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 Specific Entrance Standards:
1. Must process student permit at least 10 days prior to being registered for classes.

Program Length: 6 semesters
Career Pathway Options: Associate in Applied Science in Barbering
Program Sites: Dunn Campus, Day
General Education courses may be taken on a main campus or through distance education

Course Requirements for Barbering Degree

1. General Education Requirements (15 SHC)   C-L-SHC
Mathematics, take one course:

MAT 110	Mathematical Measurement and Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3

English; take one course:

ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3

Communications; Take one course:

ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro to Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (52 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
BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Clinic IV	0-21-7
BAR 119	Trichology and Chemistry	1-3-2

3. Other Major Requirements (9 SHC)

BAR 121	Contemp Hair Coloring	1-3-2
BUS 110	Introduction to Business	3-0-3
CIS 110	Introduction to Computers	2-2-3
WBL 110	World of Work	1-0-1

4. Other Requirements (1 SHC)
Take one course:

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 68

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: Dunn Campus, Day

Course Requirements for Barbering Diploma

1. General Education Requirements (6 SHC)   C-L-SHC
Mathematics, take one course:

MAT 110	Mathematical Measurement and Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

English; Take one course:

ENG 111	Writing and Inquiry	3-0-3
ENG 110	Freshman Composition	3-0-3
ENG 102	Applied Communication II	3-0-3

2. Major Requirements (41 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

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

Total Semester Hours Credit required for graduation: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: 4 semesters
Career Pathway Options: Certificate in Barbering
Program Sites: Dunn Campus, Day

Course Requirements for Barbering Certificate

1. Major Requirements (41 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
BAR 117	Barbering Concepts IV	2-0-2
BAR 118	Clinic IV	0-21-7

Total Semester Hours Credit required for graduation: 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 640 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. 10th grade reading level as determined by the Test of Adult Basic Education (TABE).

Program Length: 16 weeks (day) or 7 ½ months (evening)
Career Pathway Options: Certificate in Basic Law Enforcement Training
Program Sites: Lee Main Campus - Day and Evening

Course Requirements for Basic Law Enforcement Training

1. Major Requirements (20 SHC)		C-L-SHC
CJC 110	Basic Law Enforcement Training	10-30-20

Total Semester Hours Credit required for graduation: 20

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 related businesses.

Program Length: 5 semesters
Career Pathway Options: Associates in Applied Science in Cosmetology
Program Sites: Lee Main Campus-Day; Harnett Main Campus- Day

Course Requirements for Cosmetology Degree

1. General Education Requirements (15 SHC)   C-L-SHC

English, take one course:

ENG 110	Freshman Composition	3-0-3
ENG 111	Writing and Inquiry	3-0-3

Social/Behavioral Science Elective		3-0-3
Humanities/Fine Arts Elective		3-0-3

Mathematics, take one course:

MAT 110	Mathematical Measurement and Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

Communications; Take one course:

ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (34 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
COS 117	Cosmetology Concepts IV	2-0-2

3. Other Major Requirements (18 SHC)

CIS 110	Introduction to Computers	2-2-3
COS 224	Trichology & Chemistry	1-3-2
WBL 110	World of Work I	1-0-1
COS 118	Salon IV	0-21-7
COS 223	Contemp Hair Coloring	1-3-2

Technical Elective; Take one course:

BUS 230	Small Business Management	3-0-3
COS 121	Manicure/Nail Technology I	4-6-6
COS 222	Manicure/Nail Technology II	4-6-6

4. Other Requirements (1 SHC)

Take one course:

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 68

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 related businesses.

