

Total Semester Hours Credit: 47

**Barbering****Credential: Diploma in Barbering****D5511000**

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. Course work 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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 4 semesters

Career Pathway Options: Diploma in Barbering

Program Sites: West Harnett Campus - Day and Evening

## Course Requirements for Barbering Diploma

A. General Education (6 SHC)		C-L-SHC
ENG 102	Applied Communication II	3-0-3
	Social Science Elective	3-0-3

## B. Required Major Core Courses (32 SHC)

BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic II	0-24-8
BAR 115	Barbering Concepts III	4-0-4
BAR 116	Barbering Clinic III	0-12-4

## C. Other Major Hours Required for Graduation (9 SHC)

BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Clinic IV	0-21-7

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

**Barbering****Credential: Certificate in Barbering****C5511000**

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. Course work 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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

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	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic II	0-24-8
BAR 115	Barbering Concepts III	4-0-4
BAR 116	Barbering Clinic III	0-12-4

## Other Major Hours Required for Graduation (9 SHC)

BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Barbering Clinic IV	0-21-7

Total Semester Hours Credit required for graduation: 41

## Semester Curriculum for Barbering Certificate

1st Semester (Fall)		C-L-SHC
BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
BAR 117	Barbering Concepts IV	2-0-2
		6-24-14
2nd Semester (Spring)		
BAR 113	Barbering Concepts II	4-0-4
BAR 114	Barbering Clinic III	0-24-8
BAR 118A	Barbering Clinic IVA	0-9-3
		4-33-15
3rd Semester (Summer)		
BAR 115	Barbering Concepts III	4-0-4
BAR 116	Barbering Clinic III	0-12-4
BAR 118B	Barbering Clinic IVB	0-12-4
		4-24-12

Total Semester Hours Credit: 41

**Basic Law Enforcement Training**  
**Credential: Certificate in Basic Law**  
**Enforcement Training**  
**C5512000**

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.

Entrance Standards: See General Admission Standards on page 6.

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 take the reading portion of the CCCC entrance exam.

Academic Standards: See General Academic Standards on page 16.

Program Length: 16 weeks (day) or 7 ? months (evening)

Career Pathway Options: Certificate in Basic Law Enforcement Training

Program Sites:

Lee Campus - Day

Harnett Campus - Evening Program

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**  
**D5514000**

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

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

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 4 semesters

Career Pathway Options: Diploma in Cosmetology

Program Sites:

Lee Campus - Day and Evening

Harnett Campus - Day and Evening

Dunn Campus - Day

Course Requirements for Cosmetology Diploma

A. General Education (6 SHC)	C-L-SHC
ENG 102 Applied Communication II	3-0-3
Social Science Elective	3-0-3

B. Required Major Core Courses (32 SHC)

COS 111 Cosmetology Concepts I	4-0-4
COS 112 Salon I	0-24-8
COS 113 Cosmetology Concepts II	4-0-4
COS 114 Salon II	0-24-8
COS 115 Cosmetology Concepts III	4-0-4
COS 116 Salon III	0-12-4

C. Other Major Hours Required for Graduation (9 SHC)

COS 117 Cosmetology Concepts IV	2-0-2
COS 118 Salon IV	0-21-7

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
COS 118	Salon IV	0-21-7
ENG 102	Applied Communication II	3-0-3
	Social Science Elective	<u>3-0-3</u>
Total Semester Hours Credit:		8-21-15

**Cosmetology**  
**Credential: Certificate in Cosmetology**  
**C5514000**

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

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

Entrance Standards: See General Admission Standards on page 6.  
 Academic Standards: See General Academic Standards on page 16.  
 Program Length: 4 semesters  
 Career Pathway Options: Certificate in Cosmetology  
 Program Sites:  
 Lee Campus - Day and Evening  
 Harnett Campus - Day and Evening  
 Dunn Campus - Day

Course Requirements for Cosmetology Certificate		
Required Major Core Courses (32 SHC)		
COS 111	Cosmetology Concepts I	4-0-4
COS 112	Salon I	0-24-8
COS 113	Cosmetology Concepts II	4-0-4
COS 114	Salon II	0-24-8
COS 115	Cosmetology Concepts III	4-0-4
COS 116	Salon III	0-12-4

Other Major Hours Required for Graduation (9 SHC)		
COS 117	Cosmetology Concepts IV	2-0-2
COS 118	Salon IV	0-21-7

