

# Caldwell Community College & Technical Institute

2002 - 2004 Catalog

Addendum

## **This section of the addendum will cover addendum items for academic year 2002-2003 only.**

### **Page 4 – 2002-2004 Academic Calendar**

- Note: Weekend College will not be available fall and spring semester 2002-2003 Academic year.

### **Page 4 – Fall Semester**

- Advisement/Registration for Current Students for Spring Semester (Watauga) will be November 4-15, 2002

### **Page 5 – Spring Semester**

- Advisement/Registration for Current Students for Summer Semester (Watauga) will be April 1-11, 2003

### **Summer Session**

- Advisement/Registration for Current Students for Fall Semester (Watauga) will be July 14-25, 2003.

### **Page 26 – Tuition**

- Note: Tuition is established by the North Carolina General Assembly and is subject to change without notice.

**The following programs will be inactive for the 2002-2003 academic year:**

### **Page 58 – Associate Degree Programs**

- Industrial Systems Technology - A50240 (Program description on pg. 106)
- Machining Technology (Tool, Die, and Mold Making) – A5030A (Program description on pg. 119)
- Surveying Technology – A40380 (Program description on pg. 148)
- Business Administration – Electronic Commerce - A2512I (Program description on pg. 78)

### **Page 59**

- Internet Technology - A25290 (Program description on pg. 115)
- Occupational Therapy Assistant – (A45500) (Program description on pg. 132)
- Speech Language Pathology Assistant – (A45730) (Program description on pg. 147)

### **Page 60 – Diploma Programs**

- Heavy Equipment and Transport Technology – D60240 (Program description on pg. 103)
- Industrial Systems Technology – D50240 (Program description on pg. 107)
- Industrial Management Technology – D50260 (Program description on pg. 108)
- Machining Technology – D50300 (Program description on pg. 121)
- Pharmacy Technology – D45580 (Program description on pg. 141, 142)

**Page 60 – Certificate Programs**

- Industrial System Technology – C50240 (Program description on pg. 108)

**Page 60**

- Air Conditioning, Heating and Refrigeration Technology will be deleted from the Certificate program area.

**Page 60**

**The following certificate programs will not be offered on the Watauga Campus:**

- Automotive Chassis/Suspension, Transmission – C60160C
- Automotive Electrical/Brake System – C60160B
- Automotive Engine Performance – C60160E
- Automotive Heat/AC, Electronics –C60160H

**The following certificate program will be offered at the Watauga Campus:**

- Heavy Equipment and Transport Technology – C60240

**Page 61**

- Machining Technology – Basic – C50300A (Program description on pg. 121)
- Machining technology – Beginning CNC – C50300B (Program description on pg. 122)
- Machining Technology – Advanced CNC – C5030A (Program description on pg. 122)
- Real Estate – C25400 (Program description on pg.146)

**Page 61**

- Insert the following certificate program titles
- Landscape Gardening Certificate – General (C15260G)
- Landscape Gardening Certificate – Production (C15260P)
- Landscape Gardening Certificate – Installation and Maintenance – (C15260I)

**Page 77 – Business Administration (A25120)**

- ECO 151, 251, or 252 will move from Fall Semester II to Spring Semester I. There will be no change in semester hours.
- MKT 120 will move from Spring Semester I to Fall Semester with no change in Semester hours.

**Page 78 – Business Administration – Electronic Commerce (2512I)**

**Fall Semester I**

- CIS 172 title should be listed as Intro to the Internet instead of Business Math
- OST 131 title should be listed as Keyboarding not Introduction to Internet.
- The hours for CIS 172 should be 2-3-3
- The hours for OST 131 should be 1-2-2

**Page 80 – Business Administration (C25120M)**

**Fall Semester I**

- Add BUS 115 3-0-3 with no change in Semester total hours.
- COM 120 3-0-3 will be moved from Fall semester I to Spring Semester I

### **Spring Semester I**

- BUS 260 3-0-3 is deleted from the certificate program.
- COM 120 3-0-3 is added to Spring Semester I

### **Page 80 – Business Administration (C25120K)**

#### **Fall Semester I**

- Delete COM 120 3-0-3 from Fall Semester I.
- Add BUS 115 3-0-3 to Fall Semester I
- Add MKT 120 3-0-3 to Fall Semester I
- Change Semester Total hours from 6 – 0 – 6 to 9 – 0 – 9

#### **Spring Semester I**

- Delete BUS 260 from the certificate program
- Move MKT 120 to Fall Semester I
- Add COM 120 to Spring Semester I
- Semester Total Hours change from 12 – 0 – 12 to 9 – 0 – 9
- Total Program hours will not change 18 – 0 - 18

### **Page 87 – Cosmetology (A55140)**

#### **Spring Semester II**

- Total Hours for class hours will change from 44 hours to 41 hours

### **Page 100 - Emergency Preparedness Technology (A55420)**

#### **Fall Semester I**

- EPT 195 is now EPT 150

### **Page 101**

#### **Spring Semester II**

- EPT 200 is now EPT 210

#### **Summer Semester II**

- EPT 202 is now EPT 220

### **Page 101 – EPT Fire Service Concentration (D55420)**

#### **Fall Semester I**

- EPT 195 is now EPT 150

### **Page 102 – EPT Emergency Management Concentration (C55420)**

#### **Fall Semester I**

- EPT 200 is now EPT 210
- EPT 202 is now EPT 220

### **Page 108 – Industrial Systems Technology Certificate (C50240)**

#### **Fall Semester I**

- Total Hours for lab hours will change from 17 hours to 18 hours

### **Page 118 – Landscape Gardening (A15260)**

#### **Fall Semester II**

- Semester Total hours should be 10 – 23/25 – 16/17

### **Page 118 – Landscape Gardening (A15260)**

**Spring Semester II**

- Total Hours should be 45 – 125/127 – 74/75

**Page 119**

- Landscape Gardening Certificate (C15260) title and number have changed to Landscape Gardening Certificate – General with a program code number change to (C15260G). The program description will remain the same.

