

Public Service Technologies

**Barbering Credential:
Associate in Applied Science in Barbering
A55110**

The Barbering credential 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: 6 semesters

Career Pathway Options: Associate in Applied Science in Barbering

Program Sites: West Harnett Campus, Day and Evening;

Chatham Campus, Evening; General

General Education courses may be taken on a main campus or through distance education

Course Requirements for Associate in Applied Science in Barbering

A. General Education (15 SHC)	C-L-SHC
ENG 111 Expository Writing	3-0-3
Communication Elective	3-0-3
Math/Science Elective	3-0-3
Humanities Elective	3-0-3
Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (41 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
BAR 119(A/B) Trichology	2-0-2
BAR 120(A/B) Trichology Lab	0-21-7

C. Other Major Hours Required for Graduation (10 SHC)

BAR 117(A/B) Barbering Concepts IV	2-0-2
BAR 118(A/B) Clinic IV	0-21-7

Student Success – Select One *Effective 2014 Fall

ACA 111 College Student Success	1-0-1
ACA 115 Success and Study Skills	0-2-1
ACA 122 College Transfer Success	1-0-1

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

Total Semester Hours Credit required for graduation: 66

Semester Curriculum for Associate in Applied Science in Barbering

1st Semester (Fall)		C-L-SHC
BAR 111	Barbering Concepts I	4-0-4
BAR 112	Barbering Clinic I	0-24-8
	Student Success Course	1-0-1
		5-24-13

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 111	Expository Writing	3-0-3
	***Humanities Elective	3-0-3
		8-21-15

5 th Semester (Spring)		
BAR 119	Trichology Concepts I	2-0-2
BAR 120	Trichology Lab I	0-21-7
	****Communication Elective	3-0-3
		5-21-12

6 th Semester (Summer)		
*CIS 110	Introduction to Computers	2-2-3
**Social/Behavioral Science Elective		3-0-3
		5-2-6

****Communication Elective – Choose One	3-0-3
COM 110 Intro to Communication	3-0-3
COM 120 Intro to Interpersonal Comm	3-0-3
COM 140 Intro to Intercultural Comm	3-0-3
COM 231 Public Speaking	3-0-3
ENG 114 Prof Research & Reporting	3-0-3
ENG 115 Oral Communications	3-0-3
ENG 116 Technical Report Writing	3-0-3

*May substitute a MAT 115, MAT 140, BIO 110, PHY 110/110A

**May take any approved social/behavioral science elective

***May take any approved humanities elective

Total Semester Hours Credit: 66

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
C-L-SHC
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)	
CJC 100 Basic Law Enforcement Training	C-L-SHC 9-30-19

Total Semester Hours Credit: 19

Cosmetology

Credential: Associate in Applied Science in Cosmetology A55140

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: 5 semesters

Career Pathway Options: Associates in Applied Science in Cosmetology

Program Sites:

Lee Campus-Day and Evening

Harnett Campus- Day

Course Requirements for Cosmetology Degree

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

ENG 111 Expository Writing 3-0-3
 **COM 110 Introduction to Communication 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 223(A/B) Contemp Hair Coloring 1-3-2

C. Other Major Hours Required for Graduation (16 SHC)
 BUS 230 Small Business Management 3-0-3
 COE 110 World of Work I 1-0-1
 COS 117(A/B) Cosmetology Concepts IV 2-0-2
 COS 118(A/B) Salon IV 0-21-7
 COS 224 Trichology & Chemistry 1-3-2

Student Success – Select One *Effective 2014 Fall

ACA 111 College Student Success 1-0-1
 ACA 115 Success and Study Skills 0-2-1
 ACA 122 College Transfer Success 1-0-1

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

Total Semester Hours Credit required for graduation: 65

1st Semester (Fall)

**COM 110 Introduction to Communication 3-0-3
 COS 111 Cosmetology Concepts I 4-0-4
 COS 112 Salon I 0-24-8
 Student Success Course 1-0-1
 8-24-16

2nd Semester (Spring)

COS 113 Cosmetology Concepts II 4-0-4
 COS 114 Salon II 0-24-8
 COS 223 Contemp Hair Coloring 1-3-2
 *SOC 210 Intro to Sociology 3-0-3
 8-27-17

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 111 Expository Writing 3-0-3

5th Semester (Spring)

