CARTERET
COMMUNITY COLLEGE

2023-2024
COURSE CATALOG
& COMPLETION PLANS

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Courses

Academic Related

ACA-122: College Transfer Success

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college 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

LET

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.

Lab Hours 27
Lecture Hours 28
Clinical Hours 0
Work Hours 0
Contact Hours 55

Accounting

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
Take ACC-120. Must be completed prior to taking this course.

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
Take One: ACC-115 or ACC-120. Must be completed prior to taking this course.

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
Take One: ACC-115 or ACC-120. Must be completed prior to taking this course.

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
Take ACC-150. Must be completed prior to taking this course.

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
Take ACC-120. Must be completed prior to taking this course.

Aquaculture Technology

Program Contact Information:
David Cerino
Chairperson, Aquaculture Technology
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Howard Mariculture Building
cerinod@carteret.edu

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 Scientific Diver.
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).
Credits 2
Lab Hours 6
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 6
Prerequisites
Take AQU-180. Must be completed prior to taking this course.

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
Take All: BIO-111 and CHM-151. Must be completed prior to taking this course.

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
Take BIO-111. Must be completed prior to taking this course.

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
Take BIO-111. Must be completed prior to taking this course.

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
Take One Set. Must be completed prior to taking this course.
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
Take AQU-251. Must be completed prior to taking this course.

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
Take BIO-111. Must be completed prior to taking this course.

Baking & Pastry

Program Contact Information:
Shana Olmstead
Chairperson
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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
Take All: CUL-110 and CUL-160. Must be completed prior to taking this course.

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
Take All: CUL-110 and CUL-160. Must be completed prior to taking this course.

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
Take All: CUL-110 and CUL-160. Must be completed prior to taking this course.

BPA-165: Hot and Cold Desserts

Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take All: CUL-110 and CUL-160. Must be completed prior to taking this course.

BPA-210: Cake Design and Decorating

This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques 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 wedding and specialty cakes.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take All: CUL-110 and CUL-160. Must be completed prior to taking this course.

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 properly evaluate tempered chocolate and produce a variety of chocolate candies and decorative elements for garnishing desserts.
Credits 3
Lab Hours 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take All: CUL-110 and CUL-160. Must be completed prior to taking this course.

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
Take All: CUL-110 and CUL-160. Must be completed prior to taking this course.

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
Take BPA-150. Must be completed prior to taking this course.

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
Take All: BPA-150 and BPA-210. Must be completed prior to taking this course.
Take BPA-250. Must be taken either prior to or at the same time as this course.

Boat Manufacture and Service

Program Contact Information:
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MARTECH 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
Take BMS-110. Must be taken either prior to or at the same time as this course.

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
Take BMS-111. Must be taken either prior to or at the same time as this course.

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
Take BMS-112. Must be taken either prior to or at the same time as this course.

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
Take BMS-114. Must be taken either prior to or at the same time as this course.

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
Take BMS-115. Must be taken either prior to or at the same time as this course.

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
Take BMS-111 or BMS-115; Must be completed prior to taking this course.

Business Administration

Program Contact Information:
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Chair
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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-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
Take One: ENG-110 or ENG-111. Must be completed prior to taking this course.

Criminal Justice Technology

Program Contact Information:
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Chairperson
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Tony Palbicke
Lead Instructor
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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-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 Arts

Program Contact Information:
Shana Olmstead
Chairperson
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Culinary Building
olmsteads@carteret.edu

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
Prerequisites
Take CUL–135A. Recommended to be taken at the same time as this course, but is not required.

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
Take CUL–135. Must be taken either prior to or at the same time as this course.

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
Take CUL–110. Must be taken either prior to or at the same time as this course.

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
Take CUL–110. Must be taken either prior to or at the same time as this course.

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
Take CUL–110. Must be taken either prior to or at the same time as this course.

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
Take CUL–110. Must be taken either prior to or at the same time as this course.

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
Take All: CUL–110 and CUL–140. Must be completed prior to taking this course.

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
Take one set. Must be completed prior to taking this course.
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
Take All: CUL-110, CUL-140, and CUL-240. Must be completed prior to taking this course.

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
Take All: CUL-110 and CUL-160. Must be completed prior to taking this course.

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
Take All: CUL-110, CUL-140, and CUL-170. Must be completed prior to taking this course.

Diesel & Heavy Equipment Technology

Program Contact Information:
William Hurley
Lead Instructor
(252)222-6177
Martec Building, Office 127H
williamd1615@carteret.edu

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-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

Food Service Technology

Program Contact Information:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Hospitality/Culinary Arts Center, Room: 107
olmsteads@carteret.edu

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
Take One: FST-103 or CUL-110. Must be taken either prior to or at the same time as this course.
Corequisites
CUL-110 FST-103

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
Take One: FST-103 or CUL-110. Must be taken either prior to or at the same time as this course.
Corequisites
CUL-110 FST-103

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

Horticulture Technology

Program Contact Information:
Nathan Beasley
Lead Instructor
(252) 222-6016
Howard Building:
nathanw0478@carteret.edu

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-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
Take One: HOR-110 or HOR-116. Must be completed prior to taking this course.

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

Marine Propulsion Systems

Program Contact Information:
Herb Roberts
Instructor
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MARTECH 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 tank, lines, and pumps; oil blend systems; and carburetor systems. 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

Photographic Technology

Program Contact Information:
Ryan Adrick
Lead Instructor
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adrickr@carteret.edu

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
Take PHO-110. Must be completed prior to taking this course.

PHO-139: Intro 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
Take PHO-110. Must be completed prior to taking this course.

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
Take PHO-115. Must be completed prior to taking this course.

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
Take PHO-115. Must be completed prior to taking this course.

Welding Technology

Program Contact Information:
Steve Martin
Lead Instructor
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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-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
Take WLD-115. Must be completed prior to taking this course.

WLD-121: GMAW (MIG) FCAW/Plate

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.
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
Take WLD-121. Must be completed prior to taking this course.

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
Take WLD-131. Must be completed prior to taking this course.

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

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
Take One: WLD-115 or WLD-116. Must be completed prior to taking this course.

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
Take WLD-151. Must be completed prior to taking this course.

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

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
Take ART-131. Must be completed prior to taking this course.

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-214: Portfolio and Resume

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-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-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-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-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
Take ART-283. Must be completed prior to taking this course.

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
Prerequisites
Take AST-111A. Recommended to be taken at the same time as this course, but is not required.
Corequisites
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
Take AST-111. Must be taken either prior to or at the same time as this course.

Automotive

Program Contact Information:
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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-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
Take AUT-116. Must be taken either prior to or at the same time as this course.

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
Take TRN-120. Must be completed prior to taking this course.

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
Take AUT-181. Must be completed prior to taking this course.

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
Take AUT-221. Must be taken either prior to or at the same time as this course.

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
Take AUT-231. Must be taken either prior to or at the same time as this course.

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
Take BIO-111. Must be completed prior to taking this course.

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
Prerequisites
Take BIO-140A. Recommended to be taken at the same time as this course, but is not required.
Corequisites
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
Take BIO-140. Must be taken either prior to or at the same time as this course.

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-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
Take ENG-002, MAT-003, MAT-043, and MAT-071. Must be completed prior to taking this course.