Program Length: 4 semesters
Career Pathway Options: Diploma in Cosmetology
Program Sites: Lee Main Campus - Day; Harnett Main Campus – Day

Course Requirements for Cosmetology Diploma

1. General Education Requirements (6 SHC)   C-L-SHC

Social/Behavioral Science Elective		3-0-3

Communications; Take one course:

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

2. Major Requirements (34 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
COS 117	Cosmetology Concepts IV	2-0-2

3. Other Major Requirements (8 SHC)

COS 118	Salon IV	0-21-7

Total Semester Hours Credit required for graduation: 47

Cosmetology
Credential: Certificate in Cosmetology
C55140

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

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

Program Length: 4 semesters

Career Pathway Options: Certificate in Cosmetology
Program Sites: Lee Main Campus - Day; Harnett Main Campus - Day

Course Requirements for Cosmetology Certificate

1. Major Requirements (32 SHC)
		C-L-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

2. Other Major Requirements (2 SHC)
COS 223	Contemporary Color	1-3-2

Total Semester Hours Credit required for graduation: 34

Cosmetology Instructor
Credential: Certificate in Cosmetology Instructor
C55160

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

Program Specific Entrance Standards:
1. Students are accepted into this program based on date of application.
2. Students must have a current North Carolina license in Cosmetology.

Program Length: 2 semesters
Career Pathway Options: Certificate in Cosmetology Instructor
Program Sites: Lee Main Campus – Day; Harnett Main Campus - Day

Course Requirements for Cosmetology Instructor Certificate

1. Major Requirements (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

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

Course Requirements for Criminal Justice Technology Degree

I. General Education Academic Core (15 SHC) C-L-SHC
Take one course:
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing and Inquiry	3-0-3

Take one course:
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

Take one course in each category.

Humanities/Fine Arts Elective		3-0-3
Social/Behavioral Science Elective		3-0-3

Communications; take one course:

ENG 112	Writing/Research in the Disc	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
COM 110	Introduction to Communications	3-0-3
COM 120	Intro Interpersonal Communications	3-0-3
COM 231	Public Speaking	3-0-3

2. Major Requirements (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

3. Other Major Requirements (29 SHC)

CIS 110	Introduction to Computers	2-2-3

Major Electives; Take 26 SHC:

BUS 137	Principles of Management	3-0-3
BUS 153	Human Resource Management	3-0-3
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
POL 130	State and Local Government	3-0-3
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

4. Other Requirements (1 SHC)

Take one course:

ACA 122	College Transfer Success	0-2-1

Total Semester Hours Credit required for graduation: 67

Criminal Justice Technology
Credential: Criminal Justice Diploma
D55180

The Criminal Justice Diploma is designed to provide an introduction to the criminal justice system. Study focuses on criminology, juvenile justice, criminal and constitutional law.

Additional study includes court procedures, correction and victimology. Diploma graduates may apply all course credits toward the Criminal Justice Technology Associate in Applied Science Degree.

Program Length: 4 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites: Lee Main Campus - Day and Evening
Harnett Main Campus – Day

Course requirements for Criminal Justice Diploma

1. General Education Requirements (6 SHC)   C-L-SHC

PSY 150	General Psychology	3-0-3
ENG 111	Writing and Inquiry	3-0-3

2. Major Requirements (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

3. Other Major Requirements (9 SHC)

CJC 132	Court Procedure and Evidence	3-0-3
CJC 141	Corrections	3-0-3
CJC 214	Victimology	3-0-3

4. Other Requirements (1 SHC)

Take one course:

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 38

Criminal Justice Technology
Credential: Certificate in Criminal Justice
Technology
C55180T

The Criminal Justice Certificate is designed to provide an introduction to the criminal justice system. Study focuses on criminology, juvenile justice, and criminal law. Additional study includes court procedures, and victimology. Certificate graduates may apply all course credits toward the Criminal Justice Technology Associate in Applied Science Degree.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites: Lee Main Campus - Day and Evening
Harnett Main Campus – Day

Course Requirements for Criminal Justice Technology Certificate

1. Major Requirements (12 SHC)   C-L-SHC

CJC 111	Introduction to Criminal Justice	3-0-3

CJC 112	Criminology	3-0-3
CJC 113	Juvenile Justice	3-0-3
CJC 212	Ethics/Community Relations	3-0-3

2. Other Major Requirements (6 SHC)

| CJC 132 | Court Procedure and Evidence | 3-0-3 |
| CJC 214 | Victimology | 3-0-3 |

Total Semester Hours Credit required for graduation: 18

Criminal Justice Technology
Certificate in Criminal Justice Administration
C55180AD

The Criminal Justice Administration Certificate is designed to give students a basic understanding of management and leadership in criminal justice environment. Study focuses on criminal justice administration, state and local government and human resource management. Certificate graduates may apply all course credits toward the Criminal Justice Technology Associate in Applied Science Degree.

