DELAWARE TECHNICAL & COMMUNITY COLLEGE

DOVER GEORGETOWN STANTON WILMINGTON

COLLEGE CATALOG
# 2010 - 2011

DELAWARE TECH

A Message from the President

Delaware Technical & Community College is a statewide institution of higher learning where all students have an opportunity to reach their goals and potential. Several factors make Delaware Tech an outstanding college—excellent programs, expanded course offerings, high quality instruction and a commitment to serving our students and our business community.

Campuses in all three counties provide programs of instruction that are career relevant, and our faculty members are dedicated professionals who are well versed in their fields. The College's commitment to technology and multi-access education is evidenced by an expansion of distance learning and on-line courses, and integration of technology in the classroom. We embrace this use of technology to support the learning process while continuing to maintain the personal interaction so important to the success of our students. Students entering college for the first time and those seeking to finish their degrees find a great deal of support and encouragement as they pursue studies at any of our four campus locations.

Your decision to attend college is a commitment to your future. I assure you that our faculty and staff will help you gain the education you need in order to succeed, not only at Delaware Tech, but in your chosen profession as well.

On behalf of the entire College community, I extend our best wishes for a rewarding educational experience.

Sincerely,
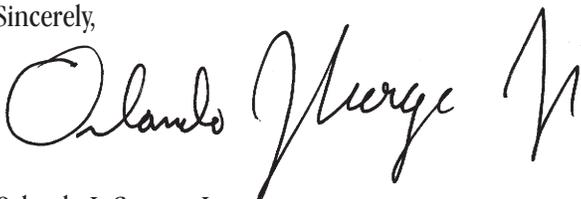
Orlando George Jr.

Orlando J. George, Jr.
President

Dr. Orlando J. George, Jr.

Board of Trustees

The Board of Trustees of Delaware Technical & Community College is the governing body of the institution. All members are appointed by the Governor of the State of Delaware with the consent of a majority of the State Senate. Six members are appointed for three-year terms,—one from the City of Wilmington, one from New Castle County outside the City, one from Kent County and one from Sussex County, with the remaining two from anywhere in the State. The seventh member, the Chairperson, is appointed by the Governor and serves at the pleasure of the Governor. No more than four members may be of the same political party. The Board of Trustees sets policy for the College and is responsible for assuring that the institutional mission is carried out. Among its numerous responsibilities, the Board approves the College plan, is responsible for the management and control of the institution, has the power to appoint administrative and teaching staff, sets the tuition rate, and approves fees. The Board also reviews fiscal matters and approves budgets.

PRESIDENT'S OFFICE
The President's Office maintains an administrative staff to provide Collegewide leadership and perform specialized administrative and service roles for the Institution. These roles include strategic planning, institutional research, marketing and public relations, human resources, legal affairs, college relations, computer services, academic affairs, curriculum development, corporate and community programs, international programs, purchasing, financial planning, and accounting. Each campus has its own administration with leadership provided by the Vice President and Campus Director.

THE DELAWARE TECHNICAL & COMMUNITY COLLEGE EDUCATIONAL FOUNDATION
The College exists to improve the quality of life for all Delawareans through education and training. In order to fulfill its mission, Delaware Technical & Community College requires private support to maintain excellence in its offerings. Established in 1968, the Delaware Technical & Community College Educational Foundation provides funding for student scholarships, staff development projects, and specialized equipment. Gifts may be given to the Foundation and designated for specific purposes. The Educational Foundation provides an opportunity for members of the community, College employees, alumni, students, and corporations to actively participate in the continued development of Delaware Technical & Community College.

Mark S. Stellini
Chairman

John M. Maiorano
Vice- Chairman

William G. Bush, IV, Esq.

Norman D. Griffiths, Esq.

Louis F. Owens, Jr., M.D.

Selham Sue Saliba

Audrey Van Luven

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The information contained in this catalog is for information purposes only and does not constitute a contract. Delaware Technical & Community College reserves the right to make changes in the regulations, charges and curricula listed in this catalog at any time without prior notice, although efforts will be made to convey such changes.

VERY IMPORTANT: Please refer to the College's web site at www.dtcc.edu/catalog/ for all up-to-date regulations, charges and curricula.

An Overview...

DELAWARE TECHNICAL & COMMUNITY COLLEGE is a statewide institution of higher education, providing academic, technical, and corporate and community training opportunities to every resident of Delaware at four conveniently located campuses. Over 100 degree, diploma, and certificate programs are offered in a variety of technical areas. Other offerings include youth programs, workforce training for adults, and industrial training for upgrading employees' skills. The College offers various distance education opportunities including telecourses, online courses, and interactive classroom courses.

The College and its campuses are accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. In addition, several curricula have earned program-based accreditation by various professional organizations.

HISTORY

The Delaware General Assembly created Delaware Technical & Community College in 1966, when it approved House Bill 529, signed into law by then-Governor Charles L. Terry, Jr. A Board of Trustees was appointed to oversee development of the statewide institution. The Board Chairman was E. Hall Downes; members were William A. Carter, Edward W. Comings, William C. Kay, Clement J. Lemon, John H. Long, and Charles L. Simms.

The studies and reports of the original Board were used to create the Southern Campus which opened in September 1967, near Georgetown in Sussex County, with 367 students enrolled. The name was changed to the Jack F. Owens Campus in May 1995. A temporary Northern Campus opened in New Castle County in 1968. The Northern location was replaced by two campuses—Stanton in the fall of 1973 and Wilmington in the spring of 1974. The Terry Campus opened in 1972 and moved to its current location north of Dover in 1974.

The President's Office, located adjacent to the Terry Campus, functions as a central office by providing a variety of services in support of the campuses. Delaware Technical & Community College's enrollment has grown dramatically in recent years. Students of all ages, backgrounds, and walks of life have benefited from the training and education that is provided. It is estimated that one-fourth of Delaware's population has taken courses at Delaware Technical & Community College during its short history.

MISSION STATEMENT

Delaware Technical & Community College is a statewide multi-campus community college committed to providing open admission, post-secondary education at the associate degree level. The College offers comprehensive educational opportunities that support economic development and are relevant and responsive to the needs of the community including career, general, developmental, and transfer education; workforce training; professional development; and lifelong learning.

The College believes in the practical value of higher education as a means of economic and personal advancement. The College respects its students as individuals and as members of diverse groups and is committed to fostering student success.

GOALS

The College will achieve its mission through the goals listed below.

Academic programs will prepare students for successful employment upon completion and transfer to a senior institution.

Developmental education will prepare students in mathematics, reading, and writing to be successful in entry-level College courses and workforce training.

Workforce training and professional development programs will prepare and support a competitive workforce.

Personal enrichment programs will provide lifelong learning opportunities for the community.

Programs, activities, and services will create a welcoming and inclusive environment that promotes respect for diverse cultures, backgrounds, and points of view

The College will provide an environment that cultivates student learning and success.

Public and private resources will be sought, obtained, and utilized to advance the College Mission and Goals.

INSTITUTIONAL EFFECTIVENESS

The College has established an institutional effectiveness structure that demonstrates effectiveness through the assessment and improvement of mission goal outcomes at the institutional level, student learning outcomes at the program level and educational support outcomes at the unit level. Outcomes assessment information relevant to potential students is available from the specific academic program and may include performance indicators such as national examination pass rates, internship or clinical performance ratings, portfolio or capstone project assessment, job placement rates, etc. Students interested in this information should talk with the academic program chairperson.

ADVISORY COMMITTEES

The College encourages the use of advisory committees to make sure that the programs are up-to-date. The committees are composed of public-spirited, knowledgeable citizens with expertise in business, industry, government, education, and health-related fields. Committee members meet periodically with department chairpersons, instructors, and deans. Advisory committees review curricula, arrange internships for students, and help the staff to assure that graduates will be fully equipped for immediate entry into career fields.

Services for Students

www.dtcc.edu/services

The mission of the Student Services Division at Delaware Technical & Community College is to provide comprehensive and diverse opportunities for students that enhance the mission of the College. The Division promotes the academic, personal and professional growth of students. Comprehensive student services cultivate opportunities, challenges, and a safe environment for a diverse student body to build leadership, citizenship, and interpersonal skills. Services are provided to assist students in developing decision-making skills, which will aid them in personal and academic planning. The Division has a tradition of maintaining lifelong learning relationships with the College community by creating strong alliances and partnerships.

ADMISSIONS

Delaware Technical & Community College has an open-door admissions policy limited only by the following criteria: a student must be a high school graduate or the equivalent, or at least eighteen years of age and able to benefit from instruction.

The following steps must be followed for admission to the college and for full access to services. Applicants should plan to complete the admissions process at least 30 days prior to the first day of class.

Applicants should refer to the Programs of Study section of this college catalog to determine if there are additional admission requirements related to their selected program of study.

1. Obtain an Application for Admission from the College by phone request, mail, Internet **(www.dtcc.edu/all/forms/)** or from a high school counselor.

2. Complete the application and review it for accuracy.

3. Submit the application with a $10 non-refundable fee to the Admissions Office at the campus where you plan to attend. Make the check or money order payable to Delaware Technical & Community College.

4. To qualify for in-state tuition, provide proof of Delaware residency (e.g. driver's license) at the time of application or prior to first registration.

5. Participate in the college testing and placement program, if required, or provide official scores from SAT/ACT tests, and/or submit previous college transcripts.

6. Request that your high school send an official transcript or if applicable, submit a GED certificate to the Admissions Office. High school placement test scores, Tech Prep verification, CLEP or DANTES scores may also be submitted.

7. If you plan to transfer college credits to Delaware Technical & Community College, request that your official transcript(s) be sent to the Admissions Office. Note: Unofficial transcripts issued to students will not be accepted. Check with your previous institution(s) for their transcript request procedures.

8. Schedule an acceptance interview with a college counselor to complete the admissions process.

OVERSUBSCRIBED PROGRAMS: Oversubscribed programs may afford preference to residents of the State of Delaware. Delaware residency is determined in accordance with the requirements contained in the College's Residency policy.

ADVISORY STATEMENT

Delaware Technical & Community College is an open admissions institution with degree, diploma, and certificate programs that require participation in courses, internships, practicums and clinical assignments. These activities may require one or more medical and/or background screenings as a condition of enrollment. The admissions requirements for courses and/or program activities may include but not be limited to:

- immunizations and physical examinations
- criminal history checks that may include a review of the adult abuse and child protection registries
- drug screenings
- and other applicable licensing requirements

Students are responsible for all arrangements and costs associated with these requirements. It is the student's responsibility to inquire about conditions and acceptance into courses and programs that may have special requirements. A student may seek the assistance of a counselor or technical advisor in identifying conditions of enrollment in all programs and courses at Delaware Technical & Community College.

Conditions of employment are established by potential employers and not by Delaware Technical & Community College and such conditions of employment may include or exceed any or all of the above requirements.

APPLICANT CATEGORIES

Students may apply to the College in the following categories.

Award-seeking:
Students who have completed the admission process and are enrolled in an Associate in Applied Science degree, diploma or academic certificate program. This group includes students who intend to earn an award, but have an undeclared major.

Non-Award Seeking Student:
Students who are not enrolled in a Delaware Tech degree, diploma or credit certificatie program but are enrollng in credit courses. Non-Awarding Seeking includes the subsets of visiting college and high school students, and students not enrolled in other post secondary programs (e.g., adult students taking courses for their own enjoyment or professional enhancement).

Visiting Students:
COLLEGE
Students pursuing a degree program at another college or university who want to take Delaware Tech courses to transfer back to their home institution.

This includes University Associate in Arts (AA).

Students are not required to demonstrate college readiness because their advisement derives from their home institution. It is the visiting student's responsibility to obtain authorization from the home institution regarding the transferability and applicability of the Delaware Tech course to their curriculum.

HIGH SCHOOL
High school rising junior or senior students may enroll in Delaware Tech courses with permission from their high school counselor/principal and their parents. Completion of the Early Enrollment form is required. In order to assure these high school students are prepared to succeed at the college level, students must provide evidence of college readiness through the means approved by Delaware Tech prior to registration

HIGH SCHOOL STUDENTS EARLY ADMISSION AND ENROLLMENT PROGRAMS

Rising junior or senior high school students may enroll at Delaware Technical & Community College while concurrently enrolled in high school. Students must complete the admission procedures and a Request for Early Admission/Enrollment form which verifies:

   A. The approval of the parent/ guardian, and the high school principal or counselor.
   B. The approval of the campus Dean of Student Services prior to acceptance into the College and course registration.

EARLY ADMISSIONS

A rising senior high school student can be admitted and enroll in a degree or diploma program at Delaware Technical & Community College on a full or part-time basis.

EARLY ENROLLMENT

A rising junior or senior high school student may enroll in up to two credit courses per semester at Delaware Technical & Community College on a part-time basis. Special programs are exempt from this policy

FOREIGN STUDENTS

Delaware Technical & Community College welcomes members of our international community. Prospective "F-1" applicants who intend to apply for a student visa must obtain the "Guidelines for Prospective F-1 Students" packet from the Admissions Office. This packet contains information regarding eligibility for admission. For more information, please visit the college web site at **www.dtcc.edu/future/international/**

PLACEMENT IN COLLEGE LEVEL COURSES

Applicants seeking degrees, diplomas or credit certificates must provide evidence of readiness for college level courses. A variety of means are accepted including Accuplacer SAT, ACT, AP, CLEP or DANTES scores; transfer of college credit for required courses, in reading, writing and mathematics; or possession of an associate or higher degree. Placement cut-off scores are available from the Campus Admissions Office.

The College Board's Accuplacer is a standardized test used for placement purposes only. Applicants are tested in reading, writing, English and mathematics. Results of the test are used to determine the level of courses at which students will begin. Applicants who have earned college credit for reading, writing and/or mathematics courses are exempt from from part of or the entire placement test as described below:

   (a) Transfer credit approved for a developmental reading, writing or math course waives the relevant Accuplacer test.

   (b) Completion of a college-level composition course with a grade of "C" or better waives the Accuplacer Sentence Skills test.

   (c) Completion of a college-level mathematics course with a grade of "C" or better may waives the Accuplacer Arithmetic and/or Algebra test.

   (d) Completion of a college-level

reading course or critical thinking course with a grade of "C" or better waives the Accuplacer Reading test.*

(*While completion of college level courses provides evidence of college readiness, it does not guarantee transfer of credit. In addition, course pre-requisites must be observed.)

Exemption of placement testing will be based upon evaluation of an official college transcript.

Students are eligible to retake the Accuplacer test or any portion of the test.

SAT/ACT TEST

The Accuplacer Placement test may be waived for students who present their SAT/ACT score reports upon admission. Applicants will be placed according to the Collegewide SAT/ACT Score Placement Matrix. Students may opt to take one or more Accuplacer test(s) if their SAT/ACT score(s) is/are below college level in English, math and/or reading.

COUNSELING & ADVISEMENT

Delaware Technical & Community College places strong emphasis on counseling and advisement services for the individual student.

Student Services staff members and faculty concern themselves with the students during and after their college career. Assistance is offered to students who wish to improve their study habits, to select a program of study or to discuss any matter important to their success.

From the beginning of a student's interest in the College, a counselor is available for assistance in selection and placement in college programs, adjustment to the college experience, and planning for careers. Counselors do not make decisions for students; rather, they seek to work with students by helping them to research selections and point out alternatives and the consequences of these choices.

Individual students within each program

are assigned to a counselor designated to that area. The counselor will assist the student from preadmission to graduation. Group sessions are available as well as referral to psychological and substance abuse professionals.

Each student will also be assigned a faculty advisor from their selected program of study. The faculty advisor is an instructor in the student's elected program of study, who is responsible for helping to plan the academic program and for seeing that the appropriate courses are taken to meet graduation requirements.

REGISTRATION

Registration is the period of time set aside each semester during which students select and enroll in courses. Students registering for more than 21 credits a semester require the signature of both the advisor and department chairperson. To register, students are advised to have a course schedule approved by the faculty advisor or counselor, complete procedures described by the Registrar, and pay tuition to the Business Office. Students are encouraged to register as early as possible to ensure course availability. Returning students may register using the web site at **www.dtcc.edu/reg**

FACILITIES AND SERVICES FOR STUDENTS WITH DISABILITIES

Delaware Technical & Community College is committed to complying with the Americans with Disabilities Act of 1992.

Each of the campuses is architecturally accessible to disabled students. Barrier-free restroom, telephone and eating facilities are provided at all campuses. Automatic doors and elevators are installed in appropriate areas. Reasonable academic accommodations will be provided for students needing specific assistance.

Each campus has a professional staff member assigned to provide services to students who have unique needs due to their disabilities. Students are urged to request special services prior to the

beginning of the semester. The College requests appropriate documentation of the need for assistance.

Prospective students are encouraged to visit the campus to become familiar with the campus and meet the support staff prior to making their final acceptance decision. Faculty and staff work cooperatively to assist students with special needs in their educational endeavors and adjustment to the campus community.

CAREER PLANNING AND PLACEMENT

Career planning and placement information is available to help students plan for the future. The Career Center is a useful resource for students who are trying to decide upon a major, find a job or internship, write a resume or improve interviewing skills.

Students may use DISCOVER – a computer based career planning program that includes data concerning job duties and responsibilities, opportunities for growth and advancement, and salary structures in career fields of their interest. In addition, students may review catalogs of area institutions, view videos on interviewing techniques, receive information regarding resume and cover letter development and protocol, and participate in mock job interviews with the career counselors. For more information, students may visit the campus Career Center or the web site at **www.dtcc.edu/careerplanning/**

HOUSING & PARKING

The College does not maintain student housing of any type; therefore, the College cannot accept responsibility for students housed locally. Parking facilities are available at each campus on a first-come, first-served basis. Parking for students with disabilities is also provided.

CAMPUS PUBLIC SAFETY

Delaware Technical and Community College encourages each member of the campus community to report any crimes or criminal activity to the

Public Safety Department. The Campus Public Safety officers are empowered with the authority and responsibility to provide immediate assistance with safety and security issues. The Public Safety Department has a close working relationship with local law enforcement agencies. The local and state police will be called for assistance when needed.

The most recent information on The Clery Act and campus crime statistics is available from the Campus Public Safety office or visit www.dtcc.edu/publicsafety/right.html.

CONDUCT

Members of the College community have an obligation to participate in the life of the College in a responsible manner. Students are citizens as well as members of the College community. As citizens, they have the rights that other citizens have such as freedom of speech, peaceful assembly and petition. As members of the College community, students remain citizens with responsibilities and duties commensurate with their rights and privileges. Further information regarding the Board of Trustees' policy on student conduct and student rights may be found in the Student Handbook. The Student Handbook is available online at **www.dtcc.edu/handbook/**

DRUG FREE SCHOOLS & CAMPUSES

The College believes that the illicit use of drugs and the abuse of alcohol by students have no place in the college environment. The unlawful possession, use or distribution of drugs and alcohol by students on any of the campuses or as any part of the institution's activities is strictly prohibited. Students violating the College policy will have sanctions imposed upon them as outlined in the Drug-Free School and Workplace Policy and Student Responsibilities and Student Rights.

HEALTH SERVICES

Health services are limited to emergency aid when needed to save a life, to prevent further injury and to alleviate

suffering. When the injury or illness is of a serious nature, a call will be placed to local emergency ambulance services.

The designated emergency contact person for the ill or injured student will be notified by the Division of Student Services of the action taken.

STUDENT ACTIVITIES

Delaware Technical & Community College provides a balanced student activities program which contributes significantly to the total educational experiences of its students. The Student Activities program is designed to foster the intellectual, social, emotional and physical development of students through participation in educational, cultural, recreational and athletic activities. These activities are planned by the Student Activities Coordinator and/or student organizations with funds provided by the Student Services fees and individual club fundraisers. Student activities provide opportunities for development of leadership skills, social interaction, relaxation, and improved physical fitness.

The general administrative responsibility for the Student Activities program rests with the Dean of Student Services at each campus. Details regarding specific activities may be found in the campus Student Handbook. The Student Handbook is available online at **www.dtcc.edu/handbook/**

ATHLETIC PROGRAMS

Delaware Technical & Community College is a member of the National Junior College Athletic Association (NJCAA). Eligibility rules, codes of conduct, substance abuse policies as well as gender equity policies are mandated or suggested by the NJCAA.

The Athletic Director at the campus is responsible for interpretation of eligibility rules and publishing positions on codes of conduct, substance abuse and gender equity. Eligibility forms are reviewed both on the national and regional level. Problems with eligibility or ethical behavior are brought before the Regional Standards and Ethics Committee.

All high school graduates are eligible for intercollegiate competition. Once a student begins taking college courses, his/her eligibility is determined by the number of college credit hours attempted and the grades earned in those courses. Transfer students from other colleges must produce a college transcript to determine eligibility.

Any additional information concerning athletic matters (forms, scholarships, eligibility, etc.) should be referred to the Campus Athletic Director.

JOB PLACEMENT FOR GRADUATES

Delaware Technical & Community College measures its success by the success of its graduates. Counselors, placement staff and faculty meet with individuals and groups to discuss placement opportunities, to refer them to potential employers, to provide interview techniques and tips on resume preparation, and to cover other important facets of job seeking. Letters and questionnaires are mailed out at regular intervals to monitor career progress and to provide the College with a valuable source of new job opportunities. Annual placement reports document graduates' employment and college transfer status.

Additional information may be obtained by attending job fairs, on-campus interviews with prospective employers, through a review of posted job vacancies and by visiting the college web site at **www.dtcc.edu/cpp/**

TRANSCRIPTS

Transcripts contain a student's academic history and are a part of the student's official educational record which are housed/maintained in the Office of the Registrar.

TRANSFER AND ARTICULATED PROGRAMS

Credits from another institution may be accepted as they apply to the established curricula of the college. It is the responsibility of the transferring student to request an evaluation of credits prior to course enrollment, to

request an official transcript from the transferring institution, to submit the necessary materials including copies of the appropriate catalog descriptions of previous coursework, and to pursue the status of the evaluation upon enrollment. The student must have completed the admissions process before transfer credits are officially evaluated.

Whenever possible, prior course work will be accepted toward the degree. A transfer matrix outlining specific course by course transfers with the University of Delaware and Delaware State University is available through counselors, advisors, and the college web site at **www.central.dtcc.edu/matrix/**

The College has articulation agreements with universities and colleges in specific programs. These agreements enable a student to transfer to the senior institution as a junior, provided the required courses have been completed and the appropriate Cumulative Grade Point Average (CUM GPA) has been achieved as required by the receiving institution. The student must apply to the senior institution and complete all required admissions processes. Students need to see their advisor for information on articulation agreements called "Connected Degree Programs." Connected Degree Sheets which summarize these program articulation opportunities are available on campus and on the college web site at **www.dtcc.edu/connecteddegree/**

The Student Services Division will assist students in making transfer inquiries, obtaining literature, and completing applications to other colleges and universities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), also known as the Buckley Amendment, was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students

also have the right to file complaints with the United States Department of Education concerning alleged failures by the educational institution to comply with the Act.

Delaware Technical & Community College will not release information to another party, exclusive of "Directory Information," without a signed release from the student indicating the specific recipient of such information and the specific information the College is authorized to release. Directory Information may be released by the College. Delaware Technical & Community College defines directory information as follows:

- Name
- Address
- College E-mail Address
- Field of Study
- Full- or Part-time Enrollment Status
- Dates of Attendance
- Degrees and Awards
- Honors (President's List, Dean's List, Academic Recognition, and Honor Societies)
- Participation in Officially Recognized Activities and Sports
- Date of Birth
- Most Recent Previous High School Attended
- Weight and Height of Athletes
  *Photograph

*Use of Student Photographs: Photographers employed or contracted by the college regularly take photographs of students to illustrate or describe various aspects of the college and campus life. These photographs will be taken at public venues such as athletic events, concerts and graduation, and/or in other organized campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized Delaware Technical & Community College to use their likeness in print and electronic materials to promote the college. The college will retain the usage rights to the photographs.

Federal officials of the United States

Department of Education are eligible under the terms of the Act to receive information without prior consent of the student. Any agency providing financial aid for the student's education, such as the Veterans Administration, is also entitled to access information. Questions concerning FERPA should be referred to the Registrar's Office. Summation of the student's rights as outlined by FERPA include, but are not limited to:

1. The right to inspect and review an education record within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the education record that the student believes is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except when FERPA authorizes disclosure with consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The Office to which complaints should be directed is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

TUTORING

Tutoring is a service designed to help students master a subject, prepare for tests, and sharpen their skills in order to become independent learners. Tutoring services are free for all students and are provided to the extent of campus resources.

Some departments recommend students to work as Peer Tutors to provide extra help for students in various courses. Advanced students work with individuals or small groups to increase understanding of course material. Comprehensive tutoring services are available during the fall and spring semesters. Students generally receive

up to one hour of tutoring per course each week, as necessary. Limited tutorial services may be provided during the summer sessions.

HELPFUL WEB SITES

Admissions
   www.dtcc.edu/admissions
Articulated programs
   www.dtcc.edu/connecteddegree/
Application for admission
   www.dtcc.edu/all/forms/
Career planning and placement
   www.dtcc.edu/careerplanning/
Financial aid
   www.dtcc.edu/financialaid
Foreign students
   www.dtcc.edu/future/international/
Job placement
   www.dtcc.edu/cpp/
Registration
   www.dtcc.edu/reg
Services for students
   www.dtcc.edu/services
Student handbook
   www.dtcc.edu/handbook/
Tuition and fees
   www.dtcc.edu/all/fees/

Financial Information

TUITION

1. a. **In-State Students** (Day and Evening) $114.25 per credit hour per semester for all catalog courses. Maximum tuition for full-time students – $1,371.00 per semester.

   b. **Out-of-State Students** (Day and Evening) $285.65 per credit hour per semester for all catalog courses. Maximum tuition for full-time students – $3,427.80 per semester.

   c. Students registered for 12 credit hours per semester or the equivalent are considered "full-time" for purposes of tuition payments. This policy applies equally to students who take courses on more than one campus.

2. Tuition for non-credit courses will be charged on a per course basis as stated in the Corporate and Community Programs Division brochure or other literature describing the course.

3. A student may pay tuition at any of the campuses.

4. Residents of the State of Delaware who are 60 years or older may enroll at Delaware Technical & Community College, tuition free in any catalog (credit) course: technical or related studies, day or evening. Delaware Technical & Community College/University of Delaware, Associate in Arts Degree Program credit courses are also included. Excluded are special interest (non-credit) courses. This privilege is granted on a space available basis if such courses are not filled as of the close of registration. The College may limit or deny the privilege for courses which are in programs for which selective admissions criteria have been established. Charges are applicable for books, supplies, lab, and technology support fees. The application and Student Service fee is waived.

5. All tuition and fees are accepted pending final audit by the Business Office.

6. All tuition and fees are subject to revision by the Board of Trustees of the College.

7. The tuition and fees paid by any student, other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the U. S. Code, who meets all the following requirements shall be paid at a rate or charge no greater than that imposed for students who are Delaware residents if such student:

   a. Attended a high school located within the State of Delaware for two or more years; and

   b. Graduated from a high school located in the State of Delaware or received a General Equivalency Diploma issued within the State of Delaware and

   c. Has applied for attendance within five years of receiving a high school diploma or General Equivalency Diploma.

A student without lawful immigration status shall also be required to file an affidavit stating that the student has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.

8. Members of the United States Armed Forces readmitted under 34 C.F.R. §668.18, or any superseding regulation, into the same program the student was admitted at the time of entry into military service shall be charged the tuition and fees that were in effect when the student left to serve, unless any increase of the prior amount is covered by the student's service member educational benefits. Members of the United States Armed Forces readmitted under 34 C.F.R. §668.18, or any superseding regulation, into a different program than that which the student was previously admitted shall not be charged tuition and fees in excess of what the College charges other students for the same program. The tuition benefits provided herein shall only apply for the first academic year after readmission. All terms in this Policy shall be construed as set forth by federal law.

RESIDENCY POLICY

1. Residency status is determined during the time of the first registration at the College and at the time of reactivation. Students whose in-state status under items 3 and 4 below changes will be charged out-of-state tuition upon their next registration at the College.

2. A student may have his/her residency status changed for a future semester's registration period if the student provides documentation that he/she has met the requirements in items 3 and 4 below.

3. Students 18 years of age or older are considered Delaware residents if one of the following conditions is met immediately prior to registration:

   a. Delaware has been their domicile and continuous residence for at least six (6) consecutive months.

   b. They have been employed at least 30 hours per week in Delaware for at least six (6) consecutive months, or

   c. They were dependents of their parents or guardians, who meet the Delaware residency requirements in a. or b. above. The student must have been a dependent, as defined by the Internal Revenue Service, in the tax year immediately preceding the current College fiscal year. A copy of the IRS Form 1040 or Form 1040A, or a state income tax return showing the student is a dependent, is the only acceptable documentation.

4. Students who are minors (less than 18 years of age) are considered to be Delaware residents if their parents or guardians meet one of the

following conditions immediately prior to registration:

a. Delaware has been their domicile and continuous residence for at least six (6) months, or

b. They have been employed full-time in Delaware for at least the six (6) consecutive months.

5. Conditions for foreign students:

a. Students who are permanent or temporary resident aliens are considered to be Delaware residents if they meet the residency requirements in items 3 and 4 above. The six-month time period of domicile and continuous residence may commence when the student has received an INS Form I-797 indicating receipt of an application for such immigration status.

b. A student who has sought the protection of the United States by applying for refugee, asylee, parolee, or temporary protected status may be entitled to in-state status if such student otherwise qualifies for in-state tuition based on six months domicile and continuous residence in Delaware from the date of the applicable INS Form I-797 or at least six (6) consecutive months full-time employment in Delaware immediately prior to registration.

c. A student who is present in the United States and who has an immigration status that does not require such student to maintain a foreign domicile as a condition of immigration status may acquire in-state status if such student otherwise meets the six (6) month domicile and continuous residence and/or six (6) consecutive month full-time employment in Delaware requirement immediately prior to registration.

d. A student with an F, J, or M visa or who otherwise must not abandon or has no intention of abandoning his or her residence in a foreign country will not be afforded in-state status.

6. Documentation establishing residency or Delaware employment shall be required for all new or reactivated students.

a. Documentation of residency shall require one of the following:

• Delaware Driver's License or Delaware Identification Card dated at least six months prior to registration;

• A copy of a Delaware Resident Income Tax Form in the name of the student or the student's parent, legal guardian or spouse with whom the student resides listing a date of residency at least six (6) months prior to registration;

• Copies of utility bills in the name of the student or the student's parent, legal guardian or spouse with whom the student resides for six (6) consecutive months prior to registration;

• A copy of a fully executed lease, HUD-1 Settlement Statement or deed in the name of the student or the student's parent, legal guardian or spouse with whom the student resides dated at least six (6) months prior to registration;

• Copies of bank statements in the name of the student or the student's parent, legal guardian or spouse with whom the student resides for six (6) consecutive months prior to registration and bearing a Delaware address (other than a post office box);

• Copies of official documents confirming the receipt of any type of social service from the State of Delaware or any political subdivision thereof (i.e., WIC benefits, food stamps, Medicaid, etc.) in the name of the student or

the student's parent, legal guardian or spouse with whom the student resides for six (6) consecutive months prior to registration;

b. Documentation of Delaware employment shall require all of the following:

• Pay stubs or other official written confirmation from an employer demonstrating that the student or the student's parent, legal guardian or spouse with whom student resides has worked an average of at least 30 hours per week during the six consecutive months prior to registration. A letter from the employer on the employer's letterhead shall be sufficient; and

• IRS Form W-2 showing payment of Delaware income taxes or a copy of any state income tax return for the immediately preceding tax year showing the payment of income taxes to the State of Delaware.