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
Take BIO-168. Must be completed prior to taking this course.

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
Take One: BIO-110 or BIO-111. Must be completed prior to taking this course.

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
Take One: BIO-163, BIO-166, or BIO-169. Must be completed prior to taking this course.

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 One: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168. Must be completed prior to taking this course.

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

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
Corequisites
BTB-107

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

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
Take ENG-002, MAT-003, MAT-043, and MAT-071. Must be completed prior to taking this course.
Take CHM-131A. Recommended to be taken at the same time as this course, but is not required.
Corequisites
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
Take CHM-131. Must be taken either prior to or at the same time as this course.
Take ENG-002, MAT-003, MAT-043, and MAT-071. Must be completed prior to taking this course.

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
Take ENG-002, MAT-003, MAT-043, and MAT-071. Must be completed prior to taking this course.
Take CHM-131. Must be taken either prior to or at the same time as this course.

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
Take CHM-151. Must be completed prior to taking this course.

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: Intro 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 Information Tech

Program Contact Information:
Patrick Dineley
Chairperson
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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-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-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-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-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
Take All: CTI-110, CTI-120, and CTS-115. Must be completed prior to taking this course.

Computer Science

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-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

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-120: Network and Security Foundation

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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

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

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: Intro 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-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
Take DRA-130. Must be completed prior to taking this course.

Education

EDU-119: Intro 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 and their families in inclusive settings, and design a personal career/professional development plan. Observation/participation is required
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 communications with families and communities.
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-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 ECE

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-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
Take One Set. Must be completed prior to taking this course.
Set 1: ENG-111 and MAT-143
Set 2: ENG-111 and MAT-152
Set 3: ENG-111 and MAT-171

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

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

Engineering

EGR-150: Intro 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

English

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-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
Take One Set. Must be completed prior to taking this course.
Set 1: DRE-097
Set 2: ENG-002
Set 3: BSP-4002
Take ENG-011. Must be taken either prior to or at the same time as this course.

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
Take ENG-111. Must be completed prior to taking this course.

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
Take ENG-111. Must be completed prior to taking this course.

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
Take ENG-111. Must be completed prior to taking this course.

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
Take One: ENG-112, ENG 113, or ENG 114. Must be completed prior to taking this course.

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
Take One: ENG-112, ENG 113, or ENG 114. Must be completed prior to taking this course.

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
Take One: ENG-112, ENG 113, or ENG 114. Must be completed prior to taking this course.

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
Take One: ENG-112, ENG 113, or ENG 114. Must be completed prior to taking this course.

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

Cosmetology

Program Contact Information:
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Chair
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Henry J. McGee Building, Room 250
allens@carteret.edu

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
Take COS-112. Must be taken either prior to or at the same time as this course.

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
Take COS-111. Must be taken either prior to or at the same time as this course.

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.

Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
Take COS-111. Must be taken either prior to or at the same time as this course.

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.

Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
Take COS-111 and COS-112AB. Must be taken either prior to or at the same time as this course.

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
Take All: COS-111 and COS-112. Must be completed prior to taking this course.
Take COS-114. Must be taken either prior to or at the same time as this course.

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.

Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
Take COS-111 and COS-112. Must be completed prior to taking this course.
Take COS-113. Recommended to be taken either prior to or at the same time as this course, but is not required.

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.

Lab Hours 12
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 12
Prerequisites
Take All: COS-111 and COS-112. Must be completed prior to taking this course.
Take COS-113 and COS-114AB. Must be taken either prior to or at the same time as this course.

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
Take All: COS-111 and COS-112. Must be completed prior to taking this course.
Take COS-116. Must be taken either prior to or at the same time as this course.

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
Take All: COS-111 and COS-112. Must be completed prior to taking this course.
Take COS-115. Must be taken either prior to or at the same time as this course.

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
Take All: COS-111 and COS-112. Must be completed prior to taking this course.
Take COS-113, COS-114, COS-115, COS-116, and COS-118. Must be taken either prior to or at the same time as this course.

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
Take All: COS-111 and COS-112. Must be completed prior to taking this course.
Take COS-113, COS-114, COS-115, COS-116, and COS-117. Must be taken either prior to or at the same time as this course.

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
Take COS-120. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
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
Take COS-119. Must be taken either prior to or at the same time as this course.

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
Take COS-119. Must be completed prior to taking this course.
Take COS-126. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
COS-126 COS-250

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-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
Take COS-272. Must be taken either prior to or at the same time as this course.

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
Take COS-271. Must be taken either prior to or at the same time as this course.

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
Take All: COS-271 and COS-272. Must be completed prior to taking this course.
Take COS-274. Must be taken either prior to or at the same time as this course.

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
Take All: COS-271 and COS-272. Must be completed prior to taking this course.
Take COS-273. Must be taken either prior to or at the same time as this course.

Emergency Medical Science

Program Contact Information:
Christine Turner
Chair
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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-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
Take EMS-110. Must be completed prior to taking this course.

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
Take EMS-110. Must be completed prior to taking this course.

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
Take EMS-110. Must be completed prior to taking this course.

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
Take EMS-110. Must be completed prior to taking this course.

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
Take All: EMS-122, EMS-130, and EMS-160. Must be completed prior to taking this course.

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
Take One: EMS-121 or EMS-122. Must be completed prior to taking this course.

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
Take EMS-221. Must be completed prior to taking this course.

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
Take All: EMS-122 and EMS-130. Must be completed prior to taking this course.

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
Take EMS-231. Must be completed prior to taking this course.

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
Take All: EMS-122 and EMS-130. Must be completed prior to taking this course.
Corequisites
EMS-231 EMS-260

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
Take All: EMS-122 and EMS-130. Must be completed prior to taking this course.
Corequisites
EMS-231 EMS-250

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
Take All: EMS-122 and EMS-130. Must be completed prior to taking this course.

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
Take All: EMS-220, EMS-250, and EMS-260. Must be completed prior to taking this course.

Health Sciences

Program Contact Information:
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Health Sciences Enrollment Advisor
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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

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

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
Take MED-121. Must be completed prior to taking this course.

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
Take MED-130. Must be taken either prior to or at the same time as this course.

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
Take MED-131. Must be completed prior to taking this course.

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
Take MED-131. Must be completed prior to taking this course.

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
Take MED-140. Must be completed prior to taking this course.

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
Take MED-122, MED-140, and MED-150. Must be completed prior to taking this course.
Corequisites
BIO-163 MED-116

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
Take One Set. Must be completed prior to taking this course.
Set 1: MED-116
Set 2: BIO-163 and 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
Take MED-122. Must be completed prior to taking this course.

Human Services Technology

Program Contact Information:
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Chair
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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
Take HSE-110. Must be completed prior to taking this course.

HSE-123: Interviewing Techniques

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Take HSE-110. Must be completed prior to taking this course.

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
Take HSE-110. Must be completed prior to taking this course.

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-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
Take One: HSE-161, HSE-162, HSE-163, or HSE-164. Must be taken either prior to or at the same time as this course.

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
Take HSE-160. Must be taken either prior to or at the same time as this course.

HSE-210: Human Services Issues

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.
Credits 2
Lab Hours 0
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 2

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 the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and 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
Prerequisites
Take HSE-110. Must be completed prior to taking this course.