Program Length: 3 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites: Lee Main Campus - Day and Evening; Harnett Main Campus – Day

Course Requirements for Criminal Justice Administration Certificate

| **1. Major Requirements (3 SHC)** | | C-L-SHC |
| CJC 212 | Ethics/Community Relations | 3-0-3 |

2. Other Major Requirements (15 SHC)

BUS 137	Principles of Management	3-0-3
BUS 153	Human Resource Management	3-0-3
CJC 215	Organization and Administration	3-0-3
POL 130	State and Local Government	3-0-3
SOC 220	Social Problems	3-0-3

Total Semester Hours Credit required for graduation: 18

Criminal Justice Technology
Credential: Associate in Applied Science Degree in Criminal Justice Technology – Forensic Science
A5518C

The Forensic Science 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 – Forensic Science
Program Sites: Lee Main Campus - Day

Course Requirements for Criminal Justice Forensic Science Technology Degree

1. General Education Requirements (15 SHC)   C-L-SHC
Take one course:

| ENG 110 | Freshman Composition | 3-0-3 |
| ENG 111 | Writing and Inquiry | 3-0-3 |

Mathematics/Science; take one course:

BIO 110	Principles of Biology	3-3-4
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3

Take one course from each category

| Humanities/Fine Arts Elective | 3-0-3 |
| Social/Behavioral Science Elective | 3-0-3 |

Communications; take one course:

ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	

2. Major Requirements (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

3. Concentration Requirements (12 SHC)

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

4. Other Major Requirements (15 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

5. Other Requirements (1 SHC)
Take one course:

| ACA 122 | College Transfer Success | 0-2-1 |

Total Semester Hours Credit required for graduation: 65

Criminal Justice Technology
Credential: Forensic Science Certificate
C5518C

The certificate in Criminal Justice Forensic Science is designed to give a basic understanding of latent evidence systems and operations. Study focuses on investigative principles, crime scene processing, the recovery of trace evidence, and fingerprint identification.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science in Criminal Justice Technology
Program Sites:
Lee Main Campus - Day and Evening
Harnett Main Campus – Day

Course Requirements for Criminal Justice Forensic Science Certificate

| **1. Major Requirements (4 SHC)** | | C-L-SHC |
| CJC 221 | Investigative Principles | 3-2-4 |

2. Concentration Requirements (12 SHC)

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

Total Semester Hours Credit required for graduation: 16

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

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Program Length: 4 semesters or a 2 semester Fast Track

Career Pathway Options: Associate in Applied Science Degree in Culinary Arts
Program Sites: Chatham Main Campus, Dunn Center, Lee Main Campus

Course Requirements for Culinary Arts Degree

1. General Education Requirements (15 SHC)		C-L-SHC
Humanities/Fine Arts Requirement		3-0-3
Social/Behavioral Science Requirement		3-0-3
English; Take one course:		
ENG 110	Freshman Composition	3-0-3
ENG 111	Writing and Inquiry	3-0-3
Communications; Take one course:		
ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3
ENG 115	Oral Communication	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Com	3-0-3
COM 231	Public Speaking	3-0-3
Math/Science; Take one course:		
MAT 110	Math Measurement & Literacy	3-0-3
MAT 143	Quantitative Literacy	3-0-3

2. Major Requirements (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 Manger 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
WBL 111	Work-based Learning I	0-10-1
WBL 121	Work-based Learning II	0-10-1

3. Other Major Requirements (19 SHC)

CIS 110	Introduction to Computers	2-2-3
CUL 112	Nutrition for Foodservice	3-0-3
CUL 112A	Nutrition for Foodservice Lab	0-3-1
CUL 165	Therapeutic Cuisine	1-4-3

