TEL 100	Telecommunication Basic Electricity	3-0-3
TEL 105	Fiber Optics: Splicing	1-2-2
TEL 106	Fiber Optics: Connectors	1-2-2
TEL 108	Comdial Key Systems	0-2-1
TCT 103	Installer Level 1 Cabling	1-2-2
TEL 201	Station Install/Repair	1-2-2
TEL 202	Cable Splicing	1-2-2
TEL 203	Cable Fault Location	0-2-1
TEL 205	Digital Central Office Administration	1-2-2
TEL 209	ADSL Installation	0-2-1
		9-18-18

Total Semester Hours Credit: 18

Public Service Technologies

Barbering Credential:
Diploma in Barbering
D55110

The Barbering Curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the barbering industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional barbering, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics. Graduates should qualify to sit for the State Board of Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Program Length: 4 semesters
Career Pathway Options: Diploma in Barbering
Program Sites: West Harnett Campus - Day and Evening
Chatham Campus - Evening

Course Requirements for Barbering Diploma
A. General Education (6 SHC)		C-L-SHC
ENG 102	Applied Communication II	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (32 SHC)		
BAR 111(A/B)	*Barbering Concepts I	4-0-4
BAR 112(A/B)	Barbering Clinic I	0-24-8
BAR 113(A/B)	Barbering Concepts II	4-0-4
BAR 114(A/B)	Barbering Clinic II	0-24-8
BAR 115(A/B)	Barbering Concepts III	4-0-4
BAR 116(A/B)	Barbering Clinic III	0-12-4

C. Other Major Hours Required for Graduation (9 SHC)		
BAR 117(A/B)	Barbering Concepts IV	2-0-2
BAR 118(A/B)	Clinic IV	0-21-7

*Courses divided into A/B sections for part-time day/evening students.
Total Semester Hours Credit required for graduation: 47

Semester Curriculum for Barbering Diploma
1st Semester (Fall)		C-L-SHC
BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
		4-24-12
2nd Semester (Spring)		
BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic II	0-24-8
		4-24-12
3rd Semester (Summer)		
BAR 115	Barbering Concepts III	4-0-4

| BAR 116 | Barbering Clinic III | 0-12-4 |
| | | 4-12-8 |

4th Semester (Fall)

BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Barbering Clinic IV	0-21-7
ENG 102	Applied Communication II	3-0-3
	Social/Behavioral Science Elective	3-0-3
		8-21-15

Total Semester Hours Credit: 47

Barbering Credential:
Certificate in Barbering
C55110

The Barbering Curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the barbering industry. The curriculum also provides a simulated environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional barbering, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics. Graduates should qualify to sit for the State Board of Examiners. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in barbershops and related businesses.

Program Length: 3 semesters
Career Pathway Options: Certificate in Barbering
Program Sites: West Harnett Campus - Day and Evening

Course Requirements for Barbering Certificate

Required Major Core Courses (32 SHC)		C-L-SHC
BAR 111(A/B)	*Barbering Concepts I	4-0-4
BAR 112(A/B)	Barbering Clinic I	0-24-8
BAR 113(A/B)	Barbering Concepts II	4-0-4
BAR 114(A/B)	Barbering Clinic II	0-24-8
BAR 115(A/B)	Barbering Concepts III	4-0-4
BAR 116(A/B)	Barbering Clinic III	0-12-4

Other Major Hours Required for Graduation (9 SHC)		
BAR 117(A/B)	Barbering Concepts IV	2-0-2
BAR 118(A/B)	Barbering Clinic IV	0-21-7

*Courses divided into A/B sections for part-time day/evening students.

Total Semester Hours Credit required for graduation: 41

Semester Curriculum for Barbering Certificate

1st Semester (Fall)

BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
BAR 117	Barbering Concepts IV	2-0-2
BAR 118A	Barbering Clinic IVA	0- 9-3
		6-33-17

2nd Semester (Spring)

BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic III	0-24-8
BAR 118B	Barbering Clinic IVB	0-12-4
		4-36-16

3rd Semester (Summer)

BAR 115	Barbering Concepts III	4-0-4
BAR 116	Barbering Clinic III	0-12-4
		4-24-12

Total Semester Hours Credit: 41

Basic Law Enforcement Training Credential: Certificate in Basic Law Enforcement Training
C55120

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise. This program utilizes State-commission-mandated topics and methods of instruction. Units of instruction include legal units, patrol duties unit, law enforcement communication units, investigation units, practical application units, and Sheriff specific units. After successful completion of 624 training hours to include the North Carolina Criminal Justice Education and Training Standards Examination, graduates receive a curriculum certificate and are eligible to become certified law enforcement officers in the state of North Carolina.

Program Specific Entrance Standards:
1. Must be 20 years of age prior to full admission (persons less than 20 years of age must receive permission from the N.C. Criminal Justice Education and Training Standards Commission).
2. Must have a physical examination (on state forms provided by CCCC) within one year of entrance date. The College does not schedule or pay for the exam.
3. Must be able to participate in a required program of physical activity and pass a state mandated obstacle course prior to course completion.
4. Must have no felony convictions previously or class B misdemeanors within the past 5 years.
5. Must score a 65 or higher on the reading portion of the CCCC entrance exam.