- Insert the following certificate programs immediately after Landscape Gardening Certificate – General (C15260G):

Landscape Gardening Certificate – Production – (C15260P)

HOR 114	.....Landscape Construction	.....2-2-3
HOR 134	.....Greenhouse Operations	.....2-2-3
HOR 160	.....Plant Materials I	.....2-2-3
HOR 168	.....Plant Propagation	.....2-2-3
	<b>TOTAL</b>	<b>.....8-8-12</b>

Landscape Gardening Certificate – Installation and Maintenance - (C15260I)

HOR 164	.....Horticulture Pest Management	.....2-2-3
HOR 260	.....Plant Materials II	.....2-2-3
HOR 215	.....Landscape Irrigation	.....2-2-3
HOR 112	.....Landscape Design I	.....2-2-3
	<b>TOTAL</b>	<b>.....8-9-12</b>

**Page 125 – Medical Assisting Program (A45400)**

- Other Selected Courses: MED 140 - Exam Room Proc. I - 3-4-5 will be offered only at Wilkes Community College.

**Page 126 – Medical Office Administration (A25310)**

- Total Hours for class hours will change from 58 hours to 60 hours.

**Page 135 – Office Systems Technology (A25360)**

- Total program hours should be 56/58 - 37/39 - 75/76

**Page 140 – Paralegal Technology Certificate (C25380F)**

**Fall Semester I**

- Hours for OST 131 should read 1-2-2
- Hours for OST 136 should read 1-2-2
- Semester Total hours should be 6-6-9
- Total program hours should be 15-6-18

**Page 141 – Paralegal Technology (C25380W)**

**Fall Semester I**

- Hours for OST 131 should read 1-2-2
- Hours for OST 136 should read 1-2-2
- Semester Total hours should read 6-6-9
- Total program hours should be 13-10-18

**Page 171 – Course Descriptions**

Delete the following courses from the description area of the catalog:

- AHR 111 – HVACR Electricity
- AHR 112 – Heating Technology
- AHR 113 – Comfort Cooling
- AHR 114 – Heat Pump Technology

**Page 172**

- AHR 210 – Residential Building Code
- AHR 211 – Residential System Design

**Page 194 – Cooperative Education Description**

**COE 114 . . . . .Co-op Work Experience I . . . . .0-40-4**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed in integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Page 208**

- Add the following corequisite to EDU 288:  
EDU 288  
Corequisite: EDU 144 or EDU 145

**Page 213**

- EPT 195 is now EPT 150
- EPT 200 is now EPT 210
- EPT 202 is now EPT 220

**Page 213**

- The prerequisite for EPT 220 is now EPT 210

**Page 229**

- Insert the following courses in the description area:

**HOR 134 . . . . .Greenhouse Operations . . . . .2-2-3**

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

**Page 230**

- Insert the following course descriptions:

**HOR 213 . . . . .Landscape Design II . . . . .2-2-3**

Prerequisites: HOR 112

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students

should be able to read landscape design blueprints, develop cost estimates, and implement the design.

**HOR 215 . . . . .Landscape Irrigation . . . . .2-2-3**

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems.

**HOR 225 . . . . .Nursery Production . . . . .2-3-3**

This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop.

**HOR 265 . . . . .Advanced Plant Materials . . . . .1-2-2**

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses.

**Page 234**

- Insert the following course description:

**LSG 231 . . . . .Landscape Supervision . . . . .2-6-4**

Prerequisites: LSG 123 and HOR 260

This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

**Page 278**

- PTA 110 will be offered in the fall semester only. (F)
- PTA 165 will be offered in the spring semester only. (S)

**Page 279**

- PTA 212 will be offered in the spring semester only. (S)
- PTA 222 will be offered in the fall semester only. (F)
- PTA 225 will be offered in the summer semester only. (SS)

**Page 280**

- PTA 245 will be offered in the fall semester only. (F)

# Corporate and Continuing Education

Page 305

- The following will replace the Assistive Technology program information:

## **Assistive Technology**

The Partners in Assistive Technology Training and Services (PATTS) four-course series is designed to address continuing education needs for professionals and paraprofessionals in assistive technology related disciplines. This includes physical therapy, occupational therapy, speech-language pathology, special education, rehabilitation counseling and case management. Persons with disabilities, families and caregivers are welcome to enroll in any of the courses. The area of assistive technology is ever changing and expanding rapidly. New assistive devices are being developed, manufactured and marketed to provide assistance to persons with disabilities. The PATTS curriculum is delivered in four, 24-hour courses using a distance-learning format. Upon successful completion of the four-course series, participants will receive a Certificate in Assistive Technology. Other individuals are encouraged to participate in one or more courses to enhance their understanding of assistive technology. For more information, visit our web site [www.patts.org](http://www.patts.org)

## **Course 1 – AT: Framing the Questions**

This course provides an overall view of Assistive Technology, with an introduction to disabilities, the need for AT, the types of equipment considered to be AT, the process by which such equipment is acquired and used and an introduction to cross discipline awareness and quality assurance. Information regarding state and federal regulations governing AT application will be presented. Topics include: what is AT, who uses AT, who provides AT, what does AT use (the SETT framework), what does AT use (computers, switches and controls), and how do legal policies affect AT.

## **Course 2 – AT: Enhancing the User**

Information will be shared about impairments and disabilities which may result in the need for AT. Technologies will be described which allow AT users to overcome disabilities by capitalizing on strengths and abilities. Topics include: impairment, disability and handicap, seating and positioning, mobility and orthotics, vision, hearing, and communication.

