits 5

NURS-4902: Professional Communication in Nursing

Credits 3

NURS-4903: Critical Thinking to Facilitate Role Transition

Credits 3

NURS-4904: Professionalism in Baccalaureate Nursing Practice

Credits 4

NURS-4905: Nursing in a Global Society

Credits 4

NURS-4906: Community Health Nursing

Credits 5

NURS-4907: Nursing Leadership and Finance

Credits 3

NURS-4908: RN to BSN Practice Experience

Credits 6

Nursing Assistant

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.
Credits 6
Lab Hours 4
Lecture Hours 3
Clinical Hours 3
Work Hours 0
Contact Hours 10

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.
Credits 6
Lab Hours 2
Lecture Hours 3
Clinical Hours 6
Work Hours 0
Contact Hours 11
Prerequisites
State prerequisite
Take NAS-101

Office Systems Technology

OST-131: Keyboarding

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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 prepared to take a nationally accredited certification exam.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

OST-137: Office Applications I

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

OST-138: Office Applications II

This course is designed to improve utilization and proficiency of software applications used in offices through a hands-on approach. Topics include mastery of the skills required to design documents that can be customized using the latest software applications. Upon completion, students should be prepared to take a nationally accredited certification exam.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

OST-141: Medical Office Terms I

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

OST-142: Medical Office Terms II

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: MED-121 or OST-141

OST-148: Medical Insurance and Billing

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

OST-149: Medical Legal Issues

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

OST-153: Office Finance Solutions

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take One: CIS-110, CIS-111 or OST-137

OST-159: Office Ethics

This course introduces the complex ethical and legal issues involved in the role of administrative support personnel in a variety of offices. Emphasis is placed on ethics, diversity, morality, and ethical standards of the administrative support professional. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of offices.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

OST-164: Office Editing

This course provides an in-depth exploration of editing skills essential for the office. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to proficiently compose and edit text and documents for the workplace.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

OST-171: Introduction to Virtual Office

This course introduces the skills and abilities needed to conduct a variety of office administration activities using the latest technology. Students will learn the proper etiquette of communicating electronically as well as the unique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

OST-236: Advanced Word Processing

This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take OST-136

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, managing health information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

OST-247: Procedure Coding

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Local Prerequisite
Take OST-248;
Take One: MED-121 or OST-141

OST-248: Diagnostic Coding

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take One: MED-121 or OST-141

OST-281: Emer Issues in Med Ofc

This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

OST-284: Emerging Technologies

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

OST-286: Professional Development

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

OST-289: Office Administration Capstone

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take OST-164

Philosophy

PHI-215: Philosophical Issues

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ENG-111

PHI-230: Introduction to Logic

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ENG-111

PHI-240: Introduction to Ethics

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take ENG-111

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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

PED-117: Weight Training I

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

PED-119: Circuit Training

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

PED-120: Walking for Fitness

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

PED-121: Walk, Jog, Run

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

PED-122: Yoga I

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

PED-123: Yoga II

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State prerequisite
Take PED-122

PED-128: Golf-Beginning

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

PED-145: Basketball-Beginning

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

PED-152: Swimming-Beginning

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

PED-163: Kayaking-Basic

This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
Local Corequisite
Take 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.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State concurrent or previous courses
Take PHY-110

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take One: MAT-171 or MAT-271

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.
Credits 4
Lab Hours 2
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take PHY-151

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take MAT-271

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take All: MAT-272 and PHY-251

Plumbing

PLU–111: Intro 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.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

Political Science

POL–110: Introduction to Political Science

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

POL–120: American Government

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

POL–130: State & Local Government

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

POL–210: Comparative Government

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

POL–220: International Relations

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Psychology

PSY-118: Interpersonal Psychology

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

PSY-211: Psychology of Adjustment

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take PSY-150

PSY-237: Social Psychology

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take One: PSY-150 or SOC-210

PSY-239: Psychology of Personality

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take PSY-150

PSY-241: Developmental Psychology

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take PSY-150

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take PSY-150

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 placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take PSY-150

Recreation

REC-110: Intro to Leisure Services

This course introduces park and recreation systems focusing on the social aspects and the role of government in meeting the recreational needs of America. Emphasis is placed on the importance of resource management arising from the social needs of urban America. Upon completion, students should be able to outline the leisure needs ofAmerica in the 21st century.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

REC-122: Program Administration

This course covers the organization and implementation of recreational programs. Topics include schedules and budgets, group dynamics, problem-solving techniques, and leadership roles. Upon completion, students should be able to construct schedules for facilities and personnel, prepare budgets and cost analysis, and demonstrate leadership characteristics and problem-solving techniques.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

REC-126: Outdoor Recreation

This course introduces outdoor recreation and its relationship to our natural surroundings. Emphasis is placed on conservation, wildlife, nature, community resources, and federal and state regulatory agencies. Upon completion, students should be able to plan, organize, and conduct activities in an outdoor natural environment.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

REC-127: Team Sports & Games

This course covers the basic rules, skills, and terminology of selected team sports that are popular in recreation settings. Emphasis is placed on organization, administration, and promotion of sports. Upon completion, students should be able to demonstrate knowledge of the basics of team sports and be able to evaluate a good team sports program.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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 placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

REL-212: Introduction to New Testament

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6

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.
Credits 5
Lab Hours 3
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 7
Prerequisites
State prerequisite
Take RCP-110

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take RCP-111
Take BIO-168;
Local Corequisite
Take BIO-169;

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. Enrollment in Respiratory Therapy program is required
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

RCP-117: Respiratory Care Pharmacology

This course introduces the pharmacological principles related to the treatment of patients with cardiopulmonary diseases. Emphasis is placed on the uses, actions, indications, administration, and hazards of pharmacological agents and the effects of drugs on a particular body system. Upon completion, students should be able to demonstrate competence through written and laboratory evaluations.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

RCP-122: 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.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Recommended concurrent or previous courses
Take RCP-110

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.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

RCP-132: RCP Clinical Practice I

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.
Credits 2
Lab Hours 0
Lecture Hours 0
Clinical Hours 6
Work Hours 0
Contact Hours 6
Prerequisites
State concurrent or previous courses
Take RCP-110

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.
Credits 4
Lab Hours 0
Lecture Hours 0
Clinical Hours 12
Work Hours 0
Contact Hours 12
Prerequisites
State prerequisite
Take RCP-110
State concurrent or previous courses
Take RCP-111

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.
Credits 3
Lab Hours 0
Lecture Hours 0
Clinical Hours 9
Work Hours 0
Contact Hours 9
Prerequisites
State prerequisite
Take RCP-111

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6

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.
Credits 4
Lab Hours 3
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
State prerequisite
Take RCP-210

RCP-214: Neonatal and 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.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
State prerequisite
Take RCP-111

RCP-215: Career Preparation

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.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3

RCP-235: RCP Clinical Practice IV

This course provides advanced practitioner 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.
Credits 5
Lab Hours 0
Lecture Hours 0
Clinical Hours 15
Work Hours 0
Contact Hours 15
Prerequisites
State prerequisite
Take RCP-111
State concurrent or previous courses
Take RCP-210

RCP-246: RCP Clinical Practice V

This course provides advanced practitioner 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.
Credits 6
Lab Hours 0
Lecture Hours 0
Clinical Hours 18
Work Hours 0
Contact Hours 18
Prerequisites
State prerequisite
Take RCP-210
State concurrent or previous courses
Take RCP-211

Science

SCI-090: Skills for the Sciences

This course is designed to provide fundamental skills necessary for entry into college-level science courses. Topics include scientific vocabulary, measurement, scientific notation, the scientific method for solving problems, collaborative skills, and applications to various areas of science. Upon completion, students should be able to demonstrate a readiness for college-level science courses.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Simulation & Game Development

SGD-111: Introduction to Simulation and Game Development

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

SGD-112: SGD Design I Design

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulation and games. Upon completion, students should be able to design simple simulations and/or games.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

SGD-113: SGD Programming I Programming

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

Social Work

SWK-110: Intro to Social Work

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental and behavioral health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SWK-113: Cultural Competency & Diversity

Thius course examines and promotes understanding, sensitivity, awareness, and knowledge of various cultures and diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural social services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SWK-115: Community Resources

This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel and stakeholders. Upon completion, students should be able to demonstrate the ability to assess critical community needs, identify resources and follow through with a plan of action for resolution.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

SWK-214: Social Work Law

This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to have a general understanding of these laws and how they apply to ethical practices within the field of social services.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SWK-220: Ethical Considerations in Social Work

This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SOC-213: Sociology of the Family

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SOC-220: Social Problems

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SOC-230: Race and Ethnic Relations

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SOC-232: Social Context of Aging

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SOC-234: Sociology of Gender

This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SOC-240: Social Psychology

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SOC-244: Sociology of Death & Dying

This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SOC-250: Sociology of Religion

This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religous systems.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Spanish

SPA-111: Elementary Spanish I

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Corequisites
Local Corequisitions
Take SPA-181

SPA-112: Elementary Spanish II

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take SPA-111
Corequisites
Local Corequisite
Take 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 placed 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.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SPA–181: Spanish Lab 1

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2

SPA–182: Spanish Lab 2

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness.
Credits 1
Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
State prerequisite
Take SPA–111

SPA–211: Intermediate Spanish I

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take SPA–112

SPA–212: Intermediate Spanish II

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State prerequisite
Take SPA–211

Substance Abuse

SAB–110: Intro to Addiction & Recovery Studies

This course provides an overview of the core concepts in addiction and recovery. Topics include the history of substance use, effects on society members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the origins of substance use, addiction, prevention, treatment, and recovery.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SAB-120: Intake and Assessment

This course covers processes for rapport building and procedures used to identify and evaluate individuals' strengths and weaknesses. Topics include diagnostic evaluation and placement, effective interviewing and communication techniques, and use of assessment tools. Upon completion, students should be able to establish rapport with individuals, recognize disorders, and obtain information for referrals and placement.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SAB-135: Addictive Process

This course covers the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on disorders related to addictions to alcohol, drugs, food, sex, work, gambling, internet, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SAB-137: Co-Dependency

This course introduces codependent relationships and their effects on the addictive process. Emphasis is placed on treatment and recovery within the context of a paradigm shift which allows the individual to choose a healthy model of life. Upon completion, students should be able assess levels of codependency and associated levels of physical and mental health and develop strategies to enhance health.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SAB-210: Addiction & Recovery Counseling

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

SAB-230: Family Therapy

This course covers the theories and models of family systems therapy as designed for families affected by substance use and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance use and addiction, as well as the appropriate model of treatment.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

SAB-240: Diversity, Ethics, & Trends in Addiction & Recovery

This course introduces systems of diversity, ethics, and trends in addiction and recovery. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural service provision. Upon completion, students should be able to apply and discuss multiple diversity and ethical scenarios applicable to addiction and recovery services.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

Telecomm & Network Engineering

TNE-111: Campus Networks I

This course is designed to introduce the fundamentals of data/computer networks. Topics include an overview of data communication standards, protocols, equipment, and how they are integrating into network topologies and systems. Upon completion, students should be able to demonstrate an understanding of telecommunication and networking.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

TNE-250: Introduction to Telecom Networks

This course introduces the principal elements and theory (both analog and digital) of telecommunication networking systems. Topics include system network overview, subscriber loops, network testing and measurement, wiring, network transmission techniques synchronization and analysis, switching and signaling, and related applications. Upon completion, students should be able to demonstrate knowledge of the concepts associated with telecommunication network systems.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

Therapeutic Massage

MTH-110: Fundamentals of Massage

This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.
Credits 10
Lab Hours 9
Lecture Hours 6
Clinical Hours 3
Work Hours 0
Contact Hours 18
Prerequisites
Take MTH-125(S20862);
Corequisites
BIO-163

MTH-120: Therapeutic Massage Applications

This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.
Credits 10
Lab Hours 9
Lecture Hours 6
Clinical Hours 3
Work Hours 0
Contact Hours 18
Prerequisites
Take MTH-110(S22033); Take MTH-125(S20862);

MTH-121: Clinical Supplement I

This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting.
Credits 1
Lab Hours 0
Lecture Hours 0
Clinical Hours 3
Work Hours 0
Contact Hours 3
Prerequisites
Take MTH-110(S22033) MTH-120(S22036) MTH-125(S20862) MTH-210(S22034) or MTH-220(S22035); Take MTH-110(S22033) MTH-120(S22036) MTH-125(S20862) MTH-210(S22034) or MTH-220(S22035); Take MTH-110(S22033) MTH-125(S20862); Take MTH-120(S22036);
Corequisites
MTH-110 MTH-120 MTH-125 MTH-210 MTH-220

MTH-125: Ethics of Massage

This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion of this course the student should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Take MTH-110(S22033);

MTH-130: Therapeutic Massage Management

This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Take MTH-110(S22033); Take MTH-125(S20862);

MTH-210: Advanced Skills of Massage

This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.
Credits 8
Lab Hours 9
Lecture Hours 4
Clinical Hours 3
Work Hours 0
Contact Hours 16
Prerequisites
Take MTH-120(S22036) or MTH-121; Take MTH-120(S22036) MTH-121;

MTH-220: Outcome-Based Massage

This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based Massage. Upon completion, students should be able to perform basic skills in techniques covered.
Credits 7
Lab Hours 6
Lecture Hours 4
Clinical Hours 3
Work Hours 0
Contact Hours 13
Prerequisites
Take MTH-120(S22036) MTH-121 or MTH-221; Take MTH-210(S22034);

Transportation Technology

TRN-110: Introduction to Transport Technology

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 5
Lab Hours 3
Lecture Hours 4
Clinical Hours 0
Work Hours 0
Contact Hours 7

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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State recommended concurrent or previous courses
Take 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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take TRN-120

TRN-170: PC Skills for Transportation

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.
Credits 2
Lab Hours 2
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 3

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
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 1
Lab Hours 3
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 3
Prerequisites
State recommended concurrent or previous courses
Take TRN-180

Web Technologies

WEB-110: Web Development Fundamentals

This course introduces World Wide Web Consortium (W3C) standard markup language. Topics include creating web pages, responsive design, file transfer, deployment, accessibility, and other related W3C topics. Upon completion, students should be able to deploy a hand-coded website created using the HyperText Markup Language (HTML) and Cascading Style Sheet (CSS) standards.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

WEB-115: Web Markup and Scripting

This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-120: Introduction to Internet Multimedia

This course introduces the creation of rich media for the Internet. Topics include the design, production and delivery of interactive content, rich media, digital video, and digital audio. Upon completion, students should be able to create multimedia projects incorporating graphics, text, video, and audio using industry standard authoring software or web standards.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

WEB-125: Responsive Web Frameworks

This course introduces students to responsive web frameworks. Topics include planning effective responsive websites, industry standard Markup Language, Cascading Style Sheets (CSS), testing, and web publishing. Upon completion, students should be able to plan, develop, test, and publish responsive web content.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-125: Mobile Web Design

This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

WEB-140: Web Development Tools

This course provides an introduction to web development tools.Topics include creating websites using web development tools and web standards. Upon completion, students should be able to create small web sites and upload files to a web server.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-141: Mobile Interface Design

This course covers current design standards and emerging approaches related to the design and development of user interfaces for mobile devices. Emphasis is placed on research and evaluation of standard and emerging practices for effective interface and user experience design. Upon completion, students should be able to design effective and usable interfaces for mobile devices.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

WEB-151: Mobile Application Development I

This course introduces students to programming technologies, design, and development related to mobile applications. Topics include accessing device capabilities, compliance with industry standards, and programming for mobile applications. Upon completion, students should be able to develop basic applications for mobile devices.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-180: Active Server Pages

This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-182: PHP Programming

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-186: XML Technology

This course is designed to introduce students to XML and related internet technologies. Topics include extendible style language (XSL) document object model (DOM), extendible stylesheet language transformation (XSLT), and simple object access protocol (SOAP). Upon completion, students should be able to create a complex XML document.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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 web sites.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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 web sites.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-213: Internet Marketing and Analytics

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM)and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-213: Internet Marketing and Analytics

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM)and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-215: Advanced Markup and Scripting

This course covers the advanced programming skills required to design Internet applications and interactive web content.Emphasis is placed on the programming techniques required to develop Internet applications, interactive web content, frameworks, and using libraries. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take WEB-115

WEB-230: Implementing Web Services

This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

WEB-240: Internet Security

This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

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.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

WEB-251: Mobile Application Development II

This course covers advanced applications and custom programming to develop applications for mobile devices. Topics include device capabilities, OS specific Software Development Kits (SDK), scripting for functionality and designing interactivity. Upon completion, students should be able to demonstrate effective programming techniques to develop advanced mobile applications.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take WEB-151

WEB-260: E-Commerce Programming

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, documentation, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.
Credits 3
Lab Hours 3
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 5

WEB-285: Emerging Web Technologies

This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

WEB-287: Web E-Portfolio

This course covers the creation and organization of a web-based e-portfolio that includes a resume, references, and comprehensive academic and work samples. Emphasis is placed on creating an e-portfolio with solid design and demonstrable content, the production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to present their own domain with included professional e-portfolio elements of resume, sample work, and related self-promotional materials.
Credits 2
Lab Hours 3
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 4

WEB-289: Internet Technologies Project

This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
State prerequisite
Take All: CTI-110, CTI-120, and CTS-115

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.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1

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.
Credits 1
Lab Hours 0
Lecture Hours 0
Clinical Hours 0
Work Hours 10
Contact Hours 10

WBL-112: 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.
Credits 2
Lab Hours 0
Lecture Hours 0
Clinical Hours 0
Work Hours 20
Contact Hours 20

WBL-112AB: 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.
Credits 1
Lab Hours 0
Lecture Hours 0
Clinical Hours 0
Work Hours 10
Contact Hours 10

WBL-112BB: 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.
Credits 1
Lab Hours 0
Lecture Hours 0
Clinical Hours 0
Work Hours 10
Contact Hours 10
Prerequisites
Required concurrent or previous courses
Take WBL-112AB

WBL-115: Work-Based Learning Seminar I

This course description may be written by the individual colleges.
Credits 1
Lab Hours 0
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 1
Prerequisites
State concurrent or previous courses
Take One: WBL-111, WBL-112, WBL-113 or WBL-114

Degree & Pathway Completion Plans

911 Communications & Operations

Program Contact Information:
Amy Snider-Wells
Chairperson, BLET
(252)222-6228
Public Safety Training Center
snider-wellsa@carteret.edu

911 Communications & Operations

Degree Type
Associate in Applied Science

Program Contact Information:
Amy Snider-Wells
Chair
(252) 222-6228
BLET Building
snider-wellsa@carteret.edu

- All courses are required. All courses transfer to Richmond Community College toward completion of 911 Telecommunications & Operations degree. Richmond Community College awards the degree.