Program Length: 16 weeks (day) or 7 ½ months (evening)
Career Pathway Options:
   Certificate in Basic Law Enforcement Training
Program Sites:
   Lee Campus - Day
   Harnett Campus - Evening
   Chatham Campus – Evening
Course Requirements for Basic Law Enforcement Training Certificate

A. Required Major Core Courses (19 SHC)		C-L-SHC
CJC 100	Basic Law Enforcement Training	9-30-19

Total Semester Hours Credit required for graduation: 19

Semester Curriculum for Basic Law Enforcement Training Certificate

1st Semester (Fall)		C-L-SHC
CJC 100	Basic Law Enforcement Training	9-30-19

Total Semester Hours Credit: 19

Cosmetology Credential: Diploma in Cosmetology
D55140

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

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

Program Length: 4 semesters
Career Pathway Options: Diploma in Cosmetology
Program Sites:
Lee Campus - Day and Evening
Harnett Campus - Day and Evening
Dunn Facility - Day

Course Requirements for Cosmetology Diploma

A. General Education (6 SHC)	C-L-SHC
Social/Behavioral Science Elective	3-0-3

Communications Elective (Select 3 SHC)

ENG 115	Oral Communication	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 140	Intro Intercultural Communication	3-0-3
COM 231	Public Speaking	3-0-3

B. Required Major Core Courses (34 SHC)	
COS 111(A/B)* Cosmetology Concepts I	4-0-4
COS 112(A/B) Salon I	0-24-8
COS 113 (A/B) Cosmetology Concepts II	4-0-4
COS 114(A/B) Salon II	0-24-8
COS 115(A/B) Cosmetology Concepts III	4-0-4
COS 116(A/B) Salon III	0-12-4
COS 117(A/B) Cosmetology Concepts IV	2-0-2
OR	
COS 223(A/B) Contemp Hair Coloring	1-3-2

C. Other Major Hours Required for Graduation (7 SHC)	
COS 118(A/B) Salon IV	0-21-7

*Courses divided into A/B sections for part-time day/evening students.
Total Semester Hours Credit required for graduation: 47

Semester Curriculum for Cosmetology Diploma

1st Semester (Fall)		C-L-SHC
COS 111	Cosmetology Concepts I	4-0-4

| COS 112 | Salon I | 0-24-8 |
| | | 4-24-12 |

2nd Semester (Spring)
COS 113	Cosmetology Concepts II	4-0-4
COS 114	Salon II	0-24-8
		4-24-12

3rd Semester (Summer)
COS 115	Cosmetology Concepts III	4-0-4
COS 116	Salon III	0-12-4
		4-12-8

4th Semester (Fall)
COS 117	Cosmetology Concepts IV	2-0-2
	OR	
COS 223	Contemp Hair Coloring	1-3-2
COS 118	Salon IV	0-21-7
	Communication Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
		8-21-15

Total Semester Hours Credit: 47

Cosmetology Credential: Certificate in Cosmetology
C55140

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics.

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

Program Length: 4 semesters
Career Pathway Options: Certificate in Cosmetology
Program Sites:
  Lee Campus - Day and Evening
  Harnett Campus - Day and Evening
  Dunn Facility - Day

Course Requirements for Cosmetology Certificate
Required Major Core Courses (34 SHC)		C-L-SHC
COS 111(A/B)*Cosmetology Concepts I		4-0-4
COS 112(A/B)Salon I		0-24-8
COS 113 (A/B)Cosmetology Concepts II		4-0-4
COS 114(A/B)Salon II		0-24-8
COS 115(A/B)Cosmetology Concepts III		4-0-4
COS 116(A/B)Salon III		0-12-4

Other Major Hours Required for Graduation (7 SHC)		
COS 223(A/B)Contemporary Color		1-3-2

*Courses divided into A/B sections for part-time day/evening students.

Total Semester Hours Credit required for graduation: 34

Semester Curriculum for Cosmetology Certificate
1st Semester (Fall)		C-L-SHC
COS 111	Cosmetology Concepts I	4-0-4
COS 112	Salon I	0-24-8
		4-24-12

2nd Semester (Spring)		
COS 113	Cosmetology Concepts II	4-0-4
COS 114	Salon II	0-24-8
COS 223	Contemporary Color – Selected Offerings	1-3-2
		5-27-14

3rd Semester (Summer)

COS 115	Cosmetology Concepts III	4-0-4
COS 116	Salon III	0-12-4
		4-12-8

Total Semester Hours Credit: 34

Cosmetology Instructor Credential: Certificate in Cosmetology Instructor C55160

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts. Coursework includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as cosmetology instructors in public or private education and business.

Program Length: 2 semesters
Career Pathway Options: Certificate in Cosmetology Instructor
Program Sites:
Lee Campus - Day and Evening
Harnett Campus - Day and Evening

Course Requirements for Cosmetology Instructor Certificate

A. Required Major Core Courses (24 SHC)		C-L-SHC
COS 271	Instructor Concepts I	5-0-5
COS 272	Instructor Practicum I	0-21-7
COS 273	Instructor Concepts II	5-0-5
COS 274	Instructor Practicum II	0-21-7

Total Semester Hours Credit required for graduation: 24

Semester Curriculum for Cosmetology Instructor Certificate

1st Semester (Fall)

COS 271	Instructor Concepts I	5-0-5
COS 272	Instructor Practicum I	0-21-7
		5-21-12

2nd Semester (Spring)

COS 273	Instructor Concepts II	5-0-5
COS 274	Instructor Practicum II	0-21-7
		5-21-12

Total Semester Hours Credit: 24

Criminal Justice Technology
Credential: Associate in Applied Science
Degree in Criminal Justice Technology
A55180

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice role within society will be explored. Emphasis is on criminal justice system, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relation.

Additional study may include issues and concepts of government, counseling, communication, computers and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples of employment include police officer, deputy sheriff, county detention officer, state trooper, youth counselor technician, youth counselor associate, correctional officer, and loss prevention specialist.

Program Specific Entrance Standards:
All prospective students are advised that the North Carolina Criminal Justice Education and Training Standards Commission does set minimum standards for employment for law enforcement officers, corrections officers, youth services officers, and probation and parole officers. Some of the minimum standards currently used by criminal justice system agencies are age, citizenship, health and physical fitness, education, drug testing, background screening, and freedom from felony and/or serious misdemeanor convictions.