Take one:

| CUL 275 | Catering Cuisine | 1-8-5 |
| CUL 283 | Farm-to-Table | 2-6-5 |

Electives--Take 4 credits:

CUL 140A	Culinary Skills I Lab	0-3-1
CUL 240A	Culinary Skills II Lab	0-3-1
CUL 260	Baking II	1-4-3
CUL 270	Garde Manger II	1-4-3
CUL 275	Catering Cuisine	1-8-5
CUL 283	Farm-to-Table	2-6-5
ACC 115	College Accounting	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 280	REAL Small Business	4-0-4
WBL 131	Work-Based Learning III	0-10-1

4. Other Requirements (1 SHC)

Take one course:

| ACA 122 | College Transfer Success | 0-2-1 |

Total Semester Hours Credit Required for Graduation: 65

Culinary Arts
Credential: Culinary Fundamentals Certificate
C55150CF

This Curriculum Certificate provides direct hands on training necessary to obtain an entry level culinary position. This certificate offers the necessary foundation in safe food handling and preparation. Students will operate a commercial kitchen that simulates a quick service restaurant as well as an introduction to catering and quantity foods. Upon completion graduates will have the skills necessary for an entry level management position in a commercial kitchen.

Program Length: 1 semester
Career Pathway Options: Associate in Applied Science Degree in Culinary Arts
Program Sites: Lee Main Campus; Chatham Main Campus, Dunn Center (2 semesters to complete)

Course requirements for Culinary Fundamentals Certificate

1. Major Requirements (15 SHC)

CUL 110	Sanitation and Safety	2-0-2
CUL 140	Culinary Skill 1	2-6-5
CUL 160	Baking I	1-4-3
CUL 240	Culinary Skills II	1-8-5

2. Other Major Requirements (2 SHC)

| CUL 140A | Culinary Skills I Lab | 0-3-1 |
| CUL 240A | Culinary Skills II Lab | 0-3-1 |

Total Semester Hours Credit Required for Graduation: 17

Culinary Arts
Credential: Farm to Table Entrepreneurship Certificate
C55150FT

This curriculum certificate provides specific training required to prepare students to assume positions as trained culinary professionals in a farm to table restaurant, market, or venue.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Culinary Arts
Program Sites: Chatham Main Campus; Dunn Center; Lee Main Campus

Course requirements for Farm to Table Entrepreneurship Certificate

1. Major Requirements (8 SHC)

CUL 110	Sanitation and Safety	2-0-2
CUL 140	Culinary Skill I	2-6-5
WBL 111	Work Based Learning I	0-10-1

2. Other Major Requirements (9 SHC)

| BUS 280 | REAL Small Business | 4-0-4 |
| CUL 283 | Farm to Table | 2-6-5 |

Total Semester Hours Credit Required for Graduation: 17

Education
Credential: Associate in Applied Science Degree in Early Childhood Education/Career Track
A55220C

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight 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 child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families 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.

Students who wish to teach K-12 as their career goal are advised to consult with their advisor and consider the Associate in Arts-Teacher Preparation and Associate in Science- Teacher Preparation programs (see University Transfer).

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education
Program Sites: Lee Main Campus – Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Education Degree:

1. General Education Requirements (15 SHC)   C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
	Humanities/Fine Arts Requirement	3-0-3
	Social/Behavioral Science Requirement	3-0-3

Communications; Take one course:
ENG 112	Writing/Research in the Disciplines	3-0-3
ENG 114	Prof Research and Reporting	3-0-3
ENG 115	Oral Communications	3-0-3
ENG 116	Technical Report Writing	3-0-3
COM 110	Introduction to Communication	3-0-3
COM 120	Intro Interpersonal Communication	3-0-3
COM 231	Public Speaking	3-0-3

Mathematics; Take one course:
MAT 110	Math Measurement & Literacy	2-2-3
MAT 143	Quantitative Literacy	2-2-3
PHY-121	Applied Physics I	3-2-4