## **Course 3 – AT: Enhancing the Environment**

The third course examines technologies, which make living, learning, work and play environments more accessible by persons with disabilities. Funding AT is the final but very important lesson in this course. Topics include: computer access/software applications, work/home/vehicle modifications, aids for daily living, accessible recreation, and funding.

## **Course 4 – AT: Making AT Work**

Course 4 provides hands-on experience with various types of assistive technology. The student will learn to identify the presence of positioning problems which impede AT use, make simple AT devices from commonplace materials, make communication displays and program communication devices, and

become familiar with tools for creating computer based learning experiences. Topics include: seating and mobility: trouble shooting, creating simple AT devices, setting up commercial AT devices, communication display software: using Boardmaker, making overlays and programming communication devices, and introduction Intellikeys.

**Page 305**

- The following will replace the Massage Therapy program information:

**Massage Therapy**

This 560-hour course is divided into three semesters and is designed to prepare students for both state and national massage therapy licensing exams through class work and practical hands-on training. Students will obtain a foundation for practice as an entry level Massage Therapist. Upon successful completion of the three-semester course, the student will be eligible to sit for the state and/or national exam.

- Pre-requisites:
  - High school diploma
  - 18 years of age

**Massage Therapy – Semester I** is offered beginning each fall semester. Modules included in Semester I are: fundamentals of Swedish massage, fundamentals of anatomy and physiology, musculoskeletal anatomy (kinesiology), ethics, laws and rules, communication skills, wellness and self care, safety and hygiene, functional assessment, special populations, and student clinic.

**Massage Therapy – Semester II** is offered beginning each spring semester. Modules included in Semester II are: joint mobilization, sports medicine, fundamentals of anatomy and physiology, hydrotherapy, oriental massage, musculoskeletal anatomy (kinesiology), pathology, special populations, student clinic, community fieldwork, and CPR.

**Massage Therapy – Semester III** is offered beginning each summer semester. Modules included in Semester III are: deep tissue massage, business, somatics, student clinic, and community fieldwork.

**NOTE – Massage Therapy Semesters I, II, and III are sequenced courses. Students are admitted into the Massage Therapy Course fall semester only.**

**Page 322**

Marty Dellinger

Title should read: Curriculum Developer, Title III

**Page 323**

Rudy Fox

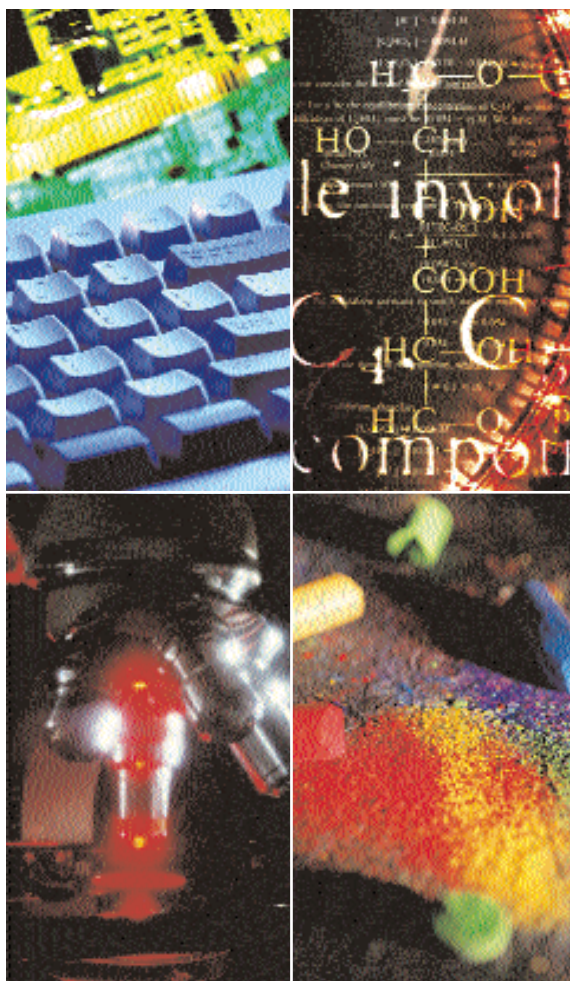
Title should read: Director, Truck Driver Training Program

**Page 328**

Diana Miller

Title Should read: Director Business Administration – Watauga, Instructor

**Page 339**



# Caldwell Community College & Technical Institute

2003 - 2004 Catalog  
Addendum

# Academic Calendar

Page 4

- Academic Calendar for 2003-2004 is as follows:

## 2003-04 Academic Calendar

### Fall Semester

Wednesday, August 6-7	.Orientation/Registration for New Students (Watauga)
Thursday, August 7	.Orientation/Registration for New Students (Caldwell)
Monday, August 11	.Employee Kick-off Day
Tuesday, August 12	.Registration Caldwell Campus
Wednesday, August 13	.Registration Watauga Campus
Monday, August 18	.Classes Begin
August 18, 19	.Schedule Change Period (Currently Enrolled Students Only)
Monday, September 1	.Labor Day Holiday
Tuesday, September 2	.Classes Resume
Thursday, October 9	.Faculty/Staff Professional Development
October 9-10	.Student Fall Break
Wednesday, October 29	.Last Day for Students to Drop Classes
November 3-7 & 10-14	.Advisement/Registration for Current Students for Spring Semester (Both Campuses)
November 26	.Student Thanksgiving Holiday
November 27, 28	.Institution Closed for Thanksgiving Holidays
Monday, December 1	.Classes Resume
December 11, 12, 15	.Exams, End of Fall Semester
December 23, 24, 25, 26, 29	.Employee Holidays/Institution Closed
December 30- 31	.Institution Closed/Utilize Annual Leave Days