7. Residency status shall be determined by the Registrar's Office at the student's home campus. Chief Legal Counsel may approve the payment of in-state tuition based upon documentation that is not listed in Paragraph 6 when he or she determines that such documentation is authentic and represents proof of Delaware residency or employment.

8. This policy is primarily for tuition payment purposes and is not applicable for determination of student financial aid eligibility.

9. Implementation details for this policy may be specified in the College's Manual of Procedural Guidelines.

10. Active duty military personnel and their dependents domiciled or stationed in the State of Delaware are exempt from the six (6) month residency requirement and are consideredin-state residents for tuition purposes.
In addition, military, civilian and contractor personnel and their dependents that are reassigned to

Aberdeen Proving Ground, Maryland from Ft. Monmouth, New Jersey on or before September 15, 2011, and choose to reside in Delaware shall be exempt from the six (6) month residency requirements and shall be considered in-state residents for purposes of tuition.

11. Contracts written with business or other groups sending their employees or members to the College may include a provision for the contracting party to be charged in-state tuition.

DEFERRED PAYMENT PLAN
FALL AND SPRING SEMESTERS
Students may use the College's Deferred Payment Plan. One-third of the total tuition and course fees (or $175.00, whichever is greater) are due at registration. Then, one-half of the remaining balance is due four (4) weeks from the beginning of the semester, and the remaining balance must be paid in full no later than eight (8) weeks from the date the semester begins. Note: Final payment must be made prior to the first day of pre-registration for the following semester.

SUMMER SESSIONS
One-third of the total tuition and course fees (or $175.00 whichever is greater) is due at registration. Then, one-half of the remaining balance is due three weeks after the session begins. The remaining balance must be paid in full no later then six weeks after the date the session begins.

TUITION/FEE ADJUSTMENT POLICY
COURSE or SEMESTER WITHDRAWAL
To receive an adjustment for a course withdrawal, the student must first officially withdraw from the course. See Course Drop procedure or Registrar for details on officially withdrawing from a course. To receive an adjustment for a semester withdrawal, the student must first officially withdraw from all courses. Course or semester withdrawals received prior to the first day of the semester will be adjusted at 100% of the course cost of tuition plus any

related refundable fees (lab, technology support and distance education). For an official course or semester withdrawal during the official drop/add period, the student will be charged 25% of the tuition for each course withdrawn, not to exceed the full-time tuition rate, and 25% of any related refundable fees for the course(s) withdrawn. All non-refundable fees (application, registration, late registration, student services credit by examination, evaluation of work experience) will be retained by the College. The official drop/add period for each semester and each session within that semester will be identified on the Academic Calendar. After the official drop/add period, no tuition/fee adjustment will be made.

EARNED TITLE IV FINANCIAL AID
The following policy became effective fall semester 2000.

Students who receive federal financial aid are eligible for payment according to their enrollment status and attendance. Students who attend more than 60 percent of a semester (approximately 9.6 weeks) are eligible to receive 100 percent of their payment. Students who attend 60 percent or less of a semester are eligible to receive a percentage of their payment, depending on the date of withdrawal from all classes. This percentage payment is done according to the Return of Title IV Regulations (34 CFR Article 668.22) listed below:

1. If the amount of earned federal financial aid is not adequate to pay institutional charges, the student is liable for any outstanding debt the student may owe the College. In addition, the student may be responsible for repaying a portion of his/her federal financial aid to the federal government.

2. Earnings from the Federal Work Study Program are not used in this calculation. The student is paid what he/she earns.

3. Students receiving loans must maintain half-time enrollment (at least 6 credits) in order to receive payment of the loan.

4. Basic-level courses (courses beginning with 00) do not count toward enrollment status for Title IV funds.

This policy applies to federal financial aid money only and will be the policy applied to students who withdraw from all classes.

The date of withdrawal from all classes that will be used in the calculation is the date that the Registrar's Office processes the official College WITHDRAWAL FORM used by students who wish to withdraw from all their classes during the semester. You must contact a counselor in Student Services to obtain this form. The withdrawal date for students who drop all their classes without using the official College WITHDRAWAL FORM will be the last documented dates of attendance or the mid-point (50% point) of the semester without documentation. Withdrawing from the College may affect your eligibility for future financial aid funding.

Federal law requires that students who receive federal financial aid must attend the classes for which they are registered in order to receive financial aid payment. Students who never attend a class will not receive any federal financial aid relating to that class, even when withdrawing from the College by following the College's procedures for officially withdrawing.

The complete policy and additional information about financial aid are available on the Delaware Technical & Community College web site at **www.dtcc.edu/financialaid** which provides ongoing updates to all financial aid opportunities and the College's refund policies.

BOOKS & SUPPLIES
Books and supplies vary in cost according to course requirements. Students should allow approximately $200 to $400 per semester for books, equipment and supplies. Instructors will inform students about texts, supplies and materials required in each course.

MALPRACTICE INSURANCE
Students enrolled in allied health

programs are required to purchase malpractice insurance through Delaware Technical & Community College.

STUDENT SERVICE FEE

For students taking credit courses, a non-refundable fee of $20 per semester for full-time students and $10 per semester for part-time students will be charged by each campus. Senior citizens are exempt from paying this fee. The Delaware Technical & Community College/ University of Delaware Associate in Arts Degree Program student service fee is the same.

FEES
APPLICATION FEE

For new students taking credit courses, a non-refundable fee of $10.00 will be charged.

LAB FEES

Fees vary – $10.00 per lab hour up to a maximum of 6 hours or $60 per course. There are program specified exceptions wherein the lab fees may be less or more, depending on program needs. Industrial education course lab fees are determined by the specialized equipment utilized in the course.

REGISTRATION FEE

All students who register for fall, spring, and summer sessions will be assessed a $15.00 registration fee per session for credit courses only. Students can make registration changes without an additional fee being charged. The registration fee is non-refundable.

TECHNOLOGY SUPPORT FEE

$7.00 per credit hour per semester to support cost of technology, instructional/ course materials, and Internet e-mail access.

LATE REGISTRATION FEE

Students registering after the open registration period, and during the time set aside for late registration, will be charged a late registration fee of $25. The fee may be waived by the campus Dean of Student Services for the following reasons: (1) a disabling accident, certified by a physician; (2) a serious illness, certified by a physician; or, (3) campus or College functions that are beyond the control of the student, such as campus closings or problems with administrative systems.

The late non-refundable registration fee is to apply only to credit courses and other courses listed in the College catalog. The fee will not apply to students who register during the open registration period and find a need to add courses afterwards.

EVALUATION OF PRIOR LEARNING/ WORK EXPERIENCE FEE

For students seeking college credit through the evaluation of prior learning or work experience, a fee equivalent to tuition for a one-credit course will be charged for each course in which a student requests credit.

OTHER FEES AND CHARGES

The following fees are referred to throughout the catalog:
    A. Credit by Examination Fee
    B. Graduation Fee
    C. Additional fees or changes to existing fees are subject to action by the Board of Trustees.

All fees listed above are non-refundable. All tuition and fees are accepted for payment of student accounts, pending final audit of those accounts by the Business Office.

Students will be responsible for reimbursing the College for payments made to third parties on their behalf for charges such as online access for distance education courses, telecourse rental fees, student malpractice insurance, etc. These "pass through" charges are non-refundable.

FINANCIAL AID
STUDENT FINANCIAL ASSISTANCE PROGRAMS

The College offers financial assistance to students through federal, state, institutional, and scholarship programs. Financial Aid information is available on the Delaware Technical & Community College Web Page at http://www.dtcc.edu/financialaid. Another brochure describing scholarships is published at each campus. These resources answer many questions and address concerns regarding financial assistance, and students are encouraged to use these resources.

The Free Application for Federal Student Aid (FAFSA) and scholarship applications may be obtained from the Financial Aid Office at each campus. Follow the instructions included with the application(s) to apply for any type of financial assistance. All students are encouraged to apply for financial aid as early as possible before the start of a new academic year. It is important to ask questions, read all information carefully, keep copies of everything, and answer all questions on the application(s) accurately. All decisions regarding financial aid eligibility are made by the Financial Aid Office. For more information call:

Owens Campus: (302) 855-1693

Stanton Campus: (302) 454-3706

Terry Campus: (302) 857-1040

Wilmington Campus: (302) 434-5552

FINANCIAL AID PROCEDURE
General Student Eligibility Requirements for all Financial Aid Programs

The applicant must:

1. Be a U.S. citizen or eligible non-citizen.

2. Have a high school diploma, a GED or demonstrate the ability to benefit from instruction by passing an approved test administered by the Admissions Office.

Ability to Benefit

The ACCUPLACER CPT is used to determine the "Ability to Benefit" (ATB) for students who are applying for financial aid and do not possess a high school diploma or GED certificate. Based on financial aid guidelines, prior to receiving financial aid, students without the high school diploma or equivalency must participate in the ATB testing and meet the "ACCUPLACER, ATB Eligibility Determination Cut Scores" in Reading Comprehension, Sentence Skills and Arithmetic.

1. Minimum cut scores are:
   a. Reading Comprehension   55
   b. Sentence Skills   60
   c. Arithmetic   34

2. Students must meet or exceed the minimum scores of each of the three tests to be eligible.

For financial aid purposes, students may retake the complete set of three ATB/CPT tests within a two-week period after the initial test date. Students must pass all three tests in the subsequent administration.

Thereafter, re-testing is permitted only if a candidate can provide evidence of some instructional intervention that would suggest that score improvement would be possible.

Notification of ATB eligibility is given on a timely basis to the student, the Admissions Office, and the Financial Aid Office.

3. Have a valid social security number.

4. Be enrolled as a regular student in an eligible program of study leading to a degree or diploma. New students must apply for admission in order to select a program/major. Undeclared or non-degree seeking students (students with program major designation UND or NTD) are not eligible for financial aid.

5. Less than full-time enrollment (fewer than 12 credits) may result in either a lower payment or no payment for a semester, depending on the financial aid program and student eligibility.

6. Maintain satisfactory academic progress as defined by the College's Academic Standing Policy for financial aid recipients.

7. Not be in default on a previous student loan nor owe a refund on any federal grant received at Delaware Technical & Community College or any other institution the pplicant may have attended.

8. Demonstrate financial need, based on federal or institutional policies.

9. Comply with all procedures for verification.

10. Meet any other requirement passed into law and regulation at any time by the Federal government or any policy change made by the College or any other applicable entity and any procedure required by the Financial Aid Office in order to ensure that a proper financial aid decision can be made.

Applying for Financial Aid
The College will attempt to assist any student seeking financial aid. Financial aid eligibility decisions are made by each campus for all financial aid programs.

New students must apply to the College for admission at the campus of their choice. The steps for applying for financial aid are as follows:

1. Apply each academic year.

2. Obtain the financial aid application (the Free Application for Federal Student Aid - FAFSA) from any campus. This application is appropriate for applying for all types of federal, state and institutional aid. Scholarship programs require a separate application.

3. Complete the FAFSA using the appropriate federal 1040 income tax form, as filed by the students and parents, and any other supporting documents like W-2 forms, state tax returns, social security statements, welfare statements, bank statements, investment statements and so on. It is important to complete the application correctly.

4. You are encouraged to file your FAFSA electronically. Apply online with the Department of Education. To complete the application, go to **http://www.fafsa.ed.gov.**

   A PIN is an electronic access code number that serves as your identifier. If you are applying on the Web, new applicants (and your parents, if applicable) can request a PIN at **http://www.pin.ed.gov**. You should obtain a PIN before completing the FAFSA on the web, so you (and your parents, if applicable) can electronically sign your application before it is submitted.

5. Complete all institutional forms and supporting documentation as requested by the campus.

6. The campus will receive an electronic Institutional Student Information Record which will be used to determine eligibility for financial aid. Students will receive a paper Student Aid Report, an Information Acknowledgement or an e-mail notification dependent upon how the application is submitted.

7. Student loans are available through the Federal Family Educational Loan Program (FFELP).

   Students must file the FAFSA, complete a Master Promissory Note, and complete Loan Counseling to be considered for a Stafford Loan.

Financial Aid Satisfactory Academic Progress Requirement
A student must meet GPA and completion rate and maximum time frame requirements in order to be eligible to receive financial aid. Refer to the Delaware Technical & Community College Academic Standing Policy. Table I, listed under Academic Standing Policy in this publication, indicates the minimum required cumulative GPA and course completion rate.

GPA Requirements:
1. A student placed on Academic Warning is considered as making satisfactory academic progress, thereby remaining eligible for financial aid.

2. A student placed on Academic Probation loses financial aid eligibility. However, if the student meets with his/her advisor, completes an Academic Action Plan, and notification of such is forwarded to the Financial Aid

Office, eligibility for financial aid payment will be reinstated. A student who fails to meet this requirement will not be eligible for financial aid payment.

3. A student who is on Academic Suspension is not eligible for financial aid.

Completion Rate Requirements:
1. Students must successfully complete, on a cumulative basis, 67% of all credits attempted. A student who does not meet the 67% completion rate requirement is ineligible for financial aid payment.

2. All non-completion grades (WP, WR, U, R, I) are used in the completion rate calculation.

3. A student may appeal the loss of financial aid eligibility due to completion rate if there are mitigating circumstances. The appeal must be submitted to the Financial Aid Office by the campuses' deadline date.

Maximum Time Frame for a Degree or Diploma:
1. A financial aid applicant is restricted to a maximum number of credits for which he/she can receive financial aid.

2. The Maximum Time Frame (MTF) is 150% of the credits required for an eligible degree or diploma program. Example: If 60 credits are required for a specific A.A.S. degree, the MTF for the degree program would be 90 credits (60 x 150% = 90). If 40 credits are required for a specific diploma, the MTF for that diploma program would be 60 credits (40 x 150% = 60). The MTF for each diploma and degree differs based on the number of credits required for the program.

3. The MTF is based on the number of credits attempted.

4. A student who exceeds the MTF is ineligible for additional financial aid.

5. A student who earns a degree is considered to have reached his/her MTF and is no longer eligible for financial aid.

6. A student may request an MTF extension for mitigating circumstances.

7. Maximum Time Frame for remedial courses:

   A. Basic and Pre-tech classes are considered remedial courses. Basic classes are not eligible for Federal financial aid payment, but are used in calculating the remedial MTF.

   B. The MTF for a student enrolled in remedial courses is 30 semester hours. This MTF value is separate from the degree or diploma MTF value.

   C. No extension is permitted for a student who exceeds the 30-credit remedial limit.

8. Maximum Time Frame for English as a Second Language (ESL):

   A. The MTF for a student enrolled in ESL courses is 3.33 full-time equivalent semesters. This MTF value is separate from the degree or diploma MTF value.

   B. A student who exceeds the MTF for the ESL program may request an extension. However, GPA and completion rate requirements must also be met.

APPEAL PROCESS

Students who do not meet the requirements outlined in the "Academic Standing Policy for Financial Aid Applicants and Recipients" because of extenuating circumstances may appeal their academic status. Students must appeal to the appropriate department depending on the student's unsatisfactory progress category. The following describes the different appeal procedures:

1. **Minimum GPA requirement not met:**

Below are the academic status, financial aid status, and the appeal procedures for various categories of unsatisfactory standing:

A. Academic Status: Probation Students are not making satisfactory progress: therefore, are not meeting the financial aid eligibility requirements.

   Appeal Process:
   Students must contact their advisors to develop an Academic Action Plan. Students must submit a copy of the completed Academic Action Plan to the Financial Aid Office. Students who submit the Academic Action Plan to the Financial Aid Office will be considered as making satisfactory academic progress for financial purposes, thus meeting the academic financial aid eligibility requirements.

B. Academic Status: Suspension Students who are on suspension do not meet the academic financial aid eligibility requirements. However, upon returning to the College, students are considered to be on "Probation Status." Therefore, such students may file an appeal as described in "A" above.

C. Students who are on "Probation Status" and do not complete the appeal process as described in "A" above or whose Plans are not approved, do not meet the academic financial aid eligibility requirements.

   Please Note: All appeals must be submitted in writing before the end of the official add period (end of the second week of classes).

2. **Completion Rate not met:**
   A. Students who meet GPA and Maximum Time Frame eligibility requirements but who

do not meet the Completion Rate may appeal for reinstatement to satisfactory academic standing through the Financial Aid Office.

B. Students whose appeals are denied or who fail to appeal are not meeting the academic financial aid eligibility requirements.

   Please Note: All appeals must be submitted in writing before the end of the official add period (end of the second week of classes).

3. **Degree/Diploma Maximum Time Frame Requirement:**

   A. Students who meet GPA and Completion Rate eligibility requirements but who do not meet the Maximum Time Frame requirement may appeal for reinstatement to satisfactory academic standing through the Financial Aid Office.

   B. Students whose appeals are denied or who fail to appeal are not meeting the academic financial aid eligibility requirements.

4. **Remedial Maximum Time Frame Requirement:**
   Regulations do not allow an appeal for an extension of the Remedial Maximum Time Frame for students who exceed the 30-credit remedial limit.

5. **English as a Second Language Requirement:**

   A. Students who meet the GPA and Completion Rate requirements but who do not meet the English as a Second Language requirement may appeal for reinstatement to satisfactory academic standing through the Financial Aid Office.

   B. Students whose appeals are denied or who fail to appeal are not meeting the academic financial aid eligibility requirements.

Please Note: All appeals must be submitted in writing before the end of the official add period (end of the second week of classes).

SCHOLARSHIPS
Various scholarships, including the State-funded Academic Incentive Scholarship, are offered at all campuses. Students should contact the Financial Aid Office at the campus at which they are enrolled for a list of scholarships offered at that campus.

VETERANS AND DEPENDENTS OF DECEASED/DISABLED VETERANS
The College is approved for educational training of veterans, qualified spouses, and dependents of deceased/disabled veterans under Public Law 89-358. The Veterans' Administration (VA) will issue a certificate of eligibility. The application for VA Education Benefits (VA Form 22-1990) may be obtained directly from the VA or through the Veterans Affairs Office at any campus, or from the VA website at **www.gibill.va.gov**

Owens Campus:	(302) 856-5400 ext. 3450
Stanton Campus:	(302) 453-3926
Terry Campus:	(302) 857-1043
Wilmington Campus:	(302) 571-5314

Veterans, qualified spouses and dependents of deceased/disabled veterans follow regular admission procedures and requirements of the College. Students are responsible for notifying the campus VA Office of their enrollment each term. The College will verify enrollment to the VA. Payments are made directly to the student, not to the College. Veterans must be accepted into a specific program of study to receive veterans' benefits. For further information about veterans, contact the Office of Veterans' Affairs.

The Enrollment Certificate will show the courses for which a student has enrolled. Students are responsible for promptly reporting change of program and/or change of enrollment status to the campus VA Office.

OTHER MILITARY PERSONNEL

Active military personnel, National Guard personnel, and Military Reserve personnel may be eligible for educational benefits related to their service category. Information concerning these benefits is available from the Educational Officer of each service category. The College will verify enrollment for students so that benefits may be accurately processed.

VOCATIONAL REHABILITATION

The Delaware Division of Vocational Rehabilitation and the Vocational Rehabilitation Educational Division of the Veterans' Administration have funds available for students with physical disabilities. Applications for these services should be made to the appropriate Rehabilitation Office.

Academic Policies and Procedures

ADVANCED STANDING

Students are encouraged to pursue advanced standing during the admissions process. Credits earned through advanced standing will be entered on the student transcript by the Registrar as they are received from the Dean of Instruction.

1. **CREDIT BY EXAMINATION**
    A student may receive credit for many of the courses offered at Delaware Technical & Community College by taking a competency evaluation administered by the department chairperson or his/her designee. The exact nature of the evaluation will be determined by the evaluator. In order to qualify for the credit by examination, the student must have completed the admissions process and request approval in writing for the course in which he/she wishes to receive credit by examination. In addition, the student must not have received prior instruction at Delaware Technical & Community College in the course in which he/she is seeking credit by examination.

    Since no instruction has taken place, a grade will not be assigned to credits awarded by examination. Successful completion of a course by examination will appear on the student's transcript as "Advanced Standing Credit." Credits earned by way of examination may not be applied toward the residency requirement of the College. A fee equivalent to tuition for one credit hour will be assessed for each course which a student attempts to complete by examination.

2. **EVALUATION OF TRANSFER CREDITS**
    Credits from other institutions that are accredited by a federal Department of Education approved regional accrediting association may be accepted if they apply to the established curricula of the College.

    Delaware Tech Transfer Credit Evaluation Process (upon receipt of student-requested official transcript from transferring institution):

    •Delaware Tech will evaluate all course(s) with a grade of C or better which may be equivalent to a Delaware Tech course(s).
    o Students requesting transfer credit may be required to provide supporting materials such as the institution's catalog and/or course syllabi to complete the transcript evaluation.
    •Once evaluation of the course(s) is complete, Delaware Tech will post all transferred courses to the student's Delaware Tech academic history/transcript.
    • Notification of accepted and/or declined courses will be sent to student via the Delaware Tech email system.
    o Students may inquire with the appropriate department chairperson about declined transfer courses.

    The student must be admitted to Delaware Tech before transfer credits are posted to the student's academic history/transcript.

    Transfer credits may not be applied toward the residency requirements of the College.

    Insofar as possible, prior course work will be accepted toward the certificate, diploma, and/or associate degree. Time limits for prior course work must meet departmental guidelines.

    Transfer credit for developmental courses will be accepted if the Delaware Tech Department Chairperson responsible for the developmental course(s) approves the transfer course as equivalent to the Delaware Tech course(s). Transfer credit for a developmental course exempts relevant portions of the Accuplacer. Students transferring to Delaware Tech with a previously awarded associate's, bachelor's, master's, and/or doctoral degree from a regionally accredited postsecondary institution will receive advanced credit for Composition (ENG 121), and for Critical Reading and Thinking (RDG 120). All other applicable courses will be evaluated based on Delaware Tech's residency policy and time limit guidelines.

3. **TRANSFER BACK POLICY**
    Students who have transferred from Delaware Technical & Community College without earning an associate degree, diploma, or certificate may complete program requirements by transferring back courses that have been earned at other institutions. If the student attended Delaware Technical & Community College within two calendar years, the transfer-back course(s) would be entered upon the student's record when the courses are accepted by Delaware Technical & Community College.

    If the student has not been enrolled in Delaware Technical & Community College for any of six consecutive terms, including summer sessions (two calendar years, the student must follow the readmission process and current curricular requirements for graduation.
    Time limits on Delaware Technical & Community College courses as well as courses being transferred back must meet departmental guidelines. The student must satisfy all requirements for graduation.

4. **PRIOR LEARNING/WORK EXPERIENCE ASSESSMENT**
    Students seeking College credit through evaluation of non-credit learning or work experience must obtain an application for Prior Learning/Work Experience Assessment from an advisor or department chairperson. Students must be fully qualified and declared in an academic

program to be accepted as an applicant for the evaluation process. Upon acceptance for the process, the student will pay a fee equivalent to tuition for a one credit course.

5. **INTERNAL CAREER EDUCATION PATHWAYS**
   Students who enroll in Corporate and Community Programs (CCP) non-credit certificate programs may be eligible to receive credit course equivalency for some non-credit courses as they apply to a degree program in the same career pathway.
   Student competencies will be evaluated via hands-on performance assessments, evaluations during internships, written exams, certification tests and/or other academically appropriate methods. Internal Career Education Pathway information may be obtained from the Dean of Instruction or Director of Corporate & Community Programs.

6. **INTER-CAMPUS TRANSFER OF ADVANCED STANDING CREDIT**
   Advanced standing credits approved by a Delaware Technical & Community College campus become a part of the student's permanent record and will not be suppressed or negated by any campus of Delaware Technical & Community College.

7. **CLEP/DANTES**
   Students who have taken CLEP (College-Level Examination Program) or DANTES (Defense Activity for Non-Traditional Education Support) tests may request CLEP or DANTES to forward the results to Delaware Technical & Community College for evaluation for advanced credit. Specific CLEP or DANTES tests which apply to the student's A.A.S. degree program may be granted corresponding Delaware Technical & Community College credit.

8. **CREDIT FOR ADVANCED PLACEMENT TESTS**

The College recognizes the Advanced Placement Program offered through the College Board of the Educational Testing Service and grants credit, upon documentation, for Advanced Placement Test scores of three or higher. In order to obtain Advanced Placement credit, the student must submit official test scores to the Admissions Office for review by the appropriate chairperson.

ATTENDANCE

Each student is expected to attend class regularly in order to achieve maximum benefit from educational activities. Each student is responsible for all classwork missed regardless of the reasons for absence. The standards of performance to be met by each student will be set by each instructor for his/her own course in keeping with the standards and policies of each Delaware Technical & Community College campus. The expected performances will be defined at the beginning of the course, and student's performance in relation to the established standards shall determine the student's grade in a course.

A student who stops attending a class and does not notify either his/her counselor or instructor of dropping a class will receive an unofficial withdrawal ("U" grade) for the course. An unofficial withdrawal is calculated in the grade point average as a "recycle." An unofficial withdrawal ("U" grade) may affect financial aid or veterans' benefits eligibility. The College is required by law to submit attendance reports on students who are funded by veterans' benefits, social security payments, and other state, federal, and private scholarship programs.

CONTRACT YEAR

The student's contract year, as used to determine the curriculum requirements necessary for graduation, is determined by the date the student is formally accepted into an approved academic program (major). As some students may change their majors from time to time, so may the contract year change. The contract year can never be earlier

than the contract year acceptance date. The contract year will always be the same as or later than the acceptance date that the student chooses to fulfill the requirements of the accepted curriculum.

CURRICULUM CHANGES

Changes in curriculum are made with permission of the faculty advisors involved. The student must file a Change of Program/Status Form.

COURSE DROP PROCEDURE

If a student has a schedule conflict or needs a schedule change, he/she must obtain a drop/add form and obtain appropriate approvals. The student then takes the completed form to the Registrar's Office. The day the form is received by the Registrar's Office determines the official date for the student's course schedule change.

Students may withdraw officially from a course during the first two (2) weeks of the semester for any reason. From the third week through the tenth week, any course that is dropped will be evaluated with a "W" grade. Dates for these grades will be adjusted for the shorter academic sessions.

After the tenth week, any course that is dropped will be evaluated with an "R" grade, figured in the cumulative index as 0 quality points. A grade of "W" will be considered beyond the tenth week only under extraordinary circumstances which must be documented and approved by the Dean of Instruction or the Dean's designee. Dates for these grades will be adjusted for the shorter academic sessions.

A student who does not submit an official course drop form and who stops attending the course will receive an unofficial withdrawal "U" grade for the course. An unofficial withdrawal is calculated in the grade point average as 0 quality points. An unofficial withdrawal ("U" grade) may affect financial aid or veterans' benefits eligibility. The College is required by law to submit attendance reports on students who are funded by veterans' benefits; social security payments; and other state, federal and private financial aid and scholarship programs.

COURSE SECTION CHANGE AND ADD PROCEDURES

Students may change a course section, using the drop/add form on Banner Web or in person during the first week of the semester. Students may change a course section after the first week of the semester with instructor(s) approval.

Students may add a new course using the drop/add form during the first week of the semester with advisor/counselor approval. Students may add a course during the second week of the semester with advisor/instructor, and/or Dean of Instruction approval. After the second week of the semester, a student may only add a course with instructor and Dean of Instruction approval.

The student must take the completed form to the Registrar's Office. The day the form is received by the Registrar's Office determines the official date for the student's course schedule change.

Dates for schedule changes will be adjusted for shorter academic sessions.

WITHDRAWAL FROM THE COLLEGE

Any student who is considering withdrawal from the College should consult a College counselor. Official withdrawal is important since it may affect tuition refunds, readmission to the College, and the grade point average. Courses in which the student is enrolled at the time of withdrawal from the College will be graded in accordance with the grading policy applied to the drop/add policy.

READMISSION TO THE COLLEGE

Students who have previously attended Delaware Technical & Community College must follow the readmission process when they have not been been enrolled for any of six consecutive terms, including summer sessions (two calendar years)

Readmitted students will be responsible for the current requirements of the program they are entering. Readmitted students will have a new contract year to reflect the current graduation requirements of the program.

Readmitted students whose courses are over 10 years old may not apply those courses towards a certificate, diploma, or degree. Continuously enrolled students with courses over 10 years old on their record may apply them towards certificate, diploma and degree requirements. Time limits for prior coursework must meet departmental guidelines.

GRADE POINT SYSTEM (4.00)

The grade point average (GPA) for each student is based upon the scale of grade point values, and it is weighted for each course by its credit value. Cumulative grade point averages (CUM) are also based upon the grade point values, and these have been maintained for all students enrolled since the fall 1977.

1. Effective fall 1991, the following grading system is in effect:

92 - 100	A
83 - 91	B
75 - 82	C
0 - 74	R

2. The following is the College grading interpretation:

   A – Student meets the measurable objectives in an outstanding manner.

   B – Student meets the measurable objectives in an above average manner.

   C – Student meets the measurable objectives.

   R – Student has not met the measurable objectives and must repeat the course.

   L – Listener/Auditor (with approval only).

   I – Incomplete.

   S – Continuing Satisfactory (used only in courses with numbers under 100).

   U – Withdrawal without approval of College.

   W – Withdrawal with approval of College.

3. The CUM starts with fall 1977. The following grades are included in the GPA calculation:

A – 4.0 Grade Point Value

B – 3.0 Grade Point Value

C – 2.0 Grade Point Value

R – 0.0 Grade Point Value

U – 0.0 Grade Point Value

The CUM includes these inactive grades. The grade of "D" (Distinctive) and "P" (Proficient) became inactive fall quarter, 1978.

D – 4.0 Grade Point Value
P – 2.5 Grade Point Value

Note: Students who receive an "S" grade and are receiving V.A. educational benefits will be paid for the course during the first term of enrollment only. If the student reregisters for the course, the course cannot be included in the total V.A. credit hours reported for benefits.

All students who receive an "S" grade must re-enroll in the course within the succeeding term in order to improve his/her grade unless exception is made by the Dean of Instruction or his/her designee.

The following grades are excluded from the GPA calculation:

I – Incomplete

L – Listener/Auditor (as approved at the Campus level)

W – Withdrawal with approval of College.

The following grades are given in Basic and Pre-Tech courses and are excluded in the GPA calculation:

AE – Meets measurable objectives in an outstanding manner

BE – Meets measurable objectives in an above average manner

CE – Meets the measurable objectives

RE – Has not meet the measurable objectives and must repeat course

SE – Continuing Satisfactory

4. Definition of terms:

Grade Point Value

The value assigned to the grades: "A," "B," "C," "R," and "S," and "U." The inactive grades of "D" and "P" will continue to carry grade point value historically.

Quality Point

The product of the grade point value multiplied by the quality hours of the course.

Quality Hours

The credit hour value of the course.

Term GPA

The total quality points earned during the term divided by the total quality hours attempted. Pre-tech and Basic courses will not be included in the calculation of term GPA. Term GPA will not be recalculated unless one of the two following conditions occurs:

   A. An "I" grade is resolved.
   B. A grade change is authorized.

Cumulative GPA

The total cumulative quality points earned divided by the total cumulative quality hours attempted. The cumulative GPA is a historic index of all work taken at Delaware Technical & Community College and is not recalculated when a student changes programs (majors). Work taken at other institutions is not included in the calculation of the cumulative GPA. Pre-tech and basic courses are no longer included in the cumulative GPA. The cumulative GPA at the end of each term will not be recalculated unless one of the two following conditions occurs:

   A. An "I" grade is resolved.
   B. A grade change is authorized.

ACADEMIC AMNESTY PROCEDURE
Any student who has an R (Recycle) or a U (Unofficial Withdrawal) in a course prior to the fall of 1993 (94-1) and has successfully repeated the course(s) (A,B,C grade) or the semester equivalent may petition the Dean of Instruction or his/her designee to eliminate the non-completion grade from his/her CUM grade point average calculation. Each non-completion grade in the same course will be eliminated from the CUM GPA grade point average calculation.