HSE-225: Crisis Intervention

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.
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-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

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
Take One: HSE-261, HSE-262, HSE-263, or HSE-264. Must be taken either prior to or at the same time as this course.

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
Take HSE-260. Must be taken either prior to or at the same time as this course.

Radiography

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RAD-110: Rad Intro & 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
Take RAD-111, RAD-113AB, RAD-151, and RAD-181. Must be taken either prior to or at the same time as this course.

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
Take RAD-110, RAD-113AB, RAD-151, and RAD-181. Must be taken either prior to or at the same time as this course.

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
Take BIO-168, RAD-110, RAD-111, RAD-113AB, RAD-113BB, RAD-121, RAD-151, RAD-161, and RAD-181. Must be taken either prior to or at the same time as this course.

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.

Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Take RAD-111. Must be taken either prior to or at the same time as this course.

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.

Lab Hours 2
Lecture Hours 0
Clinical Hours 0
Work Hours 0
Contact Hours 2
Prerequisites
Take RAD-110, RAD-111, RAD-112, RAD-113AB, RAD-121, RAD-151, and RAD-181. Must be taken either prior to or at the same time as this course.

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
Take RAD-110, RAD-111, RAD-112, RAD-113AB, RAD-113BB, RAD-151, RAD-161, and RAD-181. Must be taken either prior to or at the same time as this course.

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
Take RAD-112, RAD-113BB, RAD-121, RAD-141, RAD-161, RAD-171, and RAD-281. Must be taken either prior to or at the same time as this course.

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
Take BIO-169, RAD-112, RAD-113BB, RAD-121, RAD-122, RAD-161, RAD-171, and RAD-281. Must be taken either prior to or at the same time as this course.

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
Take RAD-111. Must be taken either prior to or at the same time as this course.

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
Take RAD-110, RAD-111, RAD-112, RAD-113AB, RAD-121, RAD-151, and RAD-181. Must be taken either prior to or at the same time as this course.

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
Take RAD-112, RAD-113BB, RAD-121, RAD-122, RAD-141, RAD-161, and RAD-281. Must be taken either prior to or at the same time as this course.

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
Take RAD-111. Must be taken either prior to or at the same time as this course.

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
Take RAD-122, RAD-141 ,RAD-171, RAD-231, RAD-251, and RAD-281. Must be taken either prior to or at the same time as this course.

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
Take RAD-122, RAD-141, RAD-171, RAD-211, RAD-251, and RAD-281 - Must be taken either prior to or at the same time as this course.

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
Take RAD-122, RAD-141, RAD-171, RAD-211, RAD-231, and RAD-281. Must be taken either prior to or at the same time as this course.

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
Take RAD-211, RAD-231, RAD-251, and RAD-271. Must be taken either prior to or at the same time as this course.

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
Take RAD-211, RAD-231, RAD-251, and RAD-261. Must be taken either prior to or at the same time as this course.

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
Take RAD-112, RAD-113BB, RAD-121, RAD-122, RAD-141, RAD-161, and RAD-171. Must be taken either prior to or at the same time as this course.

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-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

Hotel & Restaurant Management

Program Contact Information:
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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
Take One: CUL-135 or HRM-124. Must be completed prior to taking this course.

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-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-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
Take HRM-110. Must be completed prior to taking this course.

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

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
Prerequisites
Take one set. Must be completed prior to taking this course.
Set 1: DRE-098
Set 2: ENG-002
Set 3: BSP-4002
Set 4: ENG-111

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

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

Information Systems

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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-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
Prerequisites
Take One Set. Must be completed prior to taking this course.
Set 1: DMA-010, DMA-020, DMA-030, and DMA-040
Set 2: DMA-025 and DMA-040
Set 3: MAT-121
Set 4: MAT-171
Set 5: MAT-003
Set 6: BSP-4003

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 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Legal Education

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LEX-110: Intro 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
Take LEX-140. Must be completed prior to taking this course.

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
Take LEX-210. Must be completed prior to taking this course.

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
Take TRN-120. Must be completed prior to taking this course.

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

Mathematics

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-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
Take One Set. Must be completed prior to taking this course.
Set 1: DMA-010, DMA-020, and DMA-030
Set 2: DMA-025
Set 3: MAT-003
Set 4: BSP-4003
Take MAT-010. Must be taken either prior to or at the same time as this course.

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
Take One Set. Must be completed prior to taking this course.
Set 1: DMA-010, DMA-020, DMA-030, and DRE-098
Set 2: DMA-010, DMA-020, DMA-030, and ENG-002
Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002
Set 4: DMA-025 and DRE-098
Set 5: DMA-025 and ENG-002
Set 6: DMA-025 and BSP-4002
Set 7: MAT-003 and DRE-098
Set 8: MAT-003 and ENG-002
Set 9: MAT-003 and BSP-4002
Set 10: BSP-4003 and DRE-098
Set 11: BSP-4003 and ENG-002
Set 12: BSP-4003 and BSP-4002
Take MAT-043. Must be taken either prior to or at the same time as this course.

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
Take One Set.Must be completed prior to taking this course.
Set 1: DMA-010, DMA-020, DMA-030, and DRE-098
Set 2: DMA-010, DMA-020, DMA-030, and ENG-002
Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002
Set 4: DMA-025 and DRE-098
Set 5: DMA-025 and ENG-002
Set 6: DMA-025 and BSP-4002
Set 7: MAT-003 and DRE-098
Set 8: MAT-003 and ENG-002
Set 9: MAT-003 and BSP-4002
Set 10: BSP-4003 and DRE-098
Set 11: BSP-4003 and ENG-002
Set 12: BSP-4003 and BSP-4002
Take MAT-052. Must be taken either prior to or at the same time as this course.

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
Take One Set. Must be completed prior to taking this course.
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 and DMA-045
Set 4: DMA-025, DMA-040, and DMA-050
Set 5: MAT 121
Set 6: MAT-003
Set 7: BSP-4003
Take MAT-071. Must be taken either prior to or at the same time as this course.

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
Take MAT-171, minimum grade of C. Must be completed prior to taking this course.

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
Take MAT-172, minimum grade of C. Must be completed prior to taking this course.

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
Take MAT-271, minimum grade of C. Must be completed prior to taking this course.

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
Take MAT-272. Must be completed prior to taking this course.

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
Take MAT-271. Must be completed prior to taking this course.

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
Take MAT-272. Must be completed prior to taking this course.

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-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

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-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-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 introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
Credits 3
Lab Hours 4
Lecture Hours 1
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 4
Lecture Hours 1
Clinical Hours 0
Work Hours 0
Contact Hours 5
Prerequisites
Take NET-125. Must be completed prior to taking this course.

Nursing

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
Take BIO-168, NUR-117, and PSY-150. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
BIO-168 NUR-117 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
Take NUR-111. Must be completed prior to taking this course.
Take BIO-169, NUR-113 and PSY-241. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
BIO-169 NUR-114 NUR-211 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
Take All: NUR-111 and NUR-117. Must be completed prior to taking this course.
Take BIO-169, PSY-241, and NUR-112. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
ENG-111

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
Take All: NUR-111, NUR-112, NUR-113, NUR-117, and NUR-212. Must be completed prior to taking this course.
Take ENG-112 and NUR-211. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
BIO-169 PSY-241

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
Take NUR-111. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
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
Take All: NUR-111, NUR-112, NUR-113, NUR-114, and NUR-117. Must be taken either prior to or at the same time as this course.
Take ENG-114. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
ENG-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
Take TRN-120. Must be completed prior to taking this course.
Corequisites
ENG-114

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
Take All: NUR-111, NUR-112, NUR-113, NUR-114, NUR-117, and NUR-211. Must be completed prior to taking this course.
Take ENG-114. Recommended to be taken either prior to or at the same time as this course, but is not required.