### Spring Semester

Thursday, January 1	.Institution Closed for New Year's Holiday
Monday, January 5	.Registration Caldwell Campus
Tuesday, January 6	.Registration Watauga Campus
Thursday, January 8	.Classes Begin
January 8, 9	.Schedule Change Period (Currently Enrolled Students Only)
Monday, January 19	.Martin Luther King, Jr. Holiday
Tuesday, January 20	.Student Holiday
March 8-12	.Student Spring Break
Monday, March 29	.Last Day for Students to Drop Classes
March 29-31, April 1-2 & 5-9	.Advisement/Registration for Current Students for Summer Semester (Caldwell & Watauga)



## Catalog Addendum for 2002-2004 Catalog

**This section of the addendum will cover addendum items for academic year 2003-2004 only.**

### Page 18 – Course Repetition Policy

- The Course Repetition Policy should read as follows:  
Students may take a course a total of three times, including withdrawal (W) and audit (Y).  
**Exceptions to this policy include:**
  - Special disabling condition
  - Change in technology
  - Failure of the course or to improve grade
- Only the appropriate curriculum dean with the written approval of the Vice President of Instruction can make exceptions. Veterans are advised that they cannot receive VA benefits for courses previously passed.
- Revised and approved by CCC and TI Executive Council March 10, 2003.  
Approved by the CCC and TI Board of Trustees March 21, 1991.  
Amended as revised by the CCC and TI Board of Trustees on March 20, 2003.

### Page 26 – Tuition is as follows:

- In-state students

16 credit hours or more	\$568.00 Maximum
Fewer than 16 credit hours, per credit hour	\$ 35.50
- Out-of-state students

16 credit hours or more	\$3,152.00 Maximum
Fewer than 16 credit hours, per credit hour	\$ 197.00
- Full-time Enrollment for Insurance, Financial Aid, or Student Loans:
  - 12 semester hours or more is full-time enrollment
  - 9-11 semester hours is three-fourth time enrollment
  - 6-8 semester hours is half-time enrollment
  - Fewer than 6 semester hours is less than half-time enrollment

**The following programs will be inactive for the 2003-2004 academic year:**

### Page 58 – Associate Degree Programs

- Industrial Systems Technology – (A50240)
- Machining Technology (Tool, Die, and Mold Making) – (A5030A)
- Surveying Technology – (A40380)

### Page 59

- Occupational Therapy Assistant – (A45500)
- Speech Language Pathology Assistant – (A45730)

**Page 60 – Diploma Programs**

- Industrial Systems Technology – (D50240)
- Industrial Management Technology – (D50260)
- Machining Technology – (D50300)
- Pharmacy Technology – (D45580)

**Page 60 – Certificate Programs**

- Industrial System Technology – (C50240)

**Page 61**

- Machining Technology – Basic – (C50300A)
- Machining technology – Beginning CNC – (C50300B)
- Machining Technology – Advanced CNC – (C5030A)
- Real Estate – (C25400)

**Page 61 – The following Certificate programs will be added to the certificate list on page 61:**

- Accounting Certificate (C25100)
- Nursing Assistant Certificate (C45480)  
(Nursing Assistant Certificate will be offered fall 2003 pending State Board approval.)

**Page 62 & 63**

- Changes have been made to the Accounting program. The program layout will be as follows:

**Accounting (A2510) – Associate Degree**

**Fall Semester I**

ACA 111	.....College Student Success	.....1-0-1
ACC 120	.....Principles of Financial Accounting	.....3-2-4
ACC 129	.....Individual Income Taxes	.....2-2-3
BUS 110	.....Introduction to Business	.....3-0-3
CIS 111	.....Basic PC Literacy	.....1-2-2
ENG 111	.....Expository Writing	.....3-0-3
ENG 111A	.....Expository Writing Lab	.....0-2-1
	<b>Semester Total</b>	<b>.....13-8-17</b>

**Spring Semester I**

ACC 121	.....Principles of Managerial Accounting	.....3-2-4
ACC 130	.....Business Income Taxes	.....2-2-3
ACC 140	.....Payroll Accounting	.....1-2-2
ENG 113	.....Literature-Based Research	
<b>or</b>		
ENG 114	.....Professional Research & Report	.....3-0-3
MAT 115	.....Mathematical Models	.....2-2-3
	<b>Semester Total</b>	<b>.....11-8-15</b>

**Summer Semester I**

ACC 150	.....Accounting Software Applications	.....1-2-2
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BUS 115	Business Law I	3-0-3
OST 122	Office Computations	1-2-2
	Social Science Elective	3-0-3
	<b>Semester Total</b>	<b>8-4-10</b>

**Fall Semester II**

ACC 122	Principles of Financial Accounting II	3-0-3
ACC 225	Cost Accounting	3-0-3
BUS 240	Business Ethics	3-0-3
COM 120	Interpersonal Communication	3-0-3
ECO 151	Survey of Economics	
	<b>or</b>	
ECO 251	Principles of Microeconomics	
	<b>or</b>	
ECO 252	Principles of Macroeconomics	3-0-3
	Humanities/Fine Arts Elective	3-0-3
	<b>Semester Total</b>	<b>18-0-18</b>

**Spring Semester II**

ACC 149	Intro. To Accounting Spreadsheets	1-2-2
ACC 220	Intermediate Accounting I	3-2-4
ACC 268	Info. Systems and Internal Control	3-0-3
BUS 270	Professional Development	3-0-3
CIS 152	Database Concepts	2-2-3
	<b>Semester Total</b>	<b>12-6-15</b>
	<b>Total Hours</b>	<b>62-26-75</b>

**Accounting Diploma (D25100)**

**Page 63 & 64**

**Fall Semester I**

ACA 111	College Student Success	1-0-1
ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
BUS 110	Introduction to Business	3-0-3
CIS 111	Basic PC Literacy	1-2-2
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
	<b>Semester Total</b>	<b>13-8-17</b>