Applicants seeking admission should review their backgrounds to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice Department or Student Development Services.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites:
Lee Campus - Day and Evening
Harnett Campus – Day (1st Year)

Course Requirements for Criminal Justice Technology Degree (Day)

A. General Education Courses (16 SHC)

		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Humanities/Fine Arts Elective – Choose One	3-0-3
ENG 113	Literature Based Research	3-0-3
ENG 114	Professional Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (22 SHC)

CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 113	Juvenile Justice	3-0-3
CJC 131	Criminal Law	3-0-3
CJC 212	Ethics/Community Relations	3-0-3
CJC 221	Investigative Principles	3-2-4
CJC 231	Constitutional Law	3-0-3

C. Other Major Hours Required for Graduation (2/3 SHC)

CIS 110	Introduction to Computers	2-2-3
	OR	
CIS 111	Basic PC Literacy	1-2-2

Major Elective Course Listing (Select a minimum of 26 SHC)

CJC 120	Interviews/Interrogations	1-2-2
CJC 121	Law Enforcement Operations	3-0-3
CJC 122	Community Policing	3-0-3
CJC 132	Court Procedure and Evidence	3-0-3
CJC 141	Corrections	3-0-3
CJC 151	Introduction to Loss Prevention	3-0-3
CJC 160	Terrorism: Underlying Issues	3-0-3
CJC 213	Substance Abuse	3-0-3
CJC 214	Victimology	3-0-3
CJC 215	Organization and Administration	3-0-3
CJC 225	Crisis Intervention	3-0-3
HSE 110	Introduction to Human Services	2-2-3
PSY 281	Abnormal Psychology	3-0-3
PSY 237	Social Psychology	3-0-3
PSY 246	Adolescent Psychology	3-0-3
SOC 220	Social Problems	3-0-3
SOC 225	Social Diversity	3-0-3

Total Semester Hours Credit required for graduation: 66/67

Semester Curriculum for Criminal Justice Technology

1st Semester (Fall)

		C-L-SHC
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 160	Terrorism: Underlying Issues	3-0-3
CJC 231	Constitutional Law	3-0-3
	Social/Behavioral Science Elective	3-0-3
		15-0-15

2nd Semester (Spring)

CJC 121	Law Enforcement Operations	3-0-3
CJC 131	Criminal Law	3-0-3
CJC 221	Investigative Principles	3-2-4
**CIS 110	Introduction to Computers	2-2-3
	Humanities/Fine Arts Elective	3-0-3
		14-4-16

3rd Semester (Summer)

CJC 151	Introduction to Loss Prevention	3-0-3
CJC 225	Crisis Intervention	3-0-3

		6-0-6

4th Semester (Fall)

CJC 113	Juvenile Justice	3-0-3
CJC 122	Community Policing	3-0-3
CJC 141	Corrections	3-0-3
CJC 132	Court Procedure and Evidence	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		15-2-16

5th Semester (Spring)

CJC 120	Interviews/Interrogation	1-2-2
CJC 212	Ethics/Community Relations	3-0-3
CJC 213	Substance Abuse	3-0-3
*MAT140	Survey of Mathematics	2-2-3
ENG 115	Oral Communication	3-0-3
		12-4-14

Total Semester Hours Credit: 66/67

*Students may substitute MAT 115 (nontransferable)
**Students may substitute CIS 111 (nontransferable)

Course Requirements/Semester Curriculum for Criminal Justice Technology (Evening)

1st Semester (Fall) — C-L-SHC

CJC 131	Criminal Law	3-0-3
CJC 213	Substance Abuse	3-0-3
		6-0-6

2nd Semester (Spring)

CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		9-2-10

3rd Semester (Summer)

	Social/Behavioral Science Elective	3-0-3
**CIS 110	Introduction to Computers	2-2-3
		5-2-6

4th Semester (Fall)

CJC 121	Law Enforcement Operations	3-0-3
CJC 132	Court Procedure and Evidence	3-0-3
CJC 212	Ethics/Community Relations	3-0-3
ENG 115	Oral Communication	3-0-3
		12-0-12

5th Semester (Spring)

CJC 113	Juvenile Justice	3-0-3
CJC 160	Terrorism: Underlying Issues	3-0-3
CJC 231	Constitutional Law	3-0-3
		9-0-9

6th Semester (Summer)

*MAT 140	Survey of Mathematics	2-2-3
	Humanities/Fine Arts Elective	3-0-3
		5-2-6

7th Semester (Fall)

CJC 120	Interviews/Interrogation	1-2-2
CJC 122	Community Policing	3-0-3
CJC 221	Investigative Principles	3-2-4
		7-4-9

8th Semester (Spring)

CJC 141	Corrections	3-0-3

CJC 151	Introduction to loss Prevention	3-0-3
CJC 225	Crisis Intervention	3-0-3
		9-0-9

Total Semester Hours Credit: 66/67

NOTE: Students who have completed BLET 2000 and who enroll in the Criminal Justice Degree Program will receive credit for the following courses:

CJC 120	Interviews/Interrogations
CJC 131	Criminal Law
CJC 132	Court Procedure and Evidence
CJC 221	Investigative Principles
CJC 225	Crisis Intervention
CJC 231	Constitutional Law

NOTE: CJC 111, CJC 121, CJC 141 are university transferable.

Criminal Justice Technology
Credential: Associate in Applied Science
Degree in Criminal Justice Technology –
Latent Evidence
A5518A

The Latent Evidence curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classifications, identification, and various chemical developments of latent prints. Students will also record, cast, and recognize footwear and tire-tracks: and process various types of crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations, especially in local, state, and federal law enforcement, along with correctional agencies.

Program Specific Entrance Standards:
All prospective students are advised that the North Carolina Criminal Justice Education and Training Standards Commission sets minimum standards for employment for law enforcement officers, corrections officers, youth services officers, and probation and parole officers. Some of the minimum standards currently used by criminal justice system agencies are age, citizenship, health and physical fitness, education, drug testing, background screening, and freedom from felony and/or serious misdemeanor convictions.