2. Major Requirements (35 SHC)
EDU 119	Intro 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 234	Infants, Toddlers, Twos	3-0-3
EDU 280	Language and Literacy Experiences	3-0-3
EDU 284	Early Childhood Capstone Practicum	1-9-4

3. Other Major Requirements (14 SHC)
EDU 252	Math and Science Activities	3-0-3
EDU 259	Curriculum Planning	3-0-3
EDU 271	Educational Technology	2-2-3

Major Electives—Take 5 SHC:
EDU 158	Healthy Lifestyles – Youth	3-0-3
EDU 163	Classroom Mgt & Instruct	3-0-3

EDU 175	Intro to Trade & Industri	3-0-3
EDU 177	Instructional Methods	2-2-3
EDU 179	Vocational Student Organ.	3-0-3
EDU 216	Foundations of Education	3-0-3
EDU 235	School-Age Dev & Program	3-0-3
EDU 261	Early Childhood Administration I	3-0-3
EDU 262	Early Childhood Administration II	3-0-3
EDU 263	School-Age Program Admin	2-0-2
EDU 281	Instruc Strat/Read & Writ	2-2-3

4. Other Requirements (1 SHC)
Take one course:
ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for graduation: 65

Education
Credential: Associate in Applied Science Degree in Early Childhood Education/Non-Licensure Degree
A55220NL

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight 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 child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates of this program who are admitted to constituent institutions of The University of North Carolina System (the 16 public universities) will transfer with junior status to the college's Early Childhood Education program. This degree prepares students for a degree path without licensure.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education
Program Sites: Lee Main Campus – Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Education Degree:

1. General Education Requirements (15 SHC)   C-L-SHC
ENG 111	Writing and Inquiry	3-0-3
PSY 150	General Psychology	3-0-3
COM 231	Public Speaking	3-0-3
MAT 143	Quantitative Literacy	2-2-3
	Humanities/Fine Arts Requirement	3-0-3

2. Major Requirements (55 SHC)
EDU 119	Intro 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 234	Infants, Toddlers, Twos	3-0-3
EDU 261	Early Childhood Admin I	3-0-3
EDU 262	Early Childhood Admin II	3-0-3
EDU 280	Language and Literacy Experiences	3-0-3
EDU 284	Early Childhood Capstone Practicum	1-9-4

English Transfer; Take 1 course:

ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3

Social Sciences; Take 1 course:

ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3
HIS 111	World Civilizations I	3-0-3
HIS 112	World Civilizations II	3-0-3
HIS 131	American History I	3-0-3
HIS 132	American History II	3-0-3
POL 120	American Government	3-0-3
SOC 210	Intro to Sociology	3-0-3

Biology Transfer; Take 1 course:

BIO 110	Principles of Biology	3-3-4
BIO 111	General Biology	3-3-4

Natural Sciences; Take one group:
Group 1;

CHM 151	General Chemistry I	3-3-4

Group 2:

GEL 111	Geology	3-2-4

Group 3:

PHY-110	Conceptual Physics	3-0-3
PHY-110A	Conceptual Physics Lab	0-2-1

3. Other Requirements (1 SHC)

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 71

Education
Credential: Associate in Applied Science Degree in Early Childhood Education-Licensure Degree
A55220L

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight 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 child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates of this program who are admitted to constituent institutions of The University of North Carolina System (the 16 public universities) will transfer with junior status to the college's Early Childhood Education program. This degree prepares students for a degree path towards obtaining a Birth-Kindergarten teaching license.