**Spring Semester I**

ACC 121	Principles of Managerial Accounting	3-2-4
ACC 140	Payroll Accounting	1-2-2
ACC 149	Intro. To Accounting Spreadsheets	1-2-2
BUS 270	Professional Development	3-0-3
COM 120	Interpersonal Communication	3-0-3
	<b>Semester Total</b>	<b>11-6-14</b>

**Summer Semester I**

ACC 150	Accounting Software applications	1-2-2
BUS 115	Business Law I	3-0-3
OST 122	Office Computations	1-2-2
	<b>Semester Total</b>	<b>5-4-7</b>
	<b>Total Hours</b>	<b>29-18-38</b>

**Basic Income Tax Certificate (C25100B)**

**Page 64**

**Fall Semester I**

ACC 120	Principles of Financial Accounting	3-2-4
ACC 129	Individual Income Taxes	2-2-3
	<b>Semester Totals</b>	<b>5-4-7</b>

**Spring Semester I**

ACC 121	Principles of Managerial Accounting	3-2-4
ACC 130	Business Income Taxes	2-2-3
ACC 140	Payroll Accounting	1-2-2
	<b>Semester Total</b>	<b>6-6-9</b>
	<b>Total Hours</b>	<b>11-10-16</b>

**Accounting Applications Certificate (C25100A)**

**Page 64**

**Fall Semester I**

ACC 120	Principles of Financial Accounting	3-2-4
CIS 111	Basic PC Literacy	1-2-2
	<b>Semester Total</b>	<b>4-4-6</b>

**Spring Semester I**

ACC 140	Payroll Accounting	1-2-2
ACC 149	Intro. To Accounting Spreadsheets	1-2-2
CIS 152	Database Concepts	2-2-3
	<b>Semester Total</b>	<b>4-6-7</b>

**Summer Semester I**

ACC 150	Accounting Software Applications	1-2-2
OST 122	Office Computations	1-2-2
	<b>Semester Total</b>	<b>2-4-4</b>
	<b>Total Hours</b>	<b>10-14-17</b>

**Note:** All Accounting changes and additions are pending approval of the revised Curriculum Standard by the Department of Community Colleges.

- Changes to the Aviation Management Program are as follows:

**Aviation Management (A60180M)**

**Fall Semester I**

AER 150	Private Pilot Flight Theory	2-2-3
AER 110	Air Navigation	2-2-3
AER 113	History of Aviation	2-0-2
ENG 111	Expository Writing	3-0-0
ENG 111A	Expository Writing Lab	0-2-1
MAT 171	Precalculus Algebra	3-0-3
MAT 171A	Precalculus Algebra Lab	0-2-1
BUS 137	Principles of Management	3-0-3
ACA 111	College Student Success	1-0-1
	<b>Semester Total</b>	<b>16-8-20</b>

**Spring Semester I**

AER 160	Instrument Flight Theory	2-2-3
AER 111	Aviation Meteorology	3-0-3
AER 112	Aviation Law and FAR's	2-0-2
PHY 151	College Physics I	3-2-4
ENG 113	Literature-Based Research	
or		
ENG 114	Professional Research Reporting	3-0-3
	<b>Semester Total</b>	<b>13-4-15</b>

**Summer Semester I**

CIS 110	Introduction to Computers	2-2-3
	Humanities/Fine Arts Elective	3-0-3
	<b>Semester Total</b>	<b>5-2-6</b>

**Fall Semester II**

AER 170	Commercial Flight Theory	3-0-3
AER 216	Engines and Systems	2-2-3
AER 218	Human Factors in Aviation	2-0-2
AER 114	Aviation Management	3-0-3
BUS 153	Human Resource Management	3-0-3
COM 120	Interpersonal Communications	3-0-3
	<b>Semester Total</b>	<b>16-2-17</b>

**Spring Semester II**

AER 215	Flight Safety	3-0-3
AER 211	Air Traffic Control	2-0-2
AER 280	Instructor Pilot flight Theory	3-0-3
BUS 270	Professional Development	3-0-3
	Social Science Elective	3-0-3
	<b>Semester Total</b>	<b>14-0-14</b>
	<b>Total Hours</b>	<b>64-16-72</b>

- Changes to the Career Pilot Option (A60180P) are as follows:

**Fall Semester I**

AER 151	Flight-Private	0-3-1
AER 150	Private Pilot Flight Theory	2-2-3
AER 110	Air Navigation	2-2-3
AER 113	History of Aviation	2-0-2
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
MAT 171	Precalculus Algebra	3-0-3
MAT 171A	Precalculus Algebra Lab	0-2-1
ACA 111	College Student Success	1-0-1
	<b>Semester Total</b>	<b>13-11-18</b>

**Spring Semester I**

AER 160	Instrument Flight Theory	2-2-3
AER 161A	Flight-Instrument Pilot	0-3-1
AER 111	Aviation Meteorology	3-0-3
AER 112	Aviation Law and FAR's	2-0-2
PHY 151	College Physics I	3-2-4
ENG 113	Literature-Based Research	
or		
ENG 114	Professional Research Reporting	3-0-3
	<b>Semester Total</b>	<b>13-7-16</b>

**Summer Semester I**

AER 161B	Flight-Instrument Pilot	0-3-1
AER 115	Flight Simulator	0-2-1
CIS 110	Introduction to Computers	2-2-3
	Humanities/Fine Arts Elective	3-0-3
	<b>Semester Total</b>	<b>5-7-8</b>

**Fall Semester II**

AER 171	Flight-Commercial	0-6-3
AER 170	Commercial Flight theory	3-0-3
AER 216	Engines and Systems	2-2-3
AER 218	Human Factors in Aviation	2-0-2
AER 114	Aviation Management	3-0-3
COM 120	Interpersonal Communications	3-0-3
	<b>Semester Total</b>	<b>13-8-17</b>