Applicants seeking admission should review their backgrounds to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice Department or Student Development Services.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology – Latent Evidence
Program Sites:
Lee Campus - Day

Course Requirements for Criminal Justice Technology Degree

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 115	Oral Communication	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (22 SHC)		
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 113	Juvenile Justice	3-0-3
CJC 131	Criminal Law	3-0-3
CJC 212	Ethics/Community Relations	3-0-3
CJC 221	Investigative Principles	3-2-4
CJC 231	Constitutional Law	3-0-3

Required Concentration Courses (12SHC)		
CJC 144	Crime Scene Processing	2-3-3
CJC 146	Trace Evidence	2-3-3
CJC 245	Friction Ridge Analysis	2-3-3
CJC 246	Adv. Friction Ridge Analysis	2-3-3

C. Other Major Hours Required for Graduation (14 SHC)		
CIS 110	Introduction to Computers	2-2-3
CJC 114	Investigative Photography	1-2-2
CJC 222	Criminalistics	3-0-3
CJC 250	Forensic Biology I	2-2-3
CJC 251	Forensic Chemistry I	3-2-4

Total Semester Hours Credit required for graduation: 65

*Students may substitute BIO 110(transferable)	3-3-4

Semester Curriculum for Criminal Justice Technology

1st Semester (Fall)		C-L-SHC
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 222	Criminalistics	3-0-3
CJC 231	Constitutional Law	3-0-3
	Social/Behavioral Science Elective	3-0-3
		15-0-15

2nd Semester (Spring)		
CIS 110	Introduction to Computers	2-2-3
CJC 131	Criminal Law	3-0-3
CJC 146	Trace Evidence	2-3-3
CJC 221	Investigative Principles	3-2-4
	Humanities/Fine Arts Elective	3-0-3
		12-7-15

3rd Semester (Fall)		
CJC 113	Juvenile Justice	3-0-3
CJC 144	Crime Scene Processing	2-3-3
CJC 245	Friction Ridge Analysis	2-3-3
CJC 251	Forensic Chemistry I	3-2-4
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		13-10-17

4th Semester (Spring)		
CJC 114	Investigative Photography	1-2-2
CJC 212	Ethics/Community Relations	3-0-3
CJC 246	Advance Friction Ridge Analysis	2-3-3
CJC 250	Forensic Biology I	1-2-2
ENG 115	Oral Communication	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
		13-7-16

Total Semester Hours Credit: 65

NOTE: Students who have completed BLET (in the year 2000 or later) and who enroll in the Criminal Justice Degree Program will receive credit for the following courses:

CJC 131	Criminal Law
CJC 221	Investigative Principles
CJC 231	Constitutional Law

NOTE: CJC 111 is university transferable.

Early Childhood Associate
Credential: Associate in Applied Science Degree in Early Childhood Associate
A55220

This curriculum prepares individuals to work with all children from infancy through 8 years of age in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Coursework includes childhood growth and development of all young children, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate
Program Sites:
Chatham Campus – Selected Day Courses
             Selected Evening Courses
Harnett Campus –   Selected Day Courses
             Selected Evening Courses
Lee Campus -   Day, Selected Evening Courses
Distance -   Select Courses

Course Requirements for Early Childhood Associate Degree

A. General Education Courses (16 SHC)

		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
*MAT 140	Survey of Mathematics	3-0-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
	Communication Elective	3-0-3
COM 231	Public Speaking	3-0-3
ENG 112	Argument-Based Research	3-0-3
ENG 113	Literature-Based Research	3-0-3
ENG 114	Professional Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3

B. Required Major Core Courses (35 SHC)

EDU 119	Introduction to Early Childhood Education	4-0-4
EDU 131	Children, Family Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3

EDU 153	Health, Safety, and Nutrition	3-0-3
EDU 221	Children with Exceptional Needs	3-0-3
EDU 271	Educational Technology	2-2-3
EDU 280	Language and Literacy Experiences	3-0-3
EDU 284	Early Childhood Capstone Prac	1-9-4

| | Early Childhood Elective | 3-0-3 |
| | | 9-9-13 |

Total Semester Hours Credit: 65

* Students may substitute MAT 115 or PHY 121 (nontransferable).

* Students may substitute MAT 115 or PHY 121 (nontransferable).

C. Other Required Major Hours (14 SHC)

CIS 110	Introduction to Computers	2-2-3
	Or	
CIS 111	Basic PC Literacy	1-2-2
EDU 234	Infants, Toddlers, Twos	3-0-3
EDU 252	Math and Science Activities	3-0-3
EDU 259	Curriculum Planning	3-0-3

Early Childhood Electives

EDU 114	Intro to Family Childcare	3-0-3
EDU 261	Early Childhood Administration I	3-0-3
EDU 262	Early Childhood Administration II	3-0-3
EDU 287	Leadership/Early Childhood	3-0-3

Total Semester Hours Credit Required for Graduation: 65

Semester Curriculum for Early Childhood Associate Degree

1st Semester (Fall)   C-L-SHC

CIS 110	Introduction to Computers	2-2-3
	Or	
CIS 111	Basic PC Literacy	1-2-2
EDU 119	Introduction to Early Childhood Education	4-0-4
EDU 144	Child Development I	3-0-3
EDU 131	Child, Family, & Community	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		14-4-16

2nd Semester (Spring)

EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
	Communications Elective	3-0-3
		15-0-15

3rd Semester (Summer)

EDU 221	Children with Exceptionalities	3-0-3
	Humanities/Fine Arts Elective	3-0-3
		6-0-6

4th Semester (Fall)

EDU 234	Infants, Toddlers, Twos	3-0-3
EDU 252	Math and Science Activities	3-0-3
EDU 280	Literacy Experiences	3-0-3
	Social/Behavioral Science Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
		15-10-15

5th Semester (Spring)

EDU 284	Early Childhood Capstone Prac	1-9-4
EDU 259	Curriculum Planning	3-0-3
EDU 271	Educational Technology	2-2-3

Early Childhood Credential:
Early Childhood Diploma
D55220

This diploma program prepares individuals to work as assistants in childcare centers, after-school programs and a variety of other learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Coursework includes childhood growth and development, care and guidance of children, communication skills with parents and children, and creative development activities for children. Credits earned may be transferred toward an Associate in Applied Science Degree in Early Childhood Associate provided the student meets the entrance requirements for the degree program.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Early Childhood Diploma
Program Sites:
Chatham Campus –Select Day Courses, Selected Evening Courses
Harnett Campus - Day, Selected Evening Courses
Lee Campus – Day, Selected Evening Courses
Selected Online Courses

Course Requirements for Child Care Worker Diploma

A. General Education Courses (7 SHC)

		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (29 SHC)