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CTI-120	Network and Security Foundations	3
ENG-111	Writing and Inquiry	3
	PSY-150 or SOC-210	**3**
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3
	SOC-220 or SOC-225	**3**
SOC-220	Social Problems	3
SOC-225	Social Diversity	3
POL-120	American Government	3
HUM-115	Critical Thinking	3

Spring Semester

Course Code	Title	Credits
BUS-153	Human Resource Management	3
BUS-137	Principles of Management	3
COM-120	Introduction to Interpersonal Communication	3
BUS-115	Business Law I	3
MAT-152	Statistical Methods I	4
CJC-212	Ethics & Community Relations	3

Summer Semester

Course Code	Title	Credits
HSE-225	Crisis and Intervention Principles	3
	Total Credits	41

Automotive Systems Technology

Program Contact Information:
Brian Salter
Lead Instructor
(252) 222-6378
Automotive Building
brians5992@carteret.edu

Automotive Systems Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Brian Salter
Lead Instructor
(252) 222-6378
Automotive Building
brians5992@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: TRN-110, TRN-120, AUT-141, AUT-151, AUT-116, AUT-116A, AUT-181, TRN-140**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Fall Semester

TRN 110 is first 8-weeks
LDD 112 is second 8-weeks

Course Code	Title	Credits
ACA-122	College Transfer Success	1
TRN-110	Introduction to Transport Technology	2
TRN-120	Basic Transportation Electricity	5
	MAT-110 or PHY-110/110A	**3-4**
MAT-110	Mathematical Measurement and Literacy	3
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1

Spring Semester

AUT 116 and 116A are first 8-weeks
AUT 141 is first 8-weeks
AUT 151 is second 8-weeks

Course Code	Title	Credits
AUT-116	Engine Repair	3
AUT-116A	Engine Repair Lab	1
AUT-141	Suspension & Steering Systems	3
ENG-111	Writing and Inquiry	3
AUT-151	Brake Systems	3

Summer Semester

Course Code	Title	Credits
TRN-140	Transportation Climate Control	2
TRN-140A	Transportation Climate Control Lab	2
AUT-181	Engine Performance 1	3

Fall Semester

AUT 221 and 221A are first 8-weeks
AUT 231 and 231A are second 8-weeks

Course Code	Title	Credits
AUT-113	Automotive Servicing I	2
PSY-150	General Psychology	3
AUT-183	Engine Performance 2	4
AUT-281	Advanced Engine Performance	3
HET-134	Diesel Fuel and Power System	3
AUT-163	Advanced Automotive Electricity	3

Spring Semester

AUT 221 and AUT 221A are first 8-weeks
AUT 231 and AUT 231A are second 8-weeks

Course Code	Title	Credits
AUT-221	Automatic Transmissions/Transaxles	3
AUT-221A	Automatic Transmissions/Transaxles Lab	1
AUT-231	Manual Transmissions/Transaxles/Drive Trains	3
AUT-231A	Manual Transmissions/Transaxles/Drive Trains Lab	1
	HUM-110 or HUM-115	**3**
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
COM-120	Introduction to Interpersonal Communication	3
	Total Credits	63-64

Basic Automotive Systems

Degree Type
Certificate

Program Contact Information:
Brian Salter

Lead Instructor
(252) 222-6378
Automotive Building
brians5992@carteret.edu

- **All of these courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Fall Semester

AUT 141 is first 8-weeks
TRN 110 is first 8-weeks

Course Code	Title	Credits
AUT-141	Suspension & Steering Systems	3
TRN-110	Introduction to Transport Technology	2
TRN-120	Basic Transportation Electricity	5

Spring Semester

AUT 116 and 116A are first 8-weeks
AUT 181 is second 8-weeks

Course Code	Title	Credits
AUT-116	Engine Repair	3
AUT-116A	Engine Repair Lab	1
AUT-181	Engine Performance 1	3
	Total Credits	17

Light-Duty Diesel

Degree Type
Certificate

Program Contact Information:
Brian Salter
Lead Instructor
(252) 222-6378
Automotive Building
brians5992@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Fall Semester

Course Code	Title	Credits
HET-134	Diesel Fuel and Power System	3

Spring Semester

	Total Credits	3

Basic Law Enforcement Training (BLET)

Program Contact Information:
Amy Snider-Wells
Chairperson, BLET
(252)222-6228
Public Safety Training Center
snider-wellsa@carteret.edu

Basic Law Enforcement Training

Degree Type
Certificate

Program Contact Information:
Amy Snider-Wells
Chairperson
(252) 222-6228
BLET Building
BLET@carteret.edu

- **All of the following are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall or Spring Semester

Course Code	Title	Credits
LET-110	Basic Law Enforcement Training (BLET)	37

Total Contact Hours: 640

	Total Credits	37

Boat Manufacture and Service

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTEC Building, Room 107
parchmana@carteret.edu

Composite Boat

Degree Type
Diploma

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTEC Building, Room: 107
parchmana@carteret.edu

Composite Boat Manufacturing

The following courses are "Required Core Courses." No substitutions allowed: BMS-110, BMS-111, BMS-114, BMS-115, BMS-116, BMS 119, DFT 111

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
BMS-110	Introduction to Marine Woodwork	3
BMS-111	Marine Joinery	3
BMS-119	Modern Boat Construction	5
DFT-111	Technical Drafting I	2
MAT-110	Mathematical Measurement and Literacy	3

Spring Semester

Course Code	Title	Credits
BMS-114	Introduction to Composites	3
BMS-115	Tooling/Mold Construction	5
BMS-116	Composite Production	5
BMS-117	Marine Spray Finishing	2
COM-120	Introduction to Interpersonal Communication	3

Summer Semester

Course Code	Title	Credits
BTB-113	Rigging Powerboats	4
	Total Credits	39

Marine Service

Degree Type
Diploma

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTEC Building, Room 107
parchmana@carteret.edu

Marine Services

- **The following courses are "Required Core Courses." No substitutions allowed: BMS-110, BMS-111, BMS-119, BTB-113, DFT-111, MRN-121, MRN-147**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
BMS-110	Introduction to Marine Woodwork	3
BMS-111	Marine Joinery	3
TRN-120	Basic Transportation Electricity	5
DFT-111	Technical Drafting I	2
BMS-119	Modern Boat Construction	5

Spring Semester

Course Code	Title	Credits
MAT-110	Mathematical Measurement and Literacy	3
MRN-121	Marine Engines	4
MRN-150	Advanced Marine Electrical Systems	5
COM-120	Introduction to Interpersonal Communication	3

Summer Semester

Course Code	Title	Credits
BTB-113	Rigging Powerboats	4
	Total Credits	38

Boat Building

Degree Type
Certificate

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTEC Building, Room: 107
parchmana@carteret.edu

- **All of the following courses are "Required Core Courses." No Substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
BMS-110	Introduction to Marine Woodwork	3
BMS-111	Marine Joinery	3
DFT-111	Technical Drafting I	2
BMS-119	Modern Boat Construction	5
	Total Credits	13

Composite Boat

Degree Type
Certificate

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTEC Building, Room: 107
parchmana@carteret.edu

Composite Boat Manufacturing

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Spring Semester

Course Code	Title	Credits
BMS-114	Introduction to Composites	3
BMS-115	Tooling/Mold Construction	5
BMS-116	Composite Production	5
	Total Credits	13

Marine Service

Degree Type
Certificate

Program Contact Information:
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parchmana@carteret.edu

Marine Services

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
TRN-120	Basic Transportation Electricity	5

Spring Semester

Course Code	Title	Credits
MRN-121	Marine Engines	4
MRN-150	Advanced Marine Electrical Systems	5

Summer Semester

Course Code	Title	Credits
BTB-113	Rigging Powerboats	4
	Total Credits	18

Business Administration

Program Contact Information:
Rob Harris, CPA
Chair
(252) 222-6288
Wayne West Building, Room: 304
harrisr@carteret.edu

Business Administration

Degree Type
Associate in Applied Science

Program Contact Information:
Rob Harris, CPA
Chair
(252) 222-6288
Wayne West Building, Room: 308G
harrisr@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: ACC-120, BUS-110, BUS-115, CIS-110, BUS-137, MKT-120, ECO-251**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

NOTE: ACC 120, ACC 121, BUS 110, BUS 115, BUS 137, ECO 251, and ECO 252 are offered fall and spring semesters.

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ACC-120	Principles of Financial Accounting	4
BUS-110	Introduction to Business	3
ENG-111	Writing and Inquiry	3
	MAT-143 or MAT-171	**3-4**
MAT-143	Quantitative Literacy	3
MAT-171	Precalculus Algebra	4

Spring Semester

ACC 150 is offered 1st 8-weeks
ACC 152 is offered 2nd 8-weeks

Course Code	Title	Credits
ACC-150	Accounting Software Applications	2
ACC-152	Advanced Software Applications	2
ACC-121	Principles of Managerial Accounting	4
CIS-110	Introduction to Computers	3
ENG-112	Writing and Research in the Disciplines	3

Summer Semester

Course Code	Title	Credits
MKT-120	Principles of Marketing	3
CTS-130	Spreadsheet	3
BUS-139	Entrepreneurship I	3

Fall Semester

Course Code	Title	Credits
ACC-132	NC Business Taxes	2
BUS-125	Personal Finance	3
BUS-260	Business Communication	3
ECO-251	Principles of Microeconomics	3
PHI-240	Introduction to Ethics	3
BUS-153	Human Resource Management	3

Spring Semester

Course Code	Title	Credits
ACC-140	Payroll Accounting	2
ECO-252	Principles of Macroeconomics	3
	OST 286 Or MAT 152	**3**
OST-286	Professional Development	3
MAT-152	Statistical Methods I	4
BUS-115	Business Law I	3
BUS-137	Principles of Management	3
	Total Credits	68-69

Accounting

Degree Type
Certificate

Program Contact Information:
Rob Harris, CPA
Chair
(252) 222-6288
Wayne West Building, Room: 304
harrisr@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: ACC-120**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Fall Semester

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
ACC-132	NC Business Taxes	2

Spring Semester

ACC 150 is first 8-weeks
ACC 152 is second 8-weeks

Course Code	Title	Credits
ACC-140	Payroll Accounting	2
ACC-150	Accounting Software Applications	2
ACC-152	Advanced Software Applications	2
ACC-121	Principles of Managerial Accounting	4
	Total Credits	16

Business Administration University Transfer

Degree Type
Certificate

Program Contact Information:
Rob Harris, CPA
Chair
(252) 222-6288
Wayne West Building, Room: 304
harrisr@carteret.edu

- **NO SUBSTITUTIONS ALLOWED.**

Fall or Spring Semester

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3
BUS-137	Principles of Management	3
	Total Credits	13

Management

Degree Type
Certificate

Program Contact Information:
Rob Harris, CPA
Chair
(252) 222-6288
Wayne West Building, Room: 304
harrisr@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: BUS-110, BUS-137, BUS-115, BUS-139, MKT-120**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Fall Semester

Course Code	Title	Credits
BUS-110	Introduction to Business	3
ACC-132	NC Business Taxes	2

Spring Semester

Course Code	Title	Credits
BUS-137	Principles of Management	3
BUS-115	Business Law I	3

Summer Semester

Course Code	Title	Credits
BUS-139	Entrepreneurship I	3
MKT-120	Principles of Marketing	3
	Total Credits	17

Criminal Justice Technology

Program Contact Information:
Amy Snider-Wells
Chairperson
(252) 222-6228
BLET Building
snider-wellsa@carteret.edu

Tony Palbicke
Lead Instructor
(252)222-6249
Wayne West Building, Room: 204
palbickea@carteret.edu

Criminal Justice Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Tony Palbicke
Lead Instructor
(252) 222-6249
Wayne West Building, Room: 308
palbickea@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CJC-111, CJC-112, CJC-113, CJC-131, CJC-231, CJC-212, CJC-221**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CIS-110	Introduction to Computers	3
CJC-111	Introduction to Criminal Justice	3
CJC-112	Criminology	3
ENG-111	Writing and Inquiry	3
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3

Spring Semester

Course Code	Title	Credits
CJC-113	Juvenile Justice	3
CJC-121	Law Enforcement Operations	3
CJC-131	Criminal Law	3
COM-120	Introduction to Interpersonal Communication	3
POL-120	American Government	3

Summer Semester

Course Code	Title	Credits
CJC-122	Community Policing	3
CJC-225	Crisis Intervention	3

Fall Semester

Course Code	Title	Credits
CJC-222	Criminalistics	3
CJC-141	Corrections	3
CJC-231	Constitutional Law	3
	Humanities/Fine Arts Elective (CJC)	**3**
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3

Spring Semester

Course Code	Title	Credits
CJC-212	Ethics & Community Relations	3
CJC-120	Interviews/Interrogations	2
CJC-221	Investigative Principles	4
MAT-110	Mathematical Measurement and Literacy	3
	Major Elective (CJC)	**6**
CJC-132	Court Procedure & Evidence	3
COM-231	Public Speaking	3
SOC-210	Introduction to Sociology	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
	Total Credits	67

BLET Crosswalk

Degree Type

Diploma

Program Contact Information:
Tony Palbicke
Lead Instructor
(252) 222-6249
Wayne West Building, Room: 308
palbickea@carteret.edu

BLET/CJC Crosswalk

- **The following courses are "Required Core Courses." No substitutions allowed: CJC-111, CJC-113, CJC-131, MAJOR ELECTIVE, CJC-231, CJC-120, CJC-221**
- **The following courses are contained in the BLET/CJC crosswalk certificate: CJC-111, ENG-111, CJC-131, CJC-231, CJC-225**
- **BLET 2000 graduates receive course credit for CJC-132 Court Procedure and Evidence, CJC-231 Constitutional Law, CJC-131 Criminal Law, CJC-221 Investigative Principles and CJC-225 Crisis Intervention. No course substitutions are allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CJC-111	Introduction to Criminal Justice	3
ENG-111	Writing and Inquiry	3

Spring Semester

Course Code	Title	Credits
CJC-113	Juvenile Justice	3
CJC-121	Law Enforcement Operations	3
CJC-131	Criminal Law	3

Fall Semester

Course Code	Title	Credits
	Major Elective (CJC)	**6**
CJC-132	Court Procedure & Evidence	3
COM-231	Public Speaking	3
SOC-210	Introduction to Sociology	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
CJC-231	Constitutional Law	3
COM-231	Public Speaking	3

Spring Semester

Course Code	Title	Credits
CJC-120	Interviews/Interrogations	2
CJC-221	Investigative Principles	4
ENG-114	Professional Research & Reporting	3

Summer Semester

Course Code	Title	Credits
CJC-122	Community Policing	3
CJC-225	Crisis Intervention	3
	Total Credits	43

BLET Crosswalk

Degree Type
Certificate

Program Contact Information:
Tony Palbicke
Lead Instructor
(252) 222-6249
Wayne West Building, Room: 308
palbickea@carteret.edu

BLET/CJC Crosswalk

- **The following courses are "Required Core Courses." No substitutions allowed: CJC-111, CJC-231, CJC-131**
- **The following courses BLET graduates receive credit for cross walk certificate. No substitutions are allowed: CJC-132, CJC-231, CJC-131, CJC-225**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CJC-111	Introduction to Criminal Justice	3
CJC-132	Court Procedure & Evidence	3
CJC-231	Constitutional Law	3

Spring Semester

Course Code	Title	Credits
CJC-131	Criminal Law	3

Summer Semester

Course Code	Title	Credits
CJC-225	Crisis Intervention	3
	Total Credits	15

Criminal Justice Technology

Degree Type
Certificate

Program Contact Information:
Tony Palbicke
Lead Instructor

(252) 222-6249
Wayne West Building, Room: 308
palbickea@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CJC-111, CJC-112, CJC-113, CJC-131**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CJC-111	Introduction to Criminal Justice	3
CJC-112	Criminology	3
CJC-141	Corrections	3

Spring Semester

Course Code	Title	Credits
CJC-113	Juvenile Justice	3
CJC-131	Criminal Law	3
	Total Credits	15

Diesel & Heavy Equipment Technology

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

The Diesel & Heavy Equipment program is under review for the 2024-25 academic year and not accepting new students.

Diesel & Heavy Equipment Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

The Diesel & Heavy Equipment program is under review for the 2024-25 academic year and not accepting new students.

- **The following courses are "Required Core Courses." No substitutions allowed: TRN-110, TRN-120, TRN-170, MRN-121, HET-134, TRN-140, TRN-145, TRN-180, MRN-147, MRN-150**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
	MAT-110 or MAT-143	**3**
MAT-110	Mathematical Measurement and Literacy	3
MAT-143	Quantitative Literacy	3
TRN-110	Introduction to Transport Technology	2
TRN-120	Basic Transportation Electricity	5
TRN-170	PC Skills for Transportation	2

Spring Semester

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
MRN-121	Marine Engines	4
HET-134	Diesel Fuel and Power System	3
HYD-112	Hydraulics-Medium and Heavy Duty	2
HET-125	Preventive Maintenance	2

Summer Semester

Course Code	Title	Credits
TRN-140	Transportation Climate Control	2
TRN-140A	Transportation Climate Control Lab	2
TRN-145	Advanced Transportation Electronics	3

Fall Semester

Course Code	Title	Credits
HET-114	Power Trains	5
	HUM-110 or HUM-115	**3**
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
	ENG-112 or ENG-114	**3**
ENG-112	Writing and Research in the Disciplines	3
ENG-114	Professional Research & Reporting	3
TRN-180	Basic Welding for Transportation	3

Spring Semester

Course Code	Title	Credits
MRN-147	Marine Power Trains	4
MRN-150	Advanced Marine Electrical Systems	5
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3
HET-231	Medium/Heavy Duty Brake Systems	2
	Total Credits	62

Basic Diesel

Degree Type
Certificate

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

The Diesel & Heavy Equipment program is under review for the 2024-25 academic year and not accepting new students.

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
TRN-110	Introduction to Transport Technology	2
TRN-120	Basic Transportation Electricity	5
HET-125	Preventive Maintenance	2

Spring Semester

	Total Credits	9

Marine Diesel

Degree Type
Certificate

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

The Diesel & Heavy Equipment program is under review for the 2024-25 academic year and not accepting new students.

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
TRN-110	Introduction to Transport Technology	2
TRN-120	Basic Transportation Electricity	5

Spring Semester

Course Code	Title	Credits
MRN-121	Marine Engines	4
MRN-147	Marine Power Trains	4
	Total Credits	15

Horticulture Technology

Program Contact Information:
Nathan Beasley
Lead Instructor
(252) 222-6016
Howard Building:
nathanw0478@carteret.edu

Horticulture Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Nathan Beasley
Lead Instructor
(252) 222-6016
Howard Building:
nathanw0478@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
HOR-116	Landscape Management I	3
HOR-160	Plant Materials I	3
HOR-162	Applied Plant Science	3
HOR-166	Soils and Fertilizers	3

Spring Semester

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
HOR-142	Fruit & Vegetable Production	2
HOR-161	Plant Materials II	3
HOR-164	Horticultural Pest Management	3
HOR-168	Plant Propagation	3

Summer Semester

Course Code	Title	Credits
HOR-114	Landscape Construction	3
HOR-245	Horticultural Specialty Crops	3
HOR-215	Landscape Irrigation	3

Fall Semester

Course Code	Title	Credits
	BIO-140 or MAT-110	**3**
BIO-140	Environmental Biology	3
MAT-110	Mathematical Measurement and Literacy	3
HUM-115	Critical Thinking	3
HOR-112	Landscape Design I	3
HOR-134	Greenhouse Operations	3
HOR-253	Horticulture Turfgrass	3

Spring Semester

Course Code	Title	Credits
HOR-217	Landscape Management II	2
HOR-225	Nursery Production	3
HOR-235	Greenhouse Production	3
HOR-273	Horticultural Management & Marketing	3
PSY-150	General Psychology	3
	Total Credits	68

Greenhouse Production

Degree Type
Certificate

Program Contact Information:
Nathan Beasley
Lead Instructor
(252) 222-6016
Howard Building:
nathanw0478@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HOR-162	Applied Plant Science	3
HOR-134	Greenhouse Operations	3
HOR-166	Soils and Fertilizers	3

Spring Semester

Course Code	Title	Credits
HOR-235	Greenhouse Production	3
HOR-164	Horticultural Pest Management	3
HOR-273	Horticultural Management & Marketing	3
	Total Credits	18

Horticulture Basic

Degree Type
Certificate

Program Contact Information:
Nathan Beasley
Lead Instructor
(252) 222-6016
Howard Building:
nathanw0478@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HOR-116	Landscape Management I	3
HOR-160	Plant Materials I	3
HOR-162	Applied Plant Science	3
HOR-166	Soils and Fertilizers	3
	Total Credits	12

Landscape Construction

Degree Type
Certificate

Program Contact Information:
Nathan Beasley
Lead Instructor
(252) 222-6016
Howard Building:
nathanw0478@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HOR-112	Landscape Design I	3
HOR-160	Plant Materials I	3

Spring Semester

Course Code	Title	Credits
HOR-161	Plant Materials II	3

Summer Semester

Course Code	Title	Credits
HOR-114	Landscape Construction	3
HOR-215	Landscape Irrigation	3
	Total Credits	15

Landscape Management

Degree Type
Certificate

Program Contact Information:
Nathan Beasley
Lead Instructor
(252) 222-6016
Howard Building:
nathanw0478@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HOR-116	Landscape Management I	3
HOR-160	Plant Materials I	3
HOR-253	Horticulture Turfgrass	3

Spring Semester

Course Code	Title	Credits
HOR-161	Plant Materials II	3
HOR-164	Horticultural Pest Management	3
HOR-217	Landscape Management II	2
	Total Credits	17

Information Technology

Program Contact Information:
Patrick Dineley, *Chairperson*
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

IT Business Support

Degree Type
Associate in Applied Science

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CTI-120, CIS-110, CTS-115, CTI-110, DBA-110, CTS-130**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CTI-120	Network and Security Foundations	3
CIS-110	Introduction to Computers	3
ENG-111	Writing and Inquiry	3
CTS-115	Information Systems Business Concepts	3
CTI-110	Web, Programming, and Database Foundation	3

Spring Semester

Course Code	Title	Credits
CTS-120	Hardware/Software Support	3
DBA-110	Database Concepts	3
COM-120	Introduction to Interpersonal Communication	3
NOS-110	Operating Systems Concepts	3
	Humanities/Fine Arts Elective (CIS)	**3**
ART-111	Art Appreciation	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3

Summer Semester

Course Code	Title	Credits
OST-136	Word Processing	3
CTS-130	Spreadsheet	3

Fall Semester

Course Code	Title	Credits
	MAT-143 or MAT-171	**3-4**
MAT-143	Quantitative Literacy	3
MAT-171	Precalculus Algebra	4
CTS-240	Project Management	3
NOS-130	Windows Single User	3
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3
BUS-110	Introduction to Business	3