BUS 230 Small Business Management 3-0-3
 COE 110 World of Work I 3-0-3
 CIS 110 Introduction to Computers 2-2-3
 COS 224 Trichology & Chemistry 1-3-2
 ***HUM 115 Critical Thinking 3-0-3
 10-5-12

**Communication Elective – Choose One 3-0-3

COM 110 Intro to Communication 3-0-3
 COM 120 Intro to Interpersonal Comm 3-0-3
 COM 140 Intro to Intercultural Comm 3-0-3
 COM 231 Public Speaking 3-0-3
 ENG 114 Prof Research & Reporting 3-0-3
 ENG 115 Oral Communications 3-0-3
 ENG 116 Technical Report Writing 3-0-3

Social/Behavioral Science Elective 3-0-3

Total Semester Hours Credit: 65

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**

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

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

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

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 Services.

Program Length: 4 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 (15 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
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 (3/4 SHC)

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

Student Success – Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

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
	Student Success Course	1-0-1
		16-0-16
2nd Semester (Spring)		
CJC 121	Law Enforcement Operations	3-0-3
CJC 131	Criminal Law	3-0-3
CJC 151	Intro to Loss Prevention	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
		17-4-19

3rd Semester (Fall)

CJC 113	Juvenile Justice	3-0-3
CJC 132	Court Procedure and Evidence	3-0-3
CJC 141	Corrections	3-0-3
CJC 214	Victimology	3-0-3
ENG 111	Expository Writing	3-0-3
		15-0-15

4th Semester (Spring)

CJC 120	Interviews/Interrogation	1-2-2
CJC 212	Ethics/Community Relations	3-0-3
CJC 213	Substance Abuse	3-0-3
CJC 225	Crisis Intervention	3-0-3
*MAT140	Survey of Mathematics	2-2-3
ENG 115	Oral Communication	3-0-3
		15-4-17

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
	Student Success Course	1-0-1
		7-0-7
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
		9-0-9
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 214	Victimology	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 Services.

Program Length: 4 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 (15 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
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 (16 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

Student Success – Select One *Effective 2014 Fall

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

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
	Student Success Course	1-0-1
		16-0-16

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
		13-8-16

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.

Culinary Arts
Credential: Associate in Applied Science
Degree Culinary Arts
A55150

Program Length: 4 semesters or a 2 semester Fast Track

Career Pathway Options: Associate in Applied Science
Degree in Culinary Arts
Program Sites: Pittsboro

Course Requirements for Credential: Associate in Applied
Science Degree Culinary Arts A55150

A. General Education Courses (15 SHC) C-L-SHC

COM 120	Intro Interpersonal Com	3-0-3
ENG 111	Expository Writing	3-0-3
MAT 110	Mathematical Measurement	3-0-3
	Humanities elective	3-0-3
	Social/Behavioral Sciences	3-0-3

B. Required Major Core Courses (30 SHC)

CUL 110	Sanitation & Safety	2-0-2
CUL 120	Purchasing	2-0-2
CUL 135	Food & Beverage Service	2-0-2
CUL 140	Culinary Skills I	2-6-5
CUL 160	Baking I	1-4-3
CUL 170	Garde Manager I	1-4-3
CUL 240	Culinary Skills II	1-8-5
HRM 245	Human Resource Mgmt-hosp	3-0-3
NUT 110	Nutrition	3-0-3
COE 111	Co-op Experience I	0-10-1
COE 121	Work Experience II	0-10-1

C. Other Major Hours Required for Graduation (27/28 SHC)

CUL 130	Menu Design	2-0-2
CUL 283	Farm-To-Table	2-6-5
CUL 283A	Farm-To-Table Lab	0-2-1
CUL 112	Nutrition for Food Service	3-0-3
CUL 112A	Nutrition for Food Service Lab	0-3-1
CUL 270	Garde Manager II	1-4-3
CUL 270A	Garde Manager II Lab	0-3-1
CUL 275	Catering Cuisine	1-8-5
CIS 111	Basic PC Literacy	1-2-2
	Social/Behavioral Sciences	3-0-3

Student Success—Select one:

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

*Elective course listing (select one course)

AGR 139	Intro to Sustainable Ag	3-0-3
AGR 265	Organic Crop Prod:Spring	2-2-3
AGR 266	Organic Crop Prod:Fall	2-2-3
ACC 115	College Accounting	3-2-4