EDU 119	Introduction to Early Childhood Education	4-0-4
EDU 131	Children, Family and Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
EDU 221	Children with Exceptionalities	3-0-3
EDU 284	Early Childhood Capstone Prac	1-9-4

C. Other Required Major Hours (11 SHC)

CIS 110	Introduction to Computers	2-2-3
	Or	
CIS 111	Basic PC Literacy	1-2-2
EDU 252	Math and Science Activities	3-0-3
EDU 259	Curriculum Planning	3-0-3
EDU 271	Educational Technology	2-2-3

Total Semester Hours Credit required for graduation: 47

Semester Curriculum for Child Care Worker Diploma

1st Semester (Fall)

		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
	Or	
CIS 111	Basic PC Literacy	1-2-2
EDU 119	Introduction to Early Childhood Education	4-0-4
EDU 131	Child, Family, & Community	3-0-3
EDU 144	Child Development I	3-0-3
	Social/Behavioral Science Elective	3-0-3
		14-2-15

2nd Semester (Spring)

EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		15-2-16

3rd Semester (Summer)

EDU 221	Children with Exceptionalities	3-0-3
		3-0-3

4th Semester (Fall)

EDU 284	Early Childhood Capstone Prac	1-9-4
EDU 252	Math and Science Activities	3-0-3
EDU 259	Curriculum Planning	3-0-3
EDU 271	Educational Technology	2-2-3
		9-11-13

Total Semester Hours Credit: 47

Early Childhood Credential:
Early Childhood Administration Certificate
C55220AD

This certificate program is designed for individuals pursuing an administration position in childcare. Specific emphases include an introduction to child development, child guidance, health and nutrition, safety, program management, and family and community support. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Early Childhood Associate and/or an Early Childhood Diploma provided the student meets the entrance requirements for that degree or diploma program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Early Childhood Diploma (Higher entrance standards required); Early Childhood Administration Certificate
Program Sites:
Lee Campus - Evening
Harnett Campus - Evening
Chatham Campus –Evening
Distance

Course Requirements for Early Childhood Administration Certificate

A. Required Major Core Courses (16 SHC)		C-L-SHC
EDU 119	Intro to Early Child Education	4-0-4
EDU 146	Child Guidance	3-0-3
EDU 153	Health, Safety and Nutrition	3-0-3
EDU 261	Administration I	3-0-3
EDU 262	Administration II	3-0-3

Total Semester Hours Credit required for graduation: 16

Semester Curriculum for Early Childhood Administration

1st Semester (Fall)		C-L-SHC
EDU 119	Intro to Early Child Education	4-0-4
EDU 153	Health, Safety and Nutrition	3-0-3
EDU 261	Administration I	3-0-3

2nd Semester (Spring)		
EDU 146	Child Guidance	3-0-3
EDU 262	Administration II	3-0-3

Total Semester Hours Credit: 16

Early Childhood Credential:
Family Home & Early Childcare Certificate
C55220FH

This certificate program is designed for individuals entering the field of early childhood education as well as those already employed in the field who desire to improve their job knowledge and skills. Specific emphases include an introduction to child development, creative and learning activities, safety, and family and community support. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Early Childhood Associate and/or a Early Childhood Diploma provided the student meets the entrance requirements for that degree or diploma program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Early Childhood Diploma (Higher entrance standards required); Child Care Worker Certificate
Program Sites:
Lee Campus - Day and Evening
Harnett Campus - Day and Evening
Chatham Campus – Day and Evening
Siler City Campus - Evening
Distance

Course Requirements for Child Care Worker Certificate

A. Required Major Core Courses (9 SHC)		C-L-SHC
EDU 144	Child Development I	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 153	Health, Safety and Nutrition	3-0-3

B. Elective Course Listing (Select a minimum of 9 SHC)		
EDU 114	Intro to Family Childcare	3-0-3
EDU 119	Intro to Early Child Education	4-0-4
EDU 131	Child, Family, & Community	3-0-3
EDU 145	Child Development II	3-0-3
EDU 151	Creative Activities	3-0-3
EDU 234	Infants, Toddlers, and Twos	3-0-3
EDU 252	Math and Science Activities	3-0-3
EDU 280	Literacy Experiences	3-0-3

Total Semester Hours Credit required for graduation: 18

Semester Curriculum for Child Care Worker Certificate

1st Semester (Fall)		C-L-SHC
EDU 144	Child Development I	3-0-3
	Elective	3-0-3
	Elective	3-0-3
		9-0-9

2nd Semester (Spring)		
EDU 146	Child Guidance	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
	Elective	3-0-3
		9-0-9

Total Semester Hours Credit: 18

Early Childhood Associate
Credential: Infant/Toddler Care Certificate
C55290

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Early Childhood Associate and/or an Early Childhood Diploma provided the student meets the entrance requirements for that degree or diploma program.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Early Childhood Diploma (Higher entrance standards required); Infant/Toddler Care Certificate
Program Sites:
Lee Campus – Day and Evening
Harnett Campus - Day and Evening
Chatham Campus – Day and Evening
Siler City Campus - Evening
Distance

Course Requirements for Infant /Toddler Care Certificate

A. Required Major Core Courses (16 SHC)		C-L-SHC
EDU 119	Introduction to Early Childhood Education	4-0-4
EDU 131	Child, Family and Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 153	Health, Safety and Nutrition	3-0-3
EDU 234	Infant, Toddlers, and Twos	3-0-3

Total Semester Hours Credit required for graduation: 16

Esthetics Credential:
Certificate in Esthetics
C55230

The Esthetics curriculum is designed to provide competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the esthetics industry. The curriculum provides a simulated salon environment that enables students to develop manipulative skills. Coursework includes instruction in all phases of professional esthetics technology, business/human relations, product knowledge and other related topics by a certified Esthetician. Graduates are trained in a variety of competencies including: facials, hair removal, massage therapy, exfoliation, microderm abrasion, hot wax treatments and customized skin care programs.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualified for employment in beauty and cosmetic/skin care salons, as platform artists, in dermatological clinics and in related businesses.