Total Semester Hours Credit required for graduation: 41

Semester Curriculum for Cosmetology Certificate		
1st Semester (Fall)		
COS 111	Cosmetology Concepts I	4-0-4
COS 112	Salon I	<u>0-24-8</u>
		4-24-12

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

3rd Semester (Summer)		
COS 115	Cosmetology Concepts III	4-0-4
COS 116	Salon III	<u>0-12-4</u>
		4-12-8
4th Semester (Fall)		
COS 117	Cosmetology Concepts IV	2-0-2
COS 118	Salon IV	<u>0-21-7</u>
		2-21-9

Total Semester Hours Credit: 41

**Cosmetology Instructor**  
**Credential: Certificate in Cosmetology**  
**Instructor**  
**C5516000**

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

Entrance Standards: See General Admission Standards on page 6.  
 Academic Standards: See General Academic Standards on page 16.  
 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)		
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	<u>0-21-7</u>
		5-21-12
2nd Semester (Spring)		
COS 273	Instructor Concepts II	5-0-5
COS 274	Instructor Practicum II	<u>0-21-7</u>
		5-21-12

Total Semester Hours Credit: 24

**Criminal Justice Technology**  
**Credential: Associate in Applied Science Degree**  
**in Criminal Justice Technology**  
**A5518000**

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored. Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, 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, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Entrance Standards: See General Admission Standards on page 6.

**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.

Academic Standards: See General Academic Standards on page 16.

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)**

<b>A. General Education Courses (16 SHC)</b>		<b>C-L-SHC</b>
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
	OR	
MAT 115	Mathematical Models	2-2-3
	Social/Behavioral Science Elective	3-0-3

**B. Required Major Core Courses (22 SHC)**

CJC 111	Introduction to Criminal Justice	3-0-3
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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 215	Organization and Administration	3-0-3
CJC 225	Crisis Intervention	3-0-3

Total Semester Hours Credit required for graduation: 66

**Semester Curriculum for Criminal Justice Technology**

<b>1st Semester (Fall)</b>		<b>C-L-SHC</b>
CJC 111	Introduction to Criminal Justice	3-0-3
CJC 112	Criminology	3-0-3
CJC 215	Organization and Administration	3-0-3
CJC 231	Constitutional Law	3-0-3
	*Social/Behavioral Science Elective	<u>3-0-3</u>
		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 111	Basic PC Literacy	1-2-2
	***Humanities/Fine Arts Elective	<u>3-0-3</u>
		13-4-15

**3rd Semester (Summer)**

CJC 151	Introduction to Loss Prevention	3-0-3
CJC 225	Crisis Intervention	<u>3-0-3</u>
		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	<u>0-2-1</u>
		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
****MAT 115	Mathematical Models	2-2-3
ENG 115	Oral Communication	<u>3-0-3</u>
		12-4-14

Total Semester Hours Credit: 66

\*Students may select any approved social/behavioral science course.

\*\*Students may substitute CIS 110 (transferable)

\*\*\*Students may select any approved humanities course.  
 \*\*\*\*Students may substitute MAT 140 (transferable)

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 111	Basic PC Literacy	1-2-2
		4-2-5
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 215	Organization and Administration	3-0-3
CJC 231	Constitutional Law	3-0-3
		9-0-9
6th Semester (Summer)		
****MAT 115	Mathematical Models	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		

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.

**Early Childhood Associate  
 Credential: Associate in Applied Science Degree  
 in Early Childhood Associate  
 A5522000**

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. Course work 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 child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate

Program Sites:

Chatham Campus Selected Evening Courses

Harnett Campus - Day (1st and 2nd Year)

Selected Evening Courses

Lee Campus - Day (1st and 2nd Year)

Selected Evening 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
ENG 114	Professional Research and Reporting 3-0-3
*MAT 140	Survey of Mathematics 3-0-3
PSY 150	General Psychology 3-0-3
**	Humanities Elective 3-0-3

B. Required Major Core Courses (32 SHC)

COE 111	Co-op Work Experience I	0-10-1
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

\* Students may substitute MAT 115 (nontransferable).

\*\* Students may select any approved humanities elective.