Program Length: 5 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education
Program Sites: Lee Main Campus – Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Education Degree:

1. General Education Requirements (15 SHC)   C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
PSY 150	General Psychology	3-0-3
COM 231	Public Speaking	3-0-3
MAT 143	Quantitative Literacy	2-2-3
Humanities/Fine Arts Requirement		3-0-3

2. Major Requirements (55 SHC)

EDU 119	Intro to Early Childhood Education	4-0-4
EDU 131	Children, Family Community	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 216	Foundations of Education	3-0-3
EDU 250	Teacher Licensure Preparation	3-0-3
EDU 221	Children with Exceptional Needs	3-0-3
EDU 234	Infants, Toddlers, Twos	3-0-3
EDU 280	Language and Literacy Experiences	3-0-3
EDU 284	Early Childhood Capstone Practicum	1-9-4
EDU 144	Child Development I	3-0-3
EDU 145	Child Development II	3-0-3

English Transfer; Take 1 course:

ENG 112	Writing/Research in the Disc	3-0-3
ENG 114	Prof Research & Reporting	3-0-3

Social Sciences; Take 1 course:

ECO 251	Prin of Microeconomics	3-0-3
ECO 252	Prin of Macroeconomics	3-0-3
HIS 111	World Civilizations I	3-0-3
HIS 112	World Civilizations II	3-0-3
HIS 131	American History I	3-0-3
HIS 132	American History II	3-0-3
POL 120	American Government	3-0-3
SOC 210	Intro to Sociology	3-0-3

Biology Transfer; Take 1 course:

BIO 110	Principles of Biology	3-3-4
BIO 111	General Biology	3-3-4

Natural Sciences; Take one group:
Group 1:

CHM 151	General Chemistry I	3-3-4

Group 2:

GEL 111	Geology	3-2-4

Group 3:

PHY-110	Conceptual Physics	3-0-3
PHY-110A	Conceptual Physics Lab	0-2-1

3. Other Requirements (1 SHC)

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit Required for Graduation: 71

Education
Credential: Early Childhood Diploma
D55220

The Early Childhood Diploma 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:
Lee Campus – Day, Selected Evening Courses
Selected Distance Education Courses

Course Requirements for Early Childhood Education Diploma

1. General Education Requirements (6 SHC) C-L-SHC

ENG 111	Writing and Inquiry	3-0-3
	Social/Behavioral Science Requirement	3-0-3

2. Major Requirements (29 SHC)

EDU 119	Intro 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 284	Early Childhood Capstone Practicum	1-9-4

3. Other Major Requirements (9 SHC)

EDU 252	Math and Science Activities	3-0-3
EDU 259	Curriculum Planning	3-0-3
EDU 271	Educational Technology	2-2-3

4. Other Requirements (1 SHC)
Take one course:

ACA 122	College Transfer Success	1-0-1

Total Semester Hours Credit required for graduation: 45

Education
Credential: Family Home & Early Childcare Certificate
C55220FH

This curriculum prepares 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 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 Education (Higher entrance standards required); Early Childhood Education Diploma (Higher entrance standards required); Family Home & Childcare Certificate
Program Sites: Lee Main Campus – Evening, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Family Home & Childcare Certificate

1. Major Requirements (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

2. Other Major Requirements (Take 9 SHC)

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: 18

Education
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 infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and

children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education (Higher entrance standards required); Early Childhood Education Diploma (Higher entrance standards required); Infant/Toddler Care Certificate
Program Sites: Lee Main Campus –Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Infant /Toddler Care Certificate

1. Major Requirements (16 SHC)		C-L-SHC
EDU 119	Intro 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: 16

Esthetics
Credential: Certificate in Esthetics
C55230

The Esthetics curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. 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.

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

Program Specific Entrance Standards:
1. A student can apply to the Certificate of Esthetics program once eligibility requirements have been met. Prospective applicants are required to complete the information session as well as contact the Admissions Specialists prior to developing a plan for completing these requirements. Students also have the ability to gain additional points through the competitive process. For more information on requirements and items to submit for additional points, visit

our website at http://www.cccc.edu/admissions/competitive-admissions/

2. The Admissions Specialists will review each applicant's progress, provide further guidance, and allow access to the Certificate of Esthetics Program application once all minimum admission requirements are met. Once an applicant has completed all general admissions criteria and all entrance requirements, he/she must submit a completed Certificate in Esthetics Application. Applicants who have completed the Application by the deadline will be ranked by tallied points and admitted in order of ranking. Applicants who do not gain entry but are eligible for the program will be placed on an alternate list should seats become available. The alternate list is not retained for the following admissions cycle. Applicants must reapply each year. If no alternate list exists, a second date may be announced for additional applications to be considered for remaining seats in the program. It is the applicants' responsibility to ensure that requirements are met by the established deadline.