Academic Amnesty does not change accumulated financial aid history. Accumulated term and award limits include all terms of enrollment. Each non-completion grade remains on the transcript.

GRADE POINT AVERAGE ADDENDUM
When a student repeats a course, the first passing grade will be calculated in the grade point average (CUM GPA). A student can request that a higher grade (for coursework 1994-01 forward) be included in the CUM by submitting a request to the Registrar's Office. All courses taken and grades received will remain on the student's transcript. Selective admissions processes, scholarships, and academic award decisions at other colleges and universities may take into consideration the complete academic record of the student.

FRESH START POLICY
Any student who has not attended Delaware Tech for a minimum of three years and upon readmission, completes a minimum of 12 credits in consecutive terms with at least a 2.00 G.P.A. may petition the Dean of Instruction to eliminate the course grades received prior to the readmission term in the cumulative G.PA. calculation except courses that fulfill graduation requirements. Fresh Start is granted only one time per student and is irreversible.
Fresh Start is effective the term a student is readmitted to the College and will not exclude credits from the earned hours calculation. All grades and courses remain on the student's transcript

INCOMPLETE "I" STUDENT EVALUATION
The incomplete "I" evaluation may be given by an instructor in situations where extenuating circumstances prevent the student from completing the course work. The following conditions must be met:

1. The extenuating circumstances must occur after the drop period has ended.

2. The student must be making satisfactory progress in the course.

3. It must be reasonable to complete the remaining course work and objectives under "I" circumstances (i.e., outside of the regular course format).

4. Prior to an instructor agreeing to giving or posting an "I" grade, approval for an "I' grade should be given by the department chairperson and Dean of Instruction responsible for the course.

Students who receive an incomplete course evaluation must complete the requirements for the course within the time frame specified by the instructor or by the end of the semester following the term in which the "I" is received if no time frame is specified. Otherwise the incomplete grade will be changed to a Recycle and the student must register for the course in a future term. For "I" grades earned at the end of the spring semester, the student will have until the end of the fall semester to complete the requirement unless a shorter time period is specified by the instructor. The student and instructor determine how the incomplete portion of the course will be completed. If an instructor deems it essential that an incomplete be extended beyond the deadline, a request in writing should be sent to his/her chairperson for endorsement and then to the Dean of Instruction for approval. The request should include a projected date of completion and the reason for the requested extension. A student who receives an incomplete grade does not reregister for the course.

SATISFACTORY "S" STUDENT EVALUATION
The "S" evaluation is used only in courses with numbers under 100 where the student has progressed satisfactorily. This grade can be received only one time per course. Student must re-enroll in the course within the succeeding term in order to improve their grade unless an exception is made by the Dean of Instruction or designee.

LISTENER/AUDIT "L" EVALUATION

Students who wish to change from credit to Listener status must change their registration status prior to the end of the "add" period and will receive an evaluation of "L" at the end of the semester.

Students may change from Listener to credit status under the following conditions:

1. the request must be made prior to the end of the "add" period.
2. the student must meet all admission requirements for College Instructional Division credit programs and
3. must have instructor, department chair, and Dean of Instruction approval.

ACADEMIC RECOGNITION PRESIDENT'S LIST

To be eligible for the President's List, a student must:

1. Earn 12 or more credit hours in courses at the 100 level or above in one term.
2. Have a term GPA of at least 3.8.
3. Have no "I" or "S" grades. If "I" grades are later changed to passing grades, thereby affecting President's List eligibility, the student may request a letter noting President's List recognition. This letter may be used for employment, college transfer, or other personal purposes.
4. Receive an "A," "B," "C," or "W" in all courses of enrollment below the 100 level.

DEAN'S LIST – FULL-TIME STUDENTS

To be eligible for the Dean's List, a student must:

1. Earn 12 or more credit hours in courses at the 100 level or above in one term.
2. Have a term GPA of at least 3.25.
3. Have no "I" or "S" grades. If "I" grades are later changed to passing grades, thereby affecting Dean's List eligibility, the student

may request a letter noting Dean's List recognition.

4. Receive an "A," "B," "C," or "W" in all courses of enrollment below the 100 level.

PART-TIME STUDENTS

A student will receive a letter of recognition, signed by the Dean of Instruction and Dean of Student Services, if the student has earned at least 6 credit hours but less than 12 credit hours in courses in one term at the 100 level or above, has a term GPA of at least 3.25, and meets requirement three (3) of the Dean's List criteria.

GRADUATION HONORS

Students earning a Cumulative Grade Point Average from 3.25 to 3.49 will graduate Cum Laude. Those earning a CUM GPA from 3.50 to 3.79 will graduate Magna Cum Laude. Those earning a CUM GPA from 3.8 to 4.0 will graduate Summa Cum Laude. The Graduation Honors are printed on the graduation program and on the student's transcript at time of graduation.

ACADEMIC HONESTY POLICY

Students are expected to be well motivated and constructive in their pursuit of learning in the educational environment. Attendance at the College is a privilege, not a right; students, by the act of registration, concede to the College the right to require the withdrawal of any student at any time when it is necessary to safeguard the College's ideals of scholarship and character, and to secure compliance with its regulations.

The College regards academic dishonesty on the part of students as unacceptable behavior that could result in dismissal.

Forms of Academic Dishonesty

CHEATING

An act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered:

A. Copying from another student's test paper, project, or computer programs.

B. Allowing another student to copy from a test paper.

C. Using the course textbook or other material such as a notebook brought to a class meeting but not authorized for use during a test.

D. Collaborating during a test with any other person by receiving information without authority.

E. Using specifically prepared materials during a test e.g., notes, formula lists, notes written on the student's clothing, etc.

ACADEMIC MISCONDUCT

The intentional violation of college policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test:

A. Stealing, buying, selling or otherwise obtaining all or part of an unadministered test.

B. Selling or giving away all or part of an unadministered test including answers to an unadministered test.

C. Bribing any other person to obtain an unadministered test or any information about the test.

D. Entering a building, office, or computer system for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.

E. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the College which relate to grades.

F. Entering a building or office for the purpose of obtaining an unadministered test.

FABRICATION

The intentional use of invented information or the falsification of research or other findings with the intent to deceive:

A. Citation of information not taken from the source indicated.

B. Listing sources in a bibliography not used in the academic exercise.

C. Inventing data or source information for research or other academic exercise.

D. Submitting as your own any academic exercise (e.g., written work, printing, etc.) prepared totally or in part by another.

E. Taking a test for someone else or permitting someone else to take a test for you.

PLAGIARISM

The inclusion of someone else's works, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific footnote references, and if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgement. The student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness.

A. Whenever one quotes another person's words.

B. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words.

C. Whenever one borrows facts, statistics, or other illustrative materials – unless the information is common knowledge.

ACADEMIC STANDING POLICY

1. **ACADEMIC STANDING**
   A student Cumulative Grade Point Average (CUM GPA) for total credits attempted must be equal to or greater than that indicated on the Minimum CUM GPA for Satisfactory Academic Standing Table. (See Table I)

2. **ACADEMIC WARNING**
   A student who has not earned the required CUM GPA will be placed on Academic Warning and restricted to a maximum of 12 credits in the next semester of attendance. A student on Academic Warning must meet with an advisor to make the necessary adjustment to his/her schedule for the next semester. A student who pre-registers and is classified as Academic Warning after grades are processed must meet with the advisor to make the necessary schedule adjustment. If a student does not meet with the advisor, he/she will have their course load reduced by the advisor.

3. **ACADEMIC PROBATION**
   A student will be placed on Academic Probation, if in two successive semesters, he/she does not meet the minimum CUM GPA specified in Table I. The student will be identified in the Student Records System as Academic Probation and restricted to a maximum of eight (8) credits. He/she will receive a computer generated letter informing them of their academic status and directing them to contact their advisor. A student who pre-registers and is classified as Academic Probation after grades are processed must meet with an advisor to make the necessary adjustment. If the student does not meet with the advisor, he/she will have their course load reduced by the advisor. If the student is not satisfied with the advisor's selection of eight (8) credits or the reduced course load, he/she may appeal in person to the Dean of Instruction or the Dean's designee. A student who withdraws from the College while on Academic Probation will retain that status when readmitted until he/she earns the Minimum CUM GPA identified in Table I.

4. **ACADEMIC SUSPENSION**
   A student on Academic Probation for three successive semesters (excluding summer) will be placed on Academic Suspension I. A student on Academic Suspension is not permitted to enroll in credit courses for one semester. When a suspended student returns to the College, the student will be on Academic Probation until he/she reaches the Minimum CUM GPA identified in Table I.

   If a student returns from Suspension I and remains on probation for three successive semesters (excluding summer), he/she will be on Suspension II. A student on Suspension II is not permitted to register for courses for one year.

   If a student returns from Suspension II and remains on probation for three successive semesters (excluding summer), she/he will be on Suspension III. A student on Suspension III is not permitted to register for courses for two years.

5. **ACADEMIC PROGRESS**
   The Academic Progress Table (Table II) is used to determine the rate of student course completion as part of the advisement process and to determine Academic Progress for financial aid students.

6. **ACADEMIC STANDING FOR DEVELOPMENTAL EDUCATION**
   Grades for courses below the 100 level (AE, BE, CE, RE and SE) are excluded from GPA calculation. Therefore, the Academic Standing Policy for Developmental Education applies to students enrolled in these courses. Repeated non-completion of the same course below the 100 level (e.g., earning an RE or UE grade two or more times) will result in unsatisfactory academic standing. Two or more non-completion grades in the same developmental course will result in Academic Warning; three or more non-completion grades will result in Academic Probation; and four or more non-completion grades will result in Academic suspension.

TABLE I
Minimum CUM GPA For Satisfactory Academic Standing

The table below represents the Minimum Cumulative Grade Point Average needed to be in good standing at Delaware Technical & Community College. Official withdrawal grades are not counted in the GPA calculation. The CUM GPA is calculated using all courses taken.

Credits	Average
1 - 15	≥1.5
16 – 30	≥1.6
31 – 45	≥1.8
46+	≥2.0

TABLE II
Academic Progress Table (Financial Aid)

This table is to be used for advisement only. It represents the minimum number of credits a student should successfully complete (with an A, B, C, or S) used cumulatively now by Financial Aid Officers. Because the number of credits successfully completed is based on the original number of credits scheduled, courses in which the student receives a withdrawal grade (W) are counted as Credits Scheduled and do have an effect on the calculation.

Credits Scheduled	Credits Completed
1	1
2	2
3	2
4	3
5	3
6	4
7	5
8	5
9	6
10	7
11	7
12	8
13	9
14	9
15	10
16	11
17	11
18	12
19	13
20	13
21	14
22	15
23	15
24	16
25	17
26	17
27	18
28	19
29	19
30	20

PROGRESS EVALUATION STANDING

The successful completion (with a grade of A, B, C, AE, BE, CE, SE, or S) of two-thirds (2/3) of all courses attempted is needed for a student to have a good progress evaluation standing. All courses are included (including zero-level) in this calculation. This Progress Evaluation standing is to be used for advisement only. There are five levels of Progress Evaluation:

Good progress
Positive grades in 2/3 of courses attempted

Progress warning
First term below 2/3 positive grades

Progress probation 1
Second term in a row below 2/3 positive grades

Progress probation 2
Third term in a row below 2/3 positive grades

Progress review
Four or more terms in a row below 2/3 positive grades

DEFINITION FOR CREDIT HOURS

A credit hour is generally equivalent to, at a minimum, one hour of classroom study and outside preparation, two hours of laboratory experience, or three hours of internship/practicum/fieldwork/clinical experience; or a combination of the foregoing, times the number of weeks in the term.

A semester credit hour is equivalent to, at a minimum, 16 hours of classroom contact plus appropriate outside preparation, 32 hours of supervised laboratory plus appropriate outside preparation, 48 hours of internship/ practicum/fieldwork/ clinical experience; or a combination of the foregoing.

BASIC & PRE-TECH COURSES

Because of the College's policy on open door admission, basic and pre-tech courses are considered to be an integral part of the College's instructional programs.

CREDITS IN RESIDENCE

Candidates for the associate degree must complete a minimum of twenty-four (24) credits of course work at Delaware Technical & Community College. At least twelve (12) credits of the residence requirement must be technical courses from the program in which the degree is awarded. Candidates for the diploma must complete twelve (12) credits of the residence requirement with six (6) credits in technical courses. Candidates for the certificate must complete all course credits at Delaware Technical & Community College. Credits earned under the Advanced Standing Policy may not be applied toward the

residency requirements of the College. Exceptions to this policy may be made with the approval of the appropriate Dean of Instruction.

GRADUATION POLICY

A student is eligible for graduation when the following requirements have been met:

1. The student has satisfactorily completed courses specified for a degree or diploma in his/her program/major area as certified by the department chairperson and the Dean of Instruction and verified by the Registrar.
2. The student has filed an official application for graduation with the Office of the Dean of Student Services.

3. The student has satisfied all financial obligations owed the College.

4. The Credits in Residence requirements have been met.

No Delaware Technical & Community College diploma or degree is to be awarded or the student allowed to participate in official graduation ceremonies unless that student has completed all requirements for said diploma or degree.

OVERSUBSCRIBED PROGRAMS NOT OFFERED IN EACH COUNTY

The President of Delaware Technical & Community College is authorized to establish enrollment quotas for qualified candidates by county for those oversubscribed programs offered in one or two counties and not offered in the other county or counties. At no time shall the quota for the campus offering the program be less than two-thirds of the entering enrollment.

Sussex County Location

The Owens Campus, named for the College's first Vice President and Campus Director, is the county hub for higher education. The 146-acre campus provides Sussex County with comprehensive educational opportunities, including degree programs, skill development, pre-college youth programs, and community outreach. This optimum level of programming enables the campus to serve 16,000 people each year.

The College is accredited by the Middle States Commission on Higher Education. In addition, 13 programs have earned national program accreditation by their professional accrediting organization. This status ensures that the educational processes at the campus are of the highest quality, meeting rigorous national standards. Each program has a community- based advisory board of employers that enables programs to be up-to-date and to produce work-ready graduates.

The complex of buildings includes: the Jason Technology Center (classrooms, engineering, computer and medical labs, educational technology labs, faculty offices, bookstore); the Arts & Science Center (health programs, the Learning Center, theatre, art gallery); Student Services Center (admissions, registration, business, financial aid, counseling services, student activities, dining hall); Stephen J. Betze Library; Child Development Center; Trades & Industry Building; Environmental Training Center; the Center for Language and Culture; and the William A. Carter Partnership Center, which features partnerships between the College and the county's public schools and senior institutions of higher education.

Through its partnerships with Delaware State University, Wilmington College, and the University of Delaware, Delaware Technical & Community College graduates have the opportunity to pursue selected bachelors, masters, and doctoral degree programs at the Owens Campus. Other facilities on campus are the horticulture center and a recreational complex. Off-campus sites include a facility for Commercial Transportation training located at the county industrial airpark, and the John & Elsie Williams Conference Center in Millsboro.

To broaden and strengthen the educational opportunities for its students, Delaware Technical & Community College has "connected degrees" with colleges/universities in Delaware, Maryland, and Pennsylvania. Following an established curriculum for a connected degree, students earn the associate degree at Delaware Technical & Community College and then take specific courses to complete the bachelor's degree with the partner institution.

Reinforcing its commitment to community service, the Owens Campus has established educational partnerships with Cape Henlopen School District, Gumboro Community Center, and Bethany/Fenwick Chamber of Commerce. These partnerships enable residents to seek higher education or pursue non-credit offerings at a convenient local site.

STEPHEN J. BETZE LIBRARY

The Stephen J. Betze Library maintains a collection of over 55,000 volumes of technical, specialized, and general interest. The collection is enhanced by approximately 95,000 federal government publications to serve the needs of students and the general public.

DelTechtive, the Collegewide Library online public access catalog, provides access to both print and electronic resources. The Betze Library subscribes to more than 13 online computer databases. The Library also receives a grant which provides reference telephone and e-mail reference services to the general public.

Cooperating with county and state library networks, the Library is electronically connected to the other academic and public libraries in Delaware.

Subscriptions to over 500 periodicals, including newspapers of local, national, and international scope provide continual sources of up-to-date information. Audiovisual equipment, microfilm/microfiche reader/printers, and video cassette recorders are also available for use.

Seating in the library accommodates approximately 350 persons. Individual study rooms, carrels, and small conference rooms further enhance study and research. The Stephen J. Betze Library is open to students and the community, Monday through Saturday.

INSTRUCTIONAL COMPUTER

Twenty instructional computer labs are located in the Jason Technology Center. Each lab contains a total of 20 student workstations and one instructor's workstation that is connected to an overhead video projection unit for student viewing. The labs also contain a VCR and a high speed laser printer.

The Open Lab, available to all students during the day and evening, has 34 computers with CD-RW drives that contain the same software utilized in the classroom labs. Specialized software offers additional support to students in their areas of study. The Open Lab also contains transcription machines, workstations, four videotape viewing stations, scanners, laser and color printers.

The Learning Center offers peer and instructor tutoring, computer assistance, and course related software programs. The programs and services of the Learning Center are available to all students at Delaware Technical & Community College, Owens Campus.

CAREER PLANNING & PLACEMENT

The Career Services Center is the point of contact for students and alumni who want to learn about career opportunities.

The Career Services Center is the central location for reference books, online college catalogs, and resume critique services. The Center offers a variety of services including an internet-based career planning program, interviewing techniques, job search strategies, occupational information, career building workshops, an electronic employment data bank that offers employers, students, and alumni an exclusive opportunity to post jobs and resumes, as well as college transfer information and internet access.

ATHLETICS/RECREATION

Intercollegiate Athletics

The Owens Campus competes in Region 19 of the National Junior College Athletic Association (NJCAA) in three sports: baseball, softball and golf. Athletic eligibility is certified through the Athletic Director's Office and verified on the regional and national level by the NJCAA.

Recreation Facilities

As a community focal point, recreational activities are planned for both student and community use. Outdoor amenities include a Life Course, picnic pavilion, baseball and softball fields, regulation horseshoe pits, a marked walking track, volleyball courts and an Olympic-size swimming pool with an adjacent 12-foot diving pool. Indoor facilities available for students include basketball, volleyball, table tennis, a fitness and wellness center.

PROGRAMS OF STUDY
Owens Campus

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS (A.A.S.) (Unless otherwise indicated)

ASSOCIATE OF ARTS IN TEACHING DEGREE PROGRAM (A.A.T)

- **Airframe Maintenance Technology**
- **Allied Health**
  Diagnostic Medical Sonography
  Emergency Medical Technology (Paramedic)
  Laboratory Technology
  Medical Assistant Technology
  Medical Laboratory Technology
  Occupational Therapy Assistant Technology
  Physical Therapist Assistant Technology
  Radiologic Technology
  Respiratory Care Technology
  Veterinary Technology

- **Applied Agriculture Technology**
  Options: Agribusiness Management
     Landscape & Ornamental Horticulture
     Production Agriculture
     Turf Management

- **Architectural Engineering Technology**
- **Associate Degree Nursing**
- **Automotive Technology**

- **Biotechnology**
  Option: Biological Sciences

- **Business**
  Accounting Technology
  Business Administration Technology
  General Business Technology
  Management Technology
  Management Information Systems Technology
  Marketing Technology

- **Civil Engineering Technology**
  Option: Surveying & Geomatics Engineering

- **Communications Technology**

- **Computer Information Systems Technology**
  Option: Microcomputers and Networking

- **Construction Management Technology**

- **Criminal Justice Technology**
  Options: Law Enforcement

- **Design Engineering Technology**
  Design Engineering (Mechanical)

- **Early Childhood Education Technology**
  Options: Early Care & Education (Birth to Second Grade)
  Early Childhood Development

- **Education**
  Math Secondary Education (A.A.T.)
  Middle- Level Mathematics Ed.: English Minor (A.A.T.)
  Middle-Level Mathematics Ed.: Science Minor (A.A.T.)
  Middle-Level Mathematics Ed.: Social Science Minor (A.A.T.)
  Option: Elementary Education
  Paraeducator Technology

- **Electronics & Computer Engineering Technology**
  Option: Electronics Engineering Technology

- **Electronics/Electrical Engineering Technology**
  Option: Math/Science Concentration

- **Engineering Technology (CAD)**
  Option: Engineering Math Option

- **Entrepreneurship Technology**

- **Environmental Technology**
  Option: Water/Wastewater

- **Human Services Technology**

- **Office Administration Technology**
  Options: Office Software Specialist
     Paralegal

- **Refrigeration, Heating & Air Conditioning Technology**

  - **Specialized Occupations**
    Options: Customer Service Technology
- **Web Information Systems**
  Web Development Technology

DIPLOMA PROGRAMS

- **Allied Health**
  Health Career Studies
  Medical Assistant Studies
  Medical Transcriptionist Studies

- **Applied Agriculture Technology**
  Horticulture Studies
  Production Agriculture Studies
  Turf Management Studies

- **Automotive Technology**
  Automotive Management Studies
  Automotive Technician Studies
  Commercial Transportation Studies

- **Business**
  Accounting Studies
  General Business Studies
  Management Studies

- **Computer-Aided Drafting Technology**
  Computer-Aided Drafting Studies

- **Computer Information Systems Technology**
  General Microcomputer Studies

- **Construction Management**
  Construction Management Studies

- **Early Childhood Education Technology**
  Early Childhood Studies

- **Electronics & Computer Engineering Technology**
  Analog Electronics Studies
  Microcomputer Electronics Studies
  Microsystem Service Repair Studies

- **Engineering Technology Studies**
  Architectural Studies
  Design Studies (Mechanical)
  Surveying Studies

- **Human Services Technology**
  Human Services Studies

- **Office Administration Technology**
  Office Administration Studies

- **Practical Nursing Studies**

- **Refrigeration, Heating & Air Conditioning Studies**

- **English as a Second Language (Certificate)**

New Castle County Location

Delaware Technical & Community College's Stanton/Wilmington Campus has two locations in New Castle County. The Stanton Campus location is in a suburban area of the county, and the Wilmington Campus location is about seven miles away in downtown Wilmington. Free shuttle bus services run between the two locations during daytime hours.

STANTON/WILMINGTON CAMPUS

STANTON:
400 Stanton-Christiana Road
Newark, Delaware 19713
(302) 454-3900

Situated on a hundred acres of rolling countryside, the suburban Stanton Campus site is located just off Exit 4 of Interstate 95. The campus' convenient location allows easy access from all parts of New Castle County. Instructional facilities at Stanton include nursing, computer, science, and engineering technology laboratories, a culinary arts kitchen and demonstration dining room, automotive programs and laboratories, a newly renovated library and career center, and computer labs. The campus has a spacious and modern cafeteria and bookstore, a conference center which holds up to 250 people, and instructional television classrooms. Instructional television classrooms are equipped with state-of-the-art distance learning technology; both fiber optic and satellite equipment are utilized. The Industrial Training Facility houses the industrial training programs in areas such as employee development and environmental health and safety.

Stanton Campus enrolls more than 11,000 students in day and evening credit courses and non-credit corporate and community program courses.

Programs offered include science and engineering technologies, nursing, criminal justice, and culinary arts.

WILMINGTON:
333 Shipley Street
Wilmington, DE 19801
(302) 571-5300

Located in the Christina Gateway section of downtown Wilmington, the campus consists of three modern education buildings. The East Building houses the cafeteria, bookstore, classrooms, career center and laboratories for instructional purposes. The West Building contains instructional classrooms and laboratories, and the library. A 450-car capacity garage and surface parking facilities are adjacent to the Campus. The Southeast building includes classrooms, labs, offices, a dental clinic, an amphitheater with seating for 100, and an instructional television studio.

Credit and non-credit enrollment at Wilmington totals over 6,000 students yearly.

Technology programs offered include allied health, public service and business/computer-related technologies.

An extensive English as a Second Language program and federal and state-funded job training programs offered by the Corporate and Community Programs Division are also available at the Wilmington Campus site.

STANTON/WILMINGTON CAMPUS LIBRARIES

The Stanton/Wilmington Campus has library collections which are tailored to the technologies offered at each location. The print and automated indexes provide information on the holdings of both campuses. Frequent courier service transports books and other materials from one campus to the other. The combined facilities have over 69,000 volumes and 600 periodicals on general and technical topics. Audiovisual materials are available including films, videotapes, kits and microfilm. Listening and viewing equipment is available as well as microfilm readers/printers and copying machines. Group study rooms are also provided.

Students with valid Delaware Technical & Community College identification cards and current registration schedules have borrowing privileges at the other Delaware Technical & Community College libraries, the University of Delaware and Delaware State University. With a letter of introduction from a Delaware Technical & Community College reference librarian, students may also borrow from Wilmington College, Goldey-Beacom College and Widener University.

Interlibrary loan is provided chiefly through the New Castle County library network as well as the Tri-State-College Library Cooperative, a network of college libraries in New Jersey, Pennsylvania and Delaware.

MICROCOMPUTER LABS

Both campuses have several computer classrooms as well as a designated open lab that students can use outside of class hours. Lab personnel are always available to offer assistance.

All students taking credit classes will receive an Internet e-mail account after registration. The account will remain active as long as the student continues to register for each semester without interruption. The Internet is used in many classes for research as well as communication with the instructor. All computer labs and libraries on campus have Internet access. Limited remote access allows students with suitable home computer equipment to check their e-mail from home.

CAREER PLANNING & PLACEMENT

The Career/Placement Centers offer career assistance to students and members of the community. Services include DISCOVER (a computerized career planning program), individual and group counseling, interest and skills assessment, job search strategies, and college and transfer information. The centers hold career and job information in the forms of publications, slides, films, videos and books. Students receive assistance in the total job-

hunting process including interview preparation, resume writing and job-search techniques. A list of up-to-date full-time and part-time jobs is also available for students.

ATHLETICS/RECREATION
Intercollegiate Athletics
The Stanton/Wilmington Campus competes in intercollegiate athletics as a member of the National Junior College Athletic Association (NJCAA), which includes schools in New Jersey, Southeastern Pennsylvania and Delaware. The women's volleyball team has been consistent Region 19 Champions, and many campus athletes from all sports have been named to All-American teams.

Athletic eligibility is certified through the Athletic Director's Office and verified on the regional and national level by the NJCAA. Students from either campus compete in: women's volleyball, men's soccer, men's basketball, and women's softball. The campuses have also sponsored students with outstanding success in individual sports (for example, golf, tennis, cross country, wrestling) in NJCAA regional and national events.

Recreational Facilities
The Stanton/Wilmington Campus has a variety of recreational facilities for student use. A multipurpose gymnasium and athletic fields accommodating a wide range of recreational, intramural and collegiate sporting events are located at the Stanton Campus site. Racquetball and basketball courts are available at Wilmington. Both locations contain Fitness Centers housing Nautilus and other fitness-related equipment. Activity Coordinators organize intramural sport programs throughout the school year.

PROGRAMS OF STUDY
Stanton Campus

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS (A.A.S.) (Unless otherwise indicated)

ASSOCIATE OF ARTS IN TEACHING DEGREE PROGRAM (A.A.T)

- **Applied Agriculture Technology**
  Options: Agribusiness Management
  Turf Management

- **Architectural Engineering Technology**

- **Associate Degree Nursing**

- **Automotive Technology**

- **Biotechnology**
  Option: Biological Sciences

- **Chemical Process Operator Technology**

- **Chemistry Technology**
  Option: Chemistry/Math Concentration

- **Civil Engineering Technology**
  Option: Surveying & Geomatics Engineering

- **Computer-Aided Engineering**
  Drafting & Design Technology

- **Computer Network Engineering Technology**

- **Construction Management Technology**

- **Criminal Justice Technology**
  Option: Law Enforcement

- **Culinary Arts Technology**

- **Education**
  Math Secondary Education (A.A.T)
  Middle-Level Mathematics Ed.: English Minor (A.A.T.)
  Middle-Level Mathematics Ed: Science Minor (A.A.T.)
  Middle Level Mathematics Ed: Social Science Minor (A.A.T.)

- **Electronics & Computer Engineering Technology**
  Options: Computer Engineering Technology

  Electrical Engineering Technology
  Instrumentation Engineering Technology

- **Electronics/Electrical Engineering Technology**
  Option: Math Science Concentration
- **Environmental Technology**
- **Fire Protection Engineering Technology**
  Options: Fire Alarm
  Fire Science
- **Food Service Management Technology**
- **H.V.A.C. Engineering Design Technology**
- **Mechanical Engineering Technology**
- **Safety Management Technology**
- **Specialized Occupations**
  Chrysler-Modern Manufacturing
  Modernized Manufacturing

DIPLOMA PROGRAMS

- **Allied Health Technology**
  Health Career Studies

- **Applied Agriculture Technology**
  Turf Management Studies

- **Automotive Technology**
  Automotive Technician Studies

- **Biotechnology**
  Science Career Studies

- **Chemical Process Operator Technology**
  Chemical Process Operator Studies

- **Civil Engineering Technology**
  Civil Engineering Studies

- **Computer-Aided Drafting & Design Technology**
  Computer-Aided Drafting Studies

- **Construction Management Technology**
  Construction Management Studies

- **Culinary Arts Technology**
  Baking and Pastry Skills Studies
  Kitchen Skills Studies

- **Engineering Technology**

Architectural Studies

• **Environmental Technology**
  Environmental Studies
• **Fire Protection Engineering Technology**
  Fire Alarm Studies
• **Food Service Management Technology**
  Food Service Management Studies
• **Specialized Occupations**
  Laser & Optics Studies

PROGRAMS OF STUDY
Wilmington Campus

**ASSOCIATE IN APPLIED SCIENCE
DEGREE PROGRAMS (A.A.S.)
(Unless otherwise indicated)**

**ASSOCIATE OF ARTS IN TEACHING
DEGREE PROGRAM (A.A.T)**

• **Allied Health**
  Dental Hygiene Technology
  Diagnostic Medical Sonography
    Technology
  Echocardiography Technology
  Emergency Medical Technology
    (Paramedic)
  Exercise Science Technology
  Histotechnician Technology
  Medical Assistant Technology
  Nuclear Medicine Technology
  Occupational Therapy Assistant
    Technology
  Physical Therapist Assistant
    Technology
  Radiologic Technology
  Respiratory Care Technology
  Vascular Sonography Technology

• **Applied Agriculture Technology**
  Options: Agribusiness Management
      Turf Management

• **Business**
  Accounting Technology
  Banking Technology
  Business Administration Technology
  General Business Technology
  Hospitality Management Technology
  Management Information
      Systems Technology
  Management Technology
  Marketing Technology

• **Computer Information Systems
  Technology**

• **Computer Network Engineering**

Technology
• **Early Childhood Education
  Technology**
  Options: Early Care & Education (Birth
      to Second Grade)
      Early Childhood Development

• **Education**
  Math Secondary Education (A.A.T.)
  Middle- Level Mathematics Ed.:
    English Minor (A.A.T.)
  Middle-Level Mathematics Ed.:
    Science Minor (A.A.T.)
  Middle-Level Mathematics Ed.: Social
    Science Minor (A.A.T.)