Spring Semester

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
OST-286	Professional Development	3
OST-138	Office Applications II	3
CIS-115	Introduction to Programming and Logic	3
WEB-115	Web Markup and Scripting	3
	Total Credits	68-69

Information Systems

Degree Type
Associate in Applied Science

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CTI-120, CTS-115, CTI-110, CTS-120, NOS-130, NOS-230, CTI-140**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CTI-120	Network and Security Foundations	3
CIS-110	Introduction to Computers	3
ENG-111	Writing and Inquiry	3
CTS-115	Information Systems Business Concepts	3
CTI-110	Web, Programming, and Database Foundation	3

Spring Semester

Course Code	Title	Credits
CTS-120	Hardware/Software Support	3
DBA-110	Database Concepts	3
NET-125	Introduction to Networks	3
NOS-110	Operating Systems Concepts	3
COM-120	Introduction to Interpersonal Communication	3

Summer Semester

Course Code	Title	Credits
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3
	Humanities/Fine Arts Elective (CIS)	**3**
ART-111	Art Appreciation	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3

Fall Semester

Course Code	Title	Credits
	MAT-143 or MAT-171	**3-4**
MAT-143	Quantitative Literacy	3
MAT-171	Precalculus Algebra	4
CTS-240	Project Management	3
NET-126	Switching and Routing	3
NOS-130	Windows Single User	3
SEC-110	Security Concepts	3

Spring Semester

Course Code	Title	Credits
CTS-289	System Support Project	3
NOS-230	Windows Administration I	3
OST-286	Professional Development	3
CIS-115	Introduction to Programming and Logic	3
CTI-140	Virtualization Concepts	3
	Total Credits	67

Software & Web Development

Degree Type
Associate in Applied Science

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CTI-120, CIS-110, CTS-115, CTI-110, WEB-115, CTS-240, CSC-151**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CTI-120	Network and Security Foundations	3
CIS-110	Introduction to Computers	3
ENG-111	Writing and Inquiry	3
CTS-115	Information Systems Business Concepts	3
CTI-110	Web, Programming, and Database Foundation	3

Spring Semester

Course Code	Title	Credits
CIS-115	Introduction to Programming and Logic	3
DBA-110	Database Concepts	3
WEB-210	Web Design	3
WEB-115	Web Markup and Scripting	3
COM-120	Introduction to Interpersonal Communication	3

Summer Semester

Course Code	Title	Credits
	Humanities/Fine Arts Elective (CIS)	**3**
ART-111	Art Appreciation	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3

Fall Semester

Course Code	Title	Credits
CTS-240	Project Management	3
CSC-151	JAVA Programming	3
PHO-139	Introduction to Digital Imaging	3
ART-171	Digital Design I	3
	MAT-143 or MAT-171	**3-4**
MAT-143	Quantitative Literacy	3
MAT-171	Precalculus Algebra	4

Spring Semester

Course Code	Title	Credits
CTS-289	System Support Project	3
CSC-153	C# Programming	3
OST-286	Professional Development	3
PHO-224	Multimedia Production	3
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3
	Total Credits	64-65

A+ Prep

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

A+ Prep Certificate

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CTI-120	Network and Security Foundations	3
NOS-130	Windows Single User	3
CIS-110	Introduction to Computers	3

Spring Semester

	Total Credits	9

CyberSecurity

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

CyberSecurity Certificate

- **The following course is a "Required Core Course." No substitutions allowed: CTI-120**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

CTI 120 is 1st 8-weeks
SEC 110 is 2nd 8-weeks

Course Code	Title	Credits
CTI-120	Network and Security Foundations	3
SEC-110	Security Concepts	3

Spring Semester

Course Code	Title	Credits
NOS-110	Operating Systems Concepts	3
NET-125	Introduction to Networks	3
	Total Credits	12

Digital Media

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

Digital Media Certificate

- **The following course is a "Required Core Course." No substitutions allowed: WEB-210**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ART-171	Digital Design I	3
PHO-139	Introduction to Digital Imaging	3

Spring Semester

Course Code	Title	Credits
WEB-210	Web Design	3
WEB-115	Web Markup and Scripting	3
PHO-224	Multimedia Production	3
	Total Credits	15

IT Foundations

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

IT Foundations Certificate

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CTI-110	Web, Programming, and Database Foundation	3
CTI-120	Network and Security Foundations	3
CIS-110	Introduction to Computers	3
CTS-115	Information Systems Business Concepts	3
	Total Credits	12

IT Transfer

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

IT Transfer Certificate

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Spring Semester

Course Code	Title	Credits
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3

Fall Semester

Course Code	Title	Credits
CTS-115	Information Systems Business Concepts	3
CSC-151	JAVA Programming	3
	Total Credits	12

Marine Propulsion Systems

Program Contact Information:
Herb Roberts
Instructor
(252)222-6163
MARTEC Building
robertsh@carteret.edu

Marine Propulsion Systems

Degree Type
Certificate

Program Contact Information:
Herb Roberts
Instructor
(252)222-6163
MARTEC Building
robertsh@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enroll

Fall or Spring Semester

Each course is offered in a 5-week format which allows for completion in one semester.

Course Code	Title	Credits
MPS-101	Introduction to Outboards	5
MPS-102	Outboard Powerhead Systems	5
MPS-103	Outboard Lower Unit Systems	5
	Total Credits	15

Medical Office Administration

Program Contact Information:
Patrick Dineley
Chairperson

(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

Medical Office Administration

Degree Type
Associate in Applied Science

Program Contact Information:
Patrick Dineley
Chairperson
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CIS-110, MED-121, OST-149, OST-164, MED-122, OST-138, OST-248, OST-136, OST-148, OST-247, OST-289, OST-243**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CIS-110	Introduction to Computers	3
MED-116	Introduction to Anatomy & Physiology	4
MED-121	Medical Terminology I	3
OST-149	Medical Legal Issues	3
OST-164	Office Editing	3

Spring Semester

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
MED-122	Medical Terminology II	3
OST-138	Office Applications II	3
OST-248	Diagnostic Coding	3
ACC-120	Principles of Financial Accounting	4
OST-184	Records Management	3

Summer Semester

Course Code	Title	Credits
HUM-115	Critical Thinking	3
OST-136	Word Processing	3

Fall Semester

Course Code	Title	Credits
COM-120	Introduction to Interpersonal Communication	3
OST-148	Medical Insurance and Billing	3
OST-247	Procedure Coding	3
OST-289	Office Administration Capstone	3

Spring Semester

Course Code	Title	Credits
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3
MAT-110	Mathematical Measurement and Literacy	3
OST-243	Medical Office Simulation	3
OST-286	Professional Development	3

ADVISING NOTE: In order to be successful in this program it is advised that you take OST 248 Diagnostic Coding before taking OST 247 Procedure Coding.

	Total Credits	66

Medical Receptionist

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Wayne West Building, Room 302
dineleyp@carteret.edu

Medical Office Receptionist Certificate

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
MED-121	Medical Terminology I	3
OST-149	Medical Legal Issues	3
OST-164	Office Editing	3
OST-148	Medical Insurance and Billing	3
	Total Credits	12

Office Administration

Office Management

Degree Type
Associate in Applied Science

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CIS-110, OST-164, OST-138, OST-171, OST-136, OST-289, BUS-137**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ACC-120	Principles of Financial Accounting	4
CIS-110	Introduction to Computers	3
ENG-111	Writing and Inquiry	3
BUS-110	Introduction to Business	3
OST-164	Office Editing	3

Spring Semester

ACC 150 is 1st 8-weeks
ACC 152 is 2nd 8-weeks

Course Code	Title	Credits
ACC-150	Accounting Software Applications	2
ACC-152	Advanced Software Applications	2
MAT-110	Mathematical Measurement and Literacy	3
OST-138	Office Applications II	3
OST-184	Records Management	3

Summer Semester

Course Code	Title	Credits
CTS-130	Spreadsheet	3
OST-136	Word Processing	3

Fall Semester

Course Code	Title	Credits
COM-120	Introduction to Interpersonal Communication	3
BUS-260	Business Communication	3
CTS-120	Hardware/Software Support	3
OST-289	Office Administration Capstone	3
PSY-118	Interpersonal Psychology	3

Spring Semester

Course Code	Title	Credits
BUS-115	Business Law I	3
BUS-137	Principles of Management	3
HUM-115	Critical Thinking	3
OST-286	Professional Development	3
	Major Elective (MED)	**3**
DBA-110	Database Concepts	3
MED-121	Medical Terminology I	3
	Total Credits	66

General Office Fund

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chair
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CIS-110, OST-164, OST-184, OST-138**
- Minimum (Maximum) required courses for degree completion
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CIS-110	Introduction to Computers	3
OST-164	Office Editing	3

Spring Semester

Course Code	Title	Credits
OST-184	Records Management	3
OST-138	Office Applications II	3
	Total Credits	12

Paralegal Technology

Program Contact Information:
Rhonda Bagshawe
Director of Paralegal Technology
(252) 222-6230
bagshawer@carteret.edu

Paralegal Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Rhonda Bagshawe
Director of Paralegal Technology
(252) 222-6230
bagshawer@carteret.edu

- **Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.**
- **The following courses are "Required Core Courses." No substitutions allowed: LEX-110, LEX-120, LEX-140, LEX-210, LEX-130, LEX-150, LEX-240, LEX-250**

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
LEX-110	Introduction to Paralegal Study	2
LEX-120	Legal Research/Writing I	3
LEX-140	Civil Litigation I	3
LEX-210	Real Property I	3

Spring Semester

Course Code	Title	Credits
LEX-130	Civil Injuries	3
LEX-141	Civil Litigation II	3
CJC-120	Interviews/Interrogations	2
LEX-240	Family Law	3
SOC-210	Introduction to Sociology	3

Summer Semester

Course Code	Title	Credits
CIS-110	Introduction to Computers	3
LEX-270	Law Office Management/Technology	2
LEX-280	Ethics & Professionalism	2

Fall Semester

Course Code	Title	Credits
	COM-120 or COM-231	**3**
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
LEX-150	Commercial Law I	3
POL-120	American Government	3
LEX-250	Wills, Estates, & Trusts	3
CJC-231	Constitutional Law	3
	MAT-110 or MAT-143 or MAT-152 or MAT-171	**3**
MAT-110	Mathematical Measurement and Literacy	3
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4

Spring Semester

Course Code	Title	Credits
CJC-131	Criminal Law	3
	HUM-115 or HUM-120	**3**
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
LEX-271	Law Office Writing	2
	Paralegal Elective	**5**

Paralegal Elective

ACC-120	Principles of Financial Accounting	4
WBL-111	Work-Based Learning I	1
WBL-115	Work-Based Learning Seminar I	1
OST-149	Medical Legal Issues	3
BUS-115	Business Law I	3
ACC-132	NC Business Taxes	2
	Total Credits	67

Paralegal Technology (A25380)

Degree Type
Associate in Applied Science

Program Contact Information:
Susan H. McIntyre, JD
Chairperson
(252) 222-6230
Wayne West Building, Room: 203
mcintyres@carteret.edu

2021-2022

- **Students must take at least nine semester credits or the equivalent of legal specialty courses through traditional classroom instruction.**
- **The following courses are "Required Core Courses." No substitutions allowed: LEX-110, LEX-120, LEX-140, LEX-210, LEX-130, LEX-150, LEX-240, LEX-250**
- Minimum (Maximum) required courses for degree completion
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
LEX-110	Introduction to Paralegal Study	2
LEX-120	Legal Research/Writing I	3
LEX-140	Civil Litigation I	3
LEX-210	Real Property I	3

Spring Semester

Course Code	Title	Credits
LEX-130	Civil Injuries	3
LEX-141	Civil Litigation II	3
LEX-211	Real Property II	3
POL-120	American Government	3
SOC-210	Introduction to Sociology	3

Summer Semester

Course Code	Title	Credits
CIS-110	Introduction to Computers	3
LEX-270	Law Office Management/Technology	2
LEX-280	Ethics & Professionalism	2

Fall Semester

Course Code	Title	Credits
	COM-231 or ENG-114	**3**
COM-231	Public Speaking	3
ENG-114	Professional Research & Reporting	3
LEX-150	Commercial Law I	3
LEX-240	Family Law	3
LEX-250	Wills, Estates, & Trusts	3
CJC-231	Constitutional Law	3
MAT-110	Mathematical Measurement and Literacy	3

Spring Semester

Course Code	Title	Credits
	ACC-120 or OST-184	**3-4**
ACC-120	Principles of Financial Accounting	4
OST-184	Records Management	3
CJC-131	Criminal Law	3
	HUM-115 or HUM-120	**3**
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
LEX-271	Law Office Writing	2
WBL-111	Work-Based Learning I	1
WBL-115	Work-Based Learning Seminar I	1
	Total Credits	68-69

Paralegal Technology

Degree Type
Diploma

Program Contact Information:
Rhonda Bagshawe
Director of Paralegal Technology
(252) 222-6230
bagshawer@carteret.edu

- **Students must take at least nine semester credits or the equivalent of legal specialty courses through synchronous instruction.**
- **The following courses are "Required Core Courses." No substitutions allowed: LEX-110, LEX-120, LEX-140, LEX-210, LEX-250, LEX-130**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment
- **NOTE: ALL POTENTIAL STUDENTS MUST HAVE A BACHELOR'S DEGREE TO ENROLL, EVIDENCED BY AN OFFICIAL TRANSCRIPT FROM THE DEGREE-GRANTING INSTITUTION.**

Fall Semester

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
LEX-110	Introduction to Paralegal Study	2
LEX-120	Legal Research/Writing I	3
LEX-140	Civil Litigation I	3
LEX-210	Real Property I	3
LEX-250	Wills, Estates, & Trusts	3

Spring Semester

Course Code	Title	Credits
LEX-130	Civil Injuries	3
LEX-141	Civil Litigation II	3
LEX-240	Family Law	3
	MAT-110 or MAT-143 or MAT-152 or MAT-171	**3**
MAT-110	Mathematical Measurement and Literacy	3
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4
	Paralegal Elective - Diploma	**2**

Paralegal Elective

ACC-120	Principles of Financial Accounting	4
WBL-111	Work-Based Learning I	1
WBL-115	Work-Based Learning Seminar I	1
OST-149	Medical Legal Issues	3
BUS-115	Business Law I	3
ACC-132	NC Business Taxes	2
CJC-131	Criminal Law	3
LEX-150	Commercial Law I	3
LEX-271	Law Office Writing	2

Summer Semester

Course Code	Title	Credits
LEX-280	Ethics & Professionalism	2
LEX-270	Law Office Management/Technology	2

*Subject matter of all LEX courses and CJC-131 is covered on the North Carolina State Certified Paralegal Examination.

	Total Credits	35

Paralegal Technology (D25380)

Degree Type
Diploma

Program Contact Information:
Susan H. McIntyre, JD
Chairperson
(252) 222-6230
Wayne West Building, Room: 203
mcintyres@carteret.edu

2021-2022

- **Students must take at least nine semester credits or the equivalent of legal specialty courses through traditional classroom instruction.**
- **The following courses are "Required Core Courses." No substitutions allowed: LEX-110, LEX-120, LEX-140, LEX-210, LEX-250, LEX-130**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment
- **NOTE: ALL POTENTIAL STUDENTS MUST HAVE A BACHELORS DEGREE TO ENROLL, EVIDENCED BY AN OFFICIAL TRANSCRIPT FROM THE DEGREE GRANTING INSTITUTION.**

Fall Semester

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
LEX-110	Introduction to Paralegal Study	2
LEX-120	Legal Research/Writing I	3
LEX-140	Civil Litigation I	3
LEX-210	Real Property I	3
LEX-250	Wills, Estates, & Trusts	3

Spring Semester

Course Code	Title	Credits
LEX-130	Civil Injuries	3
LEX-141	Civil Litigation II	3
LEX-211	Real Property II	3
MAT-110	Mathematical Measurement and Literacy	3
	Major Elective (LEX)	**3-4**
ACC-120	Principles of Financial Accounting	4
CJC-131	Criminal Law	3
OST-136	Word Processing	3
OST-184	Records Management	3

Summer Semester

Course Code	Title	Credits
LEX-280	Ethics & Professionalism	2
WBL-111	Work-Based Learning I	1
WBL-115	Work-Based Learning Seminar I	1

*Subject matter of all LEX courses and CJC 131 is covered on the North Carolina State Certified Paralegal Examination.

	Total Credits	36-37

Photographic Technology

Program Contact Information:
Ryan Adrick
Lead Instructor
(252) 222-6251
Wayne West Bldg, Room 308
adrickr@carteret.edu

Photographic Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Scott Taylor
Chairperson
(252) 222-6257
Wayne West Bldg, Room 308
staylor@carteret.edu

2021-2022

- **The following courses are "Required Core Courses." No substitutions allowed: PHO-110, PHO-139, PHO-224, PHO-115, PHO-140, PHO-113, PHO-217, PHO-235, PHO-226**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
MAT-110	Mathematical Measurement and Literacy	3
PHO-110	Fund of Photography	5
PHO-139	Introduction to Digital Imaging	3

Spring Semester

Course Code	Title	Credits
PHO-224	Multimedia Production	3
PHO-115	Basic Studio Lighting	4
PHO-140	Digital Photo Imaging I	4

Summer Semester

Course Code	Title	Credits
ART-111	Art Appreciation	3

Fall Semester

Course Code	Title	Credits
PHO-113	History of Photography	3
PHO-235	Commercial Photography	4
PHO-226	Portraiture	4

Spring Semester

Course Code	Title	Credits
	COM-231 or ENG-114	**3**
COM-231	Public Speaking	3
ENG-114	Professional Research & Reporting	3
ART-171	Digital Design I	3
	PSY-118 or SOC-210	**3**
PSY-118	Interpersonal Psychology	3
SOC-210	Introduction to Sociology	3
	Total Credits	49

Photography

Degree Type
Diploma

Program Contact Information:
Ryan Adrick
Lead Instructor
(252) 222-6251
Wayne West Bldg, Room 308
adrickr@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: PHO-110, PHO-139, PHO-224, PHO-115, PHO-217, PHO-226**
- Minimum (Maximum) required courses for degree completion
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ART-171	Digital Design I	3
PHO-113	History of Photography	3
PHO-110	Fund of Photography	5
PHO-139	Introduction to Digital Imaging	3

Spring Semester

Course Code	Title	Credits
PHO-224	Multimedia Production	3
PHO-115	Basic Studio Lighting	4
PHO-120	Intermediate Photography	4
ENG-111	Writing and Inquiry	3

Summer Semester

Course Code	Title	Credits
PHO-226	Portraiture	4
PHO-235	Commercial Photography	4
	COM-120 or COM-231	**3**
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
	Total Credits	39

Foundational Photography

Degree Type
Certificate

Program Contact Information:
Ryan Adrick
Lead Instructor
(252) 222-6251
Wayne West Bldg, Room 308
adrickr@carteret.edu

- **All of the following are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
PHO-110	Fund of Photography	5
PHO-139	Introduction to Digital Imaging	3
PHO-113	History of Photography	3
ART-171	Digital Design I	3
	Total Credits	14

Intermediate Photography

Degree Type
Certificate

Program Contact Information:
Ryan Adrick
Lead Instructor
(252) 222-6251
Wayne West Bldg, Room 308
adrickr@carteret.edu

- **The following courses are "Core Required Courses." No substitutions allowed: PHO-110, PHO-115**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
PHO-110	Fund of Photography	5

Spring Semester

Course Code	Title	Credits
PHO-115	Basic Studio Lighting	4
PHO-120	Intermediate Photography	4
PHO-224	Multimedia Production	3
	Total Credits	16

Portraiture

Degree Type
Certificate

Program Contact Information:
Ryan Adrick
Lead Instructor
(252) 222-6251
Wayne West Bldg, Room 308
adrickr@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
PHO-110	Fund of Photography	5
PHO-139	Introduction to Digital Imaging	3

Spring Semester

Course Code	Title	Credits
PHO-115	Basic Studio Lighting	4
	Total Credits	12

Welding Technology

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

Welding Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: WLD-110, WLD-115, WLD-121, WLD-141, WLD-131**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Fall Semester

WLD 115 is first 8-weeks
WLD 215 is second 8-weeks

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
MAT-110	Mathematical Measurement and Literacy	3
WLD-115	SMAW (Stick) Plate	5
WLD-215	SMAW (stick) Pipe	4

Spring Semester

WLD 121 is first 8-weeks
WLD 122 is second 8-weeks

Course Code	Title	Credits
COM-120	Introduction to Interpersonal Communication	3
CIS-110	Introduction to Computers	3
WLD-121	GMAW (MIG) FCAW/Plate	4
WLD-122	GMAW (MIG) Plate/Pipe	3