**Spring Semester II**

AER 215	Flight Safety	3-0-3
AER 211	Air Traffic Control	2-0-2
AER 280	Instructor Pilot Flight theory	3-0-3
AER 281	Flight-CFI	
or		
AER 285	Flight-Multi-Engine	0-3-1

BUS 270	Professional Development	3-0-3
	Social Science Elective	3-0-3
	<b>Semester Total</b>	<b>14-3-15</b>
	<b>Total Hours</b>	<b>58-36-74</b>

**Page 75**

- Changes have been made to the Biomedical Equipment Technology program (A50100). The program layout is as follows:

**Biomedical Equipment Technology (A50100)**

**Fall Semester I**

BMT 111	Introduction to Biomedical Field	1-0-1
CIS 110	Introduction to Computers	2-2-3
NET 110	Data Comm./Networking	2-2-3
MAT 121	Algebra/Trig I	2-2-3
ELC 112	DC/AC Electricity	3-6-5
	<b>Semester Total</b>	<b>10-12-15</b>

**Spring Semester I**

ENG 111	Expository Writing	3-0-3
ENG 111A	Writing Lab	0-2-1
ELN 131	Electronic Devices	3-3-4
BMT 120	Biomedical Anatomy and Physiology	2-2-3
ELN 133	Digital Electronics	3-3-4
PHY 131	Physics-Mechanics	3-2-4
	<b>Semester Total</b>	<b>14-12-19</b>

**Summer Semester I**

COM 120	Interpersonal Communications	3-0-3
ENG 114	Professional Research and Reporting	3-0-3
	<b>or</b>	
ENG 113	Literature Based Research	
	Social Science Elective	3-0-3
	Humanities/Fine Arts	3-0-3
	<b>Semester Total</b>	<b>12-0-12</b>

**Fall Semester II**

BMT 112	Hospital Safety and Standards	2-2-3
BMT 211	Biomedical Measurements	2-2-3
BMT 212	BMET Instrumentation I	3-6-6
BMT 223	Imaging Tec./Laser Fund.	3-2-4
ELN 232	Intro. To Microprocessors	3-3-4
	<b>Semester Totals</b>	<b>13-15-20</b>

**Spring Semester II**

BMT 213	BMET Instrumentation II	2-2-3
BMT 225	Biomed Troubleshooting	1-4-3
COE 112	Co-op Work Experience I	0-20-2

COE 115	Work Experience Seminar I	1-0-1
	<b>Semester Total</b>	<b>4-27-9</b>
	<b>Total Hours</b>	<b>53-66-75</b>

Page 76-77

- Changes have been made to the Business Administration program. The changes in the program layout are as follows:

### Business Administration (A25120) – Associate Degree

#### Fall Semester I

ACA 111	College Student Success	1-0-1
ACC 120	Principles of Accounting I	3-2-4
BUS 110	Introduction to Business	3-0-3
BUS 121	Business Math	2-2-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
OST 131	Keyboarding	1-2-2
	<b>Semester Total</b>	<b>13-8-17</b>

#### Spring Semester I

ACC 121	Principles of Accounting II	3-2-4
BUS 147	Business Insurance	3-0-3
CIS 111	Basic PC Literacy	1-2-2
ENG 113	Literature-Based Research	
	or	
ENG 114	Professional Research & Report	3-0-3
MKT 120	Principles of Marketing	3-0-3
	<b>Semester Total</b>	<b>13-4-15</b>

#### Summer Semester I

BUS 115	Business Law I	3-0-3
	Humanities/Fine Arts Elective	3-0-3
	Social Science Elective	3-0-3
	<b>Semester Total</b>	<b>9-0-9</b>

#### Fall Semester II

ACC 129	Individual Income Tax	2-2-3
BUS 137	Principles of Management	3-0-3
BUS 225	Business Finance	2-2-3
COM 120	Interpersonal Communication	3-0-3
ECO 151	Survey of Economics	
	or	
ECO 251	Principles of Microeconomics	
	or	
ECO 252	Principles of Macroeconomics	3-0-3
MAT 115	Mathematical Models	2-2-3
	<b>Semester Total</b>	<b>15-6-18</b>

**Spring Semester II**

ACC 149	Intro to Accounting Spreadsheets	1-2-2
BUS 153	Human Resource Management	3-0-3
BUS 240	Business Ethics	3-0-3
BUS 260	Business Communication	3-0-3
BUS 270	Professional Development	3-0-3
MKT 220	Advertising and Sales Promotion	3-0-3
	<b>Semester Total</b>	<b>16-2-17</b>
	<b>Total Hours</b>	<b>66-20-76</b>

**Page 90-91**

- The Dental Hygiene collaborative agreement with Catawba Valley Community College will be terminated beginning academic year 2003.

**Page 92-97**

- EDU 111 and EDU 112 will be removed from the following programs:  
Early Childhood Associate Degree (A55220)  
Early Childhood Associate Diploma (D55220)  
Child Care Operator (C55220CC)  
Teacher/Caregiver (C55220TC)

**Page 119**

- The Landscape Gardening Certificate section will be as follows:

**Landscape Gardening Certificate – General (C15260G)**

HOR 160	Plant Materials I	2-2-3
LSG 111	Basic Landscape Techniques	2-0-2
HOR 114	Landscape Construction	2-2-3
LSG 232	Garden Management	1-2-2
HOR 164	Horticulture Pest Management	2-2-3
	<b>Total Hours</b>	<b>9-8-13</b>

**Landscape Gardening Certificate – Production (C15260P)**

HOR 114	Landscape Construction	2-2-3
HOR 134	Greenhouse Operations	2-2-3
HOR 160	Plant Materials I	2-2-3
HOR 168	Plant Propagation	2-2-3
	<b>Total Hours</b>	<b>8-8-12</b>

**Landscape Gardening Certificate – Installation and Maintenance (C15260I)**

HOR 164	Horticulture Pest Management	2-2-3
HOR 260	Plant Materials II	2-2-3
HOR 215	Landscape Irrigation	2-2-3
HOR 112	Landscape Design I	2-3-3
	<b>Total Hours</b>	<b>8-9-12</b>

Page 129

**Nuclear Medicine Technology (A45460)**

- The following statement will be added to Special Admission Requirements:  
 “Students are required to have their radiation exposure monitored.  
 Semester fees for this service are due at registration and are not refundable.”