Program Length: 2 semesters
Career Pathway Options: Certificate in Esthetics
Program Sites:
Lee Campus - Day and Evening

Course Requirements for Esthetics Certificate

A. Required Major Core Courses (16 SHC)		C-L-SHC
COS 119	Esthetics Concepts I	2-0-2
COS 120	Esthetics Salon	0-18-6
COS 125	Esthetics Concepts II	2-0-2
COS 126	Esthetics Salon II	0-18-6

Total Semester Hours Credit required for graduation: 16

Semester Curriculum for Esthetics Certificate

1st Semester		C-L-SHC
COS 119	Esthetics Concepts I	2-0-2
COS 120	Esthetics Salon I	0-18-6
		2-18-8

2nd Semester		
COS 125	Esthetics Concepts II	2-0-2
COS 126	Esthetics Salon II	0-18-6
		2-18-8

Total Semester Hours Credit: 16

Esthetics Instructor
Credential: Certificate in Esthetics Instructor
C55270

The Esthetics Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of esthetics as required by the North Carolina Board of Cosmetic Arts. Coursework includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as esthetics instructors in public or private education and business.

Program Length: 2 semesters
Career Pathway Options: Certificate in Esthetics Instructor
Program Sites:
Lee Campus - Day and Evening

Course Requirements for Esthetics Instructor Certificate

A. Required Major Core Courses (22 SHC)		C-L-SHC
COS 253	Esthetics Instructor Concepts I	6-15-11
COS 254	Esthetics Instructor Concepts II	6-15-11

Total Semester Hours Credit required for graduation: 22

Semester Curriculum for Esthetics Instructor Certificate

1st Semester (Fall)		C-L-SHC
COS 253	Esthetics Instructor Concepts I	6-15-11
		6-15-11

2nd Semester (Spring)		
COS 254	Esthetics Instructor Concepts II	6-15-11
		6-15-11

Total Semester Hours Credit: 22

Library and Information Technology
Credential: Associate in Applied Science
Degree in Library and Information Technology
A55310

The Library and Information Technology curriculum is designed to prepare graduates for employment with organizations that use technology to process, manage, and communicate information. The objective is the development of generalists and specialists in the management of library resources.

Students will complete courses designed to develop proficiency in the use of electronic resources for information retrieval, inventory control, information cataloging and classification, program development and promotion, circulation systems, audiovisual operations, hardware/software use and maintenance, problem solving, and telecommunications.

Graduates should qualify for employment in a variety of positions in library, media, learning resources, information, or instructional materials centers or in any other organization engaged in library-related activities.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology
Program Sites:
Major Core Courses only offered through Distance Education. General Education and Electives are offered through a combination of traditional classroom instruction and Distance Education.

Course Requirements for Library and Information Technology Degree

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Professional Research and Reporting	3-0-3
	Humanities/Fine Arts Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (27 SHC)		
CIS 110	Introduction to Computers	2-2-3
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Information Resources and Services	2-2-3
LIB 112	Library Collection Development and Acquisition	2-2-3
LIB 113	Library Cataloging and Classification	2-2-3
LIB 114	Library Public Service Operation	2-2-3
LIB 210	Electronic Library Databases	2-2-3
LIB 211	Library Program Development	3-0-3
WEB 110	Internet/Web Fundamentals	2-2-3

C. Other Major Hours Required (25 SHC)

CTS 130	Spreadsheet	2-2-3
CTS 135	Integrated Software Introduction	2-4-4
DBA 110	Database Concepts	2-3-3
NOS 111	Operating System – DOS	2-2-3
NET 115	Telecommunication Fundamentals	1-2-2
OST 184	Records Management	2-2-3
	Library Elective	3-0-3
	Major Elective	3/4-0-3/4

Library Elective (3 SHC)

LIB 212	Library Services/Special Needs	3-0-3
LIB 214	Library Services for Children	3-0-3

Major Elective Course Listing (Select 3 SHC)

ACC 120	Principles of Financial Accounting	3-2-4
BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
COE 111	Co-op Work Experience I	0-10-1
COM 110	Introduction to Communication	3-0-3
EDU 131	Child, Family and Community	3-0-3
LIB 212	Library Services/Special Needs	3-0-3
LIB 213	Cataloging Non-print Materials	2-2-3
LIB 214	Library Services for Children	3-0-3
MKT 120	Principles of Marketing	3-0-3

Total Semester Hours Credit: 67

Semester Curriculum for Library and Information
Technology Degree

1st Semester (Fall)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Information Resources and Services	2-2-3
LIB 113	Library Cataloging and Classification	2-2-3
		12-8-16

2nd Semester (Spring)		
LIB 112	Library Collection Development and Acquisition	2-2-3
LIB 114	Library Public Service Operation	2-2-3
	Major Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
WEB 110	Internet/Web Fundamentals	2-2-3
		12-6-15

3rd Semester (Summer)		
COE 111	Co-op Work Experience I	0-10-1
		0-10-1

4th Semester Fall		
CTS 135	Integrated Software Introduction	2-4-4
DBA 110	Database Concepts	2-3-3
NOS 111	Operating System – DOS	2-2-3
LIB 211	Library Program Development	3-0-3
LIB 214	Library Services for Children	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
		15-9-19

5th Semester Spring		
CTS 130	Spreadsheet	2-2-3
ENG 114	Professional Research and Reporting	3-0-3
LIB 210	Electronic Library Databases	2-2-3
NET 115	Telecommunication Fundamentals	1-2-2
OST 184	Records Management	2-2-3
	Humanities/Fine Arts Elective	3-0-3
		13-8-17

* Students may substitute MAT 115 (nontransferable).

Total Semester Hours Credit (SHC): 67

Library and Information Technology
Credential: Diploma in Library and Information Technology
D55310

The Diploma in Library and Information Technology curriculum is designed to prepare graduates for employment with organizations that use technology to process, manage, and communicate information. Students will complete courses designed to develop proficiency in the use of electronic resources for records management, information resources and services, acquisition and collection management, cataloging and classifying, and public service.

All credits earned in this diploma program will transfer into the Associate in Applied Science Degree in Library and Information Technology provided the student meets the higher entrance standards.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology
Program Sites: Major Core Courses only offered through Distance Education. General Education and Electives are offered through a combination of traditional classroom instruction and Distance Education.