Summer Semester

Course Code	Title	Credits
WLD-110	Cutting Processes	2
MEC-172	Introduction to Metallurgy	3

Fall Semester

WLD 131 is first 8-weeks
WLD 132 is second 8-weeks

Course Code	Title	Credits
	Humanities/Fine Arts Elective (WLD)	**3**
ART-111	Art Appreciation	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
WLD-141	Symbols and Specifications	3
WLD-131	GTAW (TIG) Plate	4
WLD-132	GTAW (TIG) Plate/Pipe	3
BUS-110	Introduction to Business	3

Spring Semester

WLD 151 is first 8-weeks
WLD 251 is second 8-weeks

Course Code	Title	Credits
	Social/Behavioral Science Elective (WLD)	**3**
PSY-118	Interpersonal Psychology	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3
WLD-214	Sanitary Welding	4
WLD-151	Fabrication I	4
WLD-251	Fabrication II	3
	Total Credits	64

Welding Technology

Degree Type
Diploma

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: WLD-110, WLD-115, WLD-121, WLD-141**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

WLD 115 is first 8-weeks
WLD 215 is second 8-weeks

Course Code	Title	Credits
ACA-122	College Transfer Success	1
COM-120	Introduction to Interpersonal Communication	3
MAT-110	Mathematical Measurement and Literacy	3
WLD-115	SMAW (Stick) Plate	5
WLD-215	SMAW (stick) Pipe	4

Spring Semester

Course Code	Title	Credits
CIS-110	Introduction to Computers	3
WLD-121	GMAW (MIG) FCAW/Plate	4
WLD-122	GMAW (MIG) Plate/Pipe	3

Summer Semester

Course Code	Title	Credits
MEC-172	Introduction to Metallurgy	3
WLD-110	Cutting Processes	2

Fall Semester

Course Code	Title	Credits
WLD-131	GTAW (TIG) Plate	4
WLD-141	Symbols and Specifications	3
	Total Credits	38

Basic Welding

Degree Type
Certificate

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

WLD 115 is first 8-weeks
WLD 215 is second 8-weeks

Course Code	Title	Credits
WLD-115	SMAW (Stick) Plate	5
WLD-215	SMAW (stick) Pipe	4

Spring Semester

Course Code	Title	Credits
WLD-121	GMAW (MIG) FCAW/Plate	4
	Total Credits	13

Intermediate Welding

Degree Type
Certificate

Program Contact Information:

Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

- **The following course is "Required Core Courses." No substitutions allowed: WLD-110, WLD-121**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Spring Semester

WLD 121 is first 8-weeks
WLD 122 is second 8-weeks

Course Code	Title	Credits
WLD-121	GMAW (MIG) FCAW/Plate	4
WLD-122	GMAW (MIG) Plate/Pipe	3

Summer Semester

Course Code	Title	Credits
MEC-172	Introduction to Metallurgy	3
WLD-110	Cutting Processes	2
	Total Credits	12

Aquaculture Technology

Program Contact Information:
David Cerino
Director, Aquaculture Technology
(252) 222-6114
Howard Mariculture Building
cerinod@carteret.edu

Aquaculture Technology – University Transfer

Degree Type
Associate in Applied Science

Program Contact Information:
David Cerino
Director of Aquaculture
(252) 222-6114
Howard Mariculture Building
cerinod@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: AQU-111, AQU-220, BIO-111 CHM-151/CHM-131 & CHM-131A**

Aquaculture Courses (intro)

Course Code	Title	Credits
AQU-111	Aquaculture I	3
AQU-112	Aquaculture II	3
AQU-220	Aquaculture Facilities	3

Aquaculture Practicum Courses (skills labs)

Course Code	Title	Credits
AQU-161	Aquaculture Practicum I	1
AQU-162	Aquaculture Practicum II	1
AQU-163	Aquaculture Practicum III	1
AQU-164	Aquaculture Practicum IV	1
AQU-165	Aquaculture Practicum V	1
AQU-166	Aquaculture Practicum VI	1

General Education Requirements

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3
MAT-171	Precalculus Algebra	4
	Humanities/Fine Arts Elective	**3**
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
HUM-115	Critical Thinking	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-230	Introduction to Logic	3
PHI-240	Introduction to Ethics	3
	Social/Behavioral Sciences Elective	**3**
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
GEO-111	World Regional Geography	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-118	Interpersonal Psychology	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Science Courses

Course Code	Title	Credits
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
BIO-243	Marine Biology	4
BIO-112	General Biology II	4
BIO-275	Microbiology	4

Business Courses

Course Code	Title	Credits
AQU-120	Aquabusiness	3

Work Experience

Course Code	Title	Credits
	WBL-112 or AQU-280	**2**
WBL-112	Work-Based Learning I	2
AQU-280	Aquaculture Project	2

Aquaculture Courses (advanced)

11 credits minimum (choose 4 courses)

Course Code	Title	Credits
AQU-230	Fish Genetics & Breeding	3
AQU-240	Fish Nutrition & Diseases	3
AQU-251	Hatchery Management I	3
AQU-251	Hatchery Management I	3
AQU-180	Operational Diving	3
AQU-181	Operational Diving Skills	2
	Total Credits	68

Aquaculture Technology – Work/Business

Degree Type
Associate in Applied Science

Program Contact Information:
David Cerino
Director, Aquaculture Technology
(252) 222-6114
Howard Mariculture Building
cerinod@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: AQU-111, AQU-220, BIO-111, CHM-151/CHM-131 & CHM-131A**

Aquaculture Courses (intro)

Course Code	Title	Credits
AQU-111	Aquaculture I	3
AQU-112	Aquaculture II	3
AQU-220	Aquaculture Facilities	3

Aquaculture Practicum Courses (skills labs)

Course Code	Title	Credits
AQU-161	Aquaculture Practicum I	1
AQU-162	Aquaculture Practicum II	1
AQU-163	Aquaculture Practicum III	1
AQU-164	Aquaculture Practicum IV	1
AQU-165	Aquaculture Practicum V	1
AQU-166	Aquaculture Practicum VI	1

General Education Requirements

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
ENG-114	Professional Research & Reporting	3
MAT-143	Quantitative Literacy	3
	Humanities/Fine Arts Elective	**3**
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
HUM-115	Critical Thinking	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-230	Introduction to Logic	3
PHI-240	Introduction to Ethics	3
	Social/Behavioral Sciences Elective	**3**
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
GEO-111	World Regional Geography	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-118	Interpersonal Psychology	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Science Courses

Course Code	Title	Credits
BIO-111	General Biology I	4
	CHM-151 or CHM-131/131A	**4**
CHM-151	General Chemistry I	4
CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
BIO-243	Marine Biology	4
BIO-112	General Biology II	4
BIO-275	Microbiology	4

Business Courses

Course Code	Title	Credits
AQU-120	Aquabusiness	3

Work Experience

Course Code	Title	Credits
	WBL-112 or AQU-280	**2**
WBL-112	Work-Based Learning I	2
AQU-280	Aquaculture Project	2

Aquaculture Courses (advanced)

11 credits minimum (choose 4 courses)

Course Code	Title	Credits
AQU-230	Fish Genetics & Breeding	3
AQU-240	Fish Nutrition & Diseases	3
AQU-251	Hatchery Management I	3
AQU-251	Hatchery Management I	3
AQU-180	Operational Diving	3
AQU-181	Operational Diving Skills	2
	Total Credits	67

Aquaculture Technology

Degree Type
Diploma

Program Contact Information:
David Cerino
Director, Aquaculture Technology
(252) 222-6114
Howard Mariculture Building
cerinod@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: AQU-111, AQU-220, BIO-111, CHM-151/CHM-131 & CHM-131A**

Aquaculture Courses

Course Code	Title	Credits
AQU-111	Aquaculture I	3
AQU-161	Aquaculture Practicum I	1
AQU-112	Aquaculture II	3
AQU-162	Aquaculture Practicum II	1
AQU-220	Aquaculture Facilities	3
AQU-163	Aquaculture Practicum III	1

General Education Requirements

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
	ENG-112 or ENG-114	**3**
ENG-112	Writing and Research in the Disciplines	3
ENG-114	Professional Research & Reporting	3
MAT-143	Quantitative Literacy	3

Science Courses

Course Code	Title	Credits
BIO-111	General Biology I	4
BIO-243	Marine Biology	4
	CHM-151 or CHM-131/131A	**4**
CHM-151	General Chemistry I	4
CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1

Buisness Courses

Course Code	Title	Credits
AQU-120	Aquabusiness	3

Work Experience

Course Code	Title	Credits
	WBL-112 or AQU-280	**2**
WBL-112	Work-Based Learning I	2
AQU-280	Aquaculture Project	2
	Total Credits	39

Aquaculture Online Certificate

Degree Type
Certificate

Program Contact Information:
David Cerino
Director, Aquaculture Technology
(252) 222-6114
Howard Mariculture Building
cerinod@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**

Course Code	Title	Credits
AQU-111	Aquaculture I	3
AQU-112	Aquaculture II	3
AQU-220	Aquaculture Facilities	3
AQU-120	Aquabusiness	3
	Total Credits	12

Aquaculture Technology

Degree Type
Certificate

Program Contact Information:
David Cerino
Director, Aquaculture Technology

(252) 222-6114
Howard Mariculture Building
cerinod@carteret.edu

Course Code	Title	Credits
AQU-111	Aquaculture I	3
AQU-161	Aquaculture Practicum I	1
AQU-112	Aquaculture II	3
AQU-162	Aquaculture Practicum II	1
AQU-220	Aquaculture Facilities	3
AQU-163	Aquaculture Practicum III	1
	Total Credits	12

Aquaponics Certificate

Degree Type
Certificate

Program Contact Information:
David Cerino
Director, Aquaculture Technology
(252) 222-6114
Howard Mariculture Building
cerinod@carteret.edu

Course Code	Title	Credits
AQU-111	Aquaculture I	3
AQU-161	Aquaculture Practicum I	1
AQU-220	Aquaculture Facilities	3
AQU-161	Aquaculture Practicum I	1
HOR-142	Fruit & Vegetable Production	2
HOR-245	Horticultural Specialty Crops	3
	Total Credits	13

Baking & Pastry

Program Contact Information:
Shana Olmstead
Chairperson
(252)222-6264
Building, Room: HCAC
olmsteads@carteret.edu

Baking & Pastry Arts

Degree Type
Associate in Applied Science

Program Contact Information:
Chef Rochelle Wert
Baking and Pastry Instructor

(252) 222-6097
HCAC
wertr@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CUL-110, CUL-160, BPA-150, BPA-210, CUL-135, CUL-135A, HRM-245, BPA-250**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
MAT-110	Mathematical Measurement and Literacy	3
CUL-110	Sanitation and Safety	2
CUL-120	Purchasing	2
CUL-160	Baking I	3
CUL-260	Baking II	3

Spring Semester

Course Code	Title	Credits
BPA-150	Artisan & Specialty Bread	4
BPA-230	Chocolate Artistry	3
BPA-130	European Cakes and Tortes	3
BPA-120	Petit Fours and Pastries	3
ENG-111	Writing and Inquiry	3
HRM-110	Introduction to Hospitality and Tourism	3

Summer Semester

Course Code	Title	Credits
HRM-220	Cost Control-Food and Beverage	3

Fall Semester

Course Code	Title	Credits
BPA-210	Cake Design and Decorating	3
BPA-240	Plated Desserts	3
BPA-230	Chocolate Artistry	3
CUL-135	Food and Beverage Service	2
CUL-135A	Food and Beverage Service Lab	1
PSY-118	Interpersonal Psychology	3
WBL-112AB	Work-Based Learning I	1

Spring Semester

Course Code	Title	Credits
BPA-250	Dessert and Bread Production	5
COM-231	Public Speaking	3
BPA-130	European Cakes and Tortes	3
HRM-245	Human Resource Management-Hospitality	3
WBL-112BB	Work-Based Learning I	1

Summer Semester

Course Code	Title	Credits
BPA-260	Pastry and Baking Marketing	3

Note: 1 credit of WBL-112 is taken Summer Semester 1, and 1 credit of WBL-112 is taken Summer Semester 2.

	Total Credits	69

Artisan Baker

Degree Type
Certificate

Program Contact Information:
Chef Rochelle Wert
BPA Instructor
(252) 222-6097
Building, Room: 115
wertr@carteret.edu

2023-2024

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CUL-110	Sanitation and Safety	2
CUL-160	Baking I	3
CUL-260	Baking II	3

Spring Semester

Course Code	Title	Credits
BPA-150	Artisan & Specialty Bread	4
BPA-130	European Cakes and Tortes	3
	Total Credits	15

Bakery Manager

Degree Type
Certificate

Program Contact Information:
Chef Rochelle Wert
BPA Instructor
(252)222-6097
HCAC Building, Room: 115
wertr@carteret.edu

2023-2024

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.

- The following suggested schedule is based on full-time enrollment

Fall Semester

Course Code	Title	Credits
CUL-110	Sanitation and Safety	2
CUL-160	Baking I	3
CUL-260	Baking II	3
CUL-120	Purchasing	2

Spring Semester

Course Code	Title	Credits
HRM-245	Human Resource Management-Hospitality	3
HRM-220	Cost Control-Food and Beverage	3
	Total Credits	16

Cake Designer

Degree Type
Certificate

Program Contact Information:
Chef Rochelle Wert
BPA Instructor
(252)222-6097
HCAC Building, Room 115
werts@carteret.edu

2023-2024

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CUL-110	Sanitation and Safety	2
CUL-160	Baking I	3
CUL-260	Baking II	3

Spring Semester

Course Code	Title	Credits
BPA-210	Cake Design and Decorating	3
	Total Credits	11

Culinary Arts

Program Contact Information:
Shana Olmstead
Chairperson

(252)222-6264
Culinary Building
olmsteads@carteret.edu

Culinary Arts

Degree Type
Associate in Applied Science

Program Contact Information:
Michele Somogy
(252) 222-6033
Hospitality and Culinary Arts Building
michele6085@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CUL-110, CUL-140, CUL-160, CUL-135, CUL-135A, CUL-112**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CUL-110	Sanitation and Safety	2
CUL-120	Purchasing	2
CUL-140	Culinary Skills I	5
CUL-240	Culinary Skills II	5
HRM-110	Introduction to Hospitality and Tourism	3
MAT-110	Mathematical Measurement and Literacy	3

Spring Semester

Course Code	Title	Credits
CUL-135	Food and Beverage Service	2
CUL-135A	Food and Beverage Service Lab	1
CUL-112	Nutrition for Foodservice	3
	HUM-115 or ART-111	**3**
HUM-115	Critical Thinking	3
ART-111	Art Appreciation	3
CUL-130	Menu Design	2
CUL-160	Baking I	3

Summer Semester

Course Code	Title	Credits
HRM-220	Cost Control-Food and Beverage	3

Fall Semester

Course Code	Title	Credits
CUL-230	Global Cuisines	5
ENG-111	Writing and Inquiry	3
PSY-118	Interpersonal Psychology	3
COM-231	Public Speaking	3
WBL-112AB	Work-Based Learning I	1

Spring Semester

Course Code	Title	Credits
CUL-250	Classical Cuisine	5
CUL-270	Garde Manger II	3
CUL-170	Garde Manger I	3
WBL-112BB	Work-Based Learning I	1
HRM-140	Legal Issues-Hospitality	3

Summer Semester

WBL-112 is taken as 1 credit during Summer Semester 1, and 1 credit during Summer Semester 2.

	Total Credits	70

Culinary Arts

Degree Type
Certificate

Program Contact Information:
Michele Somogy
Instructor
(252)222-6033
Hospitality and Culinary Arts Center
michele6085@carteret.edu

Day & Evening Certificate Program
2021-2022

- **The following courses are "Required Core Courses." No substitutions allowed: CUL-110, CUL-112, CUL-170, CUL-140, CUL-160**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CUL-110	Sanitation and Safety	2
CUL-112	Nutrition for Foodservice	3
CUL-170	Garde Manger I	3

Spring Semester

Course Code	Title	Credits
CUL-140	Culinary Skills I	5
CUL-160	Baking I	3
	Total Credits	17

Food Service Technology

Program Contact Information:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Hospitality/Culinary Arts Center, Room: 107
olmsteads@carteret.edu

Food Service Technology

Degree Type
Certificate

Program Contact Information:
Chef Michele Somogy
Instructor
(252) 222-6033
Hospitality/Culinary Arts Center, Room:110
michele6085@carteret.edu

Certificate Program - Evening
2021-2022

- **All of the following courses are required. No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
FST-100	Introduction to Foodservice	3
FST-103	Foodservice Sanitation	2

Spring Semester

Course Code	Title	Credits
FST-101	Quantity Baking I	3
FST-102	Foodservice Skills I	8
	Total Credits	16

Hospitality Management

Hotel Mangement

Degree Type

Associate in Applied Science

Program Contact Information:
Shana Olmstead
Chairperson
(252) 222-6264
HCAC Building, Room:
olmsteads@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CUL-110, HRM-110, HRM-140, HRM-245, HRM-220, ACC-120, HRM-240, HRM-280**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CIS-110	Introduction to Computers	3
CUL-110	Sanitation and Safety	2
HRM-110	Introduction to Hospitality and Tourism	3
HRM-140	Legal Issues-Hospitality	3
MAT-110	Mathematical Measurement and Literacy	3

Spring Semester

Course Code	Title	Credits
CUL-135	Food and Beverage Service	2
CUL-135A	Food and Beverage Service Lab	1
ENG-111	Writing and Inquiry	3
HRM-230	Club & Resort Management	3
HRM-115	Housekeeping	3
HRM-120	Front Office Procedures	3

Summer Semester

Course Code	Title	Credits
HRM-245	Human Resource Management-Hospitality	3
WBL-112	Work-Based Learning I	2

Fall Semester

Course Code	Title	Credits
COM-231	Public Speaking	3
HRM-220	Cost Control-Food and Beverage	3
HRM-235	Quality Management-Hospitality	3
HRM-285	Service Projects-Hospitality	5
PSY-118	Interpersonal Psychology	3

Spring Semester

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
HUM-115	Critical Thinking	3
HRM-135	Facilities Management	3
HRM-240	Marketing for Hospitality	3
HRM-280	Management Problems-Hospitality	3
HRM-285	Service Projects-Hospitality	5

Summer Semester

Course Code	Title	Credits
WBL-112	Work-Based Learning I	2

HRM-285 is taken as 2 credits during Fall Semester 2, and 2 credits during Spring Semester 2.

WBL-112 is taken as 1 credit during Summer Semester 1, and 1 credit during Summer Semester 2.

	Total Credits	67

Restaurant Management

Degree Type
Associate in Applied Science

Program Contact Information:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Wayne West Building, Room: 309
olmsteads@carteret.edu

2021-2022

- **The following courses are "Required Core Courses." No substitutions allowed: CUL-110, HRM-110, HRM-140, ACC-120, HRM-245, HRM-220, HRM-240, HRM-280**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CIS-110	Introduction to Computers	3
CUL-110	Sanitation and Safety	2
HRM-110	Introduction to Hospitality and Tourism	3
HRM-140	Legal Issues-Hospitality	3
MAT-110	Mathematical Measurement and Literacy	3

Spring Semester

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
CUL-135	Food and Beverage Service	2
CUL-135A	Food and Beverage Service Lab	1
ENG-111	Writing and Inquiry	3
PSY-118	Interpersonal Psychology	3
HRM-124	Guest Service Management	3

Summer Semester

Course Code	Title	Credits
HRM-245	Human Resource Management-Hospitality	3
WBL-112	Work-Based Learning I	2

Fall Semester

Course Code	Title	Credits
COM-231	Public Speaking	3
HRM-215	Restaurant Management	3
HRM-220	Cost Control-Food and Beverage	3
HRM-285	Service Projects-Hospitality	5
CUL-140	Culinary Skills I	5

Spring Semester

Course Code	Title	Credits
HRM-115	Housekeeping	3
HRM-135	Facilities Management	3
HRM-240	Marketing for Hospitality	3
HRM-280	Management Problems-Hospitality	3
HRM-285	Service Projects-Hospitality	5

Summer Semester

Course Code	Title	Credits
WBL-112	Work-Based Learning I	2

WBL-112 is taken for 1 credit during Summer Semester 1, and 1 credit during Summer Semester 2.

HRM-285 is taken for 2 credits during Fall Semester 2, and 2 credits during Spring Semester 2.