Page 130

**Nuclear Medicine Technology (A45460)**

- Spring Semester II will read as follows:
 

NMT 221	.....NMT Clinical Practice II	.....0-21-	7
NMT 222	.....Procedures for Nuclear Med II	.....2-	0- 2
NMT 225	.....Imaging Instrumentation	.....1-	3- 2
NMT 289	.....Nuclear Medicine Tech. Topics	.....2-	3- 3
	<b>Semester Hours</b>	.....5-27-	14
	<b>Total Hours</b>	.....48-74-	74

Page 132

- Add new certificate program

**Nursing Assistant Certificate (C45480)**

\*Pending State Board Approval

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages. Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services; and employment skills. Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors’ offices.

**Admission Requirements:** Must have a high school diploma or GED to receive the Nursing Assistant Certificate.

**Note:** Graduates from this program must have a reading score of 83 or better or must have successfully completed RED 090 – Improved College Reading.

**Fall Semester I**

NAS 101	.....Nursing Assistant I	.....3(C)-2(L)-3(C)-5
	<b>Semester Total</b>	<b>3 2 3 5</b>

**Spring Semester I**

NAS 102	.....Nursing Assistant II	.....3(C)-2(L)-6(C)-6
NAS 103	.....Home Health Care	.....2(C)-0(L)-0(C)-2
	<b>Semester Total</b>	<b>5 2 6 8</b>
	<b>Total Hours</b>	<b>.8 4 9 13</b>

**Page 144**

- PTA 222 will be moved to Spring Semester I only.
- PED 110 will be moved to Summer Semester II only.
- PTA 225 will be moved to Fall Semester II only.

**Page 145**

- Add the following statement to the Special Admission Requirements:  
 “Students are required to have their radiation exposure monitored.  
 Semester fees for this service are due at registration and are not refundable.”  
 \*Approved by CCC and TI Board of Trustees on December 19, 2002.

**Page 152-153**

**Associate in Arts (A10100)**

- Add the following courses under “G” in Social Sciences as an additional area:  
 (G) ANT 210  
       ANT 220  
       ANT 221

**Page 155**

**Associate in Fine Arts (10200)**

- Add the following courses under “F” in Social Sciences as an additional area:  
 (F) ANT 210  
       ANT 220  
       ANT 221

**Page 156**

**Associate in Fine Arts (A1020)**

- Add the following courses under “9 additional hours of the following courses are required:”  
 ART 171, ART 271, ART 282, ART 285, ART 286

**Page 157**

**Associate in Science (A10400)**

- Add the following courses under “G” in social Sciences as an additional area:  
 ANT 210, ANT 220, ANT 221.
- Change the statement under Mathematics and Natural Science to read as follows: See specific pre-professional curriculum guideline for appropriate courses at [www.ga.unc.edu/student-info/caa](http://www.ga.unc.edu/student-info/caa)

**Page 158**

- Add the following elective to the elective list:  
 SPA 161

**Page 165**

- The course description for ACC 115 should read as follows:

**ACC 115 . . . . .College Accounting . . . . .3-2-4**

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payroll, and petty cash. Upon completion, students should be able

to demonstrate an understanding of accounting principles and apply those skills to a business organization. (D)

- The course description for ACC 120 is as follows:  
**ACC 120 . . . . .Principles of Financial Accounting . . . . .3-2-4**  
Prerequisites: Reading Proficiency or RED 090 and MAT 060 or Math Placement  
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (F/S/SS)

**Page 166**

- The course description for ACC 121 is as follows:  
**ACC 121 . . . . .Principles of Managerial Accounting . . . . .3-2-4**  
Prerequisites: ACC 120  
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (S/SS)
- Add the course description for ACC 122  
**ACC 122 . . . . .Principles of Financial Accounting II . . . . .3-0-3**  
Prerequisites: ACC 120  
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles. (F)
- The course description for ACC 129 is as follows:  
**ACC 129 . . . . .Individual Income Taxes . . . . .2-2-3**  
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. (F)
- The course description for ACC 130 is as follows:  
**ACC 130 . . . . .Business Income Tax . . . . .2-2-3**  
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the prepara-

tion of business tax returns. Upon completion, students should be able to analyze basic tax scenarios research applicable tax law, and complete various business tax forms. (S)

- The course description for ACC 140 is as follows:

**ACC 140 . . . . .Payroll Accounting . . . . .1-2-2**  
Prerequisites: ACC 115 or ACC 120

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. (S)

- Add the course description for ACC 149:

**ACC 149 . . . . .Introduction to Accounting Spreadsheets . . . .1-2-2**  
Prerequisites: ACC 115 or ACC 120

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. (S)

- The course description for ACC 150 is as follows:

**ACC 150 . . . . .Accounting Software Applications . . . . .1-2-2**  
Prerequisites: ACC 115 or ACC 120

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. (SS)

**Page 166-167**

- The course description for ACC 220 reads as follows:

**ACC 220 . . . . .Intermediate Accounting I . . . . .3-2-4**  
Prerequisite: ACC 121

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. (S)

**Page 167**

- Add the following course description for ACC 268:

**ACC 268 . . . . .Information Systems & Internal Control . . . .3-0-3**  
Prerequisite: ACC 121

This course covers the design and operation of accounting information systems,

with emphasis placed upon transaction cycles and the necessary controls for reliable data. Topics include accounting procedures; authorizing, documenting, and monitoring; flowcharting, data flow diagrams, and scheduling; and some auditing concepts. Upon completion, students should be able to demonstrate an analytical problem-solving ability and to communicate effectively their analysis in written or oral presentations. (S)

- Delete the following course descriptions from the catalog:  
ACC 221, ACC 226, ACC 269

**Page 174**

- Add the following course description for ART 171:  
**ART 171 . . . . .Computer I . . . . .0-6-3**  
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (D)

**Page 175**

- Add the following course description for ART 271:  
**ART 271 . . . . .Computer Art II . . . . .0-6-3**  
Prerequisites: ART 171  
This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (D)

**Page 176**

- Add the following course description for ART 282:  
**ART 282 . . . . .Sculpture II . . . . .0-6-3**  
Prerequisites: ART 281  
This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (D)

**Page 176**

- Add the following course description for ART 285:  
**ART 285 . . . . .Ceramics III . . . . .0-6-3**  
Prerequisites: ART 284  
This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the tech-

nical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. (D)

- Add the following course description for ART 286:

**ART 286 . . . . .Ceramics IV . . . . .0-6-3**

Prerequisites: ART 285

This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (D)

**Page 186**

- Delete the course description for BMT 113 from the catalog.

**Page 188**

- Delete the following prerequisites from BUS 240:  
BUS 137 and BUS 115

**Page 204**

- Add the following prerequisite to ECO 151, ECO 251 and ECO 252:  
Prerequisites: Reading Proficiency or RED 090

**Page 205**

- Delete the following courses from the catalog:  
EDU 111 and EDU 112

**Page 217**

- Delete ENG 095 from the list of Prerequisites for ENG 111.

**Page 252**

- Add the following prerequisite to MUS 161:  
Prerequisites: Permission of the instructor
- The semester MUS 214 will be offered is "D"

**Page 255**

- Delete the following courses from the catalog:  
MUS 271 and MUS 272

**Page 258**

- Delete NMT 224 from the course descriptions.
- Add the following course description:  
**NMT 289 . . . . .Nuclear Medicine Technology Topics . . . . .2-3-3**  
Prerequisites: NMT 221 and NMT 222

This course covers professional practice in nuclear medicine. Emphasis is placed on the procedures vital to a clinical nuclear medicine staff technologist. Upon completion, students should be able to demonstrate a comprehensive knowledge of nuclear medicine and be prepared for the comprehensive examination. (S)

**Page 260**

- Add the following title and course descriptions:

**Nursing Assistant**

**NAS 101 . . . . .Nursing Assistant I . . . . .3-5-5**

This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. This is a certificate level course. (F)

**NAS 102 . . . . .Nursing Assistant II . . . . .3-8-6**

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. This is a certificate level course. (S)

**NAS 103 . . . . .Home Health Care . . . . .2-0-2**

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. This is a certificate level course. (F)

**Page 258**

- Delete NMT 224 from the course descriptions.

**Page 264**

- The course description for OST 148 reads as follows:

**OST 148 . . . . .Med Coding Billing & Insurance . . . . .3-0-3**

Prerequisites: None

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

**Page 292**

- Add the following course description information for SPA 161

**SPA 161 . . . . .Cultural Immersion . . . . .2-3-3**

Prerequisites: SPA 111

This course explores Hispanic culture through intensive study on campus and

field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the revisited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. (D)

# Corporate and Continuing Education

## Page 300 - Certification and Licensure

- Add the following information:

### Escort Driver Certification

This 12-hour course satisfies the requirements set by the NCDOT to certify Oversize – Overweight load escort vehicle drivers. Defensive driving, escort driver requirements, skills training, and an examination are the components of the course. The NCDOT will issue a certificate for those attending the course and scoring 75% or higher on the end of course examination.

### Motor Vehicle Independent Dealer License – Renewal

The six hours of training required for renewal of the motor vehicle independent dealer license is satisfied by successful completion of this course. A variety of topics will be covered with a minimum of two hours of training being devoted to current Department of Motor Vehicles issues. Positive identification is required to receive credit for attending the course.

## Page 307 – Teacher Assistant Institute

- The Teacher Assistant institute meets the “No Child Left Behind” Act qualifications and is designed to meet the needs of current and prospective paraprofessionals.

**Note:** Additional courses may be approved

### Requirements for the teacher Assistant Institute are:

- A 12-hour WorkKeys preparation, review, and assessments in Math, Reading, Writing
- Two 48-hour approved continuing education courses or four 24-hour approved online courses

Term	Course	Hours
Spring Jan-May	Teacher Assistant Course - Methodology/Curriculum Development	48
	Online courses begin the third Wednesday of every month.	24
	WorkKeys Prep and Assesment	12
Summer June-Aug	Teacher Assistant Course – Methodology/Curriculum Development	48
	Teacher Assistant Course – Classroom Management (Each course will be offered M-Th, 6 hours per day for two weeks – summer term only)	48
	Online courses begin the third Wednesday of every month.	24

Term	Course	Hours
	WorkKeys Prep and Assessment	12
Fall	Teacher Assistant Course – Classroom Management	48
Sept-Dec	Online courses begin the third Wednesday of every month.	24
	WorkKeys Prep and Assessment	12

## Personnel

### Page 319

Cheryl Brown

Title should read: Program Assistant

### Page 327

Lynn LeFever

Title should read: Coordinator, Watauga Basic Skills Center

### Page 329

Cindy Parsons

Title should read: Director of Nursing

### Page 331

- Add the following information:

Cindy Richards

Administrative Assistant

Basic Skills Department

A.A.S., WPCC



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& Technical Institute

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