BUS 110	Introduction to Business	3-0-3
BUS 280	REAL Small Business	4-0-4
MAT 140	Survey of Mathematics	3-0-3

Total Semester Hours Credit Required for Graduation: 72/73

1st Semester (Fall)

CUL 110	Sanitation & Safety	2-0-2
CUL 140	Culinary Skills I	2-6-5
CUL 240	Culinary Skills II	1-8-5
ENG 111	Expository Writing	3-0-3
MAT 110	Mathematical Measurement	3-0-3
NUT 110	Nutrition	3-0-3
	Student Success Course	1-0-1
		15-14-22

2nd Semester (Spring)

CUL 112	Nutrition for Food Service	3-0-3
CUL 112A	Nutrition for Food Service Lab	0-3-1
CUL 130	Menu Design	2-0-2
CUL 170	Garde Manager I	1-4-3
CUL 283	Farm-To-Table	2-6-5
CUL 283A	Farm-To-Table Lab	0-2-1
	Humanities elective	3-0-3
		11-15-18

3rd Semester (Fall)

CIS 111	Basic PC Literacy	1-2-2
CUL 120	Purchasing	2-0-2
CUL 135	Food & Beverage Service	2-0-2
CUL 160	Baking I	1-4-3
COE 111	Co-op Experience I	0-10-1
COM 120	Intro Interpersonal Com	3-0-3
	-OR-	
ENG 114	Prof Research & Reporting	3-0-3
	Social/Behavioral Sciences	3-0-3
		12-16-16

4th Semester (Spring)

CUL 270	Garde Manager II	1-4-3
CUL 270A	Garde Manager II Lab	0-3-1
CUL 275	Catering Cuisine	1-8-5
HRM 245	Human Resource Mgmt-hosp	3-0-3
COE 121	Work Experience II	0-10-1
	*Elective Course Listing	2/4-0/2-3/4
		7/9-25/27-16/17

Total Semester Hours Credit: 72/73

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 Evening Courses

Harnett Campus – Selected Evening Courses

Lee Campus - Day, Selected Evening Courses

Distance - Select Courses

Course Requirements for Early Childhood Associate Degree

A. General Education Courses (15 SHC) C-L-SHC

ENG 111	Expository Writing	3-0-3
*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

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

C. Other Required Major Hours (15 SHC)

CIS 110	Introduction to Computers	2-2-3
	Or	
CIS 111	Basic PC Literacy	1-2-2
EDU 216	Foundations of Education	4-0-4
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
HEA 112	First Aid & CPR	1-2-2

Student Success - Select One

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-2
ACA 122	College Transfer Success	1-0-1

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
	Student Success Course	1-0-1

15-2-16

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 Elective	3-0-3
		9-9-13

Total Semester Hours Credit: 65

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

**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 (6 SHC) C-L-SHC
 ENG 111 Expository Writing 3-0-3
 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 (12/13 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

Student Success – Select One
 ACA 111 College Student Success 1-0-1
 ACA 115 Success and Study Skills 0-2-2
 ACA 122 College Transfer Success 1-0-1

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
	Student Success Course	1-0-1
		15-2-16
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
ENG 111	Expository Writing	3-0-3
		15-2-15
3rd Semester (Summer)		
EDU 221	Children with Exceptionalities	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**

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

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

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: 1 or 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

Two 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

One 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
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 (15 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
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 (26 SHC)

2013-2015 College Catalog – Central Carolina Community College

CTS 130	Spreadsheet	2-2-3
CTS 135	Integrated Software Introduction	2-4-4
DBA 110	Database Concepts	2-3-3
NET 115	Telecommunication Fundamentals	1-2-2
COE 111	Co-op Work Experience I	0-10-1
	Library Elective	3-0-3
	Major Elective	6-0-6

Library Elective (3 SHC)

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

Student Success – Select One *Effective 2014 Fall

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

Major Elective Course Listing (Select 6 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
BUS 153	Human Resource Management	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
LIB 214	Library Services for Children	3-0-3
LIB 215	Library Management	3-0-3
MKT 120	Principles of Marketing	3-0-3
MKT 223	Customer Service	3-0-3

Total Semester Hours Credit: 65

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
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
	Student Success Course	1-0-1
		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 Fall

CTS 135	Integrated Software Introduction	2-4-4
DBA 110	Database Concepts	2-3-3
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

Major Elective 3-0-3
15-9-19

4th Semester Spring

COE 111	Co-op Work Experience	0-10-1
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
	Humanities/Fine Arts Elective	3-0-3
		11-16-15

* Students may substitute MAT 115 (nontransferable).