	Total Credits	64

Hospitality Management

Degree Type
Diploma

Program Contact Information:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Wayne West Building, Room: 309
olmsteads@carteret.edu

Day Program Only
2021-2022

- **The following courses are "Required Core Courses." No substitutions allowed: CUL-110, HRM-110, HRM-220, HRM-245, HRM-280, HRM-140, HRM-240**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
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

Spring Semester

Course Code	Title	Credits
CUL-135	Food and Beverage Service	2
CUL-135A	Food and Beverage Service Lab	1
HRM-220	Cost Control-Food and Beverage	3
HRM-235	Quality Management-Hospitality	3
HRM-245	Human Resource Management-Hospitality	3
HRM-280	Management Problems-Hospitality	3

Fall Semester

Course Code	Title	Credits
HRM-140	Legal Issues-Hospitality	3
HRM-240	Marketing for Hospitality	3
MAT-110	Mathematical Measurement and Literacy	3
	Total Credits	36

Hospitality Management

Degree Type
Certificate

Program Contact Information:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Hospitality and Culinary Arts Center
olmsteads@carteret.edu

Certificate: Hospitality Management

The following courses are "Required Core Courses." No substitutions allowed: HRM-110, HRM-140

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HRM-110	Introduction to Hospitality and Tourism	3
HRM-140	Legal Issues-Hospitality	3

Spring Semester

Course Code	Title	Credits
HRM-220	Cost Control-Food and Beverage	3
HRM-245	Human Resource Management-Hospitality	3
	Total Credits	12

Hotel Management

Degree Type
Certificate

Program Contact Information:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Wayne West Building, Room: 309
olmsteads@carteret.edu

Certificate: Hotel Management
2019-2020

- **The following courses are "Required Core Courses." No substitutions allowed: HRM-110, HRM-140**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HRM-110	Introduction to Hospitality and Tourism	3
HRM-140	Legal Issues-Hospitality	3

Spring Semester

Course Code	Title	Credits
HRM-235	Quality Management-Hospitality	3
HRM-120	Front Office Procedures	3
	Total Credits	12

Associate in Arts

Doree Hill
Dean of Arts, Sciences & Academic Success
hilld@carteret.edu (252) 222-6282

Associate in Arts (University Transfer)

Degree Type

Associate in Arts

For Additional Information, Contact:
Doree Hill
Dean of Arts, Sciences & Academic Success
hilld@carteret.edu (252) 222-6282

The Associate in Arts (AA) degree program consists of 60 semester hours of credit (SHC) of transfer courses. Graduates who are admitted toThe University of North Carolina schools and to the Signatory Institutions of North Carolina Independent Colleges and Universities may transfer with junior status upon earning grades of "C" or better with an overall GPA of at least 2.0.

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

Universal General Education Transfer Component (UGETC) Courses

English Composition (6 SHC)

The following 2 English courses are required.

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Communications/Humanities/Fine Arts (9 SHC)

Select 3 courses from 2 different disciplines. **Take only 1 COM class for this section.**

Course Code	Title	Credits
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
ENG-232	American Literature II	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences (9 SHC)

Select 3 courses from 2 different disciplines.

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Math (3–4 SHC)

Select 1 course.

Course Code	Title	Credits
MAT–143	Quantitative Literacy	3
MAT–152	Statistical Methods I	4
MAT–171	Precalculus Algebra	4

Natural Sciences (4 SHC)

Select 4 SHC from the list below.

Course Code	Title	Credits
	AST–111 and AST–111A	**4**
AST–111	Descriptive Astronomy	3
AST–111A	Descriptive Astronomy Lab	1
BIO–110	Principles of Biology	4
BIO–111	General Biology I	4
CHM–151	General Chemistry I	4
GEL–111	Geology	4
	PHY–110 and PHY–110A	**4**
PHY–110	Conceptual Physics	3
PHY–110A	Conceptual Physics Lab	1

Academic Transition (1 SHC)

Course Code	Title	Credits
ACA–122	College Transfer Success	1

Additional General Education and/or UGETC Courses

Course Code	Title	Credits
	BIO-140 and BIO-140A	**4**
BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1
	CHM-131 and CHM-131A	**4**
CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
COM-110	Introduction to Communication	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-225	Social Diversity	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3

NOTE—UGETC and General Education courses will satisfy the Additional General Education Hours. Pre-major-Elective hours will not.

UGETC, General Education, and Pre-major-Elective courses will satisfy the Other Required Courses section.

Course offerings are subject to change. Check Carteret Compass for scheduling information.

Other Required Courses

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
ART-121	Two-Dimensional Design	3
ART-122	Three-Dimensional Design	3
ART-131	Drawing I	3
ART-135	Figure Drawing I	3
ART-171	Digital Design I	3
ART-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-283	Ceramics I	3
ART-284	Ceramics II	3
BIO-155	Nutrition	3
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4
BIO-243	Marine Biology	4
BIO-275	Microbiology	4
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3
BUS-137	Principles of Management	3
CJC-111	Introduction to Criminal Justice	3
CJC-113	Juvenile Justice	3
CJC-121	Law Enforcement Operations	3
CJC-141	Corrections	3
CJC-212	Ethics & Community Relations	3
CSC-151	JAVA Programming	3
CTS-115	Information Systems Business Concepts	3
DFT-170	Engineering Graphics	3
EDU-216	Foundations of Education	3
EGR-150	Introduction to Engineering	2
ENG-125	Creative Writing I	3
HEA-110	Personal Health/Wellness	3
HIS-221	African-American History	3
HIS-226	The Civil War	3
MAT-280	Linear Algebra	3
MAT-285	Differential Equations	3
PED-110	Fit and Well for Life	2
SOC-244	Sociology of Death & Dying	3
SPA-181	Spanish Lab 1	1
SPA-182	Spanish Lab 2	1
	Total Credits	60

Engineering

For Additional Information, Contact:
Verna Caz Chambers
Math, Engineering and Physics Chair
chambersv@carteret.edu
(252) 222-6109

Engineering (University Transfer)

Degree Type
Associate in Engineering

For Additional Information, Contact:
Verna Caz Chambers
Math, Engineering and Physics Chair
chambersv@carteret.edu
(252) 222-6109

The Associate in Engineering (AE) degree is a planned program of study consisting of 60 semester hours of credit (SHC). 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 plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. 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, students 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. Students must meet the receiving university's foreign language and/or health and physical education requirements prior to or after transfer to the senior institution.

Uniform Articulation Agreement between the UNC Baccalaureate Engineering Programs and the NC Community College System Associate in Engineering Programs

The Uniform Articulation Agreement for the Associate in Engineering promotes educational advancement opportunities for Associate in Engineering (A10500) completers and the constituent institutions of The University of North Carolina in order to complete Bachelor of Science in Engineering degrees.

This Associate in Engineering to Bachelor of Science in Engineering Articulation Agreement (AE to BSE AA) is between the State Board of North Carolina Community Colleges and The University of North Carolina Board of Governors. It applies to all NC community colleges that operate the AE program and to UNC constituent institutions (ECU, NC A&T, NCSU, UNC-Charlotte and Western Carolina). The AE to BSE was approved in February 2015.

UNC System Engineering Programs:

East Carolina University
North Carolina Agricultural and Technical University
North Carolina State University
University of North Carolina Charlotte
Western Carolina University

English Composition (6 SHC)

The following 2 English courses are required.

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Communications/Humanities/Fine Arts (6 SHC)

Humanities: Choose ONE

(REL 110 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.)

Course Code	Title	Credits
ENG-232	American Literature II	3
ENG-242	British Literature II	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
REL-110	World Religions	3

Fine Arts and Communication: Choose ONE

Course Code	Title	Credits
COM-231	Public Speaking	3
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3

Social/Behavioral Sciences (6 SHC)

ECO-251 course is **REQUIRED**. Select second course.

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Math (12 SHC)

The following 3 math courses are required.

(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.)

Course Code	Title	Credits
MAT-271	Calculus I	4
MAT-272	Calculus II	4
MAT-273	Calculus III	4

Natural Sciences (12 SHC)

The following 3 science courses are required.

Course Code	Title	Credits
CHM-151	General Chemistry I	4
PHY-251	General Physics I	4
PHY-252	General Physics II	4

Other General Education (3-4 SHC)

Course Code	Title	Credits
BIO-111	General Biology I	4
CHM-152	General Chemistry II	4
COM-231	Public Speaking	3
ECO-252	Principles of Macroeconomics	3
GEL-111	Geology	4
HUM-110	Technology and Society	3
PHI-240	Introduction to Ethics	3

Academic Transition (1 SHC)

Course Code	Title	Credits
ACA-122	College Transfer Success	1

Pre-Major Elective (2 SHC)

Course Code	Title	Credits
EGR-150	Introduction to Engineering	2

Other General Education and Pre-Major Elective Hours (11-12 SHC)

Course Code	Title	Credits
BIO-111	General Biology I	4
CHM-152	General Chemistry II	4
COM-231	Public Speaking	3
CSC-134	C++ Programming	3
CSC-151	JAVA Programming	3
DFT-170	Engineering Graphics	3
ECO-252	Principles of Macroeconomics	3
GEL-111	Geology	4
HUM-110	Technology and Society	3
MAT-280	Linear Algebra	3
MAT-285	Differential Equations	3
PED-110	Fit and Well for Life	2
	Total Credits	60

Associate in Fine Arts

For Additional Information, Contact:

Charles Jason Smith
Dept. Chair for Fine Arts, Humanities and Social Science
smithc@carteret.edu (252) 222-6048

AFA: Visual Arts (University Transfer)

Degree Type
Associate in Fine Arts

For Additional Information, Contact:
Charles Jason Smith
Dept. Chair for Fine Arts, Humanities and Social Science
smithc@carteret.edu (252) 222-6048

The Associate in Fine Arts in Visual Arts degree is a planned program of study consisting of 60 semester hours of college transfer courses. 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.

UNC System BFA Programs

Appalachian State University — BFA in Studio Art
East Carolina State University — BFA in Art
UNC Asheville — BFA in Art
UNC Chapel Hill — BFA in Studio Art
UNC Charlotte — BFA in Art
UNC Greensboro — BFA in Studio Art
Western Carolina University — BFA in Art

Fall 1 Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ART-114	Art History Survey I	3
ART-121	Two-Dimensional Design	3
ART-131	Drawing I	3
ENG-111	Writing and Inquiry	3
	Math Requirement	**3-4**
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4
MAT-271	Calculus I	4

Spring 1 Semester

Course Code	Title	Credits
ART-115	Art History Survey II	3
ART-122	Three-Dimensional Design	3
	Art Studio Elective	**3**
ART-135	Figure Drawing I	3
ART-171	Digital Design I	3
ART-212	Gallery Assistantship I	3
ART-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-232	Printmaking II	3
ART-240	Painting I	3
ART-241	Painting II	3
ART-264	Digital Photography I	3
ART-260	Photography Appreciation	3
ART-281	Sculpture I	3
ART-283	Ceramics I	3
ART-284	Ceramics II	3
ART-288	Studio	3
ENG-112	Writing and Research in the Disciplines	3
	Natural Science Requirement	**4**
AST-111	Descriptive Astronomy	3
AST-111A	Descriptive Astronomy Lab	1
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1

Fall 2 Semester

Course Code	Title	Credits
ART-171	Digital Design I	3
	Art Studio Elective	**3**
ART-135	Figure Drawing I	3
ART-171	Digital Design I	3
ART-212	Gallery Assistantship I	3
ART-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-232	Printmaking II	3
ART-240	Painting I	3
ART-241	Painting II	3
ART-264	Digital Photography I	3
ART-260	Photography Appreciation	3
ART-281	Sculpture I	3
ART-283	Ceramics I	3
ART-284	Ceramics II	3
ART-288	Studio	3
	Communications & HFA Requirement	**3**
ART-111	Art Appreciation	3
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
DRA-111	Theatre Appreciation	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
	Social Sciences Requirement	**3**
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3
	Social Sciences Requirement	**3**
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Spring 2 Semester

Course Code	Title	Credits
	Art Studio Elective	**3**
ART-135	Figure Drawing I	3
ART-171	Digital Design I	3
ART-212	Gallery Assistantship I	3
ART-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-232	Printmaking II	3
ART-240	Painting I	3
ART-241	Painting II	3
ART-264	Digital Photography I	3
ART-260	Photography Appreciation	3
ART-281	Sculpture I	3
ART-283	Ceramics I	3
ART-284	Ceramics II	3
ART-288	Studio	3
	Art Studio Elective	**3**
ART-135	Figure Drawing I	3
ART-171	Digital Design I	3
ART-212	Gallery Assistantship I	3
ART-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-232	Printmaking II	3
ART-240	Painting I	3
ART-241	Painting II	3
ART-264	Digital Photography I	3
ART-260	Photography Appreciation	3
ART-281	Sculpture I	3
ART-283	Ceramics I	3
ART-284	Ceramics II	3
ART-288	Studio	3
	Other Additional Hours Requirement	**3**

General Education Courses

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1
CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-225	Social Diversity	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3

Pre-Major/Elective Courses

ACC-120	Principles of Financial Accounting	4
BIO-155	Nutrition	3
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4
BIO-243	Marine Biology	4
BIO-275	Microbiology	4
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3
BUS-137	Principles of Management	3
CJC-111	Introduction to Criminal Justice	3
CJC-113	Juvenile Justice	3
CJC-121	Law Enforcement Operations	3
CJC-141	Corrections	3
CJC-212	Ethics & Community Relations	3
CSC-151	JAVA Programming	3
CTS-115	Information Systems Business Concepts	3
DFT-170	Engineering Graphics	3
EDU-144	Child Development I	3
EDU-145	Child Development II	3
EDU-216	Foundations of Education	3
EGR-150	Introduction to Engineering	2
ENG-125	Creative Writing I	3
HEA-110	Personal Health/Wellness	3
HIS-221	African-American History	3
HIS-226	The Civil War	3
MAT-280	Linear Algebra	3
MAT-285	Differential Equations	3
PED-110	Fit and Well for Life	2
SOC-234	Sociology of Gender	3
SOC-244	Sociology of Death & Dying	3
SPA-181	Spanish Lab 1	1
SPA-182	Spanish Lab 2	1
	Communications & HFA Requirement	**3**
ART-111	Art Appreciation	3
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
DRA-111	Theatre Appreciation	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
ART-214	Portfolio and Resume	1
	Total Credits	60-61

Associate in Science

Associate in Science (University Transfer)

Degree Type
Associate in Science

For Additional Information, Contact:
Doree Hill
Dean of Arts, Sciences & Academic Success
hilld@carteret.edu
(252) 222-6282

The Associate in Science (AS) degree program of study consists of a minimum of 60 semester hours of credit (SHC) of transfer courses. Graduates who are admitted to The University of North Carolina schools and to the Signatory Institutions of North Carolina Independent Colleges and Universities may transfer with junior status upon earning grades of "C" or better with an overall GPA of at least 2.0.

Universal General Education Transfer Component (UGETC) Courses (34 SHC)

English Composition (6 SHC)

The following 2 English courses are required

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Communications/Humanities/Fine Arts (6 SHC)

Select 2 courses from 2 different disciplines

Course Code	Title	Credits
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
ENG-232	American Literature II	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences (6 SHC)

Select 2 courses from 2 different disciplines

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Math (8 SHC)

Select 2 courses

Course Code	Title	Credits
MAT-171	Precalculus Algebra	4
MAT-172	Precalculus Trigonometry	4
MAT-271	Calculus I	4
MAT-272	Calculus II	4

Natural Sciences (8 SHC)

Select 8 SHC from one group

Course Code	Title	Credits
	BIO-111 and BIO-112	**8**
BIO-111	General Biology I	4
BIO-112	General Biology II	4
	CHM-151 and CHM-152	**8**
CHM-151	General Chemistry I	4
CHM-152	General Chemistry II	4
	PHY-151 and PHY-152	**8**
PHY-151	College Physics I	4
PHY-152	College Physics II	4
	PHY-251 and PHY-252	**8**
PHY-251	General Physics I	4
PHY-252	General Physics II	4

Academic Transition (1 SHC)

Course Code	Title	Credits
ACA-122	College Transfer Success	1

Additional General Education Hours

Course Code	Title	Credits
	BIO-140 and BIO-140A	**4**
BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1
	CHM-131 and CHM-131A	**4**
CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
COM-110	Introduction to Communication	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-225	Social Diversity	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3

NOTE — UGETC and General Education courses will satisfy the Additional General Education Hours. Pre-major-Elective hours will not.

UGETC, General Education, and Pre-major-Elective courses will satisfy the Other Required Courses section.

Course offerings are subject to change. Check Carteret Compass for scheduling information.

Other Required Courses

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
ART-121	Two-Dimensional Design	3
ART-122	Three-Dimensional Design	3
ART-131	Drawing I	3
ART-135	Figure Drawing I	3
ART-171	Digital Design I	3
ART-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-283	Ceramics I	3
ART-284	Ceramics II	3
BIO-155	Nutrition	3
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4
BIO-243	Marine Biology	4
BIO-275	Microbiology	4
BUS-110	Introduction to Business	3
BUS-115	Business Law I	3
BUS-137	Principles of Management	3
CJC-111	Introduction to Criminal Justice	3
CJC-113	Juvenile Justice	3
CJC-121	Law Enforcement Operations	3
CJC-141	Corrections	3
CJC-212	Ethics & Community Relations	3
CSC-151	JAVA Programming	3
CTS-115	Information Systems Business Concepts	3
DFT-170	Engineering Graphics	3
EDU-216	Foundations of Education	3
EGR-150	Introduction to Engineering	2
ENG-125	Creative Writing I	3
HEA-110	Personal Health/Wellness	3
HIS-221	African-American History	3
HIS-226	The Civil War	3
MAT-280	Linear Algebra	3
MAT-285	Differential Equations	3
PED-110	Fit and Well for Life	2
SOC-244	Sociology of Death & Dying	3
SOC-250	Sociology of Religion	3
SPA-181	Spanish Lab 1	1
SPA-182	Spanish Lab 2	1
	Total Credits	60

Early Childhood Education

For more information, contact:
Doree Hill
Dean of Arts, Sciences & Academic Success
(252) 222-6282
hilld@carteret.edu

Early Child Care Workforce

Degree Type
Certificate

For more information, contact:
Doree Hill
Dean of Arts, Sciences & Academic Success
hilld@carteret.edu
(252) 222-6282

This curriculum prepares individuals to work in early childcare settings. Students will combine best practices, competency-based knowledge, and practice in actual settings with children.

Coursework includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include public and private childcare programs.

Fall Semester

Course Code	Title	Credits
EDU-119	Introduction to Early Childhood Education	4
EDU-130	Social Environments for Children	3
EDU-159	Health and Safety for Early Childhood	2

Spring Semester

Course Code	Title	Credits
EDU-151	Creative Activities	3
EDU-162	Observation and Assessment in Early Childhood Education	3
EDU-188	Trends and Policies in Early Childhood	3
	Total Credits	18

Teacher Preparation

AA: Teacher Preparation (University Transfer)

Degree Type
Associate in Arts

For Additional Information, contact:
Karen Bochnovic
bochnovick@carteret.edu
(252) 222-6064

The Associate in Arts Teacher Preparation
degree is a planned program of study consisting of 60-61 semester hours of college transfer courses. Students should consult their senior institution's transfer pathway when choosing from a list of course options. Summer semesters can be utilized to lighten the course load for fall and spring semesters.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status.

Fall 1 Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
EDU-216	Foundations of Education	3
	Communications/Humanities/Fine Arts	**3**

Take only one (1) COM class in the Teacher Preparation Program.

ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
ENG-232	American Literature II	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
	Social Sciences Requirement	**3**
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Spring 1 Semester

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
EDU-187	Teaching and Learning for All	4
	Math Requirement	**3-4**
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4
MAT-271	Calculus I	4
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3

Fall 2 Semester

Course Code	Title	Credits
SOC-225	Social Diversity	3
EDU-250	Teacher Licensure Preparation	3
	Natural Science Requirement	**4**
AST-111	Descriptive Astronomy	3
AST-111A	Descriptive Astronomy Lab	1
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
	Communications/Humanities/Fine Arts	**3**

Take only one (1) COM class in the Teacher Preparation Program.

ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
ENG-232	American Literature II	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1

CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3

Spring 2 Semester

Course Code	Title	Credits
	Social Sciences Requirement	**3**
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3
	Communications/Humanities/Fine Arts	**3**

Take only one (1) COM class in the Teacher Preparation Program.

ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
ENG-232	American Literature II	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
EDU-279	Literacy Development and Instruction	4
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1

CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3
	Total Credits	61-62

AS: Teacher Preparation (University Transfer)

Degree Type
Associate in Science

For Additional Information, contact:
Karen Bochnovic
bochnovick@carteret.edu
(252) 222-6064

The Associate in Science in Teacher Preparation degree is a planned program of study consisting of 61 semester hours of college transfer courses. Students should consult their senior institution's transfer pathway when choosing from a list of course options. Summer semesters can be utilized to lighten the course load for fall and spring semesters.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status.