  Paraeducator Technology
  Option: Elementary Education

• **Entrepreneurship**

• **Human Services Technology**
  Options: Drug & Alcohol
      Counseling
• **Office Administration Technology**
  Option: Office Software Specialist
      (Online)

• **Specialized Occupations**
  Options: Customer Service
    Management

• **Allied Health**
  Exercise Science Studies
  Health Career Studies
  Medical Assistant Studies
  Medical Coding Studies
  Medical Transcriptionist Studies
  Perinatal Ultrasound Studies

• **Business**
  Accounting Studies
  Hotel, Restaurant & Institutional
    Management Studies
  Management Studies

• **Early Childhood Education
  Technology**
  Early Childhood Studies

• **Human Services Technology**
  Human Services Studies

• **Office Administration Technology**
  Office Administration Studies

• **Sign Language Technology**
  American Sign Language Studies

• **English As A Second Language
  (Certificate Program)**

Kent County Location

CHARLES L. TERRY CAMPUS
100 Campus Drive
Dover, Delaware 19904-1383
(302) 857-1000

Named in honor of the late Governor Charles L. Terry, Jr., the Terry Campus is located in the northern part of Dover, Delaware's capital city. The Campus serves as a technical higher education resource located in central Delaware. The Terry Campus prides itself on the personal attention it provides its students. Each matriculated student is assigned both a counselor and an advisor to help guide them through their chosen academic program. Over 6,900 full-time and part-time students enroll each year in diversified technical associate degree programs, diploma programs, and certificate and special interest offerings. Campus programs are primarily designed to be a resource for students to enhance employment skills, abilities, and knowledge in order to meet the needs of area businesses, industries, and government agencies.

All degree and diploma programs have published major curriculum competencies which identify the skills that students will possess upon successful completion of a program. Major curriculum program areas include engineering technology, health care, business, and public services. The Campus' Corporate and Community Training Division provides an additional resource for individuals and employers with customized training and retraining services.

The Campus' learning environment is a combination of both lecture and individualized courses depending upon course content. Classes meet in the Terry Building, the Science and Engineering Technology Center, the Conference and Training Center, and the adjacent Education & Technology Building. Classroom instruction is supplemented by individualized resource learning labs. The lab facilities provide students with flexible and varied opportunities to master course objectives and curriculum competencies.

In addition, many courses are offered on CD-ROM, online, and as telecourses.

Classes are conducted year round with day, evening and weekend offerings. Applicants are accepted for each of the academic semesters, as well as the summer session. Financial aid and scholarships are available to qualified applicants. The Conference Center provides satellite conferencing with downlink capability, distance learning with one way audio/video communication, room and seating for 200 people which can be divided to accommodate simultaneous programs.

LIBRARY
The Terry Campus library provides academic support to students and faculty through a variety of services. A technical lending library of books, periodicals and audiovisuals, along with online resources assure that students have opportunities to develop information literacy skills as they complete course assignments and projects. Librarians provide course-integrated instruction sessions, which include providing students with guided experiences in using the online College catalog and indexes. A College Libraries Home Page provides access to many library resources and services to distance learners. Consultation with librarians is offered to all students through regular reference and referral services and through enrichment sessions scheduled throughout the year. Access to information and materials beyond the college libraries is supported by the Internet, OCLC, document delivery services, and affiliation with the Delaware Division of Libraries and other Delaware libraries. Operating hours during the regular academic year are Monday through Thursday, 8:15 A.M. to 8:00 P.M.; Friday, 8:15 A.M. to 4:00 P.M.; and Saturday, 9:00 A.M. to 12:00 P.M. Sunday, closed.

MICROCOMPUTER LABS
Microcomputer labs are located throughout the campus to assist students (supplement classroom activities) in areas such as reading, writing, math, business, computer information, engineering, and computer graphics. Staffed by qualified technicians, the labs are open during both day and evening hours to accommodate students' busy schedules.

CAREER PLANNING & PLACEMENT
Located within the Campus' Assessment Center, the Placement Office assists students in the identification and pursuit of their career goals. Computerized career guidance tools such as DISCOVER and The Self-Directed Search are offered free of charge to help students and members of the community. Information regarding specific careers is on file in the career library. A bulletin board with job postings for full and part-time positions is located outside the Assessment/Career Center. Individual career counseling is available on an appointment basis.

RECREATION FACILITIES
The Terry Campus has a Fitness Center that houses Nautilus and other fitness-related equipment. The programs provide regular exercise, health/wellness education and recreational workouts for the benefit of the students and employees. Cardio-Kinetics, Inc. has a full-time Exercise Physiologist who manages and operates the fitness center Monday thru Friday. The professionally staffed facility is open daily to all full-time students and available to part-time students for a nominal fee.

Outdoor facilities include tennis, volleyball and basketball courts, athletic fields, walking trails, and a picnic pavilion.

PROGRAMS OF STUDY
Terry Campus

***ASSOCIATE IN APPLIED SCIENCE
DEGREE PROGRAMS (A.A.S.)
(Unless otherwise indicated)***

***ASSOCIATE OF ARTS IN TEACHING
DEGREE PROGRAM (A.A.T)***

• **Allied Health**
Emergency Medical (Paramedic)
Option: EMT: Management
Surgical Technology

• **Applied Agriculture**
Options: Agribusiness Management
Turf Management

• **Architectural Engineering
Technology**
Option: Interior Design

• **Associate Degree Nursing**

• **Business**
Accounting
General Business
Hospitality Management
Management
Marketing

• **Computer Information Systems**
Option: Microcomputers and
Networking

• **Computer Network Engineering
Technology**

• **Construction Management Technology**

• **Criminal Justice**
Options: Criminal Justice
Management
Homeland Defense &
Emergency Management

• **Culinary Arts**

• **Early Childhood Education**
Options: Early Care & Education (Birth
to Second Grade)
Early Childhood Development

• **Education**
Math Secondary Education (A.A.T.)
Middle-Level Mathematics Ed.:
English Minor (A.A.T.)
Middle-Level Mathematics Ed: Science
Minor (A.A.T.)

Middle Level Mathematics Ed: Social
Science Minor (A.A.T.)
Paraeducator
Option: Elementary Education

• **Electromechanical Engineering
Technology**

• **Electronics & Computer Engineering
Technology**
Options: Biomedical Electronics
Electrical Engineering
Technology

• **Electronics/Electrical Engineering
Technology**
Option: Math/Science Concentration

• **Energy**
Energy Management
Renewable Energy Solar

• **Enterpreneurship**

• **Human Services**
Options: Drug and Alcohol Counseling

• **Information Security**

• **Office Administration**
Options: Paralegal

• **Visual Communications**
Options: Advertising Design
Multimedia Design
Photo Imaging

• **Web Information Systems**
Web Development Technology

DIPLOMA PROGRAMS

• **Computer Information**
Microcomputer Studies

• **Culinary Arts**
Baking and Pastry Skills Studies
Kitchen Skills Studies

• **Practical Nursing Studies**

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Programs of Study

At Delaware Technical & Community College students may be accepted in associate degree, diploma, or certificate programs.

ASSOCIATE DEGREE PROGRAMS

The Associate in Applied Science degree curricula prepare students for immediate employment and provide a balance between the studies necessary to earn a livelihood and those needed for understanding and participating in social, political, and cultural activities. The Associate of Arts in Teaching Degree curriculum prepares students to transfer to a senior institution in order to complete a baccalaureate degree in teaching. Classes are scheduled in the early morning, late afternoon, evening and/or weekends to meet the students' demands. Distance Education classes are also available. The College provides quality instructors, experienced counselors, and other support staff to all students.

If you plan to transfer to another college after completing an associate degree at Delaware Technical & Community College, consult with your academic advisor to determine whether your associate degree program is articulated with a senior institution. These connected degree programs (www.dtcc.edu/connecteddegree/) have transfer provisions you need to know. For other transfers, consult the College catalog or the Admissions Office of the institution which you plan to attend as soon as possible. Transferability of courses and programs is determined solely by the institution to which the student transfers.

DIPLOMA & CERTIFICATE PROGRAMS

Diploma and certificate programs and courses prepare students for specific employment. All programs are tailored to meet the needs and abilities of the individual and to provide a marketable skill which will enable him/her to compete successfully in the job market. Additional information may be obtained by calling the Admissions Office at your nearest campus.

COOPERATIVE EDUCATION/INTERNSHIP PROGRAMS

Cooperative Education/Internship is a partnership between the student, business, industry, government, or service agencies, and the College. This work experience is available in selected academic programs and may be scheduled for one or two semesters. The College classroom exposes the students to facts, theories, and principles; the student applies those principles and theories in an actual job environment. A student on a co-op/internship can receive training and experience in a professional environment that supplements learning in a campus lab, classroom, or library.

ENGLISH AS A SECOND LANGUAGE

The ESL program serves the varied needs of persons for whom English is not a native language. Participants can develop communication skills which will enable them to succeed in the United States. English skills will be developed so that students can prepare themselves to participate more independently in American society and, if they desire, pursue a college degree.

SPECIALIZED OCCUPATIONS

The Specialized Occupations program was established to meet the special training needs of Delaware business, industry, and professions. The objectives are twofold:

1. To satisfy the educational needs of employers and employees in areas where employment opportunities are too limited to justify establishment of formal education programs.

2. To prepare employees for new or increased responsibilities at their present place of employment through a combination of college-level studies and appropriate on-the-job experience.

SERVICEMEMBER'S OPPORTUNITY COLLEGE (SOC)

As a recognized Servicemember's Opportunity College, the College has established programs geared to the needs of active servicemen, servicewomen, and veterans. Advanced credit for non-traditional and/or military education and experience is available through departmental testing and evaluation. The College grants credit by examination through the use of departmental examinations, the College-Level Examination Program (CLEP) and/or DANTES (Defense Activity for Non-Traditional Education Support). SOC guidelines are applicable to all programs offered by the College.

CORPORATE AND COMMUNITY PROGRAMS

The Corporate and Community Program Division provides a broad range of education and training geared to meet specific corporate and community needs. The Division serves its constituency through programs in four main areas: Conferences & Seminars, Community & Continuing Education, Corporate & Contract Training, and Workforce Training. Corporate and Community Programs is the outreach arm of the College, encompassing special projects not available through other instructional areas. The Conference & Seminars Unit serves the community by arranging meetings and classes in the campus Corporate Training Center and other campus facilities. This component works with the public and private sector to provide conference services, including event planning and delivery. Many classes and seminars are conducted utilizing the College's distance learning capabilities.

DISTANCE LEARNING

Delaware Technical & Community College has implemented distance learning to enhance instruction at each campus location. Students may select online courses, telecourses, interactive video courses and CD-ROM courses as part of their academic programs or for career and personal development. A fiber optic network links Stanton, Terry and Owens Campuses through two-way interactive, full-motion video, providing a convenient and cost effective means to deliver educational programs. Teleconferences from national and international sites can be downlinked in each county, bringing recognized expertise to state residents. The College is a fully FCC licensed facility for uplinks worldwide.

THE DELAWARE TECHNICAL & COMMUNITY COLLEGE/ UNIVERSITY OF DELAWARE ASSOCIATE IN ARTS DEGREE PROGRAM

OWENS, TERRY, AND WILMINGTON CAMPUSES

The Delaware Technical & Community College/University of Delaware Associate in Arts Degree Program is a liberal arts program primarily for students interested in areas of study offered by the University of Delaware's Colleges of Arts and Sciences, Business and Economics, Education, Agriculture and Human Resources. The program consists of University courses taught by University faculty.

Students may earn a University of Delaware Associate Degree through completion of 60 credit hours of instruction in their area of concentration. Bachelor degrees are awarded by the University of Delaware to those students who continue their studies at the University, completing a minimum of 124 credits including general University requirements, group, and major requirements. (Minimum credits may be higher in certain majors.) Admission decisions consider the student's academic record, Scholastic Aptitude Test scores, and recommendations from the high school. Students are offered admission and provided an evaluation of total qualifications which indicates potential for success.

Financial aid is available to assist qualified students. Applicants must complete the College Scholarship Service Financial Aid Form. Application is made through the University of Delaware Admissions Office using the University's application. Applications are available at Delaware Technical & Community College, the University, or at any Delaware high school guidance office.

Please visit the Delaware Technical & Community College or University of Delaware websites for more information.

AIR FORCE ROTC

Delaware Tech students have the opportunity to become a commissioned officer in the United States Air Force while earning a degree by participating in the ROTC program through a crosstown agreement with the University of Delaware. The applicant selection and instruction is the responsibility of the University of Delaware. For more information, contact the ROTC Office at (302) 831-2863 or visit the University of Delaware website at www.udel.edu/afrotc.

PROGRAMS OF STUDY

On the following pages you will find the programs of study open to you at Delaware Technical & Community College. Students may obtain a curriculum sequence listing from the appropriate campus advisor. Required courses and course sequence may differ at each campus due to local job requirements, local advisory committee recommendations, and substitution of an internship program for certain courses.

STUDY ABROAD OPPORTUNITIES

Delaware Technical & Community College offers short-term study abroad courses. These credit courses with an integrated study abroad component are generally offered during the summer semester lasting approximately ten to twenty-one days. Many of these courses can/will be accepted as an elective to curriculum programs. For a list of current study abroad opportunities, contact your International Education Coordinator at your home campus or visit the International Education webpage at: www.dtcc.edu/international.

Associate in Applied Science Degree Programs (A.A.S.)

PROGRAM	CAMPUS
Airframe Maintenance Technology	O
Allied Health	
Cardiovascular Sonography	W
Dental Hygiene	W
Diagnostic Medical Sonography	O-W
Emergency Medical (Paramedic)	T
Option: EMT: Management	T
Exercise Science	W
Health Information Management	W
Histotechnician	W
Medical Assistant	O-W
Medical Laboratory Technician	O
Nuclear Medicine	W
Occupational Therapy Assistant	O-W
Physical Therapist Assistant	O-W
Radiologic Technology	O-W
Respiratory Care	O-W
Surgical Technology	T
Veterinary Technology	O
Applied Agriculture	
Options: Agribusiness Management	O
Landscape & Ornamental Horticulture	O
Production Agriculture	O
Turf Management	O
Architectural Engineering	O-S-T
Option: Interior Design	T
Associate Degree Nursing	O-S-T
Automotive Technology	O-S
Biotechnology	O-S
Option: Biological Sciences	O-S
Business	
Accounting	O-T-W
General Business	O-T-W
Hospitality Management	T-W
Management	O-T-W
Marketing	O-T-W
Chemical Process Operator	S
Chemistry	S
Option: Chemistry/Math Concentration	S
Civil Engineering Technology	O-S-T
Option: Surveying & Geomatics Engineering	O-S
Communications	O
Computer-Aided Drafting/Design Technology	S
Computer Information Systems	O-T-W
Option: Microcomputers and Networking	O-T
Computer Network Engineering Technology	S-T-W
Computing and Information Science	W
Construction Management Technology	O-S-T
Criminal Justice	O-S-T
Criminal Justice Management	T
Homeland Defense & Emergency Management	T
Culinary Arts	S-T
Design Engineering Technology	
Design Engineering (Mechanical)	O

PROGRAM	CAMPUS
Early Childhood Education	
Options: Early Care & Education	
(Birth - Second Grade)	O-T-W
Early Childhood Development	O-T-W
Education	
Mathematics Secondary Education (A.A.T.)	O-S-T-W
Middle-Level Mathematics Ed.: English Minor (A.A.T.)	O-S-T-W
Middle-Level Mathematics Ed.: Science Minor (A.A.T.)	O-S-T-W
Middle-Level Mathematics Ed.:	
Social Science Minor (A.A.T.)	O-S-T-W
Paraeducator	O-S-T-W
Option: Elementary Education	O-S-T-W
Electromechanical Engineering Technology	T
Electronics/Electrical Engineering Technology	
Math Science Concentration	O-S-T
Electronics & Computer Engineering Technology	
Option: Biomedical	T
Computer Engineering Technology	S
Electrical Engineering Technology	S-T
Electronics Engineering Technology	O
Instrumentation Engineering Technology	S
Energy	
Energy Management	O-S-T
Renewable Energy Solar	O-S-T
Engineering Technology	
CAD	O
Entrepreneurial	
Entrepreneurship	O-T-W
Environmental Technology	S
Option: Water/Wastewater	O
Fire Protection Engineering Technology	S
Options: Fire Alarm	S
Fire Science	S
Food Service Management	S
Food Safety	O
H.V.A Engineering Design Technology	S
Human Services	O-T-W
Options: Drug & Alcohol Counseling	T-W
Information Security	O-T-W
Mechanical Engineering Technology	S
Office Administration	O-T-W
Options: Office Software Specialist	O-W
Paralegal	O-T
Operations Management	W
Refrigeration, Heating & Air Conditioning	O
Safety Management	S
Specialized Occupations:	
Chrysler-Modern Manufacturing	S
Management	W
Modernized Manufacturing	S
Visual Communications	T
Options: Advertising Design	T
Multimedia Design	T
Photo Imaging	T
Web Information Systems	
Web Development	O-T

AIRFRAME MAINTENANCE

AIRFRAME MAINTENANCE TECHNOLOGY
A.A.S. Degree (Owens Campus)

The Airframe Maintenance Technology associate degree program prepares graduates for entry-level positions as airframe maintenance technicians. Graduates will acquire knowledge and skills needed in the fabrication, inspection, maintenance, repair, and testing of aircraft. Graduates will possess the training qualifications and be capable and competent to successfully pass the Federal Aviation Administration airframe mechanic certification examinations.

CORE COURSES

Course		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
ECO 111	Macroeconomics	3
MAT 125	Math for the Trades	4
or		
AMT 199	Airframe Maintenance Technology Advanced Credit	18
PSY 100	Human Relations	3

TECHNICAL/SUPPORT COURSES

Course		Credits
CIS 107	Intro to Computers & Applications	3
ELC 122	Electronic Devices/Circuits I	3
or		
AMT 199	Airframe Maintenance Technology Advanced Credit	18
ENG 124	Oral Communication	3
or		
ENG 131	Honors Oral Communication	3
PSY 121	General Psychology	3

TECHNICAL COURSES

Course		Credits
AMT 110	Airframe Maintenance General	12
and		
AMT 120	Airframe Maintenance AF-Section I	11
and		
AMT 210	Airframe Maintenance AF-Section II	12
and		
AMT 220	Airframe Maintenance AF-Section III	11
or		
AMT 199	Airframe Maintenance Technology Advanced Credit	18

ALLIED HEALTH

CARDIOVASCULAR SONOGRAPHY
A.A.S. Degree (Wilmington Campus)

The Cardiovascular Sonography program will combine learning competencies from the existing ECH and VAS programs. Enhancements will include the addition of courses that provide earlier clinical experiences and integrate and strengthen didactic knowledge and technical skills.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 153	ollege Math & Statistics	4
or		
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology I	5
BIO 130	Disease Proc/Pathophysiology	3

TECHNICAL COURSES

Courses		Credits
DMS 106	Intro to Patient Care/Sonography	3
DMS 108	Introduction to Clinical Internship I	1
ECH 111	Echocardiography Techniques I	3
VAS 111	Vascular Techniques I	3
HLH 215	Cardiovascular Monitoring	2
DMS 110	Acoustical Physics	3
CVS 109	Introduction to Clinical Internship II	1
ECH 112	Echocardiography Techniques II	3
VAS 112	Vascular Techniques II	3
CVS 201	Clinical Internship I	3
CVS 210	Scanning Applications I	1
ECH 213	Echocardiography Technique III	3
CVS 202	Clinical Internship II	7
VAS 213	Vascular Techniques III	3
CVS 203	Clinical Internship III	7
DMS 230	Special Topics	2

ALLIED HEALTH

DENTAL HYGIENE
A.A.S. Degree (Wilmington Campus)

The Dental Hygiene program provides comprehensive educational experiences for qualified students to achieve the knowledge and skills necessary to be eligible for licensure and employment as dental hygienists. The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611-2678.

The program includes didactic, laboratory and clinical experiences. The program cycle begins once a year in the fall semester. Interested applicants should contact the Allied Health counselor and request special entrance requirements.

The Dental Hygiene program offers an extension program through the Terry and Owens Campuses for students wishing to attend locally. This program utilizes both campuses for didactics and the hospital dental clinic on the Dover Air Force Base for clinical experiences. Interested applicants should contact the advisor at the campus nearest to their home for special entrance requirements.
NOTE: General Chemistry (CHM 110) within the past five years is a prerequisite requirement for this program.

CORE COURSES

Course		Credits
ENG 121	Composition	3
ENG 124	Oral Communications	3
MAT 135	Biomedical Statistics	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL/SUPPORT COURSES

Course		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 125	Introductory Microbiology	4
CIS 107	Introduction to Computers & Application	3

TECHNICAL COURSES

Course		Credits
DHY 101	Clinical Dental Hygiene I	2
DHY 102	Clinical Dental Hygiene II	3
DHY 103	Clinical Dental Hygiene III	2
DHY 111	Dental Hygiene Fundamentals I	3
DHY 112	Dental Hygiene Fundamentals II	3
DHY 121	Oral Histology & Embryology	2
DHY 132	Dental Anatomy	1.5
DHY 133	Head and Neck Anatomy	1.5
DHY 141	Oral Radiography	3
DHY 151	Periodontology/Cariology	3
DHY 161	Oral Pathology	3
DHY 204	Clinical Dental Hygiene IV	4
DHY 205	Clinical Dental Hygiene V	4
DHY 212	The Compromised Dental Patient	1.5
DHY 213	Advanced Clinical Techniques	3
DHY 214	Nutrition for Dental Care	2
DYH 215	Practice Management	1
DHY 271	Pharmacology for Dental Health	1.5
DHY 281	Operative/Specialty Dentistry	1
DHY 290	Community Dental Health	2
DHY 291	Community Dental Health Fieldwork	1

ALLIED HEALTH

DIAGNOSTIC MEDICAL SONOGRAPHY
A.A.S. Degree (Owens Campus)

Diagnostic Medical Sonography is the art and science of employing high frequency sound waves to image organs, vessels, masses, and fluid accumulations within the body. The skilled sonographer, qualified by academic and clinical training, assists the physician in assessing both disease processes and the state of well-being. The Diagnostic Medical Sonography program offers an Associates of Applied Science degree in the general sonographic learning concentration. Courses are offered on campus and at a variety of clinical affiliates. Employment opportunities in this dynamic field exist in a wide range of settings such as hospitals, clinics, and doctors' offices. Other opportunities are available in veterinary medicine, industry, sales, mobile services, and the private sector.
Interested applicants should contact the counselor for specific entrance requirements.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3

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or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 130	Disease Proc/Pathophysiology	3
PHY 111	Conceptual Physics	4

TECHNICAL COURSES

Courses		Credits
DMS 107	Essentials in Patient Care/Sonography	3
DMS 110	Acoustical Physics	3
DMS 112	OB/GYN Sonography I	2
DMS 131	Abdominal/Small Parts Sonography I	2
DMS 214	Essentials in Vascular Ultrasound	2
DMS 215	OB/GYN Sonography II	2
DMS 231	Abdominal/Small Parts Sonography II	2
DMS 235	Pediatric Sonography	1
DMS 240	Clinical Sonography I	3
DMS 241	Clinical Sonography II	6
DMS 242	Clinical Sonography III	5
DMS 243	Clinical Sonography IV	5
DMS 250	Selected Topics in Ultrasound	2

ALLIED HEALTH

DIAGNOSTIC MEDICAL SONOGRAPHY
A.A.S. Degree (Wilmington Campus)

Diagnostic Medical Sonography is the art and science of employing high frequency sound waves to image organs, vessels, masses, and fluid accumulations within the body. The skilled sonographer, qualified by academic and clinical training, assists the physician in assessing both disease processes and the state of well-being. The Diagnostic Medical Sonography program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) 2025 Woodlane Drive, St. Paul, MN 55125-2998, (651) 731-1582 of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756, (727) 210-2350 to prepare students for national certification in general sonographic learning concentrations. Courses are offered on campus and at a variety of clinical affiliates. Employment opportunities in this dynamic field exist in a wide range of settings such as hospitals, clinics, and doctors' offices. Other opportunities are available in veterinary medicine, industry, sales, mobile services, and the private sector. Interested applicants should contact the counselor for special entrance requirements.
NOTE: General Chemistry (CHM 110) within the past five years is a prerequisite requirement.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3

or

Courses		Credits
ENG 131	Honors Oral Communications	3
MAT 153	College Math & Statistics	4
or		
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 130	Disease Proc/Pathophysiology	3

TECHNICAL COURSES

Courses		Credits
DMS 106	Intro to Patient Care/Sonography	3
DMS 108	Introduction to Clinical Internship I	1
DMS 109	Introduction to Clinical Internship II	1
DMS 110	Acoustical Physics	3
DMS 113	Gynecological Sonography	2
DMS 114	Obstetrical Sonography	2
DMS 121	Abdominal Sonography I	2
DMS 122	Abdominal Sonography II	2
DMS 201	Clinical Internship I	4
DMS 202	Clinical Internship II	7
DMS 203	Clinical Internship III	7
DMS 210	Scanning Applications	1
DMS 211	Abdominal Sonography	1
DMS 230	Special Topics	2
VAS 111	Vascular Techniques I	3
VAS 112	Vascular Techniques II	4
VAS 213	Vascular Techniques III	3

ALLIED HEALTH

EMERGENCY MEDICAL (PARAMEDIC)
A.A.S. Degree (Owens, Terry & Wilmington Campuses)

The Emergency Medical Program prepares students to provide advanced prehospital emergency care under medical command authority to acutely ill or injured patients. Students will recognize, assess, and manage a medical or trauma emergency, record and communicate pertinent data to designated medical command authority, and direct and coordinate the transport of the patient. Students study both on campus and at a variety of field sites. This is a nationally accredited program that prepares students for the National Registry Examination.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 130	Algebra for Allied Health	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3

Courses		Credits
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 130	Disease Proc/Pathophysiology	3
CIS 107	Introduction to Computers & Application	3

TECHNICAL COURSES

Courses		Credits
EMT 200	Introduction to Paramedic Technology	4
EMT 201	Patient Assessment	3
EMT 202	Medical Emergencies I	4
EMT 203	ALS Skills Lab I	4
EMT 204	Special Populations	4
EMT 207	Paramedic Practicum I	2
EMT 211	Cardiology	3
EMT 212	Medical Emergencies II	4
EMT 213	ALS Skills Lab II	2
EMT 214	Legal Issues/Research	2
EMT 215	Trauma Emergencies	2
EMT 217	Paramedic Practicum II	3
EMT 227	Paramedic Practicum III	3
EMT 290	Field Evaluation	4

ALLIED HEALTH

EMERGENCY MEDICAL MANAGEMENT OPTION
A.A.S. Degree (Terry Campus)

The Emergency Medical Management Option curriculum provides the currently certified paramedic with a well rounded foundation in supervision and management. Students complete courses in supervision, management, and organizational behavior. The program culminates with a multidisciplinary capstone that will provide practice experience in supervisory situations. Students are provided the preparation needed for successful employment and promotion within emergency medical services.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing and Communication	3
or		
ENG 130	Honors Technical Writing and Communication	3
MAT 130	Algebra for Allied Health	4
or		
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Introduction to Business	3
CIS 107	Intro to Computers and Applications	3
EMT 214	Legal Issues and Research	2
EMT 275	Emergency Services Management	3
MGT 212	Principles of Management	3
MGT 214	Supervisory Management	3
MGT 219	Organizational Behavior	3
MGT 231	Human Resource Management	3

TECHNICAL COURSES

Courses		Credits
EMT 199	Advanced Credit/Paramedic	30

ALLIED HEALTH

EXERCISE SCIENCE
A.A.S. Degree (Wilmington Campus)

This curriculum is designed to prepare students as fitness technicians. Students will learn to properly conduct health screenings, administer exercise tests, and develop cardiovascular and strength training exercise programs. Through the technical component of the program, students will develop an in-depth understanding of exercise physiology, kinesiology, exercise testing, and fitness programming. Graduates will be qualified to sit for various certifications as offered by the American Council on Exercise (ACE), National Strength and Conditioning Association (NSCA), and American College of Sports Medicine (ACSM) as a Personal Trainer, Aerobic Instructor, Lifestyle and Weight Management Counselor, and Health Fitness Instructor. Interested applicants should contact the counselor and request special entrance requirements.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 153	College Math & Statistics	4
or		
MAT 181	Algebra and Trigonometry I	4
or		
MAT 185	Precalculus	4
PSY 121	General Psychology	3
SOC 111	Sociology I	3
or		
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 115	Nutrition	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
HLH 110	First Aid, Safety, & CPR	3

TECHNICAL COURSES

Courses		Credits
EXS 100	Introduction to Exercise Science	4
EXS 101	Functional Kinesiology	3
EXS 105	Conditioning & Strength Training	4
EXS 120	Wellness and Health Promotion	3
EXS 135	Exercise Science Internship I	3
EXS 200	Nutrition for Sport & Exercise	3
EXS 205	Fitness for Special Populations	3
EXS 225	Advanced Exercise Testing	4
EXS 230	Health Fitness Instruction	4
EXS 235	Exercise Science Internship II	9

ALLIED HEALTH

HEALTH INFORMATION MANAGEMENT
A.A.S. Degree (Wilmington Campus)

The Health Information Management associate degree curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information. The program is designed to prepare students to function effectively in a technical manner in health information departments in a wide variety of health care settings. These settings include ambulatory care, rehabilitation centers, drug and alcohol facilities, local health departments, third-party payers, pharmaceutical companies, acute care, as well as other health care related organizations such as insurance companies, consulting firms, and technology companies.

Health Information professionals are responsible for maintaining components of health information computer systems, protecting patient privacy and providing information security, ensuring health information is complete and available to legitimate users, coding and classifying data for reimbursement, analyzing information necessary for decision support, complying with standards and regulations regarding health information, preparing health data for accreditation and licensing surveys, and analyzing clinical data for research and public policy. In all types of facilities, and in various locations within a facility, the health information technician possesses the technical knowledge and skills necessary to process, maintain, compile and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality improvement, and research. In addition, the health information technician may be responsible for functional supervision of the various components of the health information system.

This program provides instruction and clinical experiences that assist students in developing the technical skills necessary to become Health Information Technicians. Graduates will receive the associate in applied science degree from the College and will be eligible to sit for credential exams in the career field.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing and Communication	3
or		
ENG 130	Honors Technical Writing and Communication	3
MAT 135	Biomedical Statistics	3
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 108	Basic Pharmacology	2
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 130	Disease Proc./Pathophysiology	3
CIS 107	Introduction to Computers/Applications	3
CIS 118	Introduction to Relational Databases	3

TECHNICAL COURSES

Courses	Credits
HIT 100 Introduction to Health Information	3
HIM 120 ICD Coding I	4
HIM 121 ICD Coding II	4
HIM 122 CPT Coding	4
HIM 130 Legal Aspects of HIM	3
HIM 131 Health Information/HIM Systems	4
HIM 222 Healthcare Reimbursement	2
HIM 225 Technical Practicum	3
HIM 230 Supervision & Organization	3
HIM 231 Quality Assessment	3
HIM 250 Professional Practicum	4

ALLIED HEALTH

HISTOTECHNICIAN
A.A.S. Degree (Wilmington Campus)

Histotechnology is the art of preparing tissue through specialized cutting, embedding, and staining procedures for both research and diagnostic purposes. The histotechnician is the skilled specialist who prepares and stains these thin tissue specimens for examination by pathologists, dermatologists, researchers, and biologists. They are also trained to perform immunohistochemistry, complex molecular biology and genetic testing procedures using high-tech instruments. Histotechnicians may be employed in hospitals, dermatology laboratories, outpatient laboratories, veterinary facilities, or research laboratories. They work with pathologists, dermatologists, pharmaceutical companies, or forensic investigators. The specimens they prepare can be of human, animal, marine, or plant tissue. The program is fully accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880 and prepares students to sit for the A.S.C.P. examination. Interested applicants should contact the counselor for special entrance requirements.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
MAT 153	College Math & Statistics	4
or		
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3
SOC 111	Sociology I	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 125	Introductory Microbiology	4
CHM 110	General Chemistry	4
CHM 111	Introduction to Organic & Biochemistry	4
CIS 107	Introduction to Computers & Application	3

TECHNICAL COURSES

Courses		Credits
HTT 100	Intro to Histotechnology	2
HTT 201	Histology	2
HTT 202	Histology Internship	9
HTT 211	Histotechnology Procedures I	3
HTT 212	Histotechnology Procedures II	3
HTT 220	Histochemistry I	3
HTT 221	Histochemistry II	3

ALLIED HEALTH

MEDICAL ASSISTANT
A.A.S. Degree (Owens & Wilmington Campuses)

The Medical Assistant is a multiskilled professional who works with other members of the health care team performing both clinical duties (assisting with patient care) and administrative duties (performing medical office duties.)