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
Take NAS-101. Must be completed prior to taking this course.

Office Systems Technology

OST-136: Word Processing

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.
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 the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Take One: CIS-110, CIS-111, or OST-137. Must be completed prior to taking this course.

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-164: Office Editing

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

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-243: Med Office Simulation

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.
Credits 3
Lab Hours 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4
Prerequisites
Take OST-148. Must be completed prior to taking this course.

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
Take One: MED-121 or OST-141. Must be completed prior to taking this course.
Take OST-248. Must be completed prior to taking this course.

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
Take One: MED-121 or OST-141. Must be completed prior to taking this course.

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-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
Take One Set. Must be completed prior to taking this course.
Set 1: OST-134 and OST-164
Set 2: OST-136 and 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
Take ENG-111. Must be completed prior to taking this course.

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
Take ENG-111. Must be completed prior to taking this course.

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

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
Take PHY-110A. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
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
Take PHY-110. Must be taken either prior to or at the same time as this course.

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
Take One: MAT-171 or MAT-271. Must be completed prior to taking this course.

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
Take PHY-151. Must be completed prior to taking this course.

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
Take MAT-271. Must be completed prior to taking this course.
Take MAT-272. Must be taken either prior to or at the same time as this course.

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
Take All: MAT-272 and PHY-251. Must be completed prior to taking this course.

Respiratory Care

RCP-110: Intro 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
Take RCP-110. Must be completed prior to taking this course.

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
Take RCP-111. Must be completed prior to taking this course.
Take BIO-168 and BIO-169. Must be taken either prior to or at the same time as this course.

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
Corequisites
RCP-111

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
Take RCP-110. Recommended to be taken either prior to or at the same time as this course, but is not required.
Corequisites
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
Corequisites
RCP-111 RCP-144

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
Take One: BIO-110 or BIO-111. Must be completed prior to taking this course.

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
Take RCP-110. Must be completed prior to taking this course.
Take RCP-111. Must be taken either prior to or at the same time as this course.

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
Take RCP-111. Must be completed prior to taking this course.
Corequisites
RCP-112

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: Adv 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
Take RCP-210. Must be completed prior to taking this course.

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
Take RCP-111. Must be completed prior to taking this course.

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
Take RCP-111. Must be completed prior to taking this course.
Take RCP-210. Must be taken either prior to or at the same time as this course.

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
Take RCP-210. Must be completed prior to taking this course.
Take RCP-211. Must be taken either prior to or at the same time as this course.

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 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: Working With Diversity

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human 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

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-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
Prerequisites
Take SPA-181. Must be taken at the same time as this course.

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
Take SPA-111. Must be completed prior to taking this course.
Take SPA-182. Must be taken at the same time as this course.

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
Take SPA–111. Must be completed prior to taking this course.

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
Take SPA–112. Must be completed prior to taking this course.

Substance Abuse

SAB–110: Substance Abuse Overview

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.
Credits 3
Lab Hours 0
Lecture Hours 3
Clinical Hours 0
Work Hours 0
Contact Hours 3

SAB–137: Co-Dependency

This course introduces the adult child concept and co-dependency as syndromes of 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 to assess levels of co-dependency 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

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
Take TRN-140. Recommended to be taken either prior to or at the same time as this course, but is not required.

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
Take TRN-120. Must be completed prior to taking this course.

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

Web Technologies

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-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 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

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 2
Lecture Hours 2
Clinical Hours 0
Work Hours 0
Contact Hours 4

Work-Based Learning

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.

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.

Lab Hours 0
Lecture Hours 0
Clinical Hours 0
Work Hours 10
Contact Hours 10
Prerequisites
Take WBL-112AB. Must be taken either prior to or at the same time as this course.

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
Take One: WBL-111, WBL-112, WBL-113 or WBL-114. Must be taken either prior to or at the same time as this course.

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 Foundation	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	Intro 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 Intervention	3
	Total Credits	**41**

Aquaculture Technology

Program Contact Information:
David Cerino
Chairperson, 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
Chairperson, Aquaculture Technology
(252) 222-6114
Howard Mariculture Building
cerinod@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: AQU-111, BIO-111, CHM-151, AQU-112, AQU-220, AQU-240, AQU-251, AQU-120, AQU-230, BIO-243, WBL-112/AQU-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
AQU-111	Aquaculture I	3
AQU-161	Aquaculture Practicum I	1
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
ENG-111	Writing and Inquiry	3

Spring Semester

Course Code	Title	Credits
AQU-112	Aquaculture II	3
AQU-162	Aquaculture Practicum II	1
BIO-112	General Biology II	4
ENG-112	Writing and Research in the Disciplines	3
MAT-171	Precalculus Algebra	4

Summer Semester

Course Code	Title	Credits
AQU-163	Aquaculture Practicum III	1
AQU-220	Aquaculture Facilities	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-240	Introduction to Ethics	3
	Social/Behavioral Sciences Elective	**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-118	Interpersonal Psychology	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Fall Semester

Course Code	Title	Credits
AQU-164	Aquaculture Practicum IV	1
AQU-240	Fish Nutrition & Diseases	3
AQU-251	Hatchery Management I	3
BIO-275	Microbiology	4
AQU-120	Aquabusiness	3

Spring Semester

Course Code	Title	Credits
AQU-165	Aquaculture Practicum V	1
AQU-166	Aquaculture Practicum VI	1
AQU-230	Fish Genetics & Breeding	3
AQU-252	Hatchery Management II	3
BIO-243	Marine Biology	4
CHM-152	General Chemistry II	4

Summer Semester

Course Code	Title	Credits
	WBL-112 or AQU-280	**2**
WBL-112	Work-Based Learning I	2
AQU-280	Aquaculture Project	2
	Total Credits	**73**

Aquaculture Technology – Work/Business

Degree Type
Associate in Applied Science

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, BIO-111, AQU-112, CHM-151/CHM-131 & CHM-131A, AQU-220, AQU-120, AQU-240, AQU-251, AQU-230, AQU-252, BIO-243, WBL-112/AQU-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
AQU-111	Aquaculture I	3
AQU-161	Aquaculture Practicum I	1
BIO-111	General Biology I	4
ENG-111	Writing and Inquiry	3
MAT-143	Quantitative Literacy	3

Spring Semester

Course Code	Title	Credits
AQU-112	Aquaculture II	3
AQU-162	Aquaculture Practicum II	1
BIO-112	General Biology II	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
ENG-114	Professional Research & Reporting	3

Summer Semester

Course Code	Title	Credits
AQU-163	Aquaculture Practicum III	1
AQU-220	Aquaculture Facilities	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-240	Introduction to Ethics	3
	Social/Behavioral Sciences Elective	**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-118	Interpersonal Psychology	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Fall Semester