Total Semester Hours Credit (SHC): 65

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 (6 SHC)		C-L-SHC
ENG 111	Expository Writing	3-0-3
	Social/Behavioral Science Elective	3-0-3

B. Required Major Core Courses (21 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 (10 SHC)		
DBA 110	Database Concepts	2-3-3
NET 115	Telecommunication Fundamentals	1-2-2
COE 111	Co-op Work Experience	0-10-1

Library Elective (3 SHC)		
LIB 212	Library Services/Special Needs	3-0-3
	-OR-	
LIB 214	Library Services/Children, or	3-0-3

Student Success – Select One *Effective 2014 Fall

ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

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
DBA 110	Database Concepts	2-3-3
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
	Student Success Course	1-0-1
		15-9-19
2nd Semester (Spring)		
COE 111	Co-op Work Experience	0-10-1
ENG 111	Expository Writing	3-0-3
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
		13-18-18

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

**Library and Information Technology
 Credential: Certificate in Library
 Management C55310M0**

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 survey courses. Specific emphases includes a survey of libraries, library public and technical services, library management, customer service, and human resource management. 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.

(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 Management Certificate

Required Major Courses (18 SHC): C-L-SHC	
LIB 110	Introduction to Libraries 3-0-3
LIB 112	Library Collection Devel. and Acquisition 2-2-3
LIB 114	Library Public Services Operations 2-2-3
LIB 215	Library Management 3-0-3
BUS 153	Human Resource Management 3-0-3
MKT 223	Customer Service 3-0-3

Total Semester Hours Credit Required for Graduation: 18

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 (15 SHC) C-L-SHC		
ENG 111	Expository Writing	3-0-3
*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).

C. Other Required Major Hours (23 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
School-Age Elective		
EDU 275	Effective Teacher Training	2-0-2
EDU 235	School-Age Development	3-0-3
EDU 216	Foundations of Education	4-0-4
Student Success – Select One		
ACA 111	College Student Success	1-0-1
ACA 115	Success and Study Skills	0-2-1
ACA 122	College Transfer Success	1-0-1

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
	Student Success Course	1-0-1
		14/15-4-15/16
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 281	Instructional Strategies/Reading & Writing	3-0-3
	Social/Behavioral Science Elective	3-0-3
*MAT 140	Survey of Mathematics	3-0-3
		15-0-15
5th Semester (Spring)		
EDU 243	Learning Theory	3-0-3
EDU 271	Educational Technology	2-2-3

<i>2013-2015 College Catalog – Central Carolina Community College</i>		
EDU 285	Internship Experience	School Age 1-9-4
EDU 289	Adv. Issues/School-Age	2-0-2
School-Age Elective		3-0-3
		11-11-15

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

Total Semester Hours Credit: 65

Transport Systems Technologies

*Effective 2014 Spring

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 program prepares individuals to apply technical knowledge and skills to repair, reconstruct, finish and restore automobile bodies, fenders, and external features of a wide range of classic vehicles typically from year models 1900 - 1970. It includes instruction in internal combustion engines, transmissions, brakes, restoring original sheet metal, upholstery, and wood components, rebuilding starters, generators, and painting and refinishing techniques.

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. Technical Core Courses (5 SHC)		
TRN 110	Intro to Transport Tech	1-2-2
TRN 180	Basic Welding for Transp	1-4-3
C. Program Major Courses (13 SHC)		
ARS 112	Auto Restoration Research	3-0-3
ARS 113	Automotive Upholstery	2-2-4
ARS 114	Restoration Skills I	2-2-4
ARS 117	Automotive Engines	1-3-2
D. Other Major Hours (19 SHC)		
ARS 118	Wood and Metal Restoration	2-2-3
ARS 131	Chassis and Drive Trains	2-3-3
AUB 111	Painting and Refinishing I	2-6-4
AUB 112	Painting and Refinishing II	2-6-4
TRN 120	Basic Transp Electricity	4-3-5
Other Required Hours (3)		
AUB 121	Non-Structural Damage I	1-4-3

Total Semester Hours Credit required for graduation: 46