Graduates of the program may be employed in physicians' offices, hospitals, and other health care facilities. The program consists of course work in the following: keyboarding, medical transcription, business and computer applications for the medical office, insurance coding, phlebotomy, routine diagnostic testing, performing electrocardiograms, obtaining vital signs, and assisting the physician in clinical procedures. In addition to course work and laboratory experiences on campus, students are required to complete a supervised internship in a medical facility. The Associate Degree program at the Wilmington Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRBAAMAE).

Commission on Accreditation of Allied Health Education Programs 31361 Park Street Clearwater, FL 33756, (727) 210-2350. Graduates may apply to take the certification exam given by the (AAMA). Successful candidates are Certified Medical Assistants (CMA).

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Compositon	3
ENG 124	Oral Communications	3
or		
ENG 160	Business Communication	3
MAT 150	Business Mathematics	3
or		
MAT 153	College Math and Statistics	4
or		
MAT 155	Mathematics of Finance	3
SOC 213	Ethical Issues in Health	3
POL 111	Political Science	3
or		
COM 111	Human Communications	3
PSY 100	Human Relations	3
or		
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 110	Essentials of Anatomy & Physiology	4

Select two (2) courses from
BUS 203	Business Law	4
CIS 107	Introduction to Computers & Application	3
CIS 112	Spreadsheet & Graphics Processing	3
OAT 132	Referencing and Transcription	3

TECHNICAL COURSES

Courses		Credits
OAT 121	Keyboarding	4
MEA 121	Basic EHR	1
MEA 150	Medical Lab Procedures I	4
MEA 151	Medical Lab Procedures II	4
MEA 170	Pharmacology for Medical Assistants	3
MEA 290	Medical Assistant Internship	4

Select four (4) courses from
OAT 120	Medical Office Procedures	4
OAT 125	Medical Computer Applications	3
OAT 157	Word Level I	3
MEA 100	Introduction to Medical Assisting	2
MEA 120	Medical Office Procedures	4
MEA 125	Medical Office Procedures II	4
MEA 255	Comprehensive Medical Transcription	3
MEA 270	Medical Assistant Seminar	2

ALLIED HEALTH

MEDICAL LABORATORY TECHNICIAN
A.A.S. Degree (Owens Campus)

The Medical Laboratory Technician Associate Degree program prepares the student who wishes to seek employment as a medical laboratory technician in hospital laboratories, independent laboratories, physicians' offices, community health agencies, or as a technician in research centers, pharmaceutical laboratories, biomedical laboratories, or as a quality control technician in food processing or manufacturing companies.

Students wishing to enroll in the program will be required to submit evidence of a physical examination. The program includes didactic course work on campus followed by a clinical affiliation in an approved hospital. The program is fully accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, (773) 714-8880 5600 N. River Road, Suite 720, Rosemont, IL 60018, (773) 714-8880 which qualifies the graduates to take the ASCP registry examination for Medical Laboratory Technicians. Students will be required to complete the program within four calendar years.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
ENG 122	Technical Writing & Communication	3
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
CHM 150	Chemical Principles I	5
CHM 151	Chemical Principles II	5
CIS 107	Introduction to Computers & Application	3

TECHNICAL COURSES

Courses		Credits
BIO 250	Principles of Microbiology	4
MLT 120	Hematology I	4
MLT 121	Hematology II	4
MLT 220	Clinical Chemistry I	4
MLT 221	Clinical Chemistry II	4
MLT 251	Pathogenic Microbiology	4
MLT 260	Immunology	4
MLT 261	Blood Banking	4
MLT 291	Clinical Practicum	7

ALLIED HEALTH

NUCLEAR MEDICINE
A.A.S. Degree (Wilmington Campus)

Nuclear Medicine is an imaging and therapeutic profession that utilizes minute traces of radioactive material in the determination of pathologic and physiologic conditions within the body. Students are trained in the proper techniques of intravenous radionuclide administrations, therapies, intricate computer applications, and detailed clinical procedures. The program is fully accredited through the Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) and prepares students for the national certification examination.

Students obtain clinical experience and competency at various hospitals and outpatient laboratories. Interested applicants should contact the counselor for special entrance requirements.

NOTE: General Chemistry (CHM 110) within the past five years is a prerequisite requirement.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
CHM 111	Introduction to Organic & Biochemistry	4
MAT 135	Biomedical Statistics	3

TECHNICAL COURSES

Courses		Credits
HLH 215	Cardiovascular Monitoring	2
NMT 101	Patient Care for the NMT	2
NMT 115	Introduction to NMT with Clinical Lab	4
NMT 121	Computers & Informatics	2
NMT 201	Clinical Nuclear Medicine I	3
NMT 202	Clinical Nuclear Medicine II	3
NMT 203	Clinical Nuclear Medicine III	3
NMT 211	Scan Reading I	1
NMT 212	Scan Reading II	1
NMT 222	Nuclear Physics	3
NMT 223	Nuclear Medicine Instrumentation	3
NMT 224	Radiopharmacy	2
NMT 226	Radiobiology/Protection	2
NMT 295	Clinical Internship I	4
NMT 296	Clinical Internship II	5
NMT 297	Clinical Internship III	8
PHY 112	Physics for Allied Health	4

ALLIED HEALTH

OCCUPATIONAL THERAPY ASSISTANT
A.A.S. Degree (Owens & Wilmington Campuses)

The Occupational Therapy Assistant is an individual who works under the supervision of a certified occupational therapist. The Occupational Therapy Assistant works with individuals or groups by implementing meaningful interventions which support participation in mastering everyday activities (occupations) at home, at work, at school, and in the community. For those with a disability, condition, or impairment being able to perform activities of daily living (ADL) is an important step toward a life that is as independent, productive, as satisfying as possible. The Occupational Therapy Assistant Program is designed to provide general education in the biological, behavioral, and health sciences followed by integrated occupational therapy instruction and laboratory experiences on campus and fieldwork experiences in approved facilities. The Occupational Therapy Assistant Programs at the Owens and Wilmington Campuses are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA), located at 4720

Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA (2682). AOTA's website is: http://www.aota.org. Graduates will be able to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Many states, including Delaware, require licensure to practice; however, that licensure is based on the results of the NBCOT Certification Exam. Level II Fieldwork (OTA 231 and OTA 232) must be completed within 18 months of the didactic course work for the OTA Program. Interested applicants should contact the counselor for special entrance requirements. NOTE: High School-level Chemistry or above within the last five years is a prerequisite requirement for the Program.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 153	College Math & Statistics	4
or		
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3
PSY 127	Human Development	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
PSY 223	Abnormal Psychology	3

TECHNICAL COURSES

Courses		Credits
BIO 122	Functional Human Anatomy	5
or		
PTA 118	Functional Anatomy & Kinesiology	5
OTA 110	Introduction to Occupational Therapy	2
OTA 120	Activity Analysis	2
OTA 220	Pediatric Health Conditions	3
OTA 221	Adult & Geriatric Health Conditions	3
OTA 222	Pediatric Intervention	4
OTA 223	Adult & Geriatric Intervention	4
OTA 224	Psychosocial Conditions	3
OTA 225	Clinical Fieldwork Level I-A	2
OTA 226	Clinical Fieldwork Level I-B	1
OTA 227	Group Process	2
OTA 229	Professional Seminar	1
OTA 231	Clinical Fieldwork Level II-A	6
OTA 232	Clinical Fieldwork Level II-B	6

ALLIED HEALTH

PHYSICAL THERAPIST ASSISTANT
A.A.S. Degree (Owens & Wilmington Campuses)

Physical Therapist Assistants are licensed health care workers who provide physical therapy services under the supervision and direction of the physical therapist. They assist with data collection, implement delegated patient interventions, modify interventions within the established plan of care, participate in discharge planning and follow-up care, document the care provided, and educate and interact with health care team members including families, caregivers, students and patients. Students study both on campus and at varied clinical sites. Graduates of the program may be employed by hospitals, rehabilitation centers, private practice clinics, home health agencies, and other health care settings. The Physical Therapist Assistant programs at the Wilmington Campus and the Owens Campus are accredited by the Commission on Accreditation in Physical Therapy Education, 1111 N. Fairfax Street, Alexandria, VA 22314, (703) 706-3245, email: accreditation@apta.org; website: www.capteonline.org. Interested applicants should contact the counselor for special entrance requirements.

Note: High School-level Chemistry or above within the last five years is a prerequisite requirement.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 130	Algebra for Allied Health	4
or		
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5

TECHNICAL COURSES

Courses		Credits
PHY 110	Physics for Physical Therapist Assistants	4
or		
PHY 112	Physics for Allied Health	4
or		
PHY 171	Physics I	4
PTA 100	Introduction to Physical Therapist Assisting	2
PTA 101	Basic Techniques	4
PTA 102	Modalities	3
PTA 116	Introduction to Pathology	3
PTA 118	Functional Anatomy & Kinesiology	5
or		
BIO 122	Functional Human Anatomy	5
and		
PTA 115	Kinesiology	3
PTA 205	Pathology/Treatment of Orthopedic Conditions	4
PTA 206	Pathology/Treatment of Neurological Conditions	4
PTA 208	Special Topics for the PTA	3
PTA 209	PTA Management Issues	2
PTA 211	Clinical Practice I	4
PTA 212	Clinical Practice II	3
PTA 213	Clinical Practice III	4

ALLIED HEALTH

RADIOLOGIC TECHNOLOGY
A.A.S. Degree (Owens & Wilmington Campuses)

Radiography is the art and science of using radiation to provide images of the tissues, organs, bones, and vessels that comprise the human body. Radiologic technology students are trained in the precise use of highly technical equipment, the application of specialized techniques, and patient interaction. The radiologic technologist is an essential member of the health care team. Radiologic technologists assist radiologists (physicians specializing in radiology) in identifying or ruling out fractures or disease. The programs are accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (312-704-5300) located at 20 N. Wacker Street, Suite 2850, Chicago, IL 60606-2401. Graduation from an accredited program in radiography ensures eligibility to apply for admission to the certification examination administered by the American Registry of Radiologic Technologists (ARRT). In addition to the related and technology courses, students must complete an integrated clinical experience in area radiology departments. Students wishing to pursue this technology may do so by applying to the College, seeking specific information from the Radiologic Technology program counselor or department chairperson at the campus where the student wishes to attend.
NOTE: General Chemistry (CHM 110) within the past five years is a prerequisite requirement for the Wilmington and Owens Campuses.

OWENS CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5

TECHNICAL COURSES

Courses		Credits
HLH 101	Introduction to Patient Care	2
RAD 120	Image Critique & Positioning I	4
RAD 121	Image Critique & Positioning II	4
RAD 140	Radiographic Exposure I	3
RAD 141	Radiographic Exposure II	3
RAD 150	Radiation Protection & Biology	2
RAD 160	Clinical Radiography I	3
RAD 161	Clinical Radiography II	3
RAD 162	Clinical Radiography III	5
RAD 220	Image Critique & Positioning III	4
RAD 222	Selected Topics in Radiography	3
RAD 240	Radiographic Imaging Equipment	3
RAD 250	Radiographic Pathology	2
RAD 260	Clinical Radiography IV	5
RAD 261	Clinical Radiography V	5
RAD 270	Processing & Quality Assurance	2

WILMINGTON CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 153	College Math & Statistics	4
or		
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5

TECHNICAL COURSES

Courses		Credits
RAD 105	Introduction to Patient Care & Radiography	3
RAD 130	Radiographic Procedures I	4
RAD 131	Radiographic Procedures II	4
RAD 140	Radiographic Exposure I	3
RAD 141	Radiographic Exposure II	3
RAD 150	Radiation Protection & Biology	2
RAD 160	Clinical Radiography I	3
RAD 161	Clinical Radiography II	3
RAD 162	Clinical Radiography III	5
RAD 230	Radiographic Procedures III	3
RAD 231	Radiographic Procedures IV	2
RAD 240	Radiographic Imaging Equipment	3
RAD 250	Radiographic Pathology	2
RAD 260	Clinical Radiography IV	5
RAD 261	Clinical Radiography V	5
RAD 270	Processing & Quality Assurance	2

ALLIED HEALTH

RESPIRATORY CARE
A.A.S. Degree (Owens & Wilmington Campuses)

Respiratory Care is an allied health specialty involved in the treatment, management, and diagnostic evaluation of patients with problems of the cardiopulmonary system. Respiratory Care is one of the most dynamic allied health fields, undergoing a continuous process of discovery and improvement in both therapeutic techniques and related modes of mechanical assistance. The Wilmington and Owens Campus programs are accredited by the Committee on Accreditation for Respiratory Care (COARC), 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835, and prepare students for the National Board for Respiratory Care (NBRC) Entry Level and Advanced Practice Examinations. Courses are offered on campus and at a variety of clinical affiliates. Interested applicants should contact the counselor for special entry requirements.
NOTE: General Chemistry (CHM 110) within the past five years is a prerequisite requirement for the Wilmington Campus.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		

ENG 130   Honors Technical Writing & Communication.................3
or
ENG 124   Oral Communications 3
or
ENG 131   Honors Oral Communications 3
MAT 153   College Math & Statistics 4
or
MAT 181 Algebra and Trigonometry I 4

Select two (2) courses from
ECO 111   Macroeconomics...3
ECO 122   Microeconomics 3
POL 111   Political Science 3
PSY 121   General Psychology...3
PSY 125   Child Development 3
PSY 126   Child & Adolescent Development 3
PSY 127   Human Development 3
SOC 111   Sociology I 3
SOC 213   Ethical Issues in Health Care 3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5

TECHNICAL COURSES

Courses		Credits
RCT 120	Pharm for Respiratory Care	3
RCT 130	Introduction to Respiratory Care	7
RCT 140	Pulmonary Physiology	3
RCT 210	Neonatal & Pediatric Respiratory Care	3
RCT 231	Respiratory Care Procedures I	4
RCT 232	Respiratory Care Procedures II	7
RCT 241	Pulmonary Pathophysiology I	3
RCT 242	Pulmonary Pathophysiology II	4
RCT 251	Clinical Respiratory Care I	2
RCT 252	Clinical Respiratory Care II	3
RCT 253	Clinical Respiratory Care III	5
CHM 110	General Chemistry	4
and		
RCT 244	Cardiopulmonary Assessment	5
or		
HLH 101	Introduction to Patient Care	2
and		
HLH 215	Cardiovascular Monitoring	2
and		
RCT 233	Special Topics in Respiratory Care	4

ALLIED HEALTH

SURGICAL TECHNOLOGY
A.A.S. Degree (Terry Campus)

The Surgical Technology program will help to meet the employment demands for highly skilled surgical technologists. The program will provide students with the knowledge and skills required to function effectively in the environment of the operating room. The scrub surgical technologist handles the instruments, supplies, and equipment necessary during the surgical procedure. He/she has an understanding of the procedure being performed and anticipates the needs of the surgeon. He/she has the necessary knowledge and ability to ensure quality patient care during the operative procedure and is constantly on vigil for maintenance of the sterile field. The surgical technologist circulating obtains additional instruments, supplies, and equipment necessary while the surgical procedure is in progress. He/she monitors

conditions in the operating room and constantly assesses the needs of the patient and surgical team.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 130	Algebra for Allied Health	4
or		
MAT 119	Applied Clinical Mathematics	3

Select two (2) courses from
PSY 121	General Psychology	3
SOC 111	Sociology I	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 125	Introductory Microbiology	4
CIS 107	Introduction to Computers/Applications	3

TECHNICAL COURSES

Courses		Credits
SGT 100	Introduction to Surgical Technology	2
SGT 200	Surgical Technology I	6
SGT 201	Surgical Tech Practicum I	6
SGT 202	Pharmacology	2
SGT 210	Surgical Technology II	4
SGT 211	Surgical Tech Practicum II	7
SGT 220	Surgical Technology III	3
SGT 221	Surgical Tech Practicum III	7

ALLIED HEALTH

VETERINARY TECHNOLOGY
A.A.S. Degree (Owens Campus)

The Veterinary Technology Associate Degree program provides students with the theoretical and technical skills essential for a wide-range of career options in animal health and management. The curriculum is designed to prepare students for careers as veterinary technicians and for positions in animal hospitals, diagnostic laboratories, research laboratories, animal health industry, zoological parks, and emergency/specialty clinics. The program focuses on the development of laboratory testing techniques, clinical assisting procedures, humane animal care and nursing skills, and hospital management practices. In addition to course work and laboratory experience, students are required to complete one supervised externship at a variety of animal care facilities.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communication	3
MAT 153	College Math and Statistics	4

Select two (2) courses from

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 127	Human Development	3
PSY 223	Abnormal Psychology	3
SOC 111	Sociology I	3
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 125	Introductory Microbiology	4
or		
BIO 250	Principles of Microbiology	4
BIO 140	General Biology	4
or		
BIO 150	Biology I	4
CHM 100	Basic Chemistry	3
MLT 130	Hematology for the Vet Tech	4

TECHNICAL COURSES

Courses		Credits
VET 101	Introduction to Veterinary Technology	2
VET 102	Veterinary Anatomy	3
VET 110	Veterinary Physiology	3
VET 120	Breeds & Behavior	2
VET 140	Pharmacology for Vet Techs	3
VET 145	Exotic Animal Care and Management	1
VET 205	Small Animal Health & Disease	3
VET 210	Veterinary Clinical Pathology	3
VET 221	Veterinary Nursing I	3
VET 222	Veterinary Nursing II	3
VET 224	Large Animal/Equine Nursing/Health Management	4
VET 230	Research Animal Technology	3
VET 235	Diagnostic Imaging	3
VET 250	Veterinary Technician Internship	5

APPLIED AGRICULTURE

AGRIBUSINESS MANAGEMENT OPTION
A.A.S. Degree (Owens Campus)

Agriculture plays an extensive and essential part in today's economy. Individuals seeking a career in agriculture and its related occupations will discover the need for a formal education is now greater than ever. The investment in a modern agricultural enterprise is too costly to permit poor planning and preparation. Sound principles of production, management, and marketing are vital to the successful undertaking of an agricultural business. A broad spectrum of agriculture-related careers extends beyond the farm. Employers look to two-year technical colleges for qualified employees, and entrepreneurs look to the associate degree as a means to prepare them for ownership of an agribusiness.

Agribusiness Management prepares students for positions related to the agriculture industry by developing their knowledge of agriculture, business and economics. This program will enable graduates to obtain positions with large corporations, small business or government agencies. Those who desire to be self-employed may choose to own or operate a farm business. Academics combined with real world experience will prepare students for a variety of employment opportunities.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4
PSY 100	Human Relations	3
POL 111	Political Science	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Intro to Computers & Application	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
MGT 212	Principles of Management	3
SPA 136	Spanish Communication I	4
or		
PSY 121	General Psychology	3
or		
SOC 111	Sociology I	3

TECHNICAL COURSES

Courses		Credits
ACC 101	Accounting I	4
ACC 112	Accounting II	4
ACC 213	Managerial Accounting	3
or		
ACC 221	Cost Accounting I	3
AGS 102	Agricultural Science	3
AGS 104	Intro to Agribusiness Management	3
AGS 209	Farm Records/Accounts	3
AGS 212	Agribusiness Marketing	3
AGS 223	Applied Ecology	3
AGS 225	Agriculture Seminar	3
BUS 101	Intro to Business	3

APPLIED AGRICULTURE

LANDSCAPE AND ORNAMENTAL HORTICULTURE OPTION
A.A.S. Degree (Owens Campus)

Horticulture relates to the production and marketing of ornamental plants. Greenhouse operations, lawn and garden services, and nursery operations are all branches of horticulture. A specialized diploma is also available in this Option, along with certificates in Turf, Landscaping, and Plants/Soils.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communication	3
or		
ENG 131	Honors Oral Communication	3
MAT 125	Math for the Trades	3
or		
MAT 150	Business Mathematics	3
PSY 100	Human Relations	3

Left column:

POL 111	Political Science	3
or		
PSY 121	General Psychology	3
or		
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Introduction to Business	3
CIS 107	Introduction to Computers & Application	3
MGT 212	Principles of Management	3
OAT 157	Word Level I	3
BIO 150	Biology I	4
or		
BIO 151	Biology II	4
or		
CHM 100	Basic Chemistry	3
or		
CHM 110	General Chemistry	4

TECHNICAL COURSES

Courses		Credits
AGS 101	Soil & Water Management	3
AGS 103	Greenhouse Management	3
AGS 104	Introduction to Agribusiness Management	3
AGS 105	Principles of Plant Growth	3
AGS 122	Concepts of Turf Management	3
AGS 132	Landscape Construction & Management	3
AGS 135	Turf & Landscape Irrigation	3
AGS 203	Landscape & Plant Materials	3
AGS 206	Pest Control	3
AGS 207	Floriculture	3
AGS 213	Landscape Plans	3
AGS 215	Agricultural Leadership	3
AGS 221	Turfgrass Equipment Management	3
AGS 232	Horticulture Cooperative	3

APPLIED AGRICULTURE

PRODUCTION AGRICULTURE OPTION
A.A.S. Degree (Owens Campus)

The Production Agriculture option involves the growing and marketing of crops and livestock. A thorough knowledge of marketing, management, and finance as well as production skills are the keys to a career as an agriculture producer. There is also a diploma available in Production Agriculture.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communication	3
or		
ENG 131	Honors Oral Communication	3
MAT 125	Math for the Trades	3
or		
MAT 150	Business Mathematics	3
PSY 100	Human Relations	3

POL 111	Political Science	3
or		
PSY 121	General Psychology	3
or		
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Intro to Business	3
CIS 107	Introduction to Computers & Application	3
MGT 212	Principles of Management	3
OAT 157	Word Level I	3
BIO 150	Biology I	4
or		
BIO 151	Biology II	4
or		
BIO 250	Principles of Microbiology	4
or		
CHM 110	General Chemistry	4

TECHNICAL COURSES

Courses		Credits
AGS 101	Soil Science	3
AGS 102	Agricultural Science	3
AGS 104	Intro to Agibusiness Management	3
AGS 105	Principles of Plant Growth	3
AGS 106	Fruits and Vegetables	3
AGS 202	Agronomic Crops	3
AGS 204	Animal Science	3
AGS 206	Pest Control	3
AGS 209	Farm Records & Accounts	3
AGS 212	Intro to Agribusiness Marketing	3
AGS 215	Agriculture Leadership	3
AGS 230	Production Agriculture Co-op	3
AGS 240	Hydroponics Production	3
POS 215	Poultry Production Management	3

APPLIED AGRICULTURE

TURF MANAGEMENT OPTION
A.A.S. Degree (Owens Campus)

The Turf Management Degree program is designed to provide skills necessary for an individual to attain gainful employment in the turf management industry. The curriculum provides course study for the field of golf course management and professional turf management specialist. The curriculum will prepare the students for careers as golf and turf management technicians, assistant golf course superintendents, assistant equipment managers, horticulturist, irrigation specialist chemical technician, equipment operator and groundskeeper. There are also a diploma and certificate available in this program.
Note: *Students will be required to take certain course at the Owens Campus Turf Grass Lab*

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communication	3
or		
ENG 131	Honors Oral Communication	3

MAT 125	Math for the Trades	3
	or	
MAT 150	Business Mathematics	3
PSY 100	Human Relations	3
POL 111	Political Science	3
	or	
PSY 121	General Psychology	3
	or	
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Intro to Business	3
CIS 107	Introduction to Computers & Application	3
CHM 100	Basic Chemistry	3
	or	
CHM 110	General Chemistry	4
MGT 212	Principles of Management	3
OAT 157	Word Level I	3

TECHNICAL COURSES

Courses		Credits
AGS 101	Soil & Water Management	3
AGS 104	Intro to Agibusiness Management	3
AGS 105	Principles of Plant Growth	3
AGS 122	Concept of Turf Management	3
AGS 132	Landscape Construction & Management	3
AGS 135	Turf & Landscape Irrigation	3
AGS 203	Landscape & Plant Materials	3
AGS 206	Pest Control	3
AGS 213	Landscape Plans	3
AGS 215	Agricultural Leadership	3
AGS 221	Turfgrass Equipment Management	3
AGS 222	Putting Green Management	3
AGS 223	Applied Ecology	3
AGS 224	Turf & Athletic Flood Maintenance	3
AGS 231	Turfgrass Management Co-op	3

ARCHITECTURAL ENGINEERING

A.A.S. Degree (Stanton & Terry Campuses)

Architectural Engineering Technology is an intensive mixture of architectural, civil, mechanical, and electrical principles as they relate to building design and construction. The curriculum provides a broad based instructional program suitable to numerous aspects of the building industry. Graduates of the Architectural Engineering Technology program may work as engineering technicians in offices of architects; mechanical, electrical, structural, or civil consulting engineering firms; contractors and developers; municipal, state and federal building regulating agencies; facilities/plant management offices for private industry; and building material suppliers and fabricators. Graduates of this program are prepared for immediate productivity in the profession.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
	or	
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
	or	
ENG 130	Honors Technical Writing & Communication	3
	or	
ENG 124	Oral Communications	3
	or	
ENG 131	Honors Oral Communications	3
MAT 181	Algebra and Trigonometry I	4
	and	
MAT 182	Algebra and Trigonometry II	4

	or	
MAT 185	PreCalculus	4
	or	
MAT 281	Calculus I	4

Select two (2) courses from
CLT 110	International Cultural Immersion	3
ECO 111	Macroeconomics	3
	or	
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
	or	
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
AET 121	Introduction to Arch Drafting	4
	or	
AET 123	Drafting & Design	4
CIS 107	Introduction to Computers & Application	3
	or	
ELM 110	Introduction to Computers & Tech	3
	or	
IET 150	Computer Applications	3
EDD 171	Introduction to CAD Using AutoCAD	3
EDD 271	Advanced CAD Using Autocad	3
PHY 171	Physics I	4
	or	
PHY 205	General Physics I	4
	or	
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
AET 125	Architectural Drafting & Design	4
	or	
EDD 272	Solid Modeling	3
AET 135	Construction Materials & Methods	4
AET 150	Engineering Construction Drafting	3
AET 232	Contracts & Specifications	3
AET 234	Cost Estimating & Planning	3
AET 236	Building Service System	4
	or	
AET 170	Graphics for Arch Design	4
AET 270	Architectural Design Studio	4
	or	
AET 241	Advanced Arch Construction Documents	4
CET 144	Surveying Principles	4
	or	
AET 250	Structural Drafting & Design	4
	or	
AET 275	Arch Design: Foundation Studies I	4
CET 256	Statics & Strength of Materials	5
	or	
MET 132	Statics	3
	and	
MET 242	Strength of Materials	3

ARCHITECTURAL ENGINEERING TECHNOLOGY

A.A.S. Degree (Owens Campus)

Architectural Engineering Technology is an intensive mixture of architectural, civil, mechanical, and electrical principles as they relate to building design and construction. The curriculum provides a broad base instructional program suitable to numerous aspects of the building industry. Graduates of the Architectural Engineering Technology

program may work as engineering technicians in offices of architects; mechanical, electrical, structural, or civil consulting engineering firms; contractors and developers; municipal, state and federal building regulating agencies; facilities/plant management offices for private industry; and building material suppliers and fabricators. Graduates of this program are prepared for immediate productivity in the profession. The Architectural Engineering Technology at the Owens Campus is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone: (410) 347-7700.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	PreCalculus	4
or		
MAT 281	Calculus I	4

Select two (2) courses from

CLT 110	International Cultural Immersion	3
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
Select five (5) courses from		
AET 121	Introduction to Arch Drafting	4
or		
AET 123	Drafting & Design	4
CIS 107	Introduction to Computers & Application	3
or		
ELM 110	Introduction to Computers & Tech	3
or		
IET 150	Computer Applications	3
EDD 171	Introduction to CAD Using AutoCAD	3
EDD 271	Advanced CAD Using Autocad	3
PHY 171	Physics I	4
or		
PHY 205	General Physics I	4
or		
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
AET 125	Architectural Drafting & Design	4
or		
EDD 272	Solid Modeling	3
AET 135	Construction Materials & Methods	4
AET 150	Engineering Construction Drafting	3

AET 232	Contracts & Specifications	3
AET 234	Cost Estimating & Planning	3
AET 236	Building Service System	4
or		
AET 170	Graphics for Architectural Design	4
AET 270	Architectural Design Studio	4
or		
AET 241	Advanced Architectural Construction Documents	4
CET 144	Surveying Principles	4
or		
AET 250	Structural Drafting & Design	4
or		
AET 275	Arch Design: Foundation Studies I	4
CET 256	Statics & Strength of Materials	5
or		
MET 132	Statics	3
and		
MET 242	Strength of Materials	3

ARCHITECTURAL ENGINEERING TECHNOLOGY

INTERIOR DESIGN OPTION
A.A.S. Degree (Terry Campus)

Interior design is a highly-skilled profession which encompasses the total design picture. There is a big difference between an interior decorator and a professional interior designer. Interior designers must consider the structure and utilities of a building, client needs and cost effectiveness, as well as aesthetics. It is the designer's job to develop creative solutions to improve the human environment and maximize the function of space. The interior designer prepares technical drawings and designs development drawings to present a successful solution to the client. In addition to residential work, the field of interior design includes such projects as schools, hotels, hospitals, restaurants, theaters, shopping centers, and many more commercial areas. Although the program places a high emphasis on design, students are exposed to all aspects of industry. The program offers students the opportunity to prepare for careers in interior design as designers, draftsmen, color consultants, renderers, specifiers to work in interior design firms, architectural firms, retail stores, and hotel chains, to name a few.

CORE COURSES

Courses		Credits
COM 111	Human Communications	3
ENG 121	Composition	3
ENG 122	Technical Writing & Communication	3
MAT 155	Mathematics of Finance	3
VSC 131	Art History I	3
VSC 132	Art History II	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
AET 125	Architectural Drafting & Design	4
AET 232	Contracts & Specifications	3
AET 234	Cost Estimating & Planning	3
AET 236	Building Service System	4
EDD 171	Introduction to CAD Using AutoCAD	3

TECHNICAL COURSES

Courses		Credits
AET 135	Construction Materials & Methods	4
AID 145	Interior Styles Materials & Accents	4
AID 151	Interior Detailing	4
AID 170	Presentation Drawing & Rendering	4
AID 241	Residential Design Studio	5
AID 242	Commercial Design Studio	5

AID 265	Professional Practice of Interior Design	3
VSC 115	Introduction to Design	3
VSC 125	Color & Composition	3

ASSOCIATE DEGREE NURSING - OWENS

A.A.S. Degree (Owens Campus)

The Associate Degree Nursing Program at the Owens Campus provides multiple learning opportunities through a balance of general education courses, nursing courses and supervised clinical practice. The graduate of the Associate Degree Nursing Program is eligible to take the National Council Licensure Examination for Registered Nurses. The Associate Degree Nurse is prepared to care for individuals in a variety of health care settings. The graduate functions as an integral member of the health care team within the roles of provider of care, manager of care and member within the discipline of nursing. Students have the option to graduate at the end of the first year and receive a diploma in practical nursing, take the National Council Licensure Examination for practical nurses (NCLEX-PN), and continue in the Associate Degree Nursing Program. The nursing program provides a foundation for continuation of higher education through articulation with baccalaureate degree nursing programs.