C. Other Required Major Hours (23 SHC)

CIS 111	Basic PC Literacy	1-2-2
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COE 115	Work Experience Seminar I	1-0-1
COE 121	Co-op Work Experience II	0-10-1
COE 125	Work Exp. Seminar II	1-0-1
EDU 234	Infants, Toddlers, Twos	3-0-3
EDU 235	School Age Development and Programs	2-0-2
EDU 252	Math and Science Activities	3-0-3
EDU 254	Music/Movement-Children	1-2-2
EDU 259	Curriculum Planning	3-0-3

Early Childhood Options

EDU 241	Adult-Child Relations	2-0-2
EDU 287	Leadership/Early Childhood OR	3-0-3
EDU 261	Early Childhood Administration I	2-0-2
EDU 262	Early Childhood Administration II	3-0-3

Total Semester Hours Credit Required for Graduation: 71

Semester Curriculum for Early Childhood Associate Degree

1st Semester (Fall) C-L-SHC

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 241	Adult-Child Relations	2-0-2
EDU 271	Educational Technology	2-2-3
PSY 150	General Psychology	3-0-3
		15-4-17

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 131	Children, Family Community	3-0-3
EDU 235	School Age Development and Programs	2-0-2
EDU 254	Music and Movement for Children	1-2-2
		6-2-7

4th Semester (Fall)

COE 111	Co-op Work Experience I	0-10-1
COE 115	Work Experience Seminar I	1-0-1
*MAT 140	Survey of Mathematics	3-0-3
EDU 221	Children with Exceptionalities	3-0-3
EDU 252	Math and Science Activities	3-0-3
EDU 280	Literacy Experiences	3-0-3
		13-10-14

5th Semester (Spring)

COE 121	Co-op Work Experience II	0-10-1
COE 125	Work Experience Seminar II	1-0-1
EDU 234	Infants, Toddlers, Twos	3-0-3
EDU 259	Curriculum Planning	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
EDU 287	Leadership Early Childhood Education Humanities Elective	3-0-3
		16-10-17

Total Semester Hours Credit: 71

\* Students may substitute MAT 115 (nontransferable).

**Early Childhood Associate**

**Credential: Child Care Worker Diploma  
D5522000**

This diploma program prepares individuals to work as assistants in day care centers, nursery schools 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. Course work 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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 4 semesters

Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Child Care Worker Diploma

Program Sites:  
Chatham Campus –Selected Evening Courses  
Harnett Campus - Day, Selected Evening Courses  
Lee Campus – Day, Selected Evening 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
PSY 150	General Psychology	3-0-3

B. Required Major Core Courses (26 SHC)

COE 111	Co-op Work Experience I	0-10-1
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

C. Other Required Major Hours (8 SHC)

CIS 111	Basic PC Literacy	1-2-2
COE 115	Work Experience Seminar I	1-0-1
EDU 235	School Age Development and Programs	2-0-2
EDU 252	Math and Science Activities	3-0-3

Total Semester Hours Credit required for graduation: 41

Semester Curriculum for Child Care Worker Diploma

1st Semester (Fall)		C-L-SHC
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 241	Adult-Child Relations	2-0-2
PSY 150	General Psychology	3-0-3
		13-2-14

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
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
EDU 153	Health, Safety, and Nutrition	<u>3-0-3</u>
		15-2-16

3rd Semester (Summer)		
EDU 131	Children, Family, Community	3-0-3
EDU 235	School Age Development and Programs	<u>2-0-2</u>
		5-0-5

4th Semester (Fall)		
COE 111	Co-op Work Experience I	0-10-1
COE 115	Work Experience Seminar I	1-0-1
EDU 221	Children with Exceptionalities	3-0-3
EDU 252	Math and Science Activities	<u>3-0-3</u>
		7-10-8

Total Semester Hours Credit: 41

**Early Childhood Associate  
Credential: Child Care Worker Certificate  
C5522000**

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 Diploma in Child Care Worker provided the student meets the entrance requirements for that degree or diploma program.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Child Care Worker Diploma (Higher entrance standards required); Child Care Worker Certificate

Program Sites:

Lee Campus - Day and Evening  
Harnett Campus - Day and Evening  
Chatham Campus - Evening

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 8-9 SHC)

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 235	School Age Development and Programs	2-0-2
EDU 241	Adult-Child Relations	2-0-2
EDU 252	Math and Science Activities	3-0-3
EDU 254	Music and Movement for Children	1-2-2
EDU 280	Literacy Experiences	3-0-3