Fall 1 Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
MAT-171	Precalculus Algebra	4
EDU-216	Foundations of Education	3
	Communications/Humanities/Fine Arts	**3**
Take only one (1) COM class in the Teacher Preparation Program.		
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
ENG-232	American Literature II	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Spring 1 Semester

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
MAT-172	Precalculus Trigonometry	4
EDU-187	Teaching and Learning for All	4
	Social Sciences Requirement	**3**
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3

Fall 2 Semester

Course Code	Title	Credits
	Natural Science Requirement	**4**
AST-111	Descriptive Astronomy	3
AST-111A	Descriptive Astronomy Lab	1
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
SOC-225	Social Diversity	3
EDU-250	Teacher Licensure Preparation	3
	Communications/Humanities/Fine Arts	**3**

Take only one (1) COM class in the Teacher Preparation Program.

ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
ENG-232	American Literature II	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1

CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3

Spring 2 Semester

Course Code	Title	Credits
	Natural Science Requirement	**4**
AST-111	Descriptive Astronomy	3
AST-111A	Descriptive Astronomy Lab	1
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
EDU-279	Literacy Development and Instruction	4
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3
	General Education Elective	**3**

BIO

Take both of the following:

BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1

CHM

Take both of the following:

CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3
ENG-114	Professional Research & Reporting	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
MAT-273	Calculus III	4
PSY-239	Psychology of Personality	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3
SPA-211	Intermediate Spanish I	3
	Total Credits	61

Nursing

Program Contact Information:
Tammy Kavanaugh
Chair
(252) 222-6112
Wayne West Building, Room 208K
kavanaught@carteret.edu

ENC aRIBN

Degree Type
Accelerated Regionally Increasing Baccalaureate Nurses (aRIBN)

Program Contact Information:
Camella Marcom
Chair
(252) 222-6112
Wayne West Building, Room 208K
marcomc@carteret.edu

ENC-aRIBN (Eastern NC Accelerated Regionally Increasing Baccalaureate Nurses)

This program is designed for top academic students that have completed all of the first-year general education courses and pre-requisite courses for the RIBN program with a "C" or higher. Applicants must seek admission to the Carteret CC Associate Degree Nursing (ADN) program first. Once notified of acceptance into the ADN program, students may apply to the ENC aRIBN program at ECU. Students accepted into the aRIBN program are dually enrolled with Carteret CC and ECU. Following acceptance, students enter the Carteret CC nursing program and concurrently take online courses at ECU.

Upon graduation from the Associate Degree Nursing program at Carteret CC, students are eligible to take the NCLEX-RN exam. After successful completion of the Carteret CC ADN program and passing the NCLEX-RN exam, students will continue taking online nursing courses at ECU for the final year of the program. After their final year, students are anticipated to graduate from ECU with a Bachelor of Science in Nursing degree. Students are not eligible for aRIBN if they have been unsuccessful or dismissed from a traditional baccalaureate or associate degree program.

Interested students in the ENC-aRIBN program should contact the program chair for more information.

Prerequisites

(must be completed with a grade of "C" or better prior to applying for aRIBN (Total semester hours = 34 (35)

Course Code	Title	Credits
ACA-122	College Transfer Success	1
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4
BIO-275	Microbiology	4
CHM-151	General Chemistry I	4
CHM-152	General Chemistry II	4
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3
PSY-150	General Psychology	3
	HUM-115 or PHI-240	**3**
HUM-115	Critical Thinking	3
PHI-240	Introduction to Ethics	3
	Humanities/Fine Arts Elective (aRIBN)	**3**
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
HUM-115	Critical Thinking	3
	MAT-143 or MAT-171	**3-4**
MAT-143	Quantitative Literacy	3
MAT-171	Precalculus Algebra	4

Summer Semester 1

Course Code	Title	Credits
HSC-110	Orientation to Health Careers	1

Fall Semester 1

ECU Course: SOCI 2110 (3 SHC)

Course Code	Title	Credits
NUR-111	Introduction to Health Concepts	8
NUR-117	Pharmacology	2
PSY-241	Developmental Psychology	3

Spring Semester 1

ECU Course: ART 1910 (3 SHC) or HU/FA (3 SHC)

Course Code	Title	Credits
MAT-152	Statistical Methods I	4
NUR-112	Health-Illness Concepts	5
NUR-113	Family Health Concepts	5

Summer Semester 2

Course Code	Title	Credits
NUR-212	Health System Concepts	5

Fall Semester 2

ECU Course: NURS 4901 (5 SHC)

Course Code	Title	Credits
NUR-114	Holistic Health Concepts	5
NUR-211	Health Care Concepts	5

Spring Semester 2

ECU Courses:

NURS 4902 (3 SHC)

NURS 4903 (3 SCH)

Course Code	Title	Credits
NUR-213	Complex Health Concepts	10

Summer Semester 3

ECU Courses:

NURS 4904 (4 SHC)

NURS 4905 (4 SHC)

Fall Semester 3

ECU Courses:

NURS 4906 (5 SHC)

NURS 4907 (3 SHC)

Spring Semester 3

ECU Course: NURS 4908 (6 SHC)

	Total Credits	130

Associate Degree Nursing (Fall Entry)

Degree Type
Associate in Applied Science

Program Contact Information:
Tammy Kavanaugh
Chair
(252) 222-6112
Wayne West Building, Room 208K
kavanaught@carteret.edu

Effective 2023-2024
Fall Entry

- **The following courses are "Required Core Courses." No substitutions allowed: NUR-111, NUR-112, NUR-114, NUR-113, NUR-211, NUR-212, NUR-213.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Summer Semester 1

Course Code	Title	Credits
HSC-110	Orientation to Health Careers	1

Fall Semester 1

Course Code	Title	Credits
BIO-168	Anatomy and Physiology I	4
NUR-111	Introduction to Health Concepts	8
NUR-117	Pharmacology	2
PSY-150	General Psychology	3

Spring Semester 1

Course Code	Title	Credits
BIO-169	Anatomy and Physiology II	4
NUR-112	Health-Illness Concepts	5
NUR-113	Family Health Concepts	5
PSY-241	Developmental Psychology	3

Summer Semester 2

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
NUR-212	Health System Concepts	5

Fall Semester 2

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
NUR-114	Holistic Health Concepts	5
NUR-211	Health Care Concepts	5

Spring Semester 2

Course Code	Title	Credits
	HUM-115 or PHI-240	**3**
HUM-115	Critical Thinking	3
PHI-240	Introduction to Ethics	3
NUR-213	Complex Health Concepts	10
	Total Credits	69

Associate Degree Nursing (Spring Entry)

Degree Type
Associate in Applied Science

Program Contact Information:
Tammy Kavanaugh
Chair
(252) 222-6112
Wayne West Building, Room 208K
kavanaught@carteret.edu

Effective 2023-2024
Spring Entry

- **The following courses are "Required Core Courses." No substitutions allowed: NUR-111, NUR-113, NUR-112, NUR-114, NUR-211, NUR-212, NUR-213AB, NUR-213BB.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester 1

Course Code	Title	Credits
HSC-110	Orientation to Health Careers	1

Spring Semester 1

Course Code	Title	Credits
BIO-168	Anatomy and Physiology I	4
NUR-111	Introduction to Health Concepts	8
NUR-117	Pharmacology	2
PSY-150	General Psychology	3

Summer Semester 1

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
NUR-212	Health System Concepts	5

Fall Semester 2

Course Code	Title	Credits
BIO-169	Anatomy and Physiology II	4
NUR-112	Health-Illness Concepts	5
NUR-113	Family Health Concepts	5
PSY-241	Developmental Psychology	3

Spring Semester 2

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
NUR-114	Holistic Health Concepts	5
NUR-211	Health Care Concepts	5

Summer Semester 2

Course Code	Title	Credits
NUR-213	Complex Health Concepts	10
	HUM-115 or PHI-240	**3**
HUM-115	Critical Thinking	3
PHI-240	Introduction to Ethics	3

Fall Semester 3

Course Code	Title	Credits
NUR-213	Complex Health Concepts	10

NUR-213 is taken in two parts: AB (summer semester, 5 credits) and BB (fall semester, 5 credits).

	Total Credits	69

General Education - Nursing

Degree Type
Associate in General Education

Program Contact Information:
Tammy Kavanaugh
Chairperson of Nursing Programs
Wayne West Building, Room 208K
(252) 222-6112
kavanaught@carteret.edu

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward an Associate in Nursing degree and a Baccalaureate degree in Nursing.

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 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.

Note: Individual UNC RN to BSN nursing programs may require a maximum of two courses totaling no more than six credits to meet school specific degree requirements that are not a part of the RN to BSN Articulation Agreement. In no case will these additional requirements necessitate completing more than 128 credits in order to earn a BSN. Each UNC RN to BSN institution will develop, publish, and maintain on their website a RN to BSN degree plan that identifies specific degree requirements that are not part of the RN to BSN AA.

For 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 please visit: http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/uniform-articulation-agreement-rn-bsn

I. General Education (Total of 53 SHC)

A. General Education

1. English Composition (6 SHC) Choose Two

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
	ENG-112 or ENG-114	**3**
ENG-112	Writing and Research in the Disciplines	3
ENG-114	Professional Research & Reporting	3

2. English Literature: (3 SC) Choose One

Course Code	Title	Credits
ENG-231	American Literature I	3
ENG-232	American Literature II	3

3. Humanities: (3 SHC) Choose One

Course Code	Title	Credits
	HUM-115 or PHI-240	**3**
HUM-115	Critical Thinking	3
PHI-240	Introduction to Ethics	3

4. Fine Arts: (3 SHC) Choose One

Course Code	Title	Credits
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
MUS-110	Music Appreciation	3

5. Psychology: (6 SHC)

Course Code	Title	Credits
PSY-150	General Psychology	3
PSY-241	Developmental Psychology	3

6. Sociology: (6 SHC) Choose Two

Course Code	Title	Credits
SOC-210	Introduction to Sociology	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3

7. History: (3 SHC) Choose One

Course Code	Title	Credits
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3

8. Math: (7 SHC) Choose Two

Course Code	Title	Credits
MAT-152	Statistical Methods I	4
	MAT-143 or MAT-171	**3-4**
MAT-143	Quantitative Literacy	3
MAT-171	Precalculus Algebra	4

9. Natural Sciences (16 SHC) Choose Four

Course Code	Title	Credits
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4
BIO-275	Microbiology	4
	CHM-151 or CHM-131/131A	**4**
CHM-151	General Chemistry I	4
CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1

II. Other Required Hours (Total 7 SHC)

A. Academic Transition (1 SHC)

Course Code	Title	Credits
ACA-122	College Transfer Success	1

B. Electives (6 SHC) Choose Two

Course Code	Title	Credits
BIO-111	General Biology I	4
CHM-152	General Chemistry II	4
CIS-110	Introduction to Computers	3
COM-231	Public Speaking	3
HEA-110	Personal Health/Wellness	3
POL-120	American Government	3
REL-110	World Religions	3
SPA-111	Elementary Spanish I	3
	Total Credits	60

ENC RIBN

Degree Type
Regionally Increasing Baccalaureate Nurses (RIBN)

Program Contact Information:
Tammy Kavanaugh
Chair

(252) 222-6112
Wayne West Building, Room 208K
kavanaught@carteret.edu

ENC-RIBN (Eastern NC Accelerated Regionally Increasing Baccalaureate Nurses)

ENC RIBN program is a four-year nursing option in which students are dually enrolled in the Carteret CC nursing program and East Carolina University. This program is **designed for high school seniors**.

The first three years after high school graduation are spent at Carteret CC taking general education and nursing courses along with one online ECU course every fall and spring semester. Upon successful completion of the third year at Carteret CC, students will graduate from the Carteret CC Associate Degree Nursing program and be eligible to take the NCLEX-RN exam. In the student's fourth year, they will continue taking online ECU nursing courses. Upon successful completion of ECU course work, students will graduate from ECU with a Bachelor of Science in Nursing degree.

Please note that students must apply to the ENC RIBN program through ECU first and designate the Carteret CC nursing program as their school. Applicants will be notified of acceptance into the ENC RIBN program in the spring semester.

Interested students in the ENC-RIBN program should contact the program chair for more information.

Summer Semester 1

Course Code	Title	Credits
HSC-110	Orientation to Health Careers	1

Fall Semester 1

ECU Course: THEA 1000 (3 SHC)

Course Code	Title	Credits
ACA-122	College Transfer Success	1
BIO-168	Anatomy and Physiology I	4
CHM-151	General Chemistry I	4
ENG-111	Writing and Inquiry	3

Spring Semester 1

ECU Course: PHIL 1180 (3 SHC)

Course Code	Title	Credits
BIO-169	Anatomy and Physiology II	4
CHM-152	General Chemistry II	4
PSY-150	General Psychology	3

Summer Semester 2

Course Code	Title	Credits
BIO-275	Microbiology	4
ENG-112	Writing and Research in the Disciplines	3
	MAT-143 or MAT-171	**3-4**
MAT-143	Quantitative Literacy	3
MAT-171	Precalculus Algebra	4

Fall Semester 2

ECU Course: SOCI 2110 (3 SHC)

Course Code	Title	Credits
NUR-111	Introduction to Health Concepts	8
NUR-117	Pharmacology	2
PSY-241	Developmental Psychology	3

Spring Semester 2

ECU Course: ART 1910 (3 SHC) or HU/FA (3 SHC)

Course Code	Title	Credits
MAT-152	Statistical Methods I	4
NUR-112	Health-Illness Concepts	5
NUR-113	Family Health Concepts	5

Summer Semester 3

Course Code	Title	Credits
NUR-212	Health System Concepts	5

Fall Semester 3

ECU Course: NURS 4901 (5 SHC)

Course Code	Title	Credits
NUR-114	Holistic Health Concepts	5
NUR-211	Health Care Concepts	5

Spring Semester 3

ECU Courses:

NUR 4902 (3 SHC)

NUR 4903 (3 SHC)

Course Code	Title	Credits
NUR-213	Complex Health Concepts	10

Summer Semester 4

ECU Courses:

NURS 4904 (4 SHC)

NURS 4905 (4 SHC)

Fall Semester 4

ECU Courses:

NURS 4906 (5 SHC)

NURS 4907 (3 SHC)

Spring Semester 4

ECU Course: NURS 4908 (6 SHC)

	Total Credits	130

Cosmetology

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 217
allens@carteret.edu

Cosmetology

Degree Type
Diploma

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 217
allens@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: COS-111, COS-112, COS-113, COS-114, COS-115, COS-116, COS-117, COS-118**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
COS-111	Cosmetology Concepts I	4
COS-112	Salon I	8
COM-120	Introduction to Interpersonal Communication	3

Spring Semester

Course Code	Title	Credits
COS-113	Cosmetology Concepts II	4
COS-114	Salon II	8
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3

Summer Semester

Course Code	Title	Credits
COS-115	Cosmetology Concepts III	4
COS-116	Salon III	4

Fall Semester

Course Code	Title	Credits
COS-117	Cosmetology Concepts IV	2
COS-118	Salon IV	7

Total Seat Hours: 1520

	Total Credits	47

Cosmetology

Degree Type
Diploma

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 250
allens@carteret.edu

2023-2024
Spring Entry

- **The following courses are "Required Core Courses." No substitutions allowed: COS-111, COS-112, COS-113, COS-114, COS-115, COS-116, COS-117, COS-118**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Spring Semester

Course Code	Title	Credits
COS-111	Cosmetology Concepts I	4
COS-112	Salon I	8
PSY-118	Interpersonal Psychology	3

Summer Semester

Course Code	Title	Credits
COS-115	Cosmetology Concepts III	4
COS-116	Salon III	4

Fall Semester

Course Code	Title	Credits
COS-113	Cosmetology Concepts II	4
COS-114	Salon II	8
COM-120	Introduction to Interpersonal Communication	3

Spring Semester

Course Code	Title	Credits
COS-117	Cosmetology Concepts IV	2
COS-118	Salon IV	7
Total Seat Hours: 1520		
	Total Credits	47

Cosmetology Instructor

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 217
allens@carteret.edu

Cosmetology Instructor

Degree Type
Certificate

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 217
allens@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
COS-271	Instructor Concepts I	5
COS-272	Instructor Practicum I	7

Spring Semester

Course Code	Title	Credits
COS-273	Instructor Concepts II	5
COS-274	Instructor Practicum II	7
Total Seat Hours: 832		
	Total Credits	24

Emergency Medical Science

Program Contact Information:
Christine Turner

Chair
(252) 222-6082
Wayne West, Room 106C
turnerc@carteret.edu

Emergency Medical Science

Degree Type
Associate in Applied Science

Program Contact Information:
Christine Turner
Chair
(252) 222-6082
Wayne West, Room 106C
turnerc@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: EMS-110, MED-120, BIO-169, EMS-122, EMS-130, EMS-131, EMS-160, EMS-220, EMS-221, EMS-240, EMS-231, EMS-250, EMS-260, EMS-270, EMS-241, EMS-285**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester 1

Course Code	Title	Credits
ACA-122	College Transfer Success	1
BIO-168	Anatomy and Physiology I	4
EMS-110	EMT	9
MED-120	Survey of Medical Terminology	2

Spring Semester 1

Course Code	Title	Credits
BIO-169	Anatomy and Physiology II	4
EMS-122	EMS Clinical Practicum I	1
EMS-130	Pharmacology	4
EMS-131	Advanced Airway Management	2
EMS-160	Cardiology I	3
ENG-111	Writing and Inquiry	3

Summer Semester 1

Course Code	Title	Credits
EMS-220	Cardiology II	3
EMS-221	EMS Clinical Practicum II	2
EMS-240	Patients With Special Challenges	2

Fall Semester 2

Course Code	Title	Credits
EMS-231	EMS Clinical Practicum III	3
EMS-250	Medical Emergencies	4
EMS-260	Trauma Emergencies	2
EMS-270	Life Span Emergencies	4
ENG-112	Writing and Research in the Disciplines	3

Spring Semester 2

Course Code	Title	Credits
EMS-241	EMS Clinical Practicum IV	4
EMS-285	EMS Capstone	2
PSY-150	General Psychology	3
HUM-115	Critical Thinking	3
	Total Credits	68

Emergency Medical Science – Bridging

Degree Type
Associate in Applied Science

Program Contact Information:
Christine Turner
Chair
(252) 222-6082
Wayne West, Room 106C
turnerc@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: EMS-110, EMS-122, EMS-130, EMS-131, EMS-160, EMS-220, EMS-221, EMS-231, EMS-240, EMS-241, EMS-250, EMS-260, EMS-270, EMS-285, EMS-235, MED-120, BIO-169**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Transfer Credit for NC EMT-Paramedic Credential

Course Code	Title	Credits
EMS-110	EMT	9
EMS-122	EMS Clinical Practicum I	1
EMS-130	Pharmacology	4
EMS-131	Advanced Airway Management	2
EMS-160	Cardiology I	3
EMS-220	Cardiology II	3
EMS-221	EMS Clinical Practicum II	2
EMS-231	EMS Clinical Practicum III	3
EMS-240	Patients With Special Challenges	2
EMS-241	EMS Clinical Practicum IV	4
EMS-250	Medical Emergencies	4
EMS-260	Trauma Emergencies	2
EMS-270	Life Span Emergencies	4
EMS-285	EMS Capstone	2

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
BIO-168	Anatomy and Physiology I	4
EMS-235	EMS Management	2
ENG-111	Writing and Inquiry	3
MED-120	Survey of Medical Terminology	2

Spring Semester

Course Code	Title	Credits
BIO-169	Anatomy and Physiology II	4
ENG-112	Writing and Research in the Disciplines	3
PSY-150	General Psychology	3
HUM-115	Critical Thinking	3
	Total Credits	70

Esthetics Instructor

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 217
allens@carteret.edu

Esthetics Instructor

Degree Type
Certificate

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 217
allens@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
COS-253	Esthetics Instructional Concepts I	11

Spring Semester

Course Code	Title	Credits
COS-254	Esthetic Instructional Concepts II	11

Total Seat Hours: 672

	Total Credits	22

Esthetics Technology

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 217
allens@carteret.edu

Esthetics Technology

Degree Type
Certificate

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 250
allens@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
COS-119	Esthetics Concepts I	2
COS-120	Esthetics Salon I	6

Spring Semester

Course Code	Title	Credits
COS-125	Esthetics Concepts II	2
COS-126	Esthetics Salon II	6

Total Seat Hours: 640

	Total Credits	16

Health Sciences

Program Contact Information:
Mark Johnson
Health Sciences Enrollment Advisor
(252) 222-6148
MAPS Center, McGee Building
johnsonm@carteret.edu

Therapeutic and Diagnostic Services — Nurse Aide

Degree Type
Diploma

Program Contact Information:
Mark Johnson
Health Sciences Enrollment Advisor
(252) 222-6148
MAPS Center, McGee Building
johnsonm@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: MED-120/MED-121, NAS-101, NAS-102, HSC-120, MED-122**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3
	MED-120 or MED-121	**2-3**
MED-120	Survey of Medical Terminology	2
MED-121	Medical Terminology I	3
	Biology Requirement (HS)	**4-5**
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-163	Basic Anatomy & Physiology	5
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4

Spring Semester

Course Code	Title	Credits
	ENG-112 or ENG-114	**3**
ENG-112	Writing and Research in the Disciplines	3
ENG-114	Professional Research & Reporting	3
	CHM-151 or CHM-131/131A	**4**
CHM-151	General Chemistry I	4
CHM-131	Introduction to Chemistry	3
CHM-131A	Introduction to Chemistry Lab	1
	Other Elective (HS)	**1-5**
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-155	Nutrition	3
BIO-163	Basic Anatomy & Physiology	5
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4
BIO-271	Pathophysiology	3
BIO-275	Microbiology	4
CHM-152	General Chemistry II	4
CIS-110	Introduction to Computers	3
CIS-111	Basic PC Literacy	2
HEA-110	Personal Health/Wellness	3
HSC-110	Orientation to Health Careers	1
HSC-120	CPR	1
MAT-110	Mathematical Measurement and Literacy	3
MAT-152	Statistical Methods I	4
MAT-172	Precalculus Trigonometry	4
MED-122	Medical Terminology II	3
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
PHY-151	College Physics I	4
PSY-241	Developmental Psychology	3
SOC-210	Introduction to Sociology	3
SOC-213	Sociology of the Family	3

Summer Semester

Course Code	Title	Credits
NAS-101	Nurse Aide I	6

Fall Semester

Course Code	Title	Credits
PED-110	Fit and Well for Life	2
NAS-102	Nurse Aide II	6
	MAT-143 or MAT-171	**3-4**
MAT-143	Quantitative Literacy	3
MAT-171	Precalculus Algebra	4
	Other Elective (HS)	**1-5**
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-155	Nutrition	3
BIO-163	Basic Anatomy & Physiology	5
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4
BIO-271	Pathophysiology	3
BIO-275	Microbiology	4
CHM-152	General Chemistry II	4
CIS-110	Introduction to Computers	3
CIS-111	Basic PC Literacy	2
HEA-110	Personal Health/Wellness	3
HSC-110	Orientation to Health Careers	1
HSC-120	CPR	1
MAT-110	Mathematical Measurement and Literacy	3
MAT-152	Statistical Methods I	4
MAT-172	Precalculus Trigonometry	4
MED-122	Medical Terminology II	3
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
PHY-151	College Physics I	4
PSY-241	Developmental Psychology	3
SOC-210	Introduction to Sociology	3
SOC-213	Sociology of the Family	3
	Total Credits	48

Medical Assisting

Program Contact Information:
Vonda R. Godette
Chair
(252) 222-6168
Wayne West Building, Room 206B
godettev@carteret.edu

Medical Assisting - no longer offered

Degree Type
Associate in Applied Science

Program Contact Information:
Vonda R. Godette
Chair

(252) 222-6168
Wayne West Building, Room 138
godettev@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: MED-110, MED-116, MED-121, MED-130, MED-140, MED-122, MED-131, MED-150, MED-260**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

The Medical Assisting A.A.S. program is no longer offered; the diploma is the highest award.