The Associate Degree Nursing full-time program may be completed in five semesters. Part-time study is available. Advanced placement day and evening is available for Licensed Practical Nurses. Transfer students must follow the transfer policy of Delaware Technical & Community College. Individuals interested in applying to the nursing programs need to review the admissions procedure and specific admissions criteria for the Associate Degree Nursing Program outlined in the Nursing Department Fact Sheets. The legal requirements for licensure in the State of Delaware are outlined in the Nursing Department Policy Manual.

The Associate Degree Nursing Program at the Owens Campus is approved by the Delaware Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Information about the program is available from the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE; Suite 500; Atlanta, GA 30326; (404) 975-5000; www.nlnac.org
NOTE: High School-level Chemistry within the last 5 years or college-level Chemistry within the last 10 years, is a pre-admission requirement.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
ENG 122	Technical Writing & Communication	3
MAT 119	Applied Clinical Mathematics	3
PSY 127	Human Development	3
SOC 111	Sociology I	3
or		
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 125	Introductory Microbiology	4

TECHNICAL COURSES

Courses		Credits
NUR 121	Human Needs in Health & Illness I	11
NUR 122	Human Needs in Health & Illness II	11
NUR 123	Special Needs in Health & Illness	3
or		
NUR 123	Special Needs in Health & Illness	3
NUR 124	Basic Concepts of Human Needs	6
NUR 125	Concepts of Human Needs I	8
NUR 126	Concepts of Human Needs II	8
or		
NUR 199	Advanced Credit/Practical Nursing	18
and		
NUR 221	Human Needs in Health & Illness III	3
NUR 222	Human Needs in Health & Illness IV	3

NUR 223	Human Needs in Health & Illness V	3
NUR 224	Human Needs in Maternal-Newborn Nursing	3
NUR 225	Human Needs in Pediatric Nursing	3
NUR 226	Human Needs in Psychiatric Nursing	3

ASSOCIATE DEGREE NURSING – STANTON

A.A.S. Degree (Stanton Campus)

The Associate Degree Nursing Program at the Stanton Campus provides multiple learning opportunities through a balance of general education courses, nursing courses and supervised clinical practice. The graduate of the Associate Degree Nursing Program is eligible to take the National Council Licensure Examination for Registered Nurses. The Associate Degree Nurse is prepared to care for individuals and families in a variety of health care settings. The graduate functions as an integral member of the health care team within the roles of provider of care, manager of care and member within the discipline of nursing. The nursing program provides a foundation for continuation of higher education through articulation with baccalaureate degree nursing programs.

The Associate Degree Nursing Program may be completed in five semesters of full-time study. Part-time study is available. Advance placement is available for Licensed Practical Nurses. Transfer students must follow the transfer policy of Delaware Technical & Community College. Individuals interested in applying to the nursing program must attend an information session to review the admissions procedure and specific admissions criteria for the Associate Degree Nursing Program as outlined in the Nursing Program Admissions Handbook. The legal requirements for licensure in the State of Delaware are also outlined in the Nursing Program Admissions Handbook. The schedule of information sessions is available by calling the Marketing Department at 302-888-5288 and the prospective student website (www.dtcc.edu/stanton/prospective).

The Associate Degree Nursing Program at the Stanton Campus is approved by the Delaware Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Information about the program is available from the National League for Nursing Accrediting Commission, 61 Broadway,3343 Peachtree Road NE; Suite 500; Atlanta, GA 30326; (404) 975-5000; www.nlnac.org.

NOTE: High School-level Chemistry within the last five years or college-level Chemistry, within the last 10 years, is a pre-admission requirement for this program.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
ENG 122	Technical Writing & Communication	3
MAT 119	Applied Clinical Mathematics	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 125	Introductory Microbiology	4
PSY 127	Human Development	3

TECHNICAL COURSES

Courses		Credits
NUR 145	LPN to RN Role Transition	2
NUR 199	Advanced Credit/Practical Nursing	18
or		
NUR 141	Nursing Care I-A	5
NUR 142	Nursing Care I-B	5
NUR 143	Nursing Care II-A	5
NUR 144	Nursing Care II-B	5
and		

Courses		Credits
NUR 241	Nursing Care III-A	5
NUR 242	Nursing Care III-B	5
NUR 243	Nursing Care IV-A	5
NUR 244	Nursing Care IV-B	5

ASSOCIATE DEGREE NURSING – TERRY

A.A.S. Degree (Terry Campus)

The Associate Degree Nursing Program at the Terry Campus provides multiple learning opportunities through a balance of general education courses, nursing courses and supervised clinical practice. The Associate Degree Nurse is prepared to care for individuals and families in a variety of health care settings. The graduate functions as an integral member of the health care team. The Associate Degree Nursing Program provides a foundation for continuation of higher education through articulation with baccalaureate degree nursing programs. Students have the option to graduate at the end of the first year and receive a diploma in Practical Nursing Studies. The Practical Nursing graduate is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Associate Degree Nursing Program may be completed in five semesters. Prior to admission to the clinical portion of the program, all students must complete the NLN Pre-Admission Examination–RN. Advanced placement is available for Licensed Practical Nurses. The graduate of the Associate Degree Nursing Program is eligible to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN). The legal requirements for licensure in the State of Delaware are outlined in the Nursing Department Admissions Handbook. A criminal background check is required for all students.

Transfer students must follow the transfer policy of Delaware Technical & Community College. Individuals interested in applying to the nursing program should review the College admission procedure and specific admission criteria for the Associate Degree Nursing Program as outlined in the College Catalog and the Nursing Department Admissions Handbook.

The Associate Degree Nursing Program at the Terry Campus is approved by the Delaware Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Information about the program is available from the National League Accrediting Commission, 3343 Peachtree Road NE; Suite 500; Atlanta, GA 30326; (404) 975-5000; www.nlnac.or.

NOTE: Advanced Placement Licensed Practical Nurses must have a current license and complete NUR 178, Transition to Professional Nursing.

NOTE: High school-level chemistry within the last five years or college level chemistry within the last 10 years is a pre-admission requirement for this program.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
ENG 122	Technical Writing & Communication	3
MAT 119	Applied Clinical Mathematics	3
PSY 127	Human Development	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 125	Introductory Microbiology	4

TECHNICAL COURSES

Courses		Credits
NUR 178	Transition: Professional Nursing	2
NUR 199	Advanced Credit/Practical Nursing	18
or		
NUR 171	Nursing Care of Adults I	4
NUR 172	Nursing Care of Adults II	6
NUR 173	Nursing Care of Adults III	6
NUR 174	Mental Health Nursing	2
NUR 175	Maternal & Newborn Nursing I	2
NUR 176	Nursing Care of Children I	2
NUR 177	Nursing Perspectives I	1
and		
NUR 271	Nursing Care of Adults IV	5
NUR 272	Nursing Care of Adults V	5
NUR 274	Community Mental Health Nursing	3
NUR 275	Maternal & Newborn Nursing II	3
NUR 276	Nursing Care of Children II	3
NUR 277	Nursing Perspectives II	1

AUTOMOTIVE TECHNOLOGY

A.A.S. Degree (Owens & Stanton Campuses)

The Automotive Technology Program allows students to select a practical hands-on Certificate or Diploma program or a more rigorous Associate Degree option.

Graduates of the Associate Degree option will be able to perform a variety of preventive maintenance and repair functions on automobiles. Through systematic classroom instruction, completion of required laboratories and structured, mandatory internships, graduates will be able to use printed and electronic information, tools and instruments to diagnose faults and carry out necessary repairs and maintenance procedures.

Graduates of the Certificate or Diploma program will be able to enter the automotive service industry as entry level technicians. Through the completion of the required pre-tech courses, students completing the Certificate or Diploma program may transfer their earned credits toward the Associate Degree program.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
MAT 120	Math for Behavioral Sciences	3
or		
MAT 125	Math for the Trades	4
COM 111	Human Communications	3
or		
PSY 100	Human Relations	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
AUT 123	Co-op Work Experience I	4
or		
AUT 153	Automotive Practicum I	4

AUT 223	Co-op Work Experience II	4
or		
AUT 253	Automotive Practicum II	4
CIS 107	Introduction to Computers & Application	3
or		
IET 150	Computer Applications	3

TECHNICAL COURSES

Courses		Credits
AUT 114	Introduction to Automotive Technology	3
AUT 116	Automotive Electrical	5
AUT 118	Auto Steering & Suspension & Alignment	3
AUT 119	Automotive Brake Systems	3
AUT 122	Auto Air Conditioning & Heating	3
AUT 202	Automotive Engine Repair	4
AUT 203	Automotive Engine Performance	7
AUT 205	Manual Transmissions/Transaxle	4
AUT 208	Automatic Transmission	4

BIOTECHNOLOGY

A.A.S. Degree (Owens & Stanton Campuses)

The Biotechnology Degree prepares students for employment in research, industrial or pharmaceutical laboratories. Graduates are employed by local research and development facilities at competitive salaries. The program provides a theoretical and practical education in the various aspects of biology such as molecular biology and microbiology as well as analytical and biochemical techniques. Laboratory facilities include standard lab equipment and modern instrumentation in such fields as electrophoresis, gas and liquid chromatography, and spectroscopy.

The Biotechnology Program not only prepares students who want to acquire entry-level job skills but also offers students a broad selection of courses that are transferable to bachelor degree granting institutions.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 153	College Math & Statistics	4
or		
MAT 181	Algebra and Trigonometry I	4

Select two (2) courses from
CLT 110	International Cultural Immersion	3
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 121	General Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CHM 111	Intro to Organic and Biochemistry	4
CHM 150	Chemical Principles I	5
CHM 151	Chemical Principles II	5
CIS 107	Introduction to Computers & Application	3

TECHNICAL COURSES

Courses		Credits
BIO 150	Biology I	4
BIO 151	Biology II	4
BIO 250	Principles of Microbiology	4
BIT 260	Biotechnology I	4
BIT 261	Biotechnology II	4
CHM 250	Analytical Chemistry I	5
CHM 251	Analytical Chemistry II	4

BIOTECHNOLOGY

BIOLOGICAL SCIENCES

A.A.S. Degree (Owens & Stanton Campuses)

Biotechnology: Biological Sciences Option provides biology and chemistry education focusing on standard laboratory techniques for a science laboratory. The curriculum provides a strong foundation in mathematics and science to prepare students for upper-division course work. The program is articulated with the University of Delaware's bachelor's degrees in Biotechnology and Biological Sciences and Delaware State University's Biotechnology and Biology programs.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182 A	lgebra and Trigonometry II	4
or		
MAT 185	Precalculus	4
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CHM 150	Chemical Principles I	5
CHM 151	Chemical Principles II	5
CIS 107	Introduction to Computers & Application	3
or		
IET 150	Computer Applications	3
MAT 281	Calculus I	4
PHY 171	Physics I	4
or		
PHY 205	General Physics I	4
or		
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
BIO 150	Biology I	4
BIO 151	Biology II	4
BIO 250	Principles of Microbiology	4
BIT 260	Biotechnology I	4
CHM 240	Organic Chemistry I	4
CHM 241	Organic Chemistry II	4
CHM 250	Analytical Chemistry I	5
CHM 251	Analytical Chemistry II	4
or		
BIT 261 Biotechnology II		4

There is a growing demand for qualified personnel with business knowledge and skills. Business concentrations are available leading to the Associate in Applied Science degrees, diplomas, and certificates. The following Options are available: A.A.S. degrees in Accounting; Business Administration; Management Information Systems; Management, Marketing; Banking; Hospitality Management; Customer Service; and General Business. Short-term specialized diploma and certificate programs are also available in some of the A.A.S. options listed above. For interest in Diploma Programs refer to the Diploma Program Section.

The Business programs not only prepares students who want to acquire entry-level job skills but also offers students a broad selection of courses designed to maximize transferability to bachelor degree granting institutions.*

The Business programs are a blend of courses designed to prepare students for technical and professional careers. Courses include preparation in accounting, marketing, management, microcomputer applications, and related studies including economics, mathematics, and written/oral communications.

The course work provides detailed study of:
(1) the accounting cycle for sole proprietorships, partnerships, and corporations
(2) the theory and practice of accounting principles, procedures, and assumptions
(3) the theory and practice of auditing, intermediate, cost, and tax accounting
(4) the principles and problems of management and supervision
(5) the principles and problems of marketing, salesmanship, and advertising
(6) the management of information systems
(7) electronic businesses
(8) economic, monetary, and fiscal principles that guide business firms in national and world economies
(9) statistical applications in business
(10) computer applications in business
(11) the principles of financing and investing
(12) written and oral communications
(13) problem-solving and decision making skills

State-of-the-art microcomputers are used to supplement many business courses.

Opportunities–There are a variety of job opportunities available for graduates of the Business technologies.
Opportunities for employment exist in the following:

- federal, state, and local governmental agencies
- small, medium, and large businesses
- colleges, hospitals, and other non-profit organizations
- religious, social, and fraternal organizations

Graduates of the Business programs are prepared to further their education. Courses are transferable to baccalaureate institutions. Students are advised to check the transfer policy of the receiving institution to determine the specifics of course transferability.

*Course and Program Articulation Agreements exist with Delaware State University, Goldey Beacom College, Strayer University, Wilmington University, the University of Delaware, and Widener University.

ACCOUNTING
A.A.S. Degree (Owens, Terry & Wilmington Campuses)

As a graduate of the Accounting Program at Delaware Tech, you will use your strong accounting skills along with communication, computation and interpersonal skills on the job every day. While a student, you will have the opportunity to gain practical knowledge of the accounting field through internships and class projects. A degree from this program, which has earned national accreditation from the Association of Collegiate Business Schools and Programs (ACBSP), sends a clear signal to potential employers that you have completed a high quality business program that meets rigorous educational requirements established by the ACBSP. Your degree will open the door to many different career paths in accounting. Graduates are employed as general staff accountants for business and industry, and frequently enter the areas of auditing, tax accounting and cost accounting.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Introduction to Business	3
CIS 107	Introduction to Computers & Application	3
CIS 112	Spreadsheet & Graphics Processing	3
or		
OAT 152	Excel Level 1	3
FIN 241	Finance	3
MAT 255	Business Statistics I	3
MGT 212	Principles of Management	3

TECHNICAL COURSES

Courses		Credits
ACC 101	Accounting I	4
ACC 112	Accounting II	4
ACC 201	Business Law	4
ACC 211	Tax Accounting I	3
ACC 221	Cost Accounting I	3
ACC 231	Intermediate Accounting I	3
ACC 232	Intermediate Accounting II	3
ACC 251	Auditing	3
BUS 203	Business Law	4

Select two (2) courses from

ACC 212	Tax Accounting II	3
ACC 222	Cost Accounting II	3
ENG 124	Oral Communications	3
ACC 240	Advanced Accounting	3
FIN 221	Money & Banking	3
MIS 220	Management Information Systems	3

BUSINESS

GENERAL BUSINESS
A.A.S. Degree (Owens,Terry and Wilmington Campuses)

General Business is tailored to enable students to combine studies in non-business and business courses that best match their individual education goals. This program is intended for full-time business students who plan to transfer to a four-year business college or university after graduation before entering the workforce. This flexibility affords students a unique preparation for continued business studies at an institution of higher learning as well as preparation for professional and technical careers requiring basic business and specific technical skills.

The General Business Programs at the Owens and Terry Campuses are nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
CIS 112	Spreadsheet & Graphics Processing	3
or		
OAT 152	Excel Level I	3
FIN 212	Money & Banking	3

TECHNICAL COURSES

Courses		Credits
ACC 101	Accounting I	4
ACC 112	Accounting II	4
BUS 101	Introduction to Business	3
MGT 212	Principles of Management	3
MKT 212	Principles of Marketing	3
MGT 231	Human Resource Management	3
or		
MKT 213	Problems in Marketing	3

NOTE: Select five (5) courses with Advisor approval.

BUSINESS

HOSPITALITY MANAGEMENT
A.A.S. Degree (Terry and Wilmington Campuses)

As a manager in a hotel, restaurant, country club, theme park or attractions environment, you will play a vital role in the success of that organization. Along with a solid background in the principles of business, hospitality management requires a thorough knowledge of specific areas of hospitality operations. A degree from this program, which has earned national accreditation from the Association of College Business Schools and Programs (ACBSP), sends a clear signal to potential employers that you have completed a high quality business program that meets rigorous educational requirements established by the ACBSP.

The majority of hospitality management courses are approved by the Educational Institute of the American Hotel and Motel Association.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 101	Accounting I	4
ACC 112	Accounting II	4
CIS 107	Introduction to Computers & Application	3
MAT 255	Business Statistics I	3
SPA 136	Spanish Communication I	4

TECHNICAL COURSES

Courses		Credits
CUL 119	Sanitation	2
HRI 101	Intro to Hospitality	3
HRI 112	Principles of Hospitality Management	3
HRI 210	Beverage Management	3
HRI 211	Quality Food & Menu Planning	3
HRI 212	Food & Beverage Cost Control	3
HRI 215	Lodging Operations Management	3
HRI 216	Property Management	3
HRI 219	Innkeepers' Law	3
MGT 231	Human Resource Management	3
MKT 212	Principles of Marketing	3

BUSINESS

MANAGEMENT
A.A.S. Degree (Owens, Terry & Wilmington Campuses)

Business Management will prepare the graduate to handle supervisory level management positions in different types of organizational settings in all sectors of the business world. The student will gain a broad based knowledge of support fields such as accounting, law, computers and communications. You will gain knowledge and skills in specific areas of managment such as resource training and development, project management, organizational behavior and strategy development.

Business Management courses are offered day and evening and most are also offered using online and other distance learning formats. The Department of Business Technologies has earned national accreditation from the Association of Collegiate Business Schools and Programs (ACBSP) which sends a clear signal to potential employers that you have completed a high quality business program. Many students and graduates use their employers' tuition reimbursement programs to continue their education in business.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3

ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
CIS 112	Spreadsheet/Graphics Proc	3
or		
OAT 152	Excel Level I	3
ENG 160	Business Communication	3
or		
ENG 124	Oral Communications	3
MAT 255	Business Statistics I	3
PSY 219	Organizational Behavior	3
or		
OMT 230	Project Management	3
or		
ENT 220	Leadership	3

TECHNICAL COURSES

Courses		Credits
ACC 101	Accounting I	4
ACC 112	Accounting II	4
ACC 213	Managerial Accounting	3
BUS 101	Introduction to Business	3
HRM 222	Employment Law	3
HRM 224	Training & Development	3
MGT 212	Principles of Management	3
MGT 218	Small Business Management	3
MGT 231	Human Resource Management	3
MGT 261	Management Policy & Strategy	3
MIS 220	Management Information Systems	3
or		
MKT 212 Principles of Marketing		3

BUSINESS

MARKETING

A.A.S. Degree (Owens, Terry & Wilmington Campuses)

With an education in Marketing, the graduate will be prepared to work in a variety of entry-level marketing positions in different types of organizational settings in all sectors of the business world. You will gain broad-based knowledge of support fields such as accounting, law, computers and communications.

You will gain knowledge and skills in specific areas of marketing, such as advertising, e-marketing, sales and sales management, retailing and graphic design. Marketing courses are offered days and evenings and most are offered using online and other distance learning formats. The Department of Business Technologies has earned national accreditation from the Association of Collegiate Business Schools and Programs (ACBSP) which sends a clear signal to potential employers that you have completed a high-quality business program. Many students and graduates use their employer's tuition reimbursement programs to continue their education in business.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
ENG 160	Business Communication	3
or		
ENG 124	Oral Communications	3
MAT 255	Business Statistics I	3
OAT 242	Desktop Publishing	4
SOC 215	Business Ethics	3

TECHNICAL COURSES

Courses		Credits
ACC 101	Accounting I	4
ACC 112	Accounting II	4
ACC 213	Managerial Accounting	3
BUS 101	Introduction to Business	3
BUS 203	Business Law	*4*
MKT 212	Principles of Marketing	3
MKT 214	Advertising/Sales Promotion	3
MKT 215	Consumer Behavior	3
or		
MGT 212	Principles of Management	3
MKT 216	Retailing	3
or		
MKT 213	Problems in Marketing	3
MKT 217	E-Marketing Fundamentals	3
MKT 219	Sale & Sales Management	3

CHEMICAL PROCESS OPERATOR

A.A.S. Degree (Stanton Campus)

The Chemical Process Operator curriculum prepares students for employment in industrial plants in the chemical, petroleum, polymer and pharmaceutical industry. The chemical industry throughout the state has a great need for trained chemical operators to adjust and optimize conditions for the production of large quantities of products in local chemical plants and pilot plants. Graduates are readily employed by these local plants at competitive salaries. The program provides a practical education in the various aspects of plant operations such as hands-on training in process operations and control, regulatory compliance, and preventive maintenance skills. Laboratory facilities include not only standard lab equipment, but also modern instrumentation in pilot plant technology and computer simulations.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
ENG 122	Technical Writing & Communication	3
MAT 153	College Math & Statistics	4

Select two (2) courses from
PSY 123	Industrial Psychology	3
ECO 111	Macroeconomics	3
POL 111	Political Science	3
SOC 111	Sociology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CHM 110	General Chemistry	4
ELC 101	Electricity & Instrumentation	3
ELC 270	Process Instrumentation I	4
IET 150	Computer Applications	3
MET 150	Basic Mechanical Systems	3
PHY 111	Conceptual Physics	4
ENG 124	Oral Communications	3

TECHNICAL COURSES

Courses		Credits
CPO 100	Introduction to Chemical Process Operator Technology	3
CPO 125	Safety, Health & Environment	3
CPO 151	Chemical Process Technology I-Systems	4
CPO 240	Quality	3
CPO 252	Chemical Process Technology II-Operations	4
CPO 253	Process Troubleshooting	4
CPO 260	Internship	4

CHEMISTRY

A.A.S. Degree (Stanton Campus)

The Chemistry curriculum prepares students for employment in quality control, research and industrial laboratories in chemical and allied industries. Graduates are employed by local research and development facilities at competitive salaries. The program provides a theoretical and practical education in various aspects of chemistry such as organic, biochemical, analytical and industrial chemistry. Laboratory facilities include standard lab equipment and instrumentation in such fields as gas and liquid chromatography and UV, IR, NMR and atomic absorption spectroscopy.

The Chemistry Program not only prepares students who want to acquire entry-level job skills but also offers students a broad selection of courses designed to maximize transferability to bachelor degree granting institutions. The Chemistry program is accredited by the American Chemical Society—Chem Tech Program Approval Service. (CTPAS).

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4

Select two (2) courses from

CLT 110	International Cultural Immersion	3
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 121	General Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 150	Biology I	4
CIS 107	Intro to Computers & Applications	3
PHY 171	Physics I	4
PHY 172	Physics II	4

TECHNICAL COURSES

Courses		Credits
CHM 111	Intro to Organic and Biochemistry	4
CHM 150	Chemical Principles I	5
CHM 151	Chemical Principles II	5
CHM 240	Organic Chemistry I	4
CHM 241	Organic Chemistry II	4
CHM 245	Introduction to Industrial Chemistry	4
CHM 250	Analytical Chemistry I	5
CHM 251	Analytical Chemistry II	4

CHEMISTRY

CHEMISTRY/MATH CONCENTRATION

A.A.S. Degree (Stanton Campus)

This program is a pathway for Delaware Tech graduates who seek a baccalaureate degree in Chemistry. As a graduate of Delaware Tech, you will have earned an associate degree in Chemistry Technology. This degree will allow you to go directly into laboratory work as a chemical technician or to transfer to the University of Delaware at the junior level as Chemistry major. The Chemistry Technology: Chemistry/Math Concentration provides a theoretical and practical education in chemical principles, techniques, and instrumentation with a special emphasis on mathematics and physics to prepare you for upper division coursework.

As a chemistry technician, you will work a laboratory setting preparing solutions, using instrumentation, acquiring and analyzing data. The Chemistry Technology Program is approved by the American Chemical Society.

You will learn fundamental chemical theory and laboratory procedures; chemical and laboratory safety procedures; common laboratory techniques; preparation of solutions; data acquisition and analysis; current techniques in organic and analytical chemistry; and addition knowledge, skills, and abilities essential to your success.

You will earn an associate degree that will provide a pathway to a bachelor's degree program; the opportunity to continue your education in fields such as Chemistry, Pharmacy, Chemical Engineering, and other scientific fields; the skills needed to apply for a position in chemical, pharmaceutical, environmental, or contract laboratories; and enhanced opportunities for advancement to higher level positions.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 185	PreCalculus	4
PSY 121	General Psychology	3
SOC 111	Sociology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Computer Applications	3
PHY 171	Physics I	4
PHY 172	Physics II	4
PHY 271	Electricity & Magnetism	4
MAT 281	Calculus I	4

TECHNICAL COURSES

Courses		Credits
CHM 150	Chemical Principles I	5
CHM 151	Chemical Principles II	5

CHM 240	Organic Chemistry I	4
CHM 241	Organic Chemistry II	4
CHM 250	Analytical Chemistry I	5
CHM 251	Analytical Chemistry II	4
BIO 150	Biology I	4

CIVIL ENGINEERING TECHNOLOGY

A.A.S. Degree (Owens Campus)

Civil Engineering Technology is one of the broadest fields in the overall practice of engineering because its work is coordinated with so many other areas of engineering. The curriculum provides a broad base instructional program suitable to many aspects of the construction industry. The employment opportunities are extensive, varying and offer graduates numerous challenges in a growing technological society.

The program emphasizes practical applications in the areas of site development; route surveying & design; topographic drafting; hydraulics/hydrology; the selection, specification and testing of soils, concrete, asphalt, and other construction materials for the construction industry. The use of computers for CAD, data acquisition and analysis is integrated throughout the program preparing graduates for immediate productivity in the profession.

Graduates of the Civil Engineering Technology program may work as engineering technicians in offices of civil/surveying/structural/ consulting engineering firms; local, state, and federal departments of natural resources; transportation/highway departments; material testing laboratories; and flood control and soil conservation agencies.

The Civil Engineering Technology program at the Owens campus is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone: (410) 347-7700.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communication	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	Precalculus	4
or		
MAT 281	Calculus I	4

Select two (2) courses from

CLT 110	International Cultural Immersion	3
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
AET 135	Construction Materials & Methods	4
AET 234	Cost Estimating & Planning	3
EDD 171	Introduction to CAD Using AutoCAD	3
or		
EDD 161	Intro CAD using Microstation	3
EDD 271	Advanced CAD Using AutoCAD	3
or		
EDD 246	Engineering Drafting –Structural	3
PHY 205	General Physics I	4
or		
PHY 171	Physics I	4
or		
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
AET 123	Drafting/Design	4
or		
AET 121	Intro to Arch Drafting	4
or		
CET 125	Civil Drafting and Design	4
CET 144	Surveying Principles	4
CET 236	Soils	3
CET 238	Concrete and Asphalt	3
or		
CET 272	Structural Design II	4
or		
ENV 260	Water/Wastewater Process Design	4
CET 240	Hydraulics and Hydrology	4
CET 244	Principles of Site Development	4
CET 247	Route Surveying and Design	4
or		
CET 271	Structural Design I	4
CET 251	Topographic Drafting	3
or		
CET 225	CAD Application for Site Development	3
CET 256	Statics & Strength of Materials	5
or		
MET 132	Statics	3
and		
MET 242	Strength of Materials	3

CIVIL ENGINEERING TECHNOLOGY

A.A.S. Degree (Stanton & Terry Campuses)

Civil Engineering Technology is one of the broadest fields in the overall practice of engineering because its work is coordinated with so many other areas of engineering. The curriculum provides a broad base instructional program suitable to many aspects of the construction industry. The employment opportunities are extensive, varying and offer graduates numerous challenges in a growing technological society.

The program emphasizes practical applications in the areas of site development; route surveying & design; topographic drafting; hydraulics/hydrology; the selection, specification and testing of soils, concrete, asphalt, and other construction materials for the construction industry. The use of computers for CAD, data acquisition and analysis is integrated throughout the program preparing graduates for immediate productivity in the profession.

Graduates of the Civil Engineering Technology program may work as engineering technicians in offices of civil/surveying/structural/consulting engineering firms; local, state, and federal departments of natural resources; transportation/highway departments; material testing laboratories; and flood control and soil conservation agencies

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communication	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	Precalculus	4
or		
MAT 281	Calculus I	4

Select two (2) courses from

CLT 110	International Cultural Immersions	3
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
AET	135 Construction Materials & Methods	4
AET 234	Cost Estimating & Planning	3
EDD 171	Introduction to CAD Using AutoCAD	3
or		
EDD 161	Intro CAD using Microstation	3
EDD 271	Advanced CAD Using AutoCAD	3
or		
EDD 246	Engineering Drafting –Structural	3
PHY 205	General Physics I	4
or		
PHY 171	Physics I	4
or		
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
AET 123	Drafting/Design	4
or		
AET 121	Intro to Arch Drafting	4
or		
CET 125	Civil Drafting and Design	4
CET 144	Surveying Principles	4
CET 236	Soils	3
CET 238	Concrete and Asphalt	3
or		
CET 272	Structural Design II	4
or		
ENV 260	Water/Wastewater Process Design	4
CET 240	Hydraulics and Hydrology	4
CET 244	Principles of Site Development	4
CET 247	Route Surveying and Design	4
or		
CET 271	Structural Design I	4

CET 251	Topographic Drafting	3
or		
CET 225	CAD Application for Site Development	3
CET 256	Statics & Strength of Materials	5
or		
MET 132	Statics	3
and		
MET 242	Strength of Materials	3

CIVIL ENGINEERING TECHNOLOGY

SURVEYING AND GEOMATICS OPTION
A.A.S. Degree (Owens and Stanton Campuses)

This program option will prepare graduates with the technical skills necessary to enter careers in boundary and/or land surveying, geographic and/or land information systems, engineering project surveying, mapping and geodesy, or other related areas. This curriculum Option emphasizes practical applications in the areas of field mapping, interpretation of basic land records and the preparation of maps and plats. Students will learn on modern surveying equipment including total stations, static and kinematic GPS. The use of computers for CAD, data acquisition and analysis is integrated throughout the program preparing graduates for immediate productivity in the profession.

The State of Delaware recognizes the Civil Engineering Technology, Surveying and Geomatics Option as part of the pathway to licensure as a professional land surveyor.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	PreCalculus	4
or		
MAT 281	Calculus	4

Select two (2) courses from

CLT 110	International Cultural Immersion	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3
VSC 131	Art History I	3
or		
VSC 132	Art History II	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
AET 135	Construction Materials & Methods	4
AET 232	Contracts & Specifications	3
AET 234	Cost Estimating & Planning	3
EDD 171	Introduction to CAD Using AutoCAD	3
PHY 205	General Physics I	4
or		
PHY 171	Physics I	4
or		
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
AET 123	Drafting/Design	4
or		
AET 121	Intro to Arch Drafting	4
or		
CET 125	Civil Drafting and Design	4
CET 144	Surveying Principles	4
CET 236	Soils	3
CET 240	Hydraulics and Hydrology	4
CET 244	Principles of Site Development	4
CET 245	Advanced Surveying Principles	4
CET 247	Route Surveying and Design	4
CET 248	Boundary Surveying and Law	3
CET 251	Topographic Drafting	3
or		
CET 225	CAD Application for Site Development	3

COMMUNICATIONS

A.A.S. Degree (Owens Campus)

The Communications program provides essential background for students preparing for careers in the print or broadcasting media. Students learn how to write news articles for print and broadcast. They learn how to operate radio and television equipment. Instruction is given in copy writing and in selling advertisements for different types of media. The program emphasizes hands-on experience with students serving two internships prior to graduation.