Course Code	Title	Credits
AQU-120	Aquabusiness	3
AQU-164	Aquaculture Practicum IV	1
AQU-240	Fish Nutrition & Diseases	3
AQU-251	Hatchery Management I	3
BIO-275	Microbiology	4

Spring Semester

Course Code	Title	Credits
AQU-165	Aquaculture Practicum V	1
AQU-166	Aquaculture Practicum VI	1
AQU-230	Fish Genetics & Breeding	3
AQU-252	Hatchery Management II	3
BIO-243	Marine Biology	4

Summer Semester

Course Code	Title	Credits
	WBL-112 or AQU-280	**2**
WBL-112	Work-Based Learning I	2
AQU-280	Aquaculture Project	2
	Total Credits	**68**

Aquaculture Technology

Degree Type
Diploma

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-120, BIO-111, AQU-112, BIO-243, CHM-151/CHM-131 & CHM-131A, 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
ACA-122	College Transfer Success	1
AQU-111	Aquaculture I	3
AQU-120	Aquabusiness	3
AQU-161	Aquaculture Practicum I	1
BIO-111	General Biology I	4
ENG-111	Writing and Inquiry	3

Spring Semester

Course Code	Title	Credits
AQU-112	Aquaculture II	3
AQU-162	Aquaculture Practicum II	1
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
ENG-114	Professional Research & Reporting	3
MAT-143	Quantitative Literacy	3

Summer Semester

Course Code	Title	Credits
AQU-163	Aquaculture Practicum III	1
AQU-220	Aquaculture Facilities	3
	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
Chairperson, Aquaculture Technology
(252) 222-6114
Howard Mariculture Building
cerinod@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
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
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

Summer Semester

Course Code	Title	Credits
AQU-163	Aquaculture Practicum III	1
AQU-220	Aquaculture Facilities	3
	Total Credits	**12**

Aquaponics Certificate

Degree Type
Certificate

Program Contact Information:
David Cerino
Chairperson, Aquaculture Technology
(252) 2226114
Howard Mariculture Building
cerinod@carteret.edu

- **THE FOLLOWING COURSES ARE "REQUIRED CORE COURSES." NO SUBSTITUTIONS ALLOWED: AQU-111, 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-163	Aquaculture Practicum III	1
AQU-220	Aquaculture Facilities	3
AQU-163	Aquaculture Practicum III	1

Spring Semester

Course Code	Title	Credits
HOR-142	Fruit & Vegetable Production	2

Summer Semester

Course Code	Title	Credits
HOR-245	Horticultural Specialty Crops	3
	Total Credits	**13**

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, TRN-180, HET-134**
- 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
AUT 141 is first 8-weeks
AUT 151 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
AUT-141	Suspension & Steering Systems	3
AUT-151	Brake Systems	3

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
ENG-111	Writing and Inquiry	3
	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

Summer Semester

Course Code	Title	Credits
TRN-140	Transportation Climate Control	2
TRN-140A	Transportation Climate Control Lab	2
AUT-163	Advanced Automotive Electricity	3

Fall Semester

AUT 221 and 221A are first 8-weeks
AUT 231 and 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
PSY-150	General Psychology	3
AUT-183	Engine Performance 2	4
TRN-180	Basic Welding for Transportation	3

Spring Semester

AUT 281 is first 8-weeks
HET 134 is second 8-weeks

Course Code	Title	Credits
	AUT-113 or WBL-112	**2**
AUT-113	Automotive Servicing I	2
WBL-112	Work-Based Learning I	2
AUT-281	Advanced Engine Performance	3
HET-134	Diesel Fuel and Power System	3
COM-120	Intro to Interpersonal Communication	3
	HUM-110 or HUM-115	**3**
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
	Total Credits	**66-67**

Basic Automotive Systems

Degree Type
Certificate

Program Contact Information:
Brian Salter
Lead Instructor
(252) 222-6378
Automotive Building
brians5992@carteret.edu

2023-2024

- **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**

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:
Shana Olmstead
Chair
(252) 222-6264
Culinary Building
olmsteads@carteret.edu

2023-2024

- **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
CIS-110	Introduction to Computers	3
CUL-110	Sanitation and Safety	2
MAT-110	Mathematical Measurement and Literacy	3
CUL-140	Culinary Skills I	5
CUL-160	Baking I	3

Spring Semester

Course Code	Title	Credits
CUL-260	Baking II	3
BPA-150	Artisan & Specialty Bread	4
BPA-210	Cake Design and Decorating	3
BPA-230	Chocolate Artistry	3
CUL-135	Food and Beverage Service	2
CUL-135A	Food and Beverage Service Lab	1

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
BPA-130	European Cakes and Tortes	3
BPA-260	Pastry and Baking Marketing	3
HRM-110	Introduction to Hospitality and Tourism	3
HRM-220	Cost Control-Food and Beverage	3
ENG-111	Writing and Inquiry	3
ART-111	Art Appreciation	3

Spring Semester

Course Code	Title	Credits
BPA-250	Dessert and Bread Production	5
BPA-120	Petit Fours and Pastries	3
COM-231	Public Speaking	3
PSY-118	Interpersonal Psychology	3

Summer Semester

Course Code	Title	Credits
WBL-112	Work-Based Learning I	2

Note: 1 credit of WBL-112 is taken Summer Semester 1, and 1 credit of WBL-112 is taken Summer Semester 2.

	Total Credits	70

Artisan Baker

Degree Type
Certificate

Program Contact Information:
Shana Olmstead
Chairperson
(252) 222-6264
Building, Room:
olmsteads@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-140	Culinary Skills I	5
CUL-160	Baking I	3
CUL-260	Baking II	3

Spring Semester

Course Code	Title	Credits
BPA-150	Artisan & Specialty Bread	4

	Total Credits	**17**

Bakery Manager

Degree Type
Certificate

Program Contact Information:
Shana Olmstead
Chair
(252)222-6034
HCAC Building, Room:
olmsteads@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-140	Culinary Skills I	5
CUL-160	Baking I	3
CUL-260	Baking II	3

Spring Semester

Course Code	Title	Credits
HRM-220	Cost Control-Food and Beverage	3
CUL-130	Menu Design	2
	Total Credits	**18**

Cake Designer

Degree Type
Certificate

Program Contact Information:
Shana Olmstead
Chair
(252)222-6264
HCAC Building, Room:
olmsteads@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-140	Culinary Skills I	5
CUL-160	Baking I	3

Spring Semester

Course Code	Title	Credits
BPA-210	Cake Design and Decorating	3
BPA-230	Chocolate Artistry	3
	Total Credits	**16**

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)	

Total Contact Hours: 640

	Total Credits	**0**

Boat Manufacture and Service

Program Contact Information:
Adam Parchman

(252) 222-6278
MARTECH Building, Room: 107
parchmana@carteret.edu

Composite Boat

Degree Type
Diploma

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTECH 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-114	Introduction to Composites	3
BMS-115	Tooling/Mold Construction	5
MAT-110	Mathematical Measurement and Literacy	3

Spring Semester

Course Code	Title	Credits
DFT-111	Technical Drafting I	2
BMS-116	Composite Production	5
BMS-117	Marine Spray Finishing	2
BMS-119	Modern Boat Construction	5
COM-120	Intro to Interpersonal Communication	3
	Total Credits	**35**