For additional information on requirements for the Certificate in Esthetics program, visit our website.
https://www.cccc.edu/admissions/competitive-admissions/

Program Length: 1 or 2 semesters
Career Pathway Options: Certificate in Esthetics
Program Sites: Lee Main Campus – Day and Evening

Course Requirements for Esthetics Certificate

1. Major Requirements (16 SHC)		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

Total Semester Hours Credit required for graduation: 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 all phases of esthetics theory laboratory instruction. Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

Program Specific Entrance Standards:
1. Students are accepted into this program based on date of application.
2. Students must have a current North Carolina license in Esthetics.

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

Course Requirements for Esthetics Instructor Certificate

1. Major Requirements (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

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

1. General Education Requirements (15 SHC)   C-L-SHC
ENG 111   Writing and Inquiry   3-0-3
ENG 114   Professional Research and Reporting   3-0-3
Humanities/Fine Arts Requirement   3-0-3
Social/Behavioral Science Requirement   3-0-3
Mathematics; Take one Course:
MAT 110   Math Measurement & Literacy   2-2-3
MAT 143   Quantitative Literacy   2-2-3

2. Major Requirements (27 SHC)
CIS 110   Introduction to Computers   2-2-3

LIB 110   Introduction to Libraries   3-0-3
LIB 111   Library Info Resources & Services   2-2-3
LIB 112   Library Collection Dev/Acquisition   2-2-3
LIB 113   Library Cataloging & 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

3. Other Major Requirements (23 SHC)
CTS 130   Spreadsheet   2-2-3
CTS 135   Integrated Software Introduction   2-4-4
DBA 110   Database Concepts   2-3-3
WBL 111   Work-Based Learning I   0-10-1
Take one:
WEB 214   Social Media   2-2-3
Take one:
LIB 212   Library Services/Special Needs   3-0-3
LIB 214   Library Services for Children   3-0-3
Electives; Take 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

4. Other Requirements (1 SHC)
ACA 122   College Transfer Success   1-0-1

Total Semester Hours Credit Required for Graduation: 66

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

1. General Education Requirements (6 SHC) **C-L-SHC**
ENG 111   Writing and Inquiry   3-0-3
Social/Behavioral Science Requirement   3-0-3

2. Major Requirements (21 SHC)
CIS 110   Introduction to Computers   2-2-3
LIB 110   Introduction to Libraries   3-0-3
LIB 111   Library Info Resources & Services   2-2-3
LIB 112   Library Collection Dev/Acquisition   2-2-3
LIB 113   Library Cataloging & Classification   2-2-3
LIB 114   Library Public Service Operation   2-2-3
WEB 110   Internet/Web Fundamentals   2-2-3

3. Other Major Requirements (10 SHC)
DBA 110   Database Concepts   2-3-3
WBL 111   Work-Based Learning I   0-10-1
Take one:
WEB 214   Social Media   2-2-3
Take one:
LIB 212   Library Services/Spec Needs   3-0-3
LIB 214   Library Services/Children   3-0-3

4. Other Requirements (1 SHC)
ACA 122   College Transfer Success   1-0-1

Total Semester Hours Credit Required for Graduation: 38

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

1. Major Requirements (9 SHC) **C-L-SHC**
LIB 112   Library Collection Dev/Acquisition   2-2-3
LIB 113   Library Cataloging & Classification   2-2-3
WEB 110   Internet/Web Fundamentals   2-2-3

2. Other Major Requirements
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.

(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

1. Major Requirements (6 SHC) **C-L-SHC**
LIB 211   Library Program Development   3-0-3
WEB 110   Internet/Web Fundamentals   2-2-3

2. Other Major Requirements (6 SHC)
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 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