CORE COURSES

Courses		Credits
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 120	Math for Behavioral Sciences	3
POL 111	Political Science	3
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Intro to Computers & Application	3
ECO 111	Macroeconomics	3
MKT 212	Principles of Marketing	3

Select 3 from:

COM 142	Radio Production	3
or		
COM 210	Advanced Video Production	3
or		
OAT 242	Desktop Publishing	4
COM 246	Introduction to Film	4
or		
HIS 111	U.S. History: Pre-Civil War	3
or		
SPA 136	Spanish Communication I	4

TECHNICAL COURSES

Courses		Credits
COM 110	Intro to Video Production	3
COM 140	Newswriting I	3
COM 150	Introduction to Electronic Media	3
COM 240	Mass Media Law	3
COM 242	Newswriting II	3
COM 250	Photography	4
COM 251	Layout & Design	3
COM 293	Internship with Seminar	5
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3

COMPUTER-AIDED ENGINEERING DRAFTING & DESIGN TECHNOLOGY

A.A.S. Degree (Stanton Campus)

Computer-Aided Engineering Drafting & Design Technology is a program which prepares students for industry by enhancing their computer-aided drafting (CAD) and design skills. The employment opportunities are extensive and varying and offer students numerous challenges in a growing technological society.

Graduates of the program may work as CAD technicians in offices of mechanical, electrical, architectural, structural consulting engineering offices; industrial piping; chemical/oil refineries; and municipal, state, and federal agencies. Graduates of this program are prepared for immediate productivity in the profession.

CORE COURSES

Courses	Credits
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
ENG 122 Technical Writing & Communication	3
or	
ENG 130 Honors Technical Writing & Communication	3
or	
ENG 124 Oral Communication	3
or	
ENG 131 Honors Oral Communication	3
MAT 181 Algebra and Trigonometry I	4
and	
MAT 182 Algebra and Trigonometry II	4
or	
MAT 185 Precalculus	4
or	
MAT 281 Calculus I	4

Select two (2) courses from

CLT 110	International Cultural Immersion	3
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CET 256	Statics & Strength of Materials	5
MET 132	Statics	3
and		
MET 242	Strength of Materials	3
EDD 110	Introduction to Engineering	3
CIS 107	Introduction to Computers/Application	3
or		
IET 150	Computer Applications	3
MET 123	Modern MFG Techniques	3
PHY 171	Physics I	4
or		
PHY 281 Physics I with Calculus		4

TECHNICAL COURSES

Courses		Credits
EDD 141	Engineering Drafting & Design I	4
EDD 142	Engineering Drafting & Design II	3
EDD 161	Introduction to CAD Using Microstation	3
EDD 171	Introduction to CAD Using AutoCAD	3
EDD 233	Engineering Drafting & Design III	3
EDD 234	Engineering Drafting - Piping	3
EDD 245	Engineering Drafting & Design (HVAC/ELEC)	3
EDD 246	Engineering Drafting - Structural	3
EDD 249	Engineering Design Process	3
EDD 271	Advanced CAD Using AutoCAD	3
EDD 272	Solid Modeling	3

COMPUTER INFORMATION SYSTEMS

A.A.S. Degree (Owens, Terry & Wilmington Campuses)

The Computer Information Systems program prepares students for careers in applied programming and other computer-related fields. Computer concentrations are available leading to Associate in Applied Science degrees, diplomas, and certificates. The following Options are available:

> *Associate Degree in Computer Information Systems (O,T,W)*
> *Associate Degree in Microcomputers and Networking (O,T)*
> *Diploma in General Microcomputer Studies (O,T)*
> *Certificates in COBOL, Microcomputers, Network, Windows Programming, Web Developer, and RPG (T)*

These Options prepare students for computer-related careers in businesses that use hardware ranging from microcomputers to large mainframe computers. Students are also taught to use the wide variety of software found in businesses including microcomputer networks. Each curriculum consists of a core of courses in programming, software applications, systems analysis, and related accounting and mathematics courses. All core courses make extensive use of computers.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4
or		
MAT 181	Algebra and Trigonometry I	4
COM 111	Human Communications	3
or		

ECO 122	Microeconomics	3
or		
SOC 111	Sociology I	3
or		
POL 111	Political Science	3
or		
PSY 100	Human Relations	3
or		
PSY 121	General Psychology	3
or		
PSY 100	Human Relations	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 100	Introduction to Accounting	3
or		
ACC 101	Accounting I	4
CIS 141	Operating Systems	4
or		
CEN 120	PC Telecommunications	4
or		
CEN 150	Computer Assembly/Maintenance	4
or		
CIS 194	Networking Technologies	3
MAT 255	Business Statistics I	3
or		
MAT 182	Algebra and Trigonometry II	4

Select three (3) courses from

CIS 107	Introduction to Computers & Application	3
CIS 130	Computer Organization	3
CIS 150	C/C++Programming Language	4
CIS 180	Internet/Script Programming	4
CIS 222	CL for Midrange Computing	4
CIS 230	RPG	4
CIS 250	Operating Systems II	3
MAT 253	Discrete Math	3

TECHNICAL COURSES

Courses		Credits
CIS 120	Introduction to Programming	4
CIS 201	Microdatabase Programming	4
CIS 207	Visual Programming	4
CIS 240	Systems Analysis & Design	4

Select four (4) courses from

CIS 118	Introduction to Relational Databases	3
CIS 160	Internet/Web Construction	3
CIS 205	Intro Object Oriented Programming	4
CIS 210	Data Communications & Networking	3
CIS 211	Data Structures	4
CIS 231	Advanced RPG	4
CIS 238	Database Design and Programming	4
CIS 280	Applied Programming Workshop	4
CIS 282	Topics in Programming Language	4

COMPUTER INFORMATION SYSTEMS

MICROCOMPUTERS AND NETWORKING OPTION
A.A.S. Degree (Owens & Terry Campuses)

(See Computer Information Systems program description.)

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3

ENG 122   Technical Writing & Communication 3
or
ENG 130   Honors Technical Writing & Communication 3
MAT 153   College Math & Statistics 4

Select one (1) course from
COM 111   Human Communications 3
ECO 122   Microeconomics 3
POL 111   Political Science 3
PSY 100   Human Relations 3
PSY 121   General Psychology 3
SOC 111   Sociology I 3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 100	Introduction to Accounting	3
or		
ACC 101	Accounting I	4
CIS 240	Systems Analysis & Design	4

Select four (4) courses from
CIS 160   Internet/Web Construction 3
CIS 170   Internet/Web Multimedia 4
CIS 194   Networking Technologies 3
CIS 205   Intro Object Oriented Programming 4
CIS 207   Visual Programming 4
CIS 209   Advanced Visual Programming 4
CIS 280   Applied Programming Workshop 4
ELC 132   Microcomputer Service & Repair 4
MAT 251   Finite Math 3
OAT 242   Desktop Publishing 4

TECHNICAL COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
or		
CIS 125	Window Based Operating Systems	4
CIS 112	Spreadsheet/Graphics Processing	3
CIS 120	Introduction to Programming	4
CIS 195	Network Administration	4
CIS 201	Microdatabase Programming	4

Select four (4) courses from
CIS 150   C/C++ Programming Language 4
CIS 180   Internet/Script Programming 4
CIS 190   Network Installation & Maintenance 3
CIS 192   Network Technology & Administration (MS) 4
CIS 197   Network Advanced Administration (MS) 4
CIS 212   Internetworking & Support (MS) 4
CIS 243   Information & Network Security 4
CIS 253   Open Source Software 4
CIS 260   Internet & Web Commerce 4
CIS 270   Computer Forensics 4

COMPUTER NETWORK ENGINEERING TECHNOLOGY

A.A.S. Degree (Terry & Stanton & Wilmington Campuses)

The Computer Network Engineering program prepares students for careers in the field of networking and data communications. The curriculum, which consists of courses in computing and electronics, is designed to develop students' skills in installing, operating, and trouble-shooting computer networks. An introduction to computer languages, including assembly language, C++, and Visual systems is included. The electronics courses enable students to design and trouble-shoot the physical layer of the network. Graduates of this program will find jobs as network technicians, network administrators, and installers.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4
or		
MAT 281	Calculus I	4

Select two (2) courses from
COM 111   Human Communications 3
ECO 111   Macroeconomics 3
ECO 122   Microeconomics 3
POL 111   Political Science 3
PSY 121   General Psychology 3
PSY 122   Social Psychology 3
PSY 123   Industrial Psychology 3
SOC 111   Sociology I 3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
MAT 182	Algebra and Trigonometry II	4
or		
MAT 282	Calculus II	4

Select two (2) courses from
CEN 235   Fiber Optics with Networks 4
MAT 253   Discrete Math 3
PHY 205   General Physics I 4
PHY 271   Electricity and Magnetism 4

TECHNICAL COURSES

Courses		Credits
ELC 120	Introduction to Circuit Analysis	4
or		
ELC 124	DC & AC Circuit Analysis	5
ELC 130	Digital Electronics I	4
ELC 131	Digital Electronics II	4
ELC 232	Introduction to Microprocessors	4
CEN 120	PC Telecommunications	4
and		
CEN 150	Computer Assembly/Maintenance	4
and		
CEN 220	Digital Data Communication with Networks	4
and		
CEN 222	Windows Operating System	4
and		
CEN 223	Unix Operating System & Networks	4
and		
CEN 250	Data Structures in C	4
and		
CEN 280	Specific Problems in Engineering Technology	4
and		
ELM 110	Introduction to Computers & Technology	3
or		
CIS 120	Introduction Programming	4
and		
CIS 130	Computer Organization	3
and		
CIS 141	Operating Systems I	4
and		
CIS 146	Computer Networking I	4
and		
CIS 196	Computer Networking II	4

and
| CIS 210 | Data Communication/Networking | 3 |

and
| CIS 211 | Data Structures | 4 |

COMPUTING AND INFORMATION SCIENCE

A.A.S. Degree (Wilmington Campus)

Employment demand for graduates with high level computing and information technology skills is projected to continue to increase over the next decade. The Computing and Information Science program provides students with the skills necessary to design computing and information technology solutions so that they are prepared to be successful upon transfer to a bachelor's degree program. Students who wish to continue their education may do so through connected degree programs with local universities, including the University of Delaware and Delaware State University.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
HIS 111	U.S. History: Pre-Civil War	3
MAT 181	Algebra and Trigonometry I	4
or		
MAT 185	Precalculus	4

Select one (1) course from

ECO 111	Macroeconomics	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL /SUPPORT COURSES

Courses		Credits
ECO 122	Microeconomics	3
or		
ENG 124	Oral Communications	3
HIS 112	U.S. History: Post-Civil War	3
or		
SPA 136	Spanish Communications I	4
MAT 182	Algebra and Trigonometry II	4
or		
MAT 282	Calculus II	4
PHY 205	General Physics I	4
or		
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
CIS 130	Computer Organization	3
CIS 211	Data Structures	4
CSC 114	Computer Science I	4
CSC 164	Computer Science II	4
CSC 214	Computer Science III	4

CSC 264	Applied Computer Capstone	4
MAT 263	Principles of Discrete Math	4
MAT 281	Calculus I	4

CONSTRUCTION MANAGEMENT TECHNOLOGY

A.A.S. Degree (Owens & Terry Campuses)
A.A.S. Degree (Stanton Campus) Evening only

The Construction Management program prepares individuals to work in the office/business end of a construction firm. Students are required to take a core of construction courses and business courses. The student chooses several elective courses to broaden his/her background in a specialized area. Graduates from the program will be prepared to qualify for paraprofessional employment in the construction industry. Career positions include engineering aide, materials and job estimator, assistant construction supervisor/project manager, specification writer, material salesperson, building inspector, and office manager. Graduates of this program are prepared for immediate productivity in the profession.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	PreCalculus	4
or		
MAT 281	Calculus I	4
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

Select two (2) courses from

CLT 110	International Cultural Immersion	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History: Post-Civil War	3
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
IET 150	Computer Applications	3
or		
ELM 110	Intro to Computers & Technology	3
or		
CMT 242	Computer Application for Construction	3
EDD 161	Intro-CAD Using Microstation	3
or		
EDD 171	Introduction to CAD Using AutoCAD	3
CET 144	Surveying Principles	4
AET 111	Construction Blueprint Reading	4
AET 135	Construction Materials and Met	4

TECHNICAL COURSES

Courses		Credits
ACC 100	Intro to Accounting	3
or		
ACC 101	Accounting I	4
AET 123	Drafting & Design	4
or		
AET 121	Intro to Arch Drafting	4
or		
CET 125	Civil Drafting and Design	4
AET 232	Contracts & Specifications	3
AET 234	Cost Estimating & Planning	3
AET 235	Advanced Cost Estimating & Planning	3
or		
EDD 271	Advanced CAD Using AutoCAD	3
AET 236	Building Service System	4
or		
CET 247	Route Surveying and Design	4
CMT 125	Construction Project Administration	3
or		
BUS 101	Introduction to Business	3
CMT 244	Advanced Project Scheduling & Management	4
or		
BUS 203	Business Law	4
MGT 212	Principles of Management	3
or		
AET 125	Architectural Drafting & Design	4

CRIMINAL JUSTICE

A.A.S. Degree (Owens, Stanton & Terry Campuses)

The Criminal Justice program prepares students for positions in local, state, and federal criminal justice agencies as well as private agencies. Career areas available to graduates are law enforcement and related services, corrections, counseling, probation, and parole. This program provides students the foundation for transfer to public and private four-year in-state colleges and universities to complete requirements for a bachelor's degree.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 120	Math for Behavioral Sciences	3
or		
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
PSY 223	Abnormal Psychology	3
SPA 136	Spanish Communication I	4
or		
SPA 133	Using Beginning Spanish	3
or		
COM 111	Human Communications	3
or		
PSY 224	*Human Sexuality	3

TECHNICAL COURSES

Courses		Credits
CRJ 101	Introduction to Criminal Justice	3
CRJ 102	Criminal Law	3
CRJ 104	Drugs, Society & Human Behavior	3
CRJ 105	Computer Application in Criminal Justice	3
CRJ 110	Issues in Law Enforcement	3
CRJ 115	Essentials of Interviewing & Counseling	3
CRJ 118	Corrections in America	3
or		
CRJ 152	Collect/Analysis Crime Scene Evidence	3
CRJ 220	Criminal Judiciary	3
CRJ 222	Constitutional Law	3
CRJ 223	Criminology	3
CRJ 224	Juvenile Justice	3
CRJ 225	Group & Individual Counseling	3
CRJ 226	Crisis Intervention	3
CRJ 235	Internship	4
or		
CRJ 236	Practicum for Police	4
or		
CRJ 237	Law Enforcement Practicum	7

Required courses for Stanton Campus

CRIMINAL JUSTICE

CRIMINAL JUSTICE: MANAGEMENT

A.A.S. Degree (Terry Campus)

The Criminal Justice Management Option provides the law enforcement professional a well-rounded foundation in supervision and management theory with strong course preparation needed for successful employment and promotion within the law enforcement career field.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Introduction to Business	3
MGT 212	Principles of Management	3
MGT 214	Supervisory Management	3
MGT 219	Organizational Behavior	3
MGT 231	Human Resources Management	3

TECHNICAL COURSES

Courses		Credits
CRJ 199	Police Academy Advanced Credit	32
CRJ 115	Essentials of Interviewing/Counseling	3
CRJ 275	Criminal Justice Management	3

CRIMINAL JUSTICE

HOMELAND DEFENSE & EMERGENCY MANAGEMENT
A.A.S. Degree (Stanton & Terry Campus)

The Homeland Defense and Emergency Management Option is a comprehensive technology option that will provide opportunities to partner with non-credit and continuing education offerings of the college. Students may elect to complete an associate degree in the Homeland Defense and Emergency Management Option, take courses in the subject matter while majoring in another career area for a dual associate degree, take courses for a credit certificate in the discipline, or take courses in a non-credit format earning continuing education credits (CEU's).

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Intro to Computers & Applications	3
CIS 143	Introduction to Information Security	3
ENG 124	Oral Communication	3
or		
ENG 131	Honors Oral Communication	3
ENV 110	Intro to Environmental Issues	3
SPA 133	Using Beginning Spanish	3
or		
SPA 136	Spanish Communication I	4

TECHNICAL COURSES

Courses		Credits
CRJ 222	Constitutional Law	3
CRJ 223	Criminology	3
HDM 101	Intro to Homeland Defense and Emergency Mgt	3
HDM 102	National Incident Mgt. System	3
HDM 110	Contemporary Issues in Homeland Defense	3
HDM 202	First Responder	3
HDM 204	All Hazards Mgt. & Critical Infrastructure	3
HDM 225	Supervision & Leadership in Emergency Mgt.	3
HDM 226	Crisis Intervention & Disaster Recovery	3
or		
CRJ 226	Crisis Intervention	3
HDM 235	Homeland Defense/Emergency Mgt. Internship	4
or		
CRJ 235	Internship	4
PSY 244	Psychology of Terrorism	3

CULINARY ARTS

A.A.S. Degree (Stanton & Terry Campuses)

This program provides students with the basic skills necessary for pursuing a career as a chef. Graduates will also be prepared for continuing their studies towards an advanced degree. Classes are a combination of classroom lecture and hands-on cooking in the demonstration kitchen. Students also prepare and serve lunch in the restaurant located on campus. Students must complete a practicum (field experience) prior to graduation.

Graduates can expect to find employment in hotels, restaurants, clubs, and institutional settings. The program is a member of the National Restaurant Association and the American Culinary Federation. Interested applicants should contact Admissions for required admissions packet. The Stanton Campus Culinary Arts Technology is accredited by the American Culinary Federation, Foundation Inc.'s Accrediting Commission; 180 Center Place Way; St. Augustine, FL 32095 (800) 624-9458.

CORE COURSES

Courses		Credits
COM 111	Human Communications	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 120	Math for Behavioral Sciences	3
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CUL 119	Sanitation	2
CUL 141	Nutrition	3
CUL 156	Practicum	3
CUL 241	Planning Food Service System	3
CUL 245	Applied Hospitality	3
CUL 248	Culinary Supervisory Development	3
IET 150	Computer Applications	3
or		
CIS 107	Introduction to Computers & Application	3

TECHNICAL COURSES

Courses		Credits
CUL 121	Food Prep I	4
CUL 171	Garde Manager	4
CUL 246	Introduction to Dining Room Management & Beverage Service	3
CUL 251	Cost Control, Menu Planning, & Purchasing	3
CUL 261	Baking	4
CUL 262	Pastry	4
CUL 285	International Cuisine	4
CUL 291	Food Prep II	4

DESIGN ENGINEERING TECHNOLOGY

DESIGN ENGINEERING (MECHANICAL)
A.A.S. Degree (Owens Campus)

The Design Engineering Technology curriculum is designed to provide students with a broad knowledge of basic engineering principles. An emphasis is placed on manufacturing, machining, and mechanical drafting and design. The program incorporates hands-on courses that provide students with experience in the modern technologies used in today's manufacturing sector. The program incorporates direct experience in CADD (computer-aided drafting and design), CNC (computer numerical control) machining, and CAM (computer-aided manufacturing). Careers in mechanical design, manufacturing, machining, maintenance, technical sales, and engineering management are likely areas of employment. The Design Engineering Technology program at the Owens Campus is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology, 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, telephone: (410) 347-7700.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	PreCalculus	4
or		
MAT 281	Calculus I	4

Select two (2) courses from

CLT 110	International Cultural Immersion	3
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
AET 123	Drafting & Design	3
IET 150	Computer Applications	3
EDD 171	Introduction to CAD Using AutoCAD	3
EDD 271	Advanced CAD Using AutoCAD	3
PHY 205	General Physics	4
or		
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
CET 256	Statics & Strength of Materials	5
EDD 272	Solid Modeling	3
EDT 128	Machine Trades Blueprint Reading	3
EDT 152	Engineering Design I	4
EDT 252	Engineering Design II	4
IET 209	Survey in Production Planning & Control	3
MET 123	Modern MFG Techniques	3
MET 125	Advanced Manufacturing Techniques	3
CET 144	Surveying Principles	4
or		
ELC 122	Electronic Devices & Circuits I	3

EARLY CHILDHOOD EDUCATION

EARLY CARE & EDUCATION (Birth to Second Grade) OPTION
A.A.S. Degree (Owens, Terry & Wilmington Campuses)

The Early Care and Education (Birth to Second Grade) Option combines the Early Childhood Development curriculum with a student transfer focus. The program prepares students for transfer to four-year in-state institutions to complete requirements for a bachelor's degree and early care/education (Birth to Second Grade) teaching certification. The Early Care and Education (Birth to Second Grade) Option is approved by the Department of Education as the first half of an associate/bachelor's preparation for (Birth to Second Grade) teaching certification. This program offers full articulation with several four-year institutions. Students participate in practicum activities in public and private school systems. This curriculum option offers students the opportunity to work toward a four-year degree while preparing for the various positions in the field of early childhood.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 201	Mathematics for Teachers I	4
PSY 121	General Psychology	3
PSY 125	Child Development	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 140	General Biology	4
or		
BIO 150	Biology I	4
CIS 107	Introduction to Computers & Application	3
ECE 111	Childhood nutrition & Safety	3
HIS 111	U.S. History: Pre-Civil War	3
MAT 202	Mathematics for Teachers II	4
MAT 203	Mathematics for Teachers III	4

TECHNICAL COURSES

Courses		Credits
ECE 120	Contemporary Issues in Early Childhood	3
ECE 121	Infant & Toddler Methods & Lab	5
ECE 123	Early Childhood Methods I & Lab	5
ECE 125	Early Childhood Methods II & Lab	5
ECE 127	Childhood Classroom Management	3
ECE 226	Assessment of Young Children	3
ECE 233	Exceptional Child	3
ECE 244	Field Work-Teaching Practicum	6
or		
EDC 100	Professional Preparation	1
and		
EDC 230	Children's Literature	3
EDC 120	Foundations of Literacy	3
EDC 220	Parent/Family/School Interact	3

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD DEVELOPMENT OPTION
A.A.S. Degree (Owens, Terry & Wilmington Campuses)

The goal of the Early Childhood Education curriculum is to educate and train Early Childhood Professionals in a variety of tasks including curriculum development and implementation, interfacing with parents, program and classroom management. Building on the CDA Certificate and ECE Diploma Options, students receive a broad based education in Social Sciences, English, and Math. The department will arrange for on-site community-based and/or lab school experiences.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		

Courses		Credits
ENG 125	Honors Compsition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 150	Business Mathematics	3
PSY 121	General Psychology	3
PSY 125	Child Development	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
or		
ETC 101	Technology Tools in Teaching	1
and		
ETC 102	Word Processing & Presentation Skills in Teaching	1
and		
ETC 103	Spreadsheets in Teaching	1
and		
ETC 104	Telecommunications in Teaching	1
ECE 226	Assessment of Young Children	3
EDC 120	Foundations of Literacy	3
EDC 230	Children's Literacy	3
HIS 111	U.S. History: Pre-Civil War	3

TECHNICAL COURSES

Courses		Credits
ECE 111	Childhood Nutrition & Safety	3
ECE 120	Contemporary Issues in Early Childhood	3
ECE 121	Infant & Toddler Methods & Lab	5
ECE 123	Early Childhood Methods I & Lab	5
ECE 125	Early Childhood Methods II & Lab	5
ECE 127	Childhood Classroom Management	3
ECE 222	Program Planning/Evaluation	3
ECE 233	Exceptional Child	3
ECE 244	Field Work-Teaching Practicum	6
EDC 220	Parent/Family/School Interact	3

EDUCATION

MATHEMATICS SECONDARY EDUCATION

A.A.T. Degree (Owens, Terry, Stanton & Wilmington Campuses)

This associate degree program will prepare students for transfer to a baccalaureate degree program that leads to a teaching career in middle or high school mathematics. The program includes rigorous mathematics content course work, as well as the integration of educational technology and field experiences in a secondary school setting.

Graduates of this program who have completed the associate degree with a cumulative GPA of 2.5 or higher will automatically be accepted into the University of Delaware's Baccalaureate Degree Program in Mathematics Education. Other transfer options are planned for development with public and private four year in-state colleges and universities. See your advisor for details.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
ENG 160	Business Communication	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
SOC 111	Sociology I	3
HIS 111	U.S. History: Pre-Civil War	3

HIS 112	U.S. History: Post Civil War	3
PSY 121	General Psychology	3
MAT 210	Problem Solving Strategies	1

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Introduction to Computer & Application	3
CIS 120	Introduction to Programming	4
PSY 126	Child & Adolescent Psychology	3
or		
ECE 233	Exceptional Child	3
SPA 136	Spanish Communication I	4

TECHNICAL COURSES

Courses		Credits
EDC 260	Educational Psychology	3
MAT 263	Principles of Discrete Math	4
MAT 281	Calculus I	4
MAT 282	Calculus II	4
MAT 283	Calculus III	4
MAT 288	Linear Algebra	4
MAT 291	Ordinary Differential Equations	4
PHY 281	Physics I with Calculus	4

EDUCATION

MIDDLE-LEVEL MATHEMATICS EDUCATION: ENGLISH MINOR

A.A.T. Degree (Owens, Terry, Stanton & Wilmington Campuses)

The main focus of the Middle- Level Mathematics Education program is to provide students with a strong mathematical background that emphasizes the conceptual underpinnings of the mathematics the students will eventually teach. In order to enter the workforce, students will be required to complete a bachelor's year degree with a partner university. A potential articulation with Wilmington University has been negotiated.

Students pursuing the Middle- Level Mathematics Education degree will major in mathematics and choose one of three minors: Science, Social Science or English. The minors enable students to become dually certified in mathematics and their minor field. The major/minor structure for middle school education is the focus of our first planned partner, Wilmington University, and the course sequence sheets were designed to support and guide students based on their desired minor preference. The potential Wilmington University bachelor's degree completion sequence has also been determined.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing and Communications	3
or		
ENG 130	Honors Technical Writing and Communications	3
MAT 201	Mathematics for Teachers	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 140	General Biology	4
CIS 107	Introduction to Computer & Application	3
EDC 120	Foundations of Literacy	3
EDC 230	Children's Literature	3
ENG 124	Oral Communications	3

Left column:

or
ENG 131   Honors Oral Communications 3
PSY 126   Child and Adolescent Psychology.................................. 3
VSC 131   Art History I... 3
or
VSC 132   Art History II.. 3

TECHNICAL COURSES

Courses		Credits
ECE 233	Exceptional Child	3
EDC 220	Parent/Family/School Interaction	3
MAT 143	College Geometry	3
MAT 153	College Math & Statistics	4
MAT 185	Precalculus	4
MAT 251	Finite Math	3
MAT 263	Principles of Discrete Math	4
MAT 281	Calculus I	4
MAT 282	Calculus II	4

EDUCATION

MIDDLE-LEVEL MATHEMATICS EDUCATION: SCIENCE MINOR
A.A.T. Degree (Owens, Terry, Stanton & Wilmington Campuses)

The main focus of the Middle- Level Mathematics Education program is to provide students with a strong mathematical background that emphasizes the conceptual underpinnings of the mathematics the students will eventually teach. In order to enter the workforce, students will be required to complete a bachelor's year degree with a partner university. A potential articulation with Wilmington University has been negotiated.

Students pursuing the Middle- Level Mathematics Education degree will major in mathematics and choose one of three minors: Science, Social Science or English. The minors enable students to become dually certified in mathematics and their minor field. The major/minor structure for middle school education is the focus of our first planned partner, Wilmington University, and the course sequence sheets were designed to support and guide students based on their desired minor preference. The potential Wilmington University bachelor's degree completion sequence has also been determined.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing and Communications	3
or		
ENG 130	Honors Technical Writing and Communications	3
MAT 201	Mathematics for Teachers	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 140	General Biology	4
CIS 107	Introduction to Computer & Application	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
PHY 205	General Physics I	4
PSY 126	Child and Adolescent Psychology	3
VSC 131	Art History I	3
or		

Right column:

VSC 132   Art History II... 3

TECHNICAL COURSES

Courses		Credits
ECE 233	Exceptional Child	3
EDC 220	Parent/Family/School Interaction	3
MAT 143	College Geometry	3
MAT 153	College Math & Statistics	4
MAT 185	Precalculus	4
MAT 251	Finite Math	3
MAT 263	Principles of Discrete Math	4
MAT 281	Calculus I	4
MAT 282	Calculus II	4

EDUCATION

MIDDLE-LEVEL MATHEMATICS EDUCATION: SOCIAl SCIENCE MINOR
A.A.T. Degree (Owens, Terry, Stanton & Wilmington Campuses)

The main focus of the Middle- Level Mathematics Education program is to provide students with a strong mathematical background that emphasizes the conceptual underpinnings of the mathematics the students will eventually teach. In order to enter the workforce, students will be required to complete a bachelor's year degree with a partner university. A potential articulation with Wilmington University has been negotiated.