Marine Service

Degree Type
Diploma

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTECH 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
MAT-110	Mathematical Measurement and Literacy	3

Spring Semester

Course Code	Title	Credits
BMS-119	Modern Boat Construction	5
DFT-111	Technical Drafting I	2
MRN-121	Marine Engines	4
MRN-150	Advanced Marine Electrical Systems	5
COM-120	Intro 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
MARTECH 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-119	Modern Boat Construction	5
DFT-111	Technical Drafting I	2
	Total Credits	**13**

Composite Boat

Degree Type
Certificate

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTECH 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

Fall Semester

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**

Marine Service

Degree Type
Certificate

Program Contact Information:
Adam Parchman
(252) 222-6278
MARTECH Building, Room: 107
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: 304
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

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	Quantitative Literacy	3

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
BUS-115	Business Law I	3
CIS-110	Introduction to Computers	3
ENG-112	Writing and Research in the Disciplines	3
BUS-137	Principles of Management	3

Summer Semester

Course Code	Title	Credits
MKT-120	Principles of Marketing	3
CTS-130	Spreadsheet	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

Spring Semester

Course Code	Title	Credits
ACC-140	Payroll Accounting	2
BUS-153	Human Resource Management	3
ECO-252	Principles of Macroeconomics	3
OST-286	Professional Development	3
ACC-180	Practices in Bookkeeping	3

Summer Semester

Course Code	Title	Credits
BUS-139	Entrepreneurship I	3
	Total Credits	**67**

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-180	Practices in Bookkeeping	3
	Total Credits	**15**

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
ENG-114	Professional Research & Reporting	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**

Culinary Arts

Degree Type
Associate in Applied Science

Program Contact Information:
Chef Charles Park
Chairperson
(252) 222-6034
Culinary Building
charlesb6001@carteret.edu

2021-2022

- **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
HRM-110	Introduction to Hospitality and Tourism	3
CUL-140	Culinary Skills I	5
CUL-160	Baking I	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
CUL-170	Garde Manger I	3
	HUM-115 or ART-111	**3**
HUM-115	Critical Thinking	3
ART-111	Art Appreciation	3
CIS-110	Introduction to Computers	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
CUL-230	Global Cuisines	5
CUL-240	Culinary Skills II	5
ENG-111	Writing and Inquiry	3
HRM-220	Cost Control-Food and Beverage	3
HRM-140	Legal Issues-Hospitality	3

Spring Semester

Course Code	Title	Credits
COM-231	Public Speaking	3
CUL-250	Classical Cuisine	5
CUL-270	Garde Manger II	3
PSY-118	Interpersonal Psychology	3
CUL-130	Menu Design	2

Summer Semester

Course Code	Title	Credits
WBL-112	Work-Based Learning I	2

WBL-112 is taken as 1 credit during Summer Semester 1, and 1 credit during Summer Semester 2.

	Total Credits	**72**

Culinary Arts

Degree Type
Certificate

Program Contact Information:
Chef Charles Park
Chairperson
(252) 222-6034
Culinary Building
charlesb6001@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**

Diesel & Heavy Equipment Technology

Program Contact Information:
William Hurley
Lead Instructor
(252)222-6177
Martec Building, Office 127H
williamd1615@carteret.edu

Diesel & Heavy Equipment Technology

Degree Type
Associate in Applied Science

Program Contact Information:
William Hurley
Lead Instructor

(252) 222-6177
Martec Building , Office 127-H
williamd1615@carteret.edu

- **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
WBL-112	Work-Based Learning I	2

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	**64**

Basic Diesel

Degree Type
Certificate

Program Contact Information:
William Hurley
Lead Instructor
(252) 222-6177
Martec Building, Office 127H
williamd1615@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**

DRAFT Diesel

Degree Type
Certificate

Program Contact Information:
William Hurley
Lead Instructor
(252) 222-6177
Martec Building, Office 127H
williamd1615@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**

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:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Hospitality/Culinary Arts Center, Room: 107
olmsteads@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**

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**

Hospitality Management

Restaurant Management

Degree Type
Certificate

Program Contact Information:
Shana Brophy-Olmstead
Chairperson
(252) 222-6264
Wayne West Building, Room: 309
olmsteads@carteret.edu

Certificate: Restaurant Mangement
2020-2021

- **The following courses are "Required Core Courses." No substitutions allowed: CUL-110, 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
CUL-110	Sanitation and Safety	2
HRM-110	Introduction to Hospitality and Tourism	3
HRM-140	Legal Issues-Hospitality	3

Spring Semester

Course Code	Title	Credits
CUL-135	Food and Beverage Service	2
CUL-135A	Food and Beverage Service Lab	1
HRM-124	Guest Service Management	3
	Total Credits	**14**

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 Foundation	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
ENG-114	Professional Research & Reporting	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 Foundation	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
ENG-114	Professional Research & Reporting	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 Foundation	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
ENG-114	Professional Research & Reporting	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	Intro 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 Foundation	3
NOS-130	Windows Single User	3

Spring Semester

Course Code	Title	Credits
CTS-120	Hardware/Software Support	3
NOS-110	Operating Systems Concepts	3
	Total Credits	**12**

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 Foundation	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	Intro 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 Foundation	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
MARTECH Building
robertsh@carteret.edu

Marine Propulsion Systems

Degree Type
Certificate

Program Contact Information:
Herb Roberts
Instructor
(252)222-6163
MARTECH 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 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

General Office

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-184, 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
ENG-114	Professional Research & Reporting	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
ACC-120	Principles of Financial Accounting	4
OST-184	Records Management	3
OST-138	Office Applications II	3
	Total Credits	**16**

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	Intro 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
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	**67-68**

Post Baccalaureate

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 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 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	Intro 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	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

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-140, 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
ACA-122	College Transfer Success	1
ENG-111	Writing and Inquiry	3
PHO-113	History of Photography	3
PHO-110	Fund of Photography	5
PHO-139	Intro 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
COM-120	Intro to Interpersonal Communication	3

Summer Semester

Course Code	Title	Credits
PHO-226	Portraiture	4
PHO-235	Commercial Photography	4
	Total Credits	**37**

Commercial 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-139, 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
PHO-139	Intro to Digital Imaging	3

Spring Semester

Course Code	Title	Credits
PHO-115	Basic Studio Lighting	4

Summer Semester

Course Code	Title	Credits
PHO-235	Commercial Photography	4
	Total Credits	**16**

Photography Fundamentals

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	Intro to Digital Imaging	3

Spring Semester

Course Code	Title	Credits
PHO-115	Basic Studio Lighting	4
PHO-224	Multimedia Production	3
	Total Credits	**15**

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	Intro to Digital Imaging	3

Spring Semester

Course Code	Title	Credits
PHO-115	Basic Studio Lighting	4

Summer Semester

Course Code	Title	Credits
PHO-226	Portraiture	4
	Total Credits	**16**

Welding Technology

Program Contact Information:
Steve Martin
Lead Instructor
(252) 222-6091
Behind McGee Building:
martins@carteret.edu

Welding Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Steve Martin
Lead Instructor
(252) 222-6091
Behind McGee Building
martins@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	Intro 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:
Steve Martin
Lead Instructor

(252) 222-6091
Behind McGee Building:
martins@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	Intro 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:
Steve Martin
Lead Instructor
(252) 222-6091
Behind McGee Building:
martins@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:
Steve Martin
Lead Instructor
(252) 222-6091
Behind McGee Building:
martins@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**

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.