Fall Semester 1

Course Code	Title	Credits
ACA-122	College Transfer Success	1
MAT-110	Mathematical Measurement and Literacy	3
MED-110	Orientation to Medical Assisting	1
MED-116	Introduction to Anatomy & Physiology	4
MED-121	Medical Terminology I	3
MED-130	Administrative Office Procedures I	2
MED-140	Examining Room Procedures I	5
OST-149	Medical Legal Issues	3

Spring Semester 1

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
MED-112	Orientation to Clinic Setting I	1
MED-122	Medical Terminology II	3
MED-131	Administrative Office Procedures II	2
MED-150	Laboratory Procedures I	5
MED-240	Examining Room Procedures II	5

Summer Semester 1

Course Code	Title	Credits
MED-260	MED Clinical Practicum	5
MED-264	Medical Assisting Overview	2

Fall Semester 2

Course Code	Title	Credits
ENG-114	Professional Research & Reporting	3
MED-270	Symptomatology	3
MED-276	Patient Education	2
PSY-150	General Psychology	3

Spring Semester 2

Course Code	Title	Credits
HUM-115	Critical Thinking	3
MED-230	Administrative Office Procedures III	2
MED-232	Medical Insurance Coding	2
MED-274	Diet Therapy/Nutrition	3
	Total Credits	69

Medical Assisting

Degree Type
Diploma

Vonda R. Godette
Chair
(252) 222-6168
Wayne West Building, Room 206B
godettev@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: MED-110, MED-116, MED-121, MED-130, MED-140, MED-122, MED-131, MED-150, MED-260**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
MED-110	Orientation to Medical Assisting	1
MED-116	Introduction to Anatomy & Physiology	4
MED-121	Medical Terminology I	3
MED-130	Administrative Office Procedures I	2
MED-140	Examining Room Procedures I	5
OST-149	Medical Legal Issues	3

Spring Semester

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
MED-112	Orientation to Clinic Setting I	1
MED-122	Medical Terminology II	3
MED-131	Administrative Office Procedures II	2
MED-150	Laboratory Procedures I	5
MED-240	Examining Room Procedures II	5

Summer Semester

Course Code	Title	Credits
MED-260	MED Clinical Practicum	5
MED-264	Medical Assisting Overview	2
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3
	Total Credits	48

Medical Assisting

Degree Type
Certificate

Vonda R. Godette
Chair

(252) 222-6168
Wayne West Building, Room 206B
godettev@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
MED-110	Orientation to Medical Assisting	1
MED-121	Medical Terminology I	3
MED-130	Administrative Office Procedures I	2
OST-149	Medical Legal Issues	3

Spring Semester

Course Code	Title	Credits
MED-122	Medical Terminology II	3
MED-131	Administrative Office Procedures II	2
	Total Credits	14

Medical Billing and Coding - not currently being offered

Degree Type
Certificate

Vonda R. Godette
Chair
(252) 222-6168
Wayne West Building, Room 206B
godettev@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
MED-116	Introduction to Anatomy & Physiology	4
MED-121	Medical Terminology I	3
MED-130	Administrative Office Procedures I	2

Spring Semester

Course Code	Title	Credits
MED-122	Medical Terminology II	3
MED-131	Administrative Office Procedures II	2
MED-232	Medical Insurance Coding	2
	Total Credits	16

Social and Human Services

Program Contact Information:
Cathy Deal
(252) 222-6287
Wayne West Building, Room 204A
dealc@carteret.edu

NOTE: The AAS Degree and Certificate completion plans for Fall 2025 are not finalized at this time. Contact Cathy Deal for further information.

Social and Human Services (A45380)

Degree Type
Associate in Applied Science

Program Contact Information:
Cathy Deal
(252) 222-6287
Wayne West Building, Room 204A
dealc@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: HSE-110, HSE-123, HSE-210, HSE-212, HSE-220, HSE-223, HSE-225**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

NOTE: The AAS Degree and Certificate completion plans for Fall 2025 are not finalized at this time. Contact Cathy Deal for further information.

Fall Semester 1

Course Code	Title	Credits
ACA-122	College Transfer Success	1
CIS-110	Introduction to Computers	3
ENG-111	Writing and Inquiry	3
HSE-110	Introduction to Human Services	3
HSE-210	Diversity, Ethics, and Trends in Human Services	3
PSY-150	General Psychology	3

Spring Semester 1

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
HSE-123	Interviewing Techniques for Human Services	3
	PSY-241 or PSY-281	**3**
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
SOC-210	Introduction to Sociology	3

Summer Semester 1

Course Code	Title	Credits
HSE-220	Case Management	3
HSE-225	Crisis and Intervention Principles	3
POL-120	American Government	3

Fall Semester 2

Course Code	Title	Credits
HSE-160	HSE Clinical Supervision I	1
HSE-163	HSE Clinical Experience I	3
HSE-240	Issues in Client Services	3
HUM-115	Critical Thinking	3

Spring Semester 2

Course Code	Title	Credits
HSE-260	HSE Clinical Supervision II	1
HSE-264	HSE Clinical Experience II	4
	MAT-110 or BIO-110	**3-4**
MAT-110	Mathematical Measurement and Literacy	3
BIO-110	Principles of Biology	4

Group 1

Take 15 Credits

Course Code	Title	Credits
SAB-110	Intro to Addiction & Recovery Studies	3
SAB-210	Addiction & Recovery Counseling	3

Group 2

Take 12 Credits

Course Code	Title	Credits
SWK-110	Intro to Social Work	3
SWK-113	Cultural Competency & Diversity	3
	Total Credits	73

Human Services Technology - no longer offered

Degree Type
Diploma

Program Contact Information:
Cathy Deal
(252) 222-6287
Wayne West Building, Room 342
dealc@carteret.edu

Addiction and Recovery

Degree Type
Certificate

Program Contact Information:
Cathy Deal
(252) 222-6287
Wayne West Building, Room 204A
dealc@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
SAB-110	Intro to Addiction & Recovery Studies	3

Spring Semester

Course Code	Title	Credits
SAB-210	Addiction & Recovery Counseling	3

Summer Semester

	Total Credits	6

Social Work

Degree Type
Certificate

Program Contact Information:
Cathy Deal
(252) 222-6287
Wayne West Building, Room 204A
dealc@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
SWK-113	Cultural Competency & Diversity	3
POL-120	American Government	3

Spring Semester

Course Code	Title	Credits
SWK-110	Intro to Social Work	3

Summer Semester

	Total Credits	9

Social and Human Services

Degree Type
Certificate

Program Contact Information:
Cathy Deal
(252) 222-6287
Wayne West Building, Room 204A
dealc@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HSE-110	Introduction to Human Services	3
HSE-210	Diversity, Ethics, and Trends in Human Services	3

Spring Semester

Course Code	Title	Credits
HSE-123	Interviewing Techniques for Human Services	3
	Total Credits	9

Radiography

Program Contact Information:
Elaine Postawa
Chair
(252) 222-6165
Wayne West Building, Room 106D
postawae@carteret.edu

Radiography

Degree Type
Associate in Applied Science

Program Contact Information:
Elaine Postawa
Chair

(252) 222-6165
Wayne West Building, Room 106D
postawae@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: RAD-110, RAD-111, RAD-151, RAD-112, RAD-121, RAD-161, RAD-122, RAD-141, RAD-171, RAD-211 RAD-231, RAD-251, RAD-261, RAD-271**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester 1

Course Code	Title	Credits
BIO-168	Anatomy and Physiology I	4
ENG-111	Writing and Inquiry	3
RAD-110	Radiography Introduction & Patient Care	3
RAD-111	RAD Procedures I	4
RAD-113	Radiography Laboratory Elective	1
RAD-151	RAD Clinical Ed I	2
RAD-181	RAD Clinical Elective	1

Spring Semester 1

Course Code	Title	Credits
BIO-169	Anatomy and Physiology II	4
ENG-112	Writing and Research in the Disciplines	3
RAD-112	RAD Procedures II	4
RAD-113	Radiography Laboratory Elective	1
RAD-121	Image Production I	3
RAD-161	RAD Clinical Ed II	5

Summer Semester 1

Course Code	Title	Credits
RAD-122	Image Production II	2
RAD-141	Radiation Safety	2
RAD-171	RAD Clinical Ed III	3
RAD-281	RAD Clinical Elective	1

Fall Semester 2

Course Code	Title	Credits
PSY-150	General Psychology	3
RAD-211	Radiographic Procedures III	3
RAD-231	Image Production III	2
RAD-251	RAD Clinical Ed IV	7

Spring Semester 2

Course Code	Title	Credits
HUM-115	Critical Thinking	3
RAD-261	Radiographic Clinical Education V	7
RAD-271	Radiography Capstone	3

TOTAL CLINICAL HOURS: 1248

DIDACTIC CREDIT HOURS: 47 (64.38%)

CLINICAL CREDIT HOURS: 26 (35.62%)

Total Credits	73

Respiratory Therapy

Program Contact Information:
David Roach
Chair
(252) 222-6171

Wayne West Building, Room 106A
roachd@carteret.edu

Respiratory Therapy

Degree Type
Associate in Applied Science

Program Contact Information:
David Roach
Chair
(252) 222-6171

Wayne West Building, Room 106A
roachd@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: RCP-110, RCP-111, RCP-144, RCP-153, RCP-210, RCP-235, RCP-211, RCP-246**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester 1

Course Code	Title	Credits
BIO-168	Anatomy and Physiology I	4
ENG-111	Writing and Inquiry	3
RCP-110	Introduction to Respiratory Care	4
RCP-114	C-P Anatomy & Physiology	3
RCP-117	Respiratory Care Pharmacology	2
RCP-132	RCP Clinical Practice I	2

Spring Semester 1

Course Code	Title	Credits
BIO-169	Anatomy and Physiology II	4
RCP-111	Therapeutics/Diagnostics	5
RCP-115	C-P Pathophysiology	2
RCP-122	Special Practice Lab	1
RCP-123	Special Practice Lab	1
RCP-144	RCP Clinical Practice II	4

Summer Semester 1

Course Code	Title	Credits
RCP-112	Patient Management	4
RCP-153	RCP Clinical Practice III	3

Fall Semester 2

Course Code	Title	Credits
	PSY-150 or PSY-118	**3**
PSY-150	General Psychology	3
PSY-118	Interpersonal Psychology	3
	ENG-112 or ENG-114	**3**
ENG-112	Writing and Research in the Disciplines	3
ENG-114	Professional Research & Reporting	3
RCP-210	Critical Care Concepts	4
RCP-214	Neonatal and Pediatric Respiratory Care	2
RCP-235	RCP Clinical Practice IV	5

Spring Semester 2

Course Code	Title	Credits
RCP-211	Advanced Monitoring/Procedures	4
RCP-215	Career Preparation	1
RCP-246	RCP Clinical Practice V	6
	Humanities/Fine Arts Elective (RCP)	**3**
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
PHI-240	Introduction to Ethics	3

TOTAL CLINICAL HOURS: 960

	Total Credits	73

Career & College Promise Pathways

Career and Technical Education (CTE)

Career & Technical Education (CTE) Pathways offer high school students the opportunity to earn tuition-free course credits at Carteret Community College toward a certificate or diploma in a technical career. Each completion plan shows the suggested coursework for grades 9-14 and outlines the potential for articulated credit. Students must select one pathway and can only register for courses in that pathway.

***Students interested in Health Science CTE Pathways must meet the eligibility requirements of those selective admissions programs (2.8 GPA or college readiness on RISE Placement test). Health Science CTE Pathways are not open to 9th and 10th graders. Please note some Health Science Programs have age restrictions.**

Cosmetology (CCP)

Degree Type
Diploma

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 250
allens@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
COS-111	Cosmetology Concepts I	4
COS-112	Salon I	8

Spring Semester

Course Code	Title	Credits
COS-113	Cosmetology Concepts II	4
COS-114	Salon II	8

Summer Semester

Course Code	Title	Credits
COS-115	Cosmetology Concepts III	4
COS-116	Salon III	4

Fall Semester

Course Code	Title	Credits
COS-117	Cosmetology Concepts IV	2

Total Seat Hours: 1184

	Total Credits	34

Aquaculture Technology (CCP)

Degree Type
Certificate

Program Contact Information:
David Cerino
Chairperson, Aquaculture Technology
(252)222-6114
Howard Mariculture Building
cerinod@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: AQU-111, AQU-112, AQU-220.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
AQU-111	Aquaculture I	3
AQU-161	Aquaculture Practicum I	1

Spring Semester

Course Code	Title	Credits
AQU-112	Aquaculture II	3
AQU-162	Aquaculture Practicum II	1

Fall Semester

Course Code	Title	Credits
AQU-163	Aquaculture Practicum III	1
AQU-220	Aquaculture Facilities	3
AQU-120	Aquabusiness	3
	Total Credits	15

Artisan Baker (CCP)

Degree Type
Certificate

Program Contact Information:
Shana Olmstead
Chairperson
(252)222-6264
HCAC Building, Room:
olmsteads@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Courses are offered in a block schedule.

CUL 110, and CUL 160 can be taken fall or spring.

Course Code	Title	Credits
CUL-110	Sanitation and Safety	2
CUL-160	Baking I	3
CUL-260	Baking II	3

Spring Semester

Course Code	Title	Credits
BPA-150	Artisan & Specialty Bread	4
	Total Credits	12

Basic Automotive Systems Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Brian Salter
Lead Instructor
(252) 222-6378
Automotive Building
brians5992@carteret.edu

- **All of these courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
AUT-141	Suspension & Steering Systems	3
TRN-110	Introduction to Transport Technology	2
TRN-120	Basic Transportation Electricity	5

Spring Semester

Course Code	Title	Credits
AUT-116	Engine Repair	3
AUT-116A	Engine Repair Lab	1
AUT-181	Engine Performance 1	3
	Total Credits	17

Basic Diesel (CCP)

Degree Type
Certificate

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences

(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
TRN-110	Introduction to Transport Technology	2
TRN-120	Basic Transportation Electricity	5
TRN-170	PC Skills for Transportation	2

Spring Semester

Course Code	Title	Credits
MRN-121	Marine Engines	4
	Total Credits	13

Boat Building (CCP)

Degree Type
Certificate

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTEC Building, Room 107
parchmana@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
BMS-110	Introduction to Marine Woodwork	3
BMS-111	Marine Joinery	3

Spring Semester

Course Code	Title	Credits
BMS-112	Marine Blueprints/Lofting	4
BMS-113	Hull & Deck Construction	5
	Total Credits	15

Business Administration (CCP)

Degree Type
Certificate

Program Contact Information:
Robert Harris
Chairperson
(252)222-6288
Wayne West Building, Room: 304
harrisr@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

ACC 120 and BUS 110 can be taken in fall, spring, or summer semesters.

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
BUS-110	Introduction to Business	3

Spring Semester

Course Code	Title	Credits
BUS-115	Business Law I	3
BUS-137	Principles of Management	3
	Total Credits	13

Composite Boat Manufacturing (CCP)

Degree Type
Certificate

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTEC Building, Room 107
parchmana@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

BMS 114 is offered first 8-weeks
BMS 115 is offered second 8-weeks

Course Code	Title	Credits
BMS-114	Introduction to Composites	3
BMS-115	Tooling/Mold Construction	5

Spring Semester

Course Code	Title	Credits
BMS-116	Composite Production	5
	Total Credits	13

Computer Programming (CCP)

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chairperson
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Spring Semester

Course Code	Title	Credits
CSC-153	C# Programming	3
CIS-115	Introduction to Programming and Logic	3

Fall Semester

Course Code	Title	Credits
CTI-110	Web, Programming, and Database Foundation	3
CSC-151	JAVA Programming	3
	Total Credits	12

Computer Science (CCP)

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chairperson
(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Spring Semester

Course Code	Title	Credits
CIS-110	Introduction to Computers	3
CIS-115	Introduction to Programming and Logic	3

Fall Semester

Course Code	Title	Credits
CTS-115	Information Systems Business Concepts	3
CSC-151	JAVA Programming	3
	Total Credits	12

Criminal Justice Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Tony Palbicke
Lead Instructor
(252)222-6249
Wayne West Building, Room: 204
palbickea@carteret.edu

2021-2022

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CJC-111	Introduction to Criminal Justice	3
CJC-112	Criminology	3

Spring Semester

Course Code	Title	Credits
CJC-113	Juvenile Justice	3
CJC-131	Criminal Law	3
	Total Credits	12

Culinary Arts (CCP)

Degree Type
Certificate

Program Contact Information:
Shana Olmstead
Chairperson
(252)222-6034
Culinary Building
olmsteads@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

CUL 110, CUL 140 and CUL 240 can be taken fall or spring.
Courses are offered in a block schedule.

Course Code	Title	Credits
CUL-110	Sanitation and Safety	2
CUL-140	Culinary Skills I	5
CUL-240	Culinary Skills II	5

Spring Semester

Course Code	Title	Credits
CUL-170	Garde Manger I	3
	Total Credits	15

CyberSecurity (CCP)

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chairperson
(252) 222-6183
Wayne West Building, Room 302
dineleyp@carteret.edu

2021-2022

- **The following course is a "Required Core Course." No substitutions allowed: CTI-120**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CTI-120	Network and Security Foundations	3
SEC-110	Security Concepts	3

Spring Semester

Course Code	Title	Credits
NOS-110	Operating Systems Concepts	3
NET-125	Introduction to Networks	3
	Total Credits	12

Early Child Care Workforce

Degree Type
Certificate

For more information, contact:
Doree Hill
Dean of Arts, Sciences & Academic Success
hilld@carteret.edu
(252) 222-6282

This curriculum prepares individuals to work in early childcare settings. Students will combine best practices, competency-based knowledge, and practice in actual settings with children.