Course Requirements for the Library and Information Technology Diploma

A. General Education Courses (7 SHC)	C-L-SHC
ENG 111 Expository Writing	3-0-3
ENG 111A Expository Writing Lab	0-2-1
Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (22 SHC)	
CIS 110 Introduction to Computers	2-2-3
LIB 110 Introduction to Libraries	3-0-3
LIB 111 Library Information Resources and Serv.	2-2-3
LIB 112 Library Collection Devel. and Acquisition	2-2-3
LIB 113 Library Cataloging and Classification	2-2-3
LIB 114 Library Public Service Operation	2-2-3
WEB 110 Internet/Web Fundamentals	2-2-3

C. Other Major Hours Required (8 SHC)
Library Elective (3 SHC)

LIB 212 Library Services/Special Needs	3-0-3
LIB 214 Library Services/Children, or	3-0-3
NET 115 Telecommunication Fundamentals	1-2-2
OST 184 Records Management	2-2-3

D. Optional Elective (1 SHC)	
COE 111 Co-op Work Experience	0-10-1

Total Hours Required for Diploma: 37

Semester Curriculum for Library and Information Technology Diploma

1st Semester (Fall)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Information Resources and Serv.	2-2-3
LIB 113	Library Cataloging and Classification	2-2-3
LIB 212	Library Services for Special Needs OR	3-0-3
LIB 214	Library Services for Children	3-0-3
OST 184	Records Management	2-2-3
		14-8-18

2nd Semester (Spring)		
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
LIB 112	Library Collection Devel. and Acquisition	2-2-3
LIB 114	Library Public Service Operation	2-2-3
NET 115	Telecommunication Fundamentals	1-2-2
	Social/Behavioral Science Elective	3-0-3
WEB 110	Internet/Web Fundamentals	2-2-3
		13-10-18

Total Hours Required for Diploma: 37

Library and Information Technology
Credential: Certificate in Library Cataloging
C55310C0

This certificate program is designed for individuals interested in developing technology skills in the location and provision of information. Upon completion, students should be able to select and create MARC records, search OCLC, apply Anglo-American cataloging rules, and maintain authority files. Credits in this certificate program may be transferred toward an Associate in Applied Science Degree in Library and Information Technology and/or Diploma in Library and Information Technology and/or other Library and Information Technology certificates.

(No placement testing is required for this certificate program.)
Program Length: Variable based on student course load.
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Cataloging Certificate

Required Major Courses (12 SHC):		C-L-SHC
LIB 112	Library Collection Devel. and Acquisition	2-2-3
LIB 113	Lib. Cataloging and Classification	2-2-3
LIB 213	Cataloging Non-print Materials	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3

Total Semester Hours Credit Required for Graduation: 12

Library and Information Technology
Credential: Certificate in Library Programs
C55310L0

The certificate is designed for individuals interested in developing skills in the planning, presentation, and evaluation of programs in libraries. The objective is to develop specialists in providing inclusive programs of global interest that meet community needs and interests. Students gain skills in assessing community needs and interests; locating, evaluating, and acquiring program resources; presenting inclusive programs that incorporate AV equipment; engaging community participation; and program evaluation. Credits in this certificate program may be transferred toward an Associate in Applied Science Degree in Library and Information Technology and/or Diploma in Library and Information Technology and/or other Library and Information Technology certificates.

(No placement testing is required for this certificate program.)
Program Length: Variable
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Programs Certificate

Required Major Courses (12 SHC):		C-L-SHC
LIB 211	Library Program Development	3-0-3
LIB 212	Library Services for Special Needs	3-0-3
LIB 214	Library Services for Children	3-0-3
WEB 110	Internet/Web Fundamentals	2-2-3

Total Semester Hours Credit Required for Graduation: 12

Library and Information Technology Credential: Certificate in Library Public Services C55310P0

This certificate is designed for individuals interested in entering the library field, as well as those already employed in the field who desire to improve their job knowledge and skills through a selection of library survey courses. Specific emphases include a survey of libraries, information resources, using communication skills, and understanding circulation systems and basic acquisitions activities. Credits earned in this program may be transferred toward an Associate in Applied Science in Library and Information Science and/or a Diploma in Library and Information Science and/or other Library and Information Technology certificates.

(No placement testing is required for this certificate program.)
Program Length: Variable
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Public Services Certificate

Required Major Courses (12 SHC):   C-L-SHC
LIB 111   Library Information Resources and Serv.   2-2-3
LIB 114   Library Public Services Operation   2-2-3
LIB 210   Electronic Library Databases   2-2-3
WEB 110   Internet/Web Fundamentals   2-2-3

Total Semester Hours Credit required for graduation: 12

Library and Information Technology Credential: Certificate in Library Technical Services C55310T0

This certificate is designed for individuals interested in developing technical services skills for employment with organizations that use technology to process, manage, and communicate information. The objective is to develop specialists in managing electronic library resources. Students gain skills in acquiring and managing library collections and cataloging and classifying materials. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Library and Information Science and/or a diploma in Library and Information Technology and/or other Library and Information Technology certificates.

(No placement testing is required for this certificate program.)
Program Length: Variable
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Sites: Distance Education

Course Requirements for Library Technical Services Certificate

Required Major Courses (18 SHC):   C-L-SHC
LIB 111   Lib. Info. Resources/Svcs.   2-2-3
LIB 112   Library Collection Devel. and Acquisition   2-2-3
LIB 113   Library Cataloging and Classification   2-2-3
LIB 210   Electronic Library Databases   2-2-3
LIB 213   Cataloging Non-print Materials   2-2-3
WEB 110   Internet/Web Fundamentals   2-2-3

Total Semester Hours Credit required for graduation: 18

Library and Information Technology
Credential: Certificate in Library Basics
C55310G0

This certificate is designed for individuals interested in entering the library field, as well as those already employed in the field who desire to improve their job knowledge and skills through a selection of library survey courses. Specific emphases include a survey of libraries, information resources, using communication skills, and understanding circulation systems and basic acquisitions activities. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Library and Information Technology and/or a diploma in Library and Information Technology and/or other Library and Information Technology certificates if desired.