Course Code	Title	Credits
COM-120	Intro 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
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	Intro to Engineering	2
ENG-125	Creative Writing I	3
HIS-221	African-American History	3
HEA-110	Personal Health/Wellness	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

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.

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	Intro 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-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-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-240	Painting I	3
ART-264	Digital Photography I	3
ART-260	Photography Appreciation	3
ART-283	Ceramics I	3
ART-284	Ceramics II	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-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-240	Painting I	3
ART-264	Digital Photography I	3
ART-260	Photography Appreciation	3
ART-283	Ceramics I	3
ART-284	Ceramics II	3
	Communications & HFA Requirement	**3**
ART-111	Art Appreciation	3
COM-120	Intro 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 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-214	Portfolio and Resume	1
ART-231	Printmaking I	3
ART-240	Painting I	3
ART-264	Digital Photography I	3
ART-260	Photography Appreciation	3
ART-283	Ceramics I	3
ART-284	Ceramics II	3
	Art Studio Elective	**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-240	Painting I	3
ART-264	Digital Photography I	3
ART-260	Photography Appreciation	3
ART-283	Ceramics I	3
ART-284	Ceramics II	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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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-216	Foundations of Education	3
EGR-150	Intro to Engineering	2
ENG-125	Creative Writing I	3
HIS-221	African-American History	3
HEA-110	Personal Health/Wellness	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
	Communications & HFA Requirement	**3**
ART-111	Art Appreciation	3
COM-120	Intro 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
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	Intro 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
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	Intro to Engineering	2
ENG-125	Creative Writing I	3
HIS-221	African-American History	3
HEA-110	Personal Health/Wellness	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	Intro 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 ECE	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:
Doree Hill
hilld@carteret.edu
(252) 222-6282

The Associate in Arts Teacher Preparation degree is a planned program of study consisting of 60 semester hours of college transfer courses. Students should consult their senior institution's transfer pathway when choosing from a list of course options. For students who are undecided on their transfer pathway, recommended choices are highlighted include: MAT-171, SOC-210, COM-231, ENG-232, PSY-150, PSY-241, SPA-111, SPA-112, SPA-211

Participating UNC System Institutions Appalachian State University

- University of North Carolina at Chapel Hill East Carolina University
- University of North Carolina at Charlotte Elizabeth City State University
- University of North Carolina at Greensboro Fayetteville State University
- University of North Carolina at Pembroke
- North Carolina Agricultural and Technical State University University of North Carolina Wilmington
- North Carolina Central University
- Western Carolina University
- NC State University
- Winston-Salem State University
- University of North Carolina at Asheville

North Carolina Independent Colleges and Universities Signatory Institutions

- Barton College
- Methodist University Belmont Abbey College Montreat College
- Brevard College
- Pfeiffer University
- Campbell University
- Queens University of Charlotte
- Catawba College
- Salem College
- Gardner-Webb University Saint Augustine's University Greensboro College
- Shaw University
- Guilford College
- St. Andrews University
- High Point University
- University of Mount Olive
- Lees-McRae College
- William Peace University
- Livingstone College
- Wingate University
- Mars Hill University
- Meredith College

Fall 1 Semester

Course Code	Title	Credits
ACA-122	College Transfer Success	1
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
EDU-187	Teaching and Learning for All	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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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 1 Semester

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
EDU-216	Foundations of Education	3
EDU-250	Teacher Licensure Preparation	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
	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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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
	Communications/Humanities/Fine Arts	**3**
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Intro 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
	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**
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Intro 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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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
	Communications/Humanities/Fine Arts	**3**
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Intro 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
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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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:
Doree Hill
hilld@careret.edu (252) 222-6282

The Associate in Arts Teacher Preparation degree is a planned program of study consisting of 60 semester hours of college transfer courses. Students should consult their senior institution's transfer pathway when choosing from a list of course options. For students who are undecided on their transfer pathway, recommended choices include: PSY-150, COM-231, ENG-242, PSY-241, SPA-111, SPA-112, SPA-211.

Participating UNC System Institutions:

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

North Carolina Independent Colleges and Universities Signatory Institutions

- Barton College
- Methodist University
- Belmont Abbey College
- Montreat College
- Brevard College
- Pfeiffer University
- Campbell University
- Queens University of Charlotte Catawba College
- Salem College
- Gardner-Webb University
- Saint Augustine's University Greensboro College
- Shaw University
- Guilford College
- St. Andrews University
- High Point University
- University of Mount Olive
- Lees-McRae College
- William Peace University Livingstone College
- Wingate University
- Mars Hill University
- Meredith College

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-187	Teaching and Learning for All	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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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 1 Semester

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
MAT-172	Precalculus Trigonometry	4
EDU-216	Foundations of Education	3
EDU-250	Teacher Licensure Preparation	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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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
	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**
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Intro 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
	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
	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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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
	Communications/Humanities/Fine Arts	**3**
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-120	Intro 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
	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-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	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:
Camella Marcom
Chair
(252) 222-6112
Wayne West Building, Room 209
marcomc@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 209
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:
Camella Marcom
Chair
(252) 222-6112
Wayne West Building, Room 209
marcomc@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:
Camella Marcom
Chair
(252) 222-6112
Wayne West Building, Room 209
marcomc@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:
Camella Marcom
Chairperson of Nursing Programs
Wayne West Building, Room 209
(252) 222-6112
marcomc@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:
Camella Marcom
Chair
(252) 222-6112
Wayne West Building, Room 209
marcomc@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 250
allens@carteret.edu

Cosmetology

Degree Type
Diploma

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 250
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	Intro to Interpersonal Communication	3

Spring Semester

Course Code	Title	Credits
COS-113	Cosmetology Concepts II	4
COS-114	Salon II	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-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 250
allens@carteret.edu

Cosmetology Instructor

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-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 Building, Room 141
turnerc@carteret.edu

Emergency Medical Science

Degree Type
Associate in Applied Science

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: 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 Building, Room 141
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 Technology

Program Contact Information:
Sharell B. Allen
Chair
(252) 222-6186
Henry J. McGee Building, Room 250
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

Medical Assisting

Program Contact Information:
Vonda R. Godette
Chair
(252) 222-6168
Wayne West Building, Room 242
godettev@carteret.edu

Medical Assisting

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

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 242
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
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

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
	Total Credits	**48**

Medical Assisting

Degree Type
Certificate

Vonda R. Godette
Chair
(252) 222-6168
Wayne West Building, Room 242
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

Degree Type
Certificate

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-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**

Human Services Technology

Program Contact Information:
Kathy Foster, MA, HS-BCP
Chair
(252) 222-6287
Wayne West Building, Room 342
fosterk@carteret.edu

Human Services Technology

Degree Type
Associate in Applied Science

Program Contact Information:
Kathy Foster, MA, HS-BCP
Chair
(252) 222-6287
Wayne West Building, Room 342
fosterk@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: HSE-110, HSE-210, PSY-150, HSE-112, HSE-123, HSE-125, PSY-241/PSY-281, HSE-225, SOC-210/SOC-213/SOC-220**
- 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
CIS-110	Introduction to Computers	3
ENG-111	Writing and Inquiry	3
HSE-110	Introduction to Human Services	3
HSE-210	Human Services Issues	2
PSY-150	General Psychology	3