Total Semester Hours Credit required for graduation: 17/18

Semester Curriculum for Child Care Worker Certificate

1st Semester (Fall)		C-L-SHC
EDU 144	Child Development I	3-0-3
	Elective	2/3-0-2/3
	Elective	<u>3-0-3</u>
		8/9-0-8/9

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

Total Semester Hours Credit: 17/18

**Early Childhood Associate  
Credential: Infant/Toddler Care Certificate  
C5529000**

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 a Diploma in Child Care Worker provided the student meets the entrance requirements for that degree or diploma program.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate (Higher entrance standards required); Child Care Worker Diploma (Higher entrance standards required); Infant/Toddler Care Certificate

Program Sites:

Lee Campus – Day and Evening  
Harnett Campus - Day and Evening  
Chatham Campus - Evening

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 144	Child Development I	3-0-3
EDU 131	Child, Family and Community	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

## Early Childhood Associate/Teacher Associate Concentration

### Credential: Associate in Applied Science Degree in Early Childhood Associate/Teacher Associate A5522B00

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. 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.

Course work 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 early childhood settings.

Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Early Childhood Associate

Program Sites:

Chatham Campus - Selected Evening Courses

Harnett Campus - Day (1st and 2nd Year), Selected Evening Courses

Lee Campus - Day (1st and 2nd Year), Selected Evening 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
ENG 114	Professional Research and Reporting	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
PSY 150	General Psychology	3-0-3
**	Humanities Elective	3-0-3

B. Required Major Core Courses (32 SHC)

COE 111	Co-op Work Experience I	0-10-1
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	3-0-3
EDU 271	Educational Technology	2-2-3
EDU 280	Language and Literacy	3-0-3

\* Students may substitute MAT 115 (nontransferable).

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\*\* Students may select any approved humanities elective.

Concentration Courses (12 SHC)

COE 121	Co-op Work Experience II	0-10-1
EDU 118	Teacher Associate Principles and Practices	3-0-3
EDU 186	Reading and Writing Methods	3-0-3
EDU 235	School Age Development and Programs	2-0-2
EDU 275	Effective Teacher Training	2-0-2
EDU 285	Internship Experience-School Age	1-0-1

C. Other Required Major Hours (13 SHC)

CIS 111	Basic PC Literacy	1-2-2
COE 115	Work Experience Seminar I	1-0-1
EDU 252	Math and Science Activities	3-0-3
EDU 254	Music and Movement for Children	1-2-2
EDU 259	Curriculum Planning	3-0-3
EDU 241	Adult-Child Relations	2-0-2

Total Semester Hours Credit Required for Graduation: 73

Semester Curriculum for Early Childhood Associate/Teacher Associate Degree

1st Semester (Fall)		C-L-SHC
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 241	Adult-Child Relations	2-0-2
EDU 271	Educational Technology	2-2-3
PSY 150	General Psychology	<u>3-0-3</u>
		14-4-17

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	<u>0-2-1</u>
		15-2-16

3rd Semester (Summer)

EDU 131	Children, Family and Community	3-0-3
EDU 235	School Age Development and Programs	2-0-2
EDU 254	Music and Movement for Children	<u>1-2-2</u>
		6-2-7

4th Semester (Fall)

COE 111	Co-op Work Experience I	0-10-1
COE 115	Work Experience Seminar I	1-0-1
*MAT 140	Survey of Mathematics	3-0-3
EDU 118	Teacher Associate Principles and Practices	3-0-3
EDU 221	Children with Exceptional	3-0-3
EDU 252	Math and Science Activities	3-0-3
EDU 280	Language and Literacy	<u>3-0-3</u>
		13-10-17

5th Semester (Spring)

COE 121	Co-op Work Experience II	0-10-1
EDU 186	Reading and Writing Methods	3-0-3
EDU 259	Curriculum Planning	3-0-3
EDU 275	Effective Teacher Training	2-0-2
EDU 285	Internship Experience School Age	1-0-1
ENG 114	Professional Research and Reporting	3-0-3
**	Humanities Elective	<u>3-0-3</u>
		15-10-16

Total Semester Hours Credit: 73

\* Students may substitute MAT 115 (nontransferable).

\*\* Students may select any approved humanities elective.