Coursework includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include public and private childcare programs.

Fall Semester

Course Code	Title	Credits
EDU-119	Introduction to Early Childhood Education	4
EDU-130	Social Environments for Children	3
EDU-159	Health and Safety for Early Childhood	2

Spring Semester

Course Code	Title	Credits
EDU-151	Creative Activities	3
EDU-162	Observation and Assessment in Early Childhood Education	3
EDU-188	Trends and Policies in Early Childhood	3
	Total Credits	18

Emergency Medical Science (CCP)

Degree Type
Certificate

Program Contact Information:
Christine Turner
Chair
(252) 222-6082
Wayne West Building, Room 141
turnerc@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
BIO-168	Anatomy and Physiology I	4
EMS-110	EMT	9

Spring Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
BIO-169	Anatomy and Physiology II	4
	Total Credits	18

Esthetics Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 250
allens@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
COS-119	Esthetics Concepts I	2
COS-120	Esthetics Salon I	6

Spring Semester

Course Code	Title	Credits
COS-125	Esthetics Concepts II	2
COS-126	Esthetics Salon II	6

Total Seat Hours: 640

	Total Credits	16

Foundational Photographic Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Ryan Adrick
Lead Instructor
(252) 222-6251
Wayne West Bldg, Room 308
adrickr@carteret.edu

- **All of the following are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
PHO-110	Fund of Photography	5
PHO-139	Introduction to Digital Imaging	3
PHO-113	History of Photography	3
ART-171	Digital Design I	3
	Total Credits	14

Horticulture Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Nathan Beasley
Lead Instructor
(252) 222-6016
Howard Building:
nathanw0478@carteret.edu

2021-2022

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HOR-112	Landscape Design I	3
HOR-134	Greenhouse Operations	3

Spring Semester

Course Code	Title	Credits
HOR-164	Horticultural Pest Management	3
HOR-168	Plant Propagation	3
	Total Credits	12

Hospitality Mangement (CCP)

Degree Type
Certificate

Program Contact Information:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Wayne West Building, Room: 309
olmsteads@carteret.edu

2021-2022

- **The following courses are "Required Core Courses." No substitutions allowed: HRM-110, HRM-245, HRM-140, HRM-240**

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HRM-110	Introduction to Hospitality and Tourism	3
HRM-120	Front Office Procedures	3

Spring Semester

Course Code	Title	Credits
HRM-245	Human Resource Management-Hospitality	3

Fall Semester

Course Code	Title	Credits
HRM-140	Legal Issues-Hospitality	3
HRM-240	Marketing for Hospitality	3
	Total Credits	15

Information Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chairperson
(252) 222-6183
Wayne West Building, Room 302
dineleyp@carteret.edu

2021-2022

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CTI-110	Web, Programming, and Database Foundation	3
CTI-120	Network and Security Foundations	3
CIS-110	Introduction to Computers	3
CTS-115	Information Systems Business Concepts	3
	Total Credits	12

Intermediate Photographic Technology

Degree Type
Certificate

Program Contact Information:
Ryan Adrick
Lead Instructor

(252) 222-6251
Wayne West Bldg, Room 308
adrickr@carteret.edu

- **All of the following are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
PHO-110	Fund of Photography	5

Spring Semester

Course Code	Title	Credits
PHO-115	Basic Studio Lighting	4
PHO-120	Intermediate Photography	4
PHO-224	Multimedia Production	3
	Total Credits	16

Legal Studies (CCP)

Degree Type
Certificate

Rhonda Bagshawe, JD
Paralegal Director
(252) 222-6230
Wayne West Building, Room: 305
bagshawer@carteret.edu

- **This certificate is intended as an introduction to legal studies, is not a curriculum approved by the American Bar Association for paralegal training, and does not prepare students for employment as a paralegal. However, students who continue on to complete the entire ABA-approved program will qualify to obtain employment as a paralegal.**
- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.

Fall Semester

LEX 110 may be taken fall or spring semesters.

Course Code	Title	Credits
LEX-110	Introduction to Paralegal Study	2
LEX-140	Civil Litigation I	3

Spring Semester

Course Code	Title	Credits
LEX-240	Family Law	3

Fall Semester

Course Code	Title	Credits
LEX-150	Commercial Law I	3
LEX-210	Real Property I	3
	Total Credits	14

Light-Duty Diesel

Degree Type
Certificate

Program Contact Information:
Brian Salter
Lead Instructor
(252) 222-6378
Automotive Building
brians5992@carteret.edu

- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based on full-time enrollment

Fall Semester

Course Code	Title	Credits
HET-134	Diesel Fuel and Power System	3

Spring Semester

	Total Credits	3

Marine Propulsion Systems (CCP)

Degree Type
Certificate

Program Contact Information:
Herb Roberts
Lead Instructor
(252)222-6278
MARTEC Building, Room 107
robertsh@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall or Spring Semester

Each course is offered in a 5-week format which allows for completion in one semester.

Course Code	Title	Credits
MPS-101	Introduction to Outboards	5
MPS-102	Outboard Powerhead Systems	5
MPS-103	Outboard Lower Unit Systems	5
	Total Credits	15

Medical Assisting (CCP)

Degree Type
Certificate

Program Contact Information:
Vonda R. Godette
Chair
(252) 222-6168
Wayne West Building, Room 242
godettev@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
MED-110	Orientation to Medical Assisting	1
MED-121	Medical Terminology I	3
MED-130	Administrative Office Procedures I	2
OST-149	Medical Legal Issues	3

Spring Semester

Course Code	Title	Credits
MED-122	Medical Terminology II	3
MED-131	Administrative Office Procedures II	2
	Total Credits	14

Medical Office Administration (CCP)

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chairperson
(252) 222-6183
Wayne West Building, Room 302
dineleyp@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
MED-121	Medical Terminology I	3
OST-149	Medical Legal Issues	3
OST-164	Office Editing	3
OST-148	Medical Insurance and Billing	3

Spring Semester

Course Code	Title	Credits
MED-122	Medical Terminology II	3
	Total Credits	15

Nurse Aide (CCP)

Degree Type
Certificate

Program Contact Information:
Mark Johnson
Health Sciences Enrollment Advisor
(252) 222-6148
MAPS Center, McGee Building
johnsonm@carteret.edu

Certificate Pathway

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
NAS-101	Nurse Aide I	6
MED-121	Medical Terminology I	3

Spring Semester

Course Code	Title	Credits
MED-122	Medical Terminology II	3
	Total Credits	12

Office Administration (CCP)

Degree Type
Certificate

Program Contact Information:
Patrick Dineley
Chairperson

(252) 222-6183
Smith Building, Room 322
dineleyp@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: CIS-110, OST-164, OST-184, OST-138**
- Minimum (Maximum) required courses for degree completion
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
CIS-110	Introduction to Computers	3
OST-164	Office Editing	3

Spring Semester

Course Code	Title	Credits
ACC-120	Principles of Financial Accounting	4
OST-184	Records Management	3
OST-138	Office Applications II	3
	Total Credits	16

Social and Human Services (CCP)

Degree Type
Certificate

Program Contact Information:
Cathy Deal
Chair
(252) 222-6287
Wayne West Building, Room 204A
dealc@carteret.edu

Certificate Pathway
2025-2026

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

Course Code	Title	Credits
HSE-110	Introduction to Human Services	3
HSE-210	Diversity, Ethics, and Trends in Human Services	3

Spring Semester

Course Code	Title	Credits
HSE-112	Group Process I	2
HSE-123	Interviewing Techniques for Human Services	3
HSE-125	Counseling	3
	Total Credits	14

Welding Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Nicole Thompson
Dean of Applied Sciences
(252) 222-6046
Behind McGee Building:
thompsonn@carteret.edu

- **All of the following courses are "Required Core Courses." No substitutions allowed.**
- Minimum (Maximum) required courses for degree completion.
- The following suggested schedule is based upon full-time enrollment

Fall Semester

WLD 115 is offered first 8-weeks
WLD 215 is offered second 8-weeks

Course Code	Title	Credits
WLD-115	SMAW (Stick) Plate	5
WLD-215	SMAW (stick) Pipe	4

Spring Semester

Course Code	Title	Credits
WLD-121	GMAW (MIG) FCAW/Plate	4
	Total Credits	13

College Transfer

As juniors and seniors in high school, students are eligible to participate in Career and College Promise (CCP). CCP offers students the opportunity to earn college credit, in addition to high school credit. The College Transfer Pathways provide **tuition-free** course credits toward the Associate in Arts, Associate in Science, or the Associate Degree Nursing program that will transfer seamlessly to any public or participating private college or university. At Carteret CC, we work with universities across North Carolina and beyond to make sure that your time here is well spent and that your transition to the next level is seamless.

Pathway Leading to AA in Teacher Preparation

Degree Type
Pathway

The CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in teaching in a non-STEM major.

General Education (31–32 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 SHC)

The following two English composition courses are required.

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Select three courses from the following from at least two different disciplines **(9 SHC)**

Communication

Course Code	Title	Credits
	COM-120 or COM-231	**3**
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3

Humanities/Fine Arts

Course Code	Title	Credits
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
DRA-111	Theatre Appreciation	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences (6 SHC)

Select two courses from the following from at least two different disciplines:

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Math (3–4 SHC)

Select one course from the following:

Course Code	Title	Credits
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

Course Code	Title	Credits
	AST-111 and AST-111A	**4**
AST-111	Descriptive Astronomy	3
AST-111A	Descriptive Astronomy Lab	1
	AST-151 and AST-151A	**4**
AST-151	General Astronomy I	3
AST-151A	General Astronomy I Lab	1
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
	PHY-110 and PHY-110A	**4**
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1

Other Required General Education (3 SHC)

Course Code	Title	Credits
SOC-225	Social Diversity	3

Other Required Hours (8 SHC)

Education (7 SHC)

The following courses are required:

Course Code	Title	Credits
EDU-187	Teaching and Learning for All	4
EDU-216	Foundations of Education	3

*Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All. High school faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.

Academic Transition (1 SHC)

The following course is required:

Course Code	Title	Credits
ACA-122	College Transfer Success	1

**Optional General Education Hours (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Arts degree in Teacher Preparation with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.

Please see CC16-025 at https://www.nccommunitycolleges.edu/numbered-memos/cc16-025 for direct placement criteria for MAT-271 Calculus I.

SBCC approved 04/17/20; Editorial Revision 2/4/21

	Total Credits	39-48

Pathway Leading to AFA in Visual Arts

Degree Type
Pathway

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts is designed for high school students who wish to begin study toward the Associate in Fine Arts in Visual Arts and a baccalaureate degree in Fine Arts-Visual Arts.

General Education (25-26 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) of the Comprehensive Articulation Agreement.

English Composition (6 SHC)

The following two English composition courses are required.

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Communications and Humanities/Fine Arts (6 SHC)

Select two courses from two different disciplines.

Course Code	Title	Credits
ART-111	Art Appreciation	3
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences (6 SHC)

Select two courses from two different disciplines.

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Math (3-4 SHC)

Select one course from the following:

Course Code	Title	Credits
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4
MAT-271	Calculus I	4

Please see CC16-025 at https://www.nccommunitycolleges.edu/numbered-memos/cc16-025 for direct placement criteria for MAT-271 Calculus I.

Natural Sciences (4 SHC)

Select 4 SHC from the following:

Course Code	Title	Credits
	AST-111 and AST-111A	**4**
AST-111	Descriptive Astronomy	3
AST-111A	Descriptive Astronomy Lab	1
	AST-151 and AST-151A	**4**
AST-151	General Astronomy I	3
AST-151A	General Astronomy I Lab	1
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
	PHY-110 and PHY-110A	**4**
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1

Other Required (7 SHC)

Art (6 SHC)

The following two courses are required:

Course Code	Title	Credits
ART-121	Two-Dimensional Design	3
ART-131	Drawing I	3

Academic Transition (1 SHC)

The following course is required

Course Code	Title	Credits
ACA-122	College Transfer Success	1

*Optional General Education Hours (0-8 SHC)

Foreign Language:

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as general education in the Comprehensive Articulation Agreement as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre- major, or elective credit.

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.

High school students in the CCP College Transfer Pathway Leading to the AFA-Visual Arts must complete the entire pathway before taking additional courses in the AFA-Visual Arts degree.

Approved by the State Board of Community Colleges on 07/21/17; NCCCSO President Revised 05/16/19; Editorial Revision 03/16/20.

	Total Credits	32-41

Pathway Leading to AS in Teacher Preparation

Degree Type
Pathway

The CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major.

General Education (34 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC).

English Composition (6 SHC)

The following two English composition courses are required.

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Select two courses from the following from at least two different disciplines **(6 SHC)**

Communication

Course Code	Title	Credits
	COM-120 or COM-231	**3**
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3

Humanities/Fine Arts

Course Code	Title	Credits
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
DRA-111	Theatre Appreciation	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences (3 SHC)

Select one course from the following:

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Math (8 SHC)

Select two courses from the following:

Course Code	Title	Credits
MAT-171	Precalculus Algebra	4
MAT-172	Precalculus Trigonometry	4
MAT-263	Brief Calculus	4
MAT-271	Calculus I	4
MAT-272	Calculus II	4

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

Course Code	Title	Credits
	AST-151 and AST-151A	**4**
AST-151	General Astronomy I	3
AST-151A	General Astronomy I Lab	1
BIO-110	Principles of Biology	4
	BIO-111 and BIO-112	**8**
BIO-111	General Biology I	4
BIO-112	General Biology II	4
	CHM-151 and CHM-152	**8**
CHM-151	General Chemistry I	4
CHM-152	General Chemistry II	4
GEL-111	Geology	4
	PHY-110 and PHY-110A	**4**
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
	PHY-151 and PHY-152	**8**
PHY-151	College Physics I	4
PHY-152	College Physics II	4
	PHY-251 and PHY-252	**8**
PHY-251	General Physics I	4
PHY-252	General Physics II	4

Other Required General Education (3 SHC)

Course Code	Title	Credits
SOC-225	Social Diversity	3

Other Required Hours (8 SHC)

Education (7 SHC)

The following courses are required:

Course Code	Title	Credits
EDU-187	Teaching and Learning for All	4
EDU-216	Foundations of Education	3

**Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU-187 Teaching and Learning for All.* High school faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.

Academic Transition (1 SHC)

The following course is required:

Course Code	Title	Credits
ACA-122	College Transfer Success	1

**Optional General Education Hours (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation degree with the exception of mathematics courses beyond MAT 271.

Please see CC16-025 at https://www.nccommunitycolleges.edu/numbered-memos/cc16-025 for direct placement criteria for MAT-271 Calculus I.

SBCC approved 04/17/20; Editorial Revision 2/4/21

	Total Credits	42-50

Pathway Leading to Associate Degree Nursing

Degree Type
Pathway

Contact Person: Joseph Savage
Email: josephr7164@carteret.edu
Phone 252-222-6175

Please note that you must have already received State Board approval to offer the traditional program in order to file a program of study for the Career and Technical Education Pathway. (i.e. your college must be approved for Welding in order to file a program of study to offer a Welding Career and Technical Education Pathway).

The program of study must consist of specific course requirement and may not include elective options (pick lists).
Curriculum Code: P1032C

Curriculum Standard Description:

The Career and College Promise (CCP) ADN Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The Pathway is

based on Block 1 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing 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.

A student who completes an Associate in Applied Science (AAS) in Nursing, which includes the courses listed below, with a GPA of at least 2.0 and a grade of C or better and completes the courses in Blocks 2–3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs with a GPA of at least 2.0 and a grade of C or better, 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.

General Education Courses

(certificate general education is optional)

Course Code	Title	Credits
BIO-168	Anatomy and Physiology I	4
BIO-169	Anatomy and Physiology II	4
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3
HUM-115	Critical Thinking	3
PSY-150	General Psychology	3
PSY-241	Developmental Psychology	3

Other Required Courses

Course Code	Title	Credits
ACA-122	College Transfer Success	1
	Total Credits	24

Pathway Leading to Associate in Arts

Degree Type
Pathway

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school students who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

General Education (31–32 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 SHC)

The following two English composition courses are required.

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Select three courses from the following from at least two different disciplines **(9 SHC)**

Communication

Course Code	Title	Credits
	COM-120 or COM-231	**3**
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3

Humanities/Fine Arts

Course Code	Title	Credits
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences (9 SHC)

Select three courses from the following from at least two different disciplines:

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Math (3-4 SHC)

Select one course from the following:

Course Code	Title	Credits
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4

Please see CC16-025 at https://www.nccommunitycolleges.edu/numbered-memos/cc16-025 for direct placement criteria for MAT-271 Calculus I.

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

Course Code	Title	Credits
	AST-111 and AST-111A	**4**
AST-111	Descriptive Astronomy	3
AST-111A	Descriptive Astronomy Lab	1
	AST-151 and AST-151A	**4**
AST-151	General Astronomy I	3
AST-151A	General Astronomy I Lab	1
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
	PHY-110 and PHY-110A	**4**
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1

Academic Transition (1 SHC)

The following course is required:

Course Code	Title	Credits
ACA-122	College Transfer Success	1

*Optional General Education Hours (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree, with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.

Editorial Revision 03/16/20.

	Total Credits	32-41

Pathway Leading to Associate in Engineering

Degree Type
Pathway

The College Transfer Pathway (CCP) leading to the Associate in Engineering is designed for high school students who wish to begin study toward the Associate in Engineering degree and a baccalaureate degree in a STEM or technical major.

General Education (28 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC).

English Composition (6 SHC)

The following two English composition courses are required.

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Humanities, Fine Arts and Communications (3 SHC)

Select one course from the following:

Course Code	Title	Credits
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-231	Public Speaking	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences (3 SHC)

The following course is required:

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3

Mathematics (8 SHC)

The following courses are required (8 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. **

Course Code	Title	Credits
MAT-271	Calculus I	4
MAT-272	Calculus II	4

Please see CC16-025 at https://www.nccommunitycolleges.edu/numbered-memos/cc16-025 for direct placement criteria for MAT-271 Calculus I.

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

Course Code	Title	Credits
CHM-151	General Chemistry I	4
PHY-251	General Physics I	4
PHY-252	General Physics II	4

Other Required Hours (6 SHC)

Academic Transition (1 SHC)

The following course is required:

Course Code	Title	Credits
ACA-122	College Transfer Success	1

Engineering (5 SHC)

The following courses are required:

Course Code	Title	Credits
EGR-150	Introduction to Engineering	2
DFT-170	Engineering Graphics	3

*Prerequisite General Education Hours (0-8 SHC)

Course Code	Title	Credits
MAT-171	Precalculus Algebra	4
MAT-172	Precalculus Trigonometry	4

Students who do not place directly into MAT-271 must complete MAT-171 and MAT-172 prior to enrolling in MAT-271 Calculus I.

*Optional General Education Hours (0-8 SHC)

Foreign Language:

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

High school students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before taking additional courses in the Associate in Engineering degree with the following exception: Students may take additional math courses beyond MAT 272 that are required for the Associate in Engineering degree.

AE Pathway approved by SBCC on 4/15/2016; Editorial Revision 03/16/20.

	Total Credits	34-50

Pathway Leading to Associate in Science

Degree Type
Pathway

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school students who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

General Education (34 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC).

English Composition (6 SHC)

The following two English composition courses are required.

Course Code	Title	Credits
ENG-111	Writing and Inquiry	3
ENG-112	Writing and Research in the Disciplines	3

Select two courses from the following from at least two different disciplines **(6 SHC)**

Communication

Course Code	Title	Credits
	COM-120 or COM-231	**3**
COM-120	Introduction to Interpersonal Communication	3
COM-231	Public Speaking	3

Humanities/Fine Arts

Course Code	Title	Credits
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences (6 SHC)

Select two courses from the following from at least two different disciplines:

Course Code	Title	Credits
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Math (8 SHC)

Select two courses from the following:

Course Code	Title	Credits
MAT-171	Precalculus Algebra	4
MAT-172	Precalculus Trigonometry	4
MAT-271	Calculus I	4
MAT-272	Calculus II	4

Please see CC16-025 at https://www.nccommunitycolleges.edu/numbered-memos/cc16-025 for direct placement criteria for MAT-271 Calculus I.

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

Course Code	Title	Credits
	AST-151 and AST-151A	**4**
AST-151	General Astronomy I	3
AST-151A	General Astronomy I Lab	1
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
	PHY-110 and PHY-110A	**4**
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
	PHY-151 and PHY-152	**8**
PHY-151	College Physics I	4
PHY-152	College Physics II	4
	PHY-251 and PHY-252	**8**
PHY-251	General Physics I	4
PHY-252	General Physics II	4

Academic Transition (1 SHC)

The following course is required:

Course Code	Title	Credits
ACA-122	College Transfer Success	1

*Optional General Education Hours (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Editorial Revision 03/16/20.

	Total Credits	35-43

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