1. Major Requirements (12 SHC)		**C-L-SHC**
LIB 111	Library Info Resources & Services	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

1. Major Requirements (15 SHC)		**C-L-SHC**
LIB 111	Library Info Resources & Services	2-2-3
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 113	Library Cataloging & Classification	2-2-3
LIB 210	Electronic Library Databases	2-2-3
WEB 110	Internet/Web Fundamentals	2-2-3

2. Other Major Requirements (3 SHC)
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.

(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:
1. Major Requirements (12 SHC)		**C-L-SHC**
LIB 110	Introduction to Libraries	3-0-3
LIB 111	Library Info Resources & Services	2-2-3
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 114	Library Public Services Operations	2-2-3

Total Semester Hours Credit Required for Graduation: 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

1. Major Requirements (9 SHC)   C-L-SHC

LIB 110	Introduction to Libraries	3-0-3
LIB 112	Library Collection Dev/Acquisition	2-2-3
LIB 114	Library Public Services Operations	2-2-3

2. Other Major Requirements (9 SHC)

BUS 153 Human Resource Management	3-0-3
LIB 215 Library Management	3-0-3
MKT 223 Customer Service	3-0-3

Total Semester Hours Credit Required for Graduation: 18

Manicuring/Nail Technology
Credential: Certificate in Manicure/Nail Technology C55400

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes knowledge, and other related topics.

Graduates should be prepared to take the North Carolina cosmetology State Board Licensing Exam and upon passing be licensed and quality for employment in beauty and nail salons, as a platform artist and in related businesses

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Cosmetology; Diploma in Cosmetology; Certificate in Cosmetology.
Program Site: Hartnett Main Campus, Day

Course Requirements for Manicuring/Nail Technology Certificate

1. Major Requirements (12 SHC)   C-L-SHC

COS 121	Manicure/Nail Technology I	4-6-6
COS 222	Manicure/Nail Technology II	4-6-6

Total Semester Hours Credit Required for Graduation: 12

Education
Credential: School-Age Care Certificate C55450

This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age care environments.

Course work includes child growth/development; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or school-age administration positions in child care/development programs, group leaders, before and after school programs, recreational centers and other programs that work with school-age populations.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education (Higher entrance standards required); Early Childhood Education Diploma (Higher entrance standards required); School-Age Care Certificate
Program Sites:
Lee Campus –Day, Selected Evening Courses
Selected Distance Education Courses

Course Requirements for School-Age Care Certificate

1. Major Requirements (17 SHC)   C-L-SHC

EDU 131	Child, Family and Community	3-0-3
EDU 145	Child Development II	3-0-3
EDU 158	Healthy Lifestyles-Youth	3-0-3
EDU 163	Classroom Mgmt and Instruction	3-0-3
EDU 235	School-Age Develop & Programs	3-0-3
EDU 263	School-Age Program Admin	2-0-2

Total Semester Hours Credit Required: 17

Education
Credential: Early Childhood Administration Certificate C55850

This curriculum prepares individuals pursuing administrating roles in diverse child care settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and child care programs,

preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

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 Main Campus – Evening, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Administration Certificate

1. Major Requirements (16 SHC)		**C-L-SHC**
EDU 119	Intro to Early Child Education	4-0-4
EDU 131	Child, Family and Community	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

Education
Credential: Early Childhood Preschool Certificate
C55860

This curriculum prepares individuals to work with preschool aged children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with preschool children.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate preschool 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 other preschool programs.

Program Length: 2 semesters
Career Pathway Options: Associate in Applied Science Degree in Early Childhood Education (Higher entrance standards required); Early Childhood Education Diploma (Higher entrance standards required); Preschool Certificate
Lee Main Campus – Day, Selected Evening Courses; Selected Distance Education Courses

Course Requirements for Early Childhood Preschool Certificate

1. Major Requirements (16 SHC)		**C-L-SHC**
EDU 119	Intro to Early Childhood Education	4-0-4
EDU 131	Child, Family and Community	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

Total Semester Hours Credit Required: 16