Spring Semester 1

Course Code	Title	Credits
ENG-112	Writing and Research in the Disciplines	3
ENG-114	Professional Research & Reporting	3
HSE-112	Group Process I	2
HSE-123	Interviewing Techniques	3
HSE-125	Counseling	3
	PSY-241 or PSY-281	**3**
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
	Sociology Elective (HSE)	**3**
SOC-210	Introduction to Sociology	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3

Summer Semester 1

Course Code	Title	Credits
HSE-220	Case Management	3
HSE-225	Crisis Intervention	3
	PSY-211 or PSY-239	**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 or REL-110	**3**
HUM-115	Critical Thinking	3
REL-110	World Religions	3
	Elective (HSE)	**2-5**
BIO-111	General Biology I	4
HEA-110	Personal Health/Wellness	3
HSE-215	Health Care	5
MED-120	Survey of Medical Terminology	2
SAB-110	Substance Abuse Overview	3
SAB-137	Co-Dependency	3
SAB-210	Addiction & Recovery Counseling	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SWK-110	Intro to Social Work	3
SWK-113	Working With Diversity	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
	Elective (HSE)	**2-5**
BIO-111	General Biology I	4
HEA-110	Personal Health/Wellness	3
HSE-215	Health Care	5
MED-120	Survey of Medical Terminology	2
SAB-110	Substance Abuse Overview	3
SAB-137	Co-Dependency	3
SAB-210	Addiction & Recovery Counseling	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SWK-110	Intro to Social Work	3
SWK-113	Working With Diversity	3
	Elective (HSE)	**2-5**
BIO-111	General Biology I	4
HEA-110	Personal Health/Wellness	3
HSE-215	Health Care	5
MED-120	Survey of Medical Terminology	2
SAB-110	Substance Abuse Overview	3
SAB-137	Co-Dependency	3
SAB-210	Addiction & Recovery Counseling	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SWK-110	Intro to Social Work	3
SWK-113	Working With Diversity	3

Sociology Electives

Course Code	Title	Credits
SOC-210	Introduction to Sociology	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3

Major Electives (9 SHC)

Course Code	Title	Credits
BIO-111	General Biology I	4
HEA-110	Personal Health/Wellness	3
HSE-215	Health Care	5
MED-120	Survey of Medical Terminology	2
SAB-110	Substance Abuse Overview	3
SAB-137	Co-Dependency	3
SAB-210	Addiction & Recovery Counseling	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SWK-110	Intro to Social Work	3
SWK-113	Working With Diversity	3
	Total Credits	**68-70**

Human Services Technology

Degree Type
Diploma

Program Contact Information:
Kathy Foster, MA, HS-BCP
Chair
(252) 222-6287
Wayne West Building, Room 342
fosterk@carteret.edu

- **The following courses are "Required Core Courses." No substitutions allowed: HSE-110, HSE-210, PSY-150, HSE-112, HSE-123, HSE-125, PSY-241/PSY-281, HSE-225**
- 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
ENG-111	Writing and Inquiry	3
HSE-110	Introduction to Human Services	3
HSE-210	Human Services Issues	2
PSY-150	General Psychology	3

Spring Semester

Course Code	Title	Credits
HSE-112	Group Process I	2
HSE-123	Interviewing Techniques	3
HSE-125	Counseling	3
	PSY-241 or PSY-281	**3**
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
	Sociology Elective (HSE)	**3**
SOC-210	Introduction to Sociology	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3

Summer Semester

Course Code	Title	Credits
HSE-220	Case Management	3
HSE-225	Crisis Intervention	3
	PSY-211 or PSY-239	**3**
	Total Credits	**38**

Human Services Technology

Degree Type
Certificate

Program Contact Information:
Kathy Foster, MA, HS-BCP

Chair
(252) 222-6287
Wayne West Building, Room 342
fosterk@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	Human Services Issues	2

Spring Semester

Course Code	Title	Credits
HSE-112	Group Process I	2
HSE-123	Interviewing Techniques	3
HSE-125	Counseling	3
	Total Credits	**13**

Social Work

Degree Type
Certificate

Program Contact Information:
Kathy Foster, MA, HS-BCP
Chair
(252) 222-6287
Wayne West Building, Room 342
fosterk@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
SWK-110	Intro to Social Work	3

Spring Semester

Course Code	Title	Credits
SWK-113	Working With Diversity	3
HSE-225	Crisis Intervention	3
	Total Credits	**12**

Substance Abuse

Degree Type

Certificate

Program Contact Information:
Kathy Foster, MA, HS-BCP
Chair
(252) 222-6287
Wayne West Building, Room 342
fosterk@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	Substance Abuse Overview	3
SAB-137	Co-Dependency	3

Spring Semester

Course Code	Title	Credits
SAB-210	Addiction & Recovery Counseling	3
HSE-225	Crisis Intervention	3
	Total Credits	**12**

Radiography

Program Contact Information:
Elaine Postawa
Chair
(252) 222-6165
Wayne West Building, Room 139
postawae@carteret.edu

Radiography

Degree Type
Associate in Applied Science

Program Contact Information:
Elaine Postawa
Chair
(252) 222-6165
Wayne West Building, Room 139
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	Rad Intro & 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

Respiratory Therapy

Degree Type
Associate in Applied Science

Program Contact Information:
Trisha Miller
Chair
(252) 222-6169
Wayne West Building, Room 243
millert@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	Intro 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	Adv 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:
William Hurley
Lead Instructor
(252)222-6177
Martec Building, Office 127H
williamd1615@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
MARTECH 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
MARTECH 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**

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: EMS-110, ACA-122, BIO-169, 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

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

Fall Semester

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

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	**46**

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**

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**

Human Services Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Kathy Foster, MA,HS-BCP
Chair
(252) 222-6287
Wayne West Building, Room 342
fosterk@carteret.edu

Certificate Pathway
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
HSE-110	Introduction to Human Services	3
HSE-210	Human Services Issues	2

Spring Semester

Course Code	Title	Credits
HSE-112	Group Process I	2
HSE-123	Interviewing Techniques	3
HSE-125	Counseling	3
	Total Credits	**13**

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 Foundation	3
CIS-110	Introduction to Computers	3
CTS-115	Information Systems Business Concepts	3
	Total Credits	**12**

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	Intro 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**

Marine Propulsion Systems (CCP)

Degree Type
Certificate

Program Contact Information:
Herb Roberts
Lead Instructor
(252)222-6278
MARTECH 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-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	**17**

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**

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	Intro to Digital Imaging	3

Spring Semester

Course Code	Title	Credits
PHO-115	Basic Studio Lighting	4
PHO-224	Multimedia Production	3
	Total Credits	**15**

Welding Technology (CCP)

Degree Type
Certificate

Program Contact Information:
Steve Martin
Lead Instructor
(252) 222-6091
Behind McGee Building:
martins@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	Intro 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 (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**
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	Intro 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**
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	Intro 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 (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-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**
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	Intro 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**
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	Intro 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	Intro 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**
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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