## Esthetics

### Credential: Certificate in Esthetics

#### C5523000

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. Course work 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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 2 semesters

Career Pathway Options: Certificate in Esthetics

Program Sites:

Lee Campus - Day and Evening

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	<u>0-18-6</u>
		2-18-8
2nd Semester		
COS 125	Esthetics Concepts II	2-0-2
COS 126	Esthetics Salon II	<u>0-18-6</u>
		2-18-8

Total Semester Hours Credit: 16

## Esthetics Instructor

### Credential: Certificate in Esthetics Instructor

#### C5527000

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. Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. Graduates of the program may be employed as esthetics instructors in public or private education and business.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

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

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

Total Semester Hours Credit: 22

## Library and Information Technology

### Credential: Associate in Applied Science Degree

#### in Library and Information Technology

#### A5531000

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 electronic 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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 5 semesters

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology

Program Sites:

This program is offered through Distance Education and/or 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
*MAT 140 Survey of Mathematics	3-0-3
**Humanities Elective	3-0-3

\*\*\*Social/Behavioral Science Elective 3-0-3

\* Students may substitute MAT 115 (nontransferable).

\*\* Students may select any approved humanities course.

\*\*\*Students may select any approved social/behavioral science.

#### B. Required Major Core Courses (28 SHC)

CIS 110	Introduction to Computers	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3
COE 111	Co-op Work Experience I	0-10-1
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
LIB 210	Electronic Library Databases	2-2-3
LIB 211	Library Program Development	3-0-3

#### C. Other Major Hours Required (23/24 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
LIB 214	Library Services for Children	3-0-3
OST 184	Records Management	1-2-2
	Major Elective	3/4-0-3/4

#### Elective Course Listing (Select 3-4 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
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
MKT 120	Principles of Marketing	3-0-3

Total Semester Hours Credit: 67/68

#### 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 Serv.	2-2-3
LIB 113	Library Cataloging and Classification	2-2-3
		12-8-16

#### 2nd Semester (Spring)

WEB 110	Internet/Web Fundamentals	2-2-3
LIB 112	Library Collection Devel. and Acquisition	2-2-3
LIB 114	Library Public Service Operation	2-2-3
	Major Elective	3 /4-0-3/4
	***Social/Behavioral Science Elective	3-0-3
		12/13-6-15/16

#### 3rd Semester (Summer)

COE 111	Co-op Work Experience I	0-10-1
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#### 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	1-2-2
	**Humanities Elective	3-0-3
		12-8-16

\* Students may substitute MAT 115 (nontransferable).

\*\* Students may select any approved humanities course.

\*\*\*Students may select any approved social/behavioral science.

Total Semester Hours Credit (SHC): 67/68

### Library and Information Technology Credential: Diploma in Library and Information Technology D5531000

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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 3 semesters

Career Pathway Options: Associate in Applied Science Degree in Library and Information Technology

Program Sites: This program is offered through Distance Education and/or 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

\*Students may select any approved social/behavioral science.

#### B. Required Major Core Courses (22 SHC)

CIS 110	Introduction to Computers	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3
COE 111	Co-op Work Experience I	0-10-1
LIB 110	Introduction to Libraries	3-0-3

## Course Descriptions

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

### C. Other Major Hours Required (7 SHC)

Choose one of the following:

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

Total Hours Required for Diploma: 36

### 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	3-0-3
	OR	
LIB 214	Library Services for Children	3-0-3
OST 184	Records Management	1-2-2
		16-8-17

#### 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
	*Social/Behavioral Science Elective	3-0-3
NET 115	Telecommunication Fundamentals	1-2-2
WEB 110	Internet/Web Fundamentals	2-2-3
		13-10-18

#### 3rd Semester (Summer)

COE 111	Co-op Work Experience I	0-10-1
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\*Students may select any approved social/behavioral science.

Total Semester Hours Credit: 36

### **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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

(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
WEB 110	Internet/Web Fundamentals	2-2-3
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

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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

(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

Required Major Courses (12 SHC):		C-L-SHC
WEB 110	Internet/Web Fundamentals	2-2-3
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

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 enter-

ing 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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

(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
WEB 110	Internet/Web Fundamentals 2-2-3
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

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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

(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

CIS 110	Introduction to Computers	2-2-3
WEB 110	Internet/Web Fundamentals	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

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.

Entrance Standards: See General Admission Standards on page 6.

Academic Standards: See General Academic Standards on page 16.

Program Length: 2 semesters

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. and Acquisition 2-2-3
LIB 114	Library Public Services Operations 2-2-3

Total Semester Hours Required for Credit: 12