(No placement testing is required for this certificate program)
Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology (Higher entrance standards required.)
Program Site: Distance Education

Course Requirements for Library Basics Certificate:

Required Major Courses (12 (SHC)		C-L-SHC
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Info./Resources	2-2-3
LIB 112	Library Collection Devel./Acquisition	2-2-3
LIB 114	Library Public Services Operations	2-2-3

Total Semester Hours Required for Credit: 12

School-Age Education: Associate in Applied
Science Degree in School-Age Education
A55440

This curriculum prepares individuals to work with school-age children in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Coursework includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in School-Age Education
Program Sites:
Lee Campus - Day, Selected Evening Courses
Distance -   Select Courses

Course Requirements for Early Childhood Associate/Teacher Associate Degree

A. General Education Courses (16 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
*MAT 140	Survey of Mathematics	3-0-3
	Humanities/Fine Arts Elective	3-0-3
	Social/Behavioral Science Elective	3-0-3
	Communication Elective	3-0-3
COM 231	Public Speaking	3-0-3
ENG 112	Argument-Based Research	3-0-3
ENG 113	Literature-Based Research	3-0-3
ENG 114	Professional Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3

B. Required Major Core Courses (27 SHC)		
EDU 118	Principles and Practices of Inst. Assistant	3-0-3
EDU 131	Children, Family and Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3
EDU 163	Classroom Management & Instruction	3-0-3
EDU 221	Children with Exceptional	3-0-3
EDU 271	Educational Technology	2-2-3
EDU 285	Internship Experience School-age	1-9-4
EDU 289	Adv. Issues/School-Age	2-0-2

* Students may substitute MAT 115 or PHY 121 (nontransferable).

Transport Systems Technologies

C. Other Required Major Hours (22 SHC)

CIS 110	Introduction to Computers	2-2-3
	Or	
CIS 111	Basic PC Literacy	1-2-2
EDU 146	Child Guidance	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
EDU 243	Learning Theory	3-0-3
EDU 257	Instructional Strategies/Math	3-0-3
EDU 258	Instructional Strategies/Science	3-0-3
EDU 275	Effective Teacher Training	2-0-2
EDU 281	Instructional Strategies/Reading & Writing	3-0-3

Total Semester Hours Credit Required for Graduation: 65

Semester Curriculum for School-Age Education Associate Degree

1st Semester (Fall)		C-L-SHC
CIS 110	Introduction to Computers	2-2-3
	Or	
CIS 111	Basic PC Literacy	1-2-2
EDU 131	Child, Family, & Community	3-0-3
EDU 144	Child Development I	3-0-3
EDU 163	Classroom Management & Instruction	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
		13-4-15

2nd Semester (Spring)		
EDU 118	Principles and Practices of Inst. Assistant	3-0-3
EDU 145	Child Development II	3-0-3
EDU 146	Child Guidance	3-0-3
EDU 153	Health, Safety, and Nutrition	3-0-3
	Communications Elective	3-0-3
		15-0-15

3rd Semester (Summer)		
EDU 221	Children with Exceptionalities	3-0-3
	Humanities/Fine Arts Elective	3-0-3
		6-0-6

4th Semester (Fall)		
EDU 257	Instructional Strategies/Math	3-0-3
EDU 258	Instructional Strategies/Science	3-0-3
EDU 275	Effective Teacher Training	2-0-2
EDU 281	Instructional Strategies/Reading & Writing	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
		14-0-14

5th Semester (Spring)		
EDU 243	Learning Theory	3-0-3
EDU 271	Educational Technology	2-2-3
EDU 285	Internship Experience School Age	1-9-4
EDU 289	Adv. Issues/School-Age	2-0-2
	Social/Behavioral Science Elective	3-0-3
		11-11-16

* Students may substitute MAT 115 or PHY 121 (nontransferable).

Total Semester Hours Credit: 65

Automotive Restoration Technology
Credential: Diploma in Automotive Restoration Technology
D6014000

The Automotive Restoration Technology curriculum is designed to provide individuals with the competencies needed to work in the automotive restoration industry. The coursework includes research and application of information on specific components of a wide range of classic vehicles (1900 – 1970), such as internal combustion engines, transmissions, brakes, sheet metal, upholstery, starters, generators, and related systems. Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive restoration industry.

Program Length: 3 semesters
Career Pathway Options: Diploma in Automotive Restoration Technology
Program Sites: Lee Campus - Day Program

Course Requirements for Automotive Restoration Technology Diploma

A. General Education Courses (6 SHC)		C-L-SHC
ENG 102	Applied Communication II	3-0-3
MAT 101	Applied Mathematics I	2-2-3

B. Required Major Core Courses (31 SHC)		
ARS 101	Introduction to Auto Restoration	2-0-2
ARS 102	Auto Restoration Research	3-0-3
ARS 103	Automobile Upholstery	2-4-4
ARS 104	Restorative Skills I	2-4-4
ARS 107	Automotive Engines	1-3-2
ARS 108	Wood and Metal Restoration	2-2-3
ARS 131	Chassis and Drive Trains	2-3-3
ARS 161	Electrical Systems Fundamentals	2-6-4
AUB 134	Auto Body MIG Welding	1-4-3
AUB 141	Mechanical and Electrical Components I	2-2-3

C. Other Major Hours Required for Graduation (11 SHC)		
AUB 111	Painting and Refinishing I	2-6-4
AUB 112	Painting and Refinishing II	2-6-4
AUB 121	Non-Structural Damage I	1-4-3

Total Semester Hours Credit required for graduation: 48

Semester Curriculum for Automotive Systems Technology Diploma

1st Semester (Fall)		C-L-SHC
ARS 101	Introduction to Auto Restoration	2-0-2
ARS 107	Automotive Engines	1-3-2
ARS 108	Wood and Metal Restoration	2-2-3
ARS 161	Electrical Systems Fundamentals	2-6-4
AUB 111	Painting and Refinishing I	2-6-4
AUB 121	Non-Structural Damage I	1-4-3
		10-21-18