Students pursuing the Middle- Level Mathematics Education degree will major in mathematics and choose one of three minors: Science, Social Science or English. The minors enable students to become dually certified in mathematics and their minor field. The major/minor structure for middle school education is the focus of our first planned partner, Wilmington University, and the course sequence sheets were designed to support and guide students based on their desired minor preference. The potential Wilmington University bachelor's degree completion sequence has also been determined.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing and Communications	3
or		
ENG 130	Honors Technical Writing and Communications	3
MAT 201	Mathematics for Teachers	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 140	General Biology	4
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
CIS 107	Introduction to Computer & Application	3
POL 111	Political Science	3
PSY 126	Child and Adolescent Psychology	3
SOC 111	Sociology I	3
VSC 131	Art History I	3
or		
VSC 132	Art History II	3

TECHNICAL COURSES

Courses		Credits
ECE 233	Exceptional Child	3
EDC 220	Parent/Family/School Interaction	3
MAT 143	College Geometry	3
MAT 153	College Math & Statistics	4
MAT 185	Precalculus	4
MAT 251	Finite Math	3
MAT 263	Principles of Discrete Math	4
MAT 281	Calculus I	4
MAT 282	Calculus II	4

EDUCATION

PARAEDUCATOR TECHNOLOGY

A.A.S. Degree (Owens, Terry, & Wilmington Campuses)

This associate degree program prepares students for a career as a paraeducator in a K-12 school setting. The program provides a foundation in academic skills, child development theory, literacy and mathematics instructional support strategies, and a comprehensive range of educational experiences necessary for employment. The program will provide course work that may transfer to a senior institution for those students who wish to do so.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
HIS 112	U.S. History: Post-Civil War	3
MAT 201	Mathematics for Teachers I	4
SOC 111	Sociology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 140	General Biology	4
or		
BIO 150	Biology I	4
ECE 233	Exceptional Child	3
ENG 124	Oral Communication	3
or		
ENG 131	Honors Oral Communication	3
PSY 121	General Psychology	3
PSY 126	Child & Adolescent Psychology	3

TECHNICAL COURSES

Courses		Credits
CIS 107	Intro to Computers and Applications	3
EDC 101	Introduction to Paraeducator Issues	3
EDC 120	Foundations of Literacy	3
EDC 211	Classroom Management	3
EDC 212	Instructional Strategies	3
EDC 220	Parent Family & School Inter.	3
EDC 230	Children's Literature	3
EDC 250	Internship & Seminar	4
MAT 202	Mathematics for Teachers II	4

EDUCATION

ELEMENTARY EDUCATION OPTION

A.A.S. Degree (Owens, Terry & Wilmington Campuses)

Graduates of this option may enter the workforce immediately as a paraeducator in a school setting or they may choose to continue their education. The main focus of this new education option is to prepare students to transfer to a four-year college or university where they will complete their bachelor's degree and become certified to teach elementary school. During the required education courses in this option, students are exposed to the teaching career through a variety of field experiences.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
PSY 121	General Psychology	3
PSY 125	Child Development	3
or		
PSY 126	Child & Adolescent Psychology	3
HIS 111	American History: Pre-Civil War	3
or		
HIS 112	American History: Post-Civil War	3
MAT 201	Math for Teachers I	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 140	General Biology	4
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
PHY 111	Conceptual Physics	4
SPA 136	Spanish Communication I	4
SPA 137	Spanish Communication II	4
VSC 131	Art History I	3
or		
VSC 132	Art History II	3

TECHNICAL COURSES

Courses		Credits
CHM 101	Introduction to Chemistry	1
CIS 107	Intro to Computers and Applications	3
ECE 233	Exceptional Child	3
EDC 120	Foundations of Literacy	3
EDC 150	Issues in Elementary Education	3
EDC 211	Classroom Management	3
EDC 220	Parent, Family & School Interaction	3
EDC 230	Children's Literature	3
MAT 202	Math for Teachers II	4
MAT 203	Math for Teachers III	4

ELECTROMECHANICAL ENGINEERING TECHNOLOGY

A.A.S. Degree (Terry Campus)

The Electromechanical Engineering Technology Department awards a student an Associate in Applied Science (A.A.S.) degree. To receive this degree, the student must complete training in the fields of electricity, electronics, process control, and hydraulics/pneumatics. The graduating student will be able to construct electrical, electronic, and fluid circuits from engineering designs provided by supervisory engineers, to apply

test and evaluation procedures to these circuits, and to correct circuit defects with instrument-aided analysis.

A graduate of this technology is qualified for at least an entry-level position in the electromechanical field, which includes plant maintenance, small machine repairs, and school or hospital maintenance. A student may also choose to attend a four-year institution and pursue a baccalaureate degree in industrial, mechanical, or electromechanical engineering.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 181	Algebra and Trigonometry I	4

Select one (1) course from

COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 121	General Psychology	3
PSY 122	Social Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ELM 290	Electromechanical Engineering Technology Internship	6
MAT 182	Algebra and Trigonometry II	4
PHY 205	General Physics I	4
PHY 206	General Physics II	4

TECHNICAL COURSES

Courses		Credits
EDD 171	Introduction to CAD Using AutoCAD	3
ELC 120	Introduction to Circuit Analysis	4
ELC 130	Digital Electronics I	4
ELC 215	Programmable Logic Controllers	4
ELM 110	Introduction to Computers & Technology	3
ELM 210	Industrial Electricity	4
ELM 220	Property & Behavior of Materials	3
ELM 252	Fluid Power	3
MET 123	Modern MFG Techniques	3

ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY

BIOMEDICAL OPTION
A.A.S. Degree (Terry Campus)

This degree program takes the electronics program and provides course work beyond the normal theories and applications of the electrical/electronics technology field. Courses from the computer and electromechanical engineering technologies and the nursing program become part of the curriculum requirements. Internship work experience in electronics and in a hospital/medical environment is a significant part of the program. A student who is training to be a biomedical technician must have a high level of personal commitment,

ethical conduct, and a knowledge of interpersonal relationships in order to enable him or her to interact with medical staff within the hospital/medical environment. Courses are transferable to four-year degree programs in engineering technology and related programs. Students are advised to contact the department for details.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 185	Precalculus	4

Select two (2) courses from

COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 121	General Psychology	3
PSY 122	Social Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 110	Essentials of Anatomy & Physiology	4
ELM 110	Introduction to Computers & Technology	3
MAT 281	Calculus I	4
PHY 205	General Physics I	4
or		
PHY 281	Physics I with Calculus	4

Select one (1) course from

CEN 120	PC Telecommunications	4
CEN 150	Computer Assembly & Maintenance	4
CEN 180	C Language Introduction	4
CEN 280	Specific Problems in Engineering Technology	4
ELC 221	Analog Electronics II	4
MAT 282	Calculus II	4
PHY 206	General Physics II	4

TECHNICAL COURSES

Courses		Credits
ELC 120	Introduction to Circuit Analysis	4
ELC 121	Network Analysis	4
ELC 130	Digital Electronics I	4
ELC 131	Digital Electronics II	4
ELC 220	Analog Electronics I	4
ELC 260	Biomedical Instrumentation	3
ELC 290	Internship	4
ELC 291	Biomed Electronics Internship	4

ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY

COMPUTER ENGINEERING TECHNOLOGY OPTION
A.A.S. Degree (Stanton Campus)
This degree program is a combination of hardware and software principles that a person would experience when dealing with microcomput-

ers. The fundamentals of electrical/electronic theory are covered with specialized courses in computer circuits and device operation as the culmination of the program. Students in this program will develop skills in basic PC telecommunications, installing and maintaining microcomputers, and troubleshooting and repairing microcomputer equipment and peripherals. Advanced skills in data transmission systems, such as networks and telecommunications systems, will be covered. An introduction to software through computer languages, such as C, C++, or assembly language will be presented. Graduates of this program may find jobs as computer technicians, field service engineers, customer service engineers, or as computer network technicians

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	3
or		
MAT 185	Precalculus	3

Select one (1) course from
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Tech Writing & Comm	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communication	3

Select two (2) courses from
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 122	Social Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CEN 100	Intro Computer & Elec Eng Tech	2
or		
ELM 110	Introduction to Computers & Technology	3
or		
CEN 110	Computers & Technology	3
CEN 105	Programming for Technology	3
or		
CEN 180	C Language Intro	4
PHY 205	General Physics I	4
or		
PHY 271	Electricity & Magnetism	4
or		
PHY 281	Physics I with Calculus	4

Select one (1) course from
MAT 263	Principles of Discreet Math	4
MAT 271	Probability & Statistics	4
MAT 281	Calculus I	4

TECHNICAL COURSES

Courses		Credits
CEN 150	Computer Assembly & Maintenance	4
CEN 224	Computer Networks	4
and		
CEN 225	Intro to Network Security	4

or		
CEN 120	PC Telecommunications	4
and		
CEN 220	Digital Data Comm w/Networks	4
and		
CEN 280	Specific Problems in Engineering Technology	4
ELC 118	Introduction to Electricity	3
and		
ELC 119	DC & AC Theory	3
or		
ELC 120	Introduction to Circuit Analysis	4
ELC 121	Network Analysis	4
ELC 130	Digital Electronics I	4
ELC 131	Digital Electronics II	4
ELC 220	Analog Electronics I	4
ELC 232	Introduction to Microprocessors	4

ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY

COMPUTER ENGINEERING TECHNOLOGY OPTION
A.A.S. Degree (Stanton Campus)
This degree program is a combination of hardware and software principles that a person would experience when dealing with microcomputers. The fundamentals of electrical/electronic theory are covered with specialized courses in computer circuits and device operation as the culmination of the program. Students in this programwill develop skills in basic PC telecommunications, installing and maintaining microcomputers, and troubleshooting and repairing microcomputer equipment and peripherals. Advanced skills in data transmission systems, such as networks and telecommunications systems, will be covered. An introduction to software through computer languages, such as C, C++, or assembly language will be presented. Graduates of this program may find jobs as computer technicians, field service engineers, customer service engineers, or as computer network technicians.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	3
or		
MAT 185	Precalculus	3

Select one (1) course from
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Tech Writing & Comm	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communication	3

Select two (2) courses from
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 122	Social Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CEN 100	Intro Computer & Elec Eng Tech	2
or		
ELM 110	Introduction to Computers & Technology.	3
or		
CEN 110	Computers & Technology	3
CEN 105	Programming for Technology.	3
or		
CEN 180	C Language Intro	4
PHY 205	General Physics I	4
or		
PHY 271	Electricity & Magnetism	4
or		
PHY 281 Physics I with Calculus		4

Select one (1) course from

MAT 263	Principles of Discreet Math	4
MAT 271	Probability & Statistics	4
MAT 281	Calculus I	4

TECHNICAL COURSES

Courses		Credits
CEN 150	Computer Assembly & Maintenance	4
CEN 224	Computer Networks	4
and		
CEN 225	Intro to Network Security	4
or		
CEN 120	PC Telecommunications	4
and		
CEN 220	Digital Data Comm w/Networks	4
and		
CEN 280	Specific Problems in Engineering Technology	4
ELC 118	Introduction to Electricity	3
and		
ELC 119	DC & AC Theory	3
or		
ELC 120	Introduction to Circuit Analysis	4
ELC 121	Network Analysis	4
ELC 130	Digital Electronics I	4
ELC 131	Digital Electronics II	4
ELC 220	Analog Electronics I	4
ELC 232	Introduction to Microprocessors	4

ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY

ELECTRICAL ENGINEERING TECHNOLOGY OPTION
A.A.S. Degree (Stanton Campus)

The Electrical Engineering Technology Option is designed to prepare graduates for career positions as engineering technicians in advanced technology areas. Graduates work on a variety of highly specialized electronics equipment and products in locations from original manufacturers to final users. This work may include design, construction, testing, installation and support.

Graduates offer their employers immediate contributions as team players equipped with a combination of technical knowledge, problem-solving experience and communication skills. Courses in the program include a strong component of practical applications, hands-on laboratory experience and basic theoretical concepts. Computer simulation and applications are an integral part of the curriculum. Studies focus on electrical and electronic circuits, digital circuits, microprocessors, computers, and programmable logic controls.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	3
or		
MAT 185	Precalculus	3

Select one (1) course from

ENG 122	Technical Writing & Communication	3
ENG 124	Oral Communications	3
ENG 130	Honors Technical Writing & Communication	3
ENG 131	Honors Oral Communications	3

Select two (2) courses from

COM 111	Human Communications	
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 122	Social Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CEN 100	Intro Computer & Elec Eng Tech	2
or		
ELM 110	Introduction to Computers & Technology	3
or		
CEN 110	Computers & Technology	3
CEN 105	Programming for Technology	3
or		
CEN 180	C Language Intro	4
PHY 205	General Physics I	4
or		
PHY 271	Electricity & Magnetism	4
or		
PHY 281	Physics I with Calculus	4

Select one (1) course from

MAT 263	Principles of Discreet Math	4
MAT 271	Probability & Statistics	4
MAT 281	Calculus I	4

TECHNICAL COURSES

Courses		Credits
CEN 150	Computer Assembly & Maintenance	4
ELC 118	Introduction to Electricity	3
and		
ELC 119	DC & AC Theory	3
or		
ELC 120	Introduction to Circuit Analysis	4
ELC 121	Network Analysis	5
ELC 130	Digital Electronics I	4
ELC 131	Digital Electronics II	4
ELC 220	Analog Electronics I	4
ELC 221	Analog Electronics II	4
ELC 232	Introduction to Microprocessors	4
ELC 215	Programmable Logic Controllers	4
or		
ELC 230	Industrial Electronics.	4

ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY

ELECTRICAL ENGINEERING TECHNOLOGY OPTION
A.A.S. Degree (Terry Campus)

The Electrical Engineering Technology Option is designed to prepare graduates for career positions as engineering technicians in advanced technology areas. Graduates work on a variety of highly specialized electronics equipment and products in locations from original manufacturers to final users. This work may include design, construction, testing, installation and support.

Graduates offer their employers immediate contributions as team players equipped with a combination of technical knowledge, problem-solving experience and communication skills. Courses in the program include a strong component of practical applications, hands-on laboratory experience and basic theoretical concepts. Computer simulation and applications are an integral part of the curriculum. Studies focus on electrical and electronic circuits, digital circuits, microprocessors, computers, and programmable logic controls.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	3
or		
MAT 185	Precalculus	3

Select one (1) course from

ENG 122	Technical Writing & Communication	3
ENG 124	Oral Communications	3
ENG 130	Honors Technical Writing & Communication	3
ENG 131	Honors Oral Communications	3

Select two (2) courses from

COM 111	Human Communications	
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 122	Social Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CEN 100	Intro Computer & Elec Eng Tech	2
or		
ELM 110	Introduction to Computers & Technology	3
or		
CEN 110	Computers & Technology	3
CEN 105	Programming for Technology	3
or		
CEN 180	C Language Intro	4
PHY 205	General Physics I	4
or		
PHY 271	Electricity & Magnetism	4
or		
PHY 281	Physics I with Calculus	4

Select one (1) course from

MAT 263	Principles of Discreet Math	4
MAT 271	Probability & Statistics	4
MAT 281	Calculus I	4

TECHNICAL COURSES

Courses		Credits
CEN 150	Computer Assembly & Maintenance	4
ELC 118	Introduction to Electricity	3
and		
ELC 119	DC & AC Theory	3
or		
ELC 120	Introduction to Circuit Analysis	4
ELC 121	Network Analysis	5
ELC 130	Digital Electronics I	4
ELC 131	Digital Electronics II	4
ELC 220	Analog Electronics I	5
ELC 221	Analog Electronics II	5
ELC 232	Introduction to Microprocessors	4
ELC 215	Programmable Logic Controllers	4
or		
ELC 230	Industrial Electronics.	4

ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY

ELECTRONICS ENGINEERING TECHNOLOGY OPTION
A.A.S. Degree (Owens Campus)

The graduate of the Electronics program has extensive training in analog and digital electronics with emphasis on applications and analysis relating to microprocessor, industrial control and communication systems. The students are skilled in computer simulation, robotics, programmable logic controllers, networking, and wireless communications. This program integrates the teaching styles of lecture, demonstration, laboratory and "hands-on" into all course work. Career opportunities in engineering, robotics, avionics, communications, computer electronics, quality control, networking, microwave filters, and manufacturing are likely employment areas.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 181	Algebra and Trigonometry I	4
or		
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	Precalculus	4
or		
MAT 281	Calculus I	4
or		
MAT 282	Calculus II	4

Select one (1) course from

ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
ENG 124	Oral Communications	3
or		
ENG 131 Honors Oral Communications		3

Select two (2) courses from

Courses		Credits
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 122	Social Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CEN 180	C Language Intro	4
ELC 110	Technical Computer Application	3
ELM 215	Industrial Controls	4
PHY 205	General Physics I	4
or		
PHY 281	Physics I with Calculus	4

TECHNICAL COURSES

Courses		Credits
ELC 122	Electronic Devices/Circuits I	3
ELC 123	Electronic Devices/Circuits II	4
ELC 130	Digital Electronics I	4
ELC 132	Microcomputer Service and Repair	4
ELC 222	Network Theorems and Analysis	4
ELC 223	Electronic Communications	4
ELC 230	Industrial Electronics	4
ELC 232	Introduction to Microprocessors	4
ELC 233	Microprocessor Applications	4

ELECTRONICS & COMPUTER ENGINEERING TECHNOLOGY

INSTRUMENTATION ENGINEERING TECHNOLOGY OPTION

A.A.S. Degree (Stanton Campus)

The Instrumentation Engineering Technology Option is designed to prepare graduates for career positions as engineering technicians that will design, specify, troubleshoot and manage instrumentation and control systems in the areas of chemical processing, food processing, oil and gas production, manufacturing, energy production and other highly technical fields.

Graduates offer their employers immediate contributions as team players equipped with a combination of technical knowledge, problem-solving experience and communication skills. Courses in the program include a strong component of practical applications, hands-on laboratory experience and basic theoretical concepts. Computer simulation and applications are an integral part of the curriculum. Studies focus on electrical and electronic circuits, digital circuits, microprocessors, computers, programmable logic controls, liquid and gas flow measurement, control systems, instrumentation and calibration.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 181	Algebra and Trigonometry I	4
and		
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	Precalculus	4

Select one (1) course from

Courses		Credits
ENG 122	Technical Writing & Communication	3
ENG 124	Oral Communications3	
ENG 130	Honors Technical Writing & Communication	3
ENG 131	Honors Oral Communications	3

Select two (2) courses from

Courses		Credits
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 122	Social Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CEN 100	Intro to Comp & Elec Eng Tech	2
or		
ELM 110	Intro to Computers & Tech	3
or		
CEN 110	Computers & Technology	3
CEN 105	Programming for Technology	3
or		
CEN 180	C Language Intro	4
PHY 171	Physics I	4
or		
PHY 205	General Physics I	4
or		
PHY 281	Physics I with Calculus	4

Select one (1) course from

Courses		Credits
MAT 263	Principles of Discrete Math	4
MAT 271	Probability and Statistics	4
MAT 281	Calculus I	4

TECHNICAL COURSES

Courses		Credits
CEN 150	Programming for Technology	3
ELC 101	Electricity and Instrumentation	3
ELC 270	Process Instrumentation I	4
ELC 118	Introduction to Electricity	3
and		
ELC 119	DC and AC Theory	3
or		
ELC 120	Introduction to Circuit Analysis	4
ELC 121	Network Analysis	4
ELC 130	Digital Electronics I	4
ELC 131	Digital Electronics II	4
ELC 215	Programmable Logic Controllers	4
ELC 220	Analog Electronics I	4
ELC 232	Introduction to Microprocessors	4

ELECTRONICS/ELECTRICAL ENGINEERING TECHNOLOGY

MATH/SCIENCE CONCENTRATION

A.A.S. Degree (Owens & Terry Campuses)

The Math/Science Concentration has a core curriculum that emphasizes general engineering fundamentals with intense hands-on laboratory experience focusing on circuit design, applications, and integrated computer systems. The curriculum provides strong mathematics

and science preparation needed for upper-division course work. The program is articulated with the University of Delaware's bachelor's degree in Electrical Engineering. Graduates of the associate degree program are also prepared as entry level electronic technicians.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3

Select two (2) courses from

ENG 126	Pre-Industrial Literature	3
ENG 127	Post-Industrial Literature	3
ENG 128	Black American Literature	3
HIS 111	U.S. History: Pre-Civil War	3
HIS 112	U.S. History: Post-Civil Wa	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 120	Introduction to Programming	4
CIS 150	C/C++ Programming Language	4
or		
CEN 180 C	Language Intro	4

TECHNICAL COURSES

Courses		Credits
CHM 150	Chemical Principles I	5
ELC 120	Introduction to Circuit Analysis	4
and		
ELC 121	Network Analysis	4
or		
ELC 118	Intro to Electricity	3
and		
ELC 119	DC and AC Theory	3
and		
ELC 121	Network Analysis	5
or		
ELC 122	Electronic Devices/Circuits I	3
and		
ELC 222	Network Theorems & Analysis	4
ELC 130	Digital Electronics I	4
ELC 131	Digital Electronics II	4
or		
ELC 233	Microprocessor Applications	4
ELC 232	Introduction to Microprocessors	4
ELC 220	Analog Electronics I	4
or		
ELC 221	Analog Electronics II	4
or		
ELC 123	Electronic Devices/Circuits II	4
and		
ELC 223	Electronic Communications	4
MAT 281	Calculus I	4
MAT 282	Calculus II	4
MAT 283	Calculus III	4
PHY 281	Physics I with Calculus	4

ELECTRONICS/ELECTRICAL ENGINEERING TECHNOLOGY

MATH/SCIENCE CONCENTRATION
A.A.S. Degree (Stanton Campus)

The Math/Science Concentration has a core curriculum that emphasizes general engineering fundamentals with intense hands-on laboratory experience focusing on circuit design, applications, and integrated computer systems. The curriculum provides strong mathematics and science preparation, problem-solving experience and communication skills needed for upper-division course work. The program is articulated with the University of Delaware's bachelor's degree in Electrical Engineering. Graduates of the program are also prepared for career positions as engineering technicians in advanced technology areas.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
Select two (2) courses from		
ENG 126	Pre-Industrial Literature	3
ENG 127	Post-Industrial Literature	3
ENG 128	Black American Literature	3
HIS 111	U.S. History: Pre-Civil War	3
HIS 112	U.S. History: Post-Civil Wa	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 120	Introduction to Programming	4
CIS 150	C/C++ Programming Language	4
or		
CEN 180	C Language Intro	4

TECHNICAL COURSES

Courses		Credits
CHM 150	Chemical Principles I	5
ELC 120	Introduction to Circuit Analysis	4
and		
ELC 121	Network Analysis	4
or		
ELC 118	Intro to Electricity	3
and		
ELC 119	DC and AC Theory	3
and		
ELC 121	Network Analysis	5
o*r*		
ELC 122	lectronic Devices/Circuits I	3
and		
ELC 222	Network Theorems & Analysis	4
ELC 130	Digital Electronics I	4
or		
ELC 233	Microprocessor Applications	4
ELC 232	ntroduction to Microprocessors	4
ELC 220	Analog Electronics I	4
or		
ELC 221	Analog Electronics II	4
or		
ELC 123	Electronic Devices/Circuits II	4

and

ELC 223	Electronic Communications.	4
MAT 281	Calculus I	4
MAT 282	Calculus II	4
MAT 283	Calculus III	4
PHY 281	Physics I with Calculus	4

ENERGY

ENERGY MANAGEMENT
A.A.S. Degree (Owens, Terry and Stanton)

Students will gain an understanding of energy systems in today's "built environment" and the tools to analyze and quantify energy efficiency. Students will develop sophisticated skills in multi-level analysis, including human and computer modeling, to improve energy efficiency in commercial spaces. These skills will be applied to the description and measurement of energy in building systems with the goal of evaluating and recommending energy solutions that will result in greater efficiency, energy cost savings and lower environmental impact. This approach allows energy users to apply strategic efforts to reduce consumption analytically, as opposed to only replacing controls or undertaking expensive changes in equipment.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 140	Essentials of College Algebra	4
PSY 100	Human Relations	3
or		
COM 111	Human Communications	3
PSY 121	General Psychology	3

TECHNICAL /SUPPORT

Courses		Credits
AET 111	Construction Blueprint Reading	4
ACR 121	HVAC Energy Systems	3
OAT 152	Excel Level I	3
PHY 111	Conceptual Physics	4

TECHNICAL COURSES

Courses		
NRG 101	Intro to Energy Management	2
NRG 103	Sustainability in the Built Environment	2
NRG 111	Residential/Light Commercial Energy Analysis	2
NRG 112	Commercial Energy Use Analysis	3
NRG 113	Building Simulations	3
NRG 122	Commercial Air Conditioning Systems Analysis	2
NRG 123	Energy Control Strategies	3
NRG 124	Energy Efficient Methods	2
NRG 131	Lighting Fundamentals	2
NRG 132	Lighting Applications	2
NRG 141	Energy Investment Analysis	2
NRG 142	Energy Accounting	2
NRG 154	Alternative Energy Technologies	2
NRG 206	Cooperative Education: Energy Management	3

ENERGY

RENEWABLE ENERGY SOLAR
A.A.S. Degree (Owens, Terry and Stanton)

The Renewable Energy Solar Program prepares graduates to work as technicians in the renewable energy industry. Students will develop energy analysis skills to improve energy efficiency and application of renewable energy solar systems. Students will learn solar photovoltaic installation and design and solar thermal applications. They will evaluate and recommend energy solutions with greater efficiency and lower environmental impact with the added benefit of energy cost savings. The focus on renewable energy solar will be integrated with applied practice related to solar photovoltaic and thermal installation. Students will study and work with both grid-tied and stand-alone photovoltaic systems.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 140	Essentials of College Algebra	4
PSY 100	Human Relations	3
or		
COM 111	Human Communications	3
PSY 121	General Psychology	3

TECHNICAL /SUPPORT

Courses		Credits
OAT 152	Excel Level I	3
PHY 111	Fundamentals of Physics I	4
AET 111	Construction Blueprint Reading	4
or		
AET 123	Drafting/Design	4
ELC 141	Electrical Concepts I	3
ELC 241	Electrical Concepts II	3

TECHNICAL COURSES

Courses		
NRG 101	Introduction to Energy Management	2
NRG 103	Sustainability	2
NRG 110	Construction Industry Standards	2
NRG 111	Residential/Light Commercial Energy Analysis	2
NRG 121	Air Conditioning Systems Analysis	2
NRG 124	Energy Efficient Methods	3
NRG 131	Lighting Fundamentals	2
NRG 141	Energy Investment Analysis	2
NRG 154	Alternative Energy Technologies	2
NRG 200	Solar Energy Systems	2
NRG 201	Photovoltaic Systems I	4
NRG 202	Photovoltaic Systems II	3
NRG 203	Concepts of Solar Thermal Design	3
NRG 204	Coop Education: Renewable Energy Solar	3
NRG 207	NABCEP Solar Entry Level Prep	1

ENGINEERING TECHNOLOGY

CAD
A.A.S. Degree (Owens Campus)

The Engineering Drafting Technology Program prepares students for a career in the growing computer-aided drafting and design (CAD) profession. The program is designed to cover CAD as it is applied to a broad range of engineering disciplines, including architectural, civil, mechanical, and electronics. Graduates will be prepared to translate ideas, sketches, calculations, and specifications into accurate 2-D and 3-D working drawings. A general knowledge of engineering technology, drafting, and design is provided through the sequence of core and technical courses. The student is then given the choice of four (4) technical electives to further develop their understanding in one of the four engineering disciplines covered. Graduates may work as CAD technicians in offices of mechanical, electrical, architectural, civil, manufacturing, and environmental engineering firms or government agencies.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 181	Algebra and Trigonometry I	4

Select two (2) courses from

CLT 110	International Cultural Immersion	3
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
IET 150	Computer Applications	3
or		
ELC 110	Technical Computer Application	3

Select four (4) courses from

AET 135	Construction Materials & Methods	4
AET 232	Contracts/Specifications	3
AET 234	Cost Estimating/Planning	3
AET 270	Arch Design Studio	4
CEN 180	C Language Intro	4
CET 236	Soils	3
CET 238	Concrete & Ashphalt	3
CET 240	Hydraulics & Hydrology	4
CET 247	Route Surveying and Design	4
CET 248	Boundary Surveying & Law	3
EDT 128	Machine Trades Blueprint Reading	3
ELC 122	Electronic Devices/Circuits I	3
ELC 123	Electronic Devices/Circuits	4
ELC 132	Microcomputer Service & Repair	4
IET 209	Survey in Production Planning & Control	3
MET 123	Modern MFG Techniques	3
MET 125	Advanced Manufacturing Techniques	3

TECHNICAL COURSES

Courses		Credits
AET 123	Drafting & Design	4
AET 125	Architectural Drafting & Design	4
CET 144	Surveying Principles	4
CET 251	Topographic Drafting	3
EDD 171	Introduction to CAD Using AutoCAD	3
EDD 271	dvanced CAD Using AutoCAD	3
EDD 272	Solid Modeling	3
EDT 152	Engineering Design I	4

Select one (1) course from

AET 150	Engineering Construction Drafting	3
CET 244	Principles of Site Development	4
EDT 252	Engineering Design II	4
ELC 130	Digital Electronics I	4

ENTREPRENEURIAL

ENTREPRENEURSHIP
A.A.S. Degree (Owens, Terry, Stanton & Wilmington)

The Entrepreneurship Program is a comprehensive program of integrated credit and non-credit offerings providing opportunities for students to learn successful entrepreneurship. Students may complete an associate degree in entrepreneurship, complete entrepreneurship courses while majoring in another career area for a dual associate degree, complete entrepreneurship courses for a credit certificate, or complete entrepreneurship courses in a non-credit format earning continuing education units (CEU's). Supporting Offerings are provided, which relate to each of the entrepreneurship courses. These Supporting Offerings include Meet the Entrepreneur Series and the Tell Me More Series where experts expand upon topics taught in the courses. An annual conference each spring will be a culminating activity.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 100	Introduction to Accounting	3
or		
ACC 101	Accounting I	4
CIS 107	Intro to Computers & Application	3
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3

Select two (2) courses from

EBZ 220	Fundamentals of E-Commerce	3
MGT 213	Problems in Management	3
MGT 231	Human Resource Management	3
MIS 220	Management Information Systems	3
MKT 213	Problems in Marketing	3
MKT 217	E-Marketing Fundamentals	3
MKT 219	Sales & Sales Management	3

TECHNICAL COURSES

Courses		Credits
ENT 101	Intro to Entrepreneurship	3
or		
BUS 101	Introduction to Business	3
ENT 103	Legal Issues for ENT	3
ENT 104	Opportunity Analysis	3
ENT 210	ENT Business Process	3
or		
BUS 213	Small Business Management	3
or		
MGT 218	Small Business Management	3
ENT 220	Leadership	3
ENT 225	Entrepreneurial Experience	3
ENT 240	Funding & Finance for ENT	3
ENT 285	Capstone	3
ENT 285	Business Plan Development	3
MGT 212	Principles of Management	3
MKT 212	Principles of Marketing	3

ENVIRONMENTAL TECHNOLOGY

A.A.S. Degree (Stanton Campus)

The Environmental Technology Associate Degree program is designed to prepare students as technicians in the application of scientific and engineering principles to the major areas of importance in the environmental control profession, such as: water pollution control, solid waste management, air pollution control, hazardous waste management, environmental auditing, industrial waste treatment, field sampling, data collection and analysis, environmental assessment, and design and operation of environmental control facilities. The program is purposely general to several pollution fields to prepare students to function in each initially and for later specialization through experience.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4

Select two (2) courses from

COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CET 240	Hydraulics & Hydrology	4
CHM 110	General Chemistry	4
CHM 111	Introduction to Organic & Biochemistry	4
CIS 107	Intro to Computer Applications	3
or		
IET 150	Computer Applications	3
MAT 182	Algebra & Trigonometry II	4

TECHNICAL COURSES

Courses		Credits
BIO 127	Environmental Microbiology	4
CET 125	Civil Drafting and Design	4
CHM 115	Chemistry of Hazardous Materials	3
CHM 130	Environmental Chemistry	4
ENV 110	Introduction to Environmental Issues	3
ENV 215	OSHA Hazardous Waste Operation	2
ENV 240	Environmental Field Sampling	3
ENV 260	Water & Wastewater Process Design	4
ENV 268	Industrial Waste Management	3
ENV 271	Environmental Site Assessment	2
ENV 273	Air Pollution Control	3

ENVIRONMENTAL TECHNOLOGY

WATER/WASTEWATER OPTION
A.A.S. Degree (Owens Campus)

This environmental program was specifically designed to prepare students for a career as a highly skilled professional in the water or wastewater field. The curriculum was prepared with direct input from state and federal environmental and regulatory agencies to ensure that the program's content matched current practices for treatment system design, operation, and management. The curriculum provides a combination of science and applied technology specific to the field of water and wastewater treatment. Graduates may find employment as plant operators, technicians, technical sales representatives, or engineering technicians in design firms or related manufacturing industries. Private industry, state, and local governments are sources of employment.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3
MAT 181	Algebra and Trigonometry I	4
MAT 182	Algebra and Trigonometry II	4
or		
MAT 153	College Math & Statistics	3

Select two (2) courses from

COM 111	Human Communications	3
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
or		
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 100	Human Relations	3
or		
PSY 121	General Psychology	3
SOC 111	Sociology I	3
VSC 131	Art History I	3
or		
VSC 132	Art History II	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 140	General Biology	4
or		
BIO 150	Biology	4
CHM 100	Basic Chemistry	3
or		
CHM 110	General Chemistry	4
CIS 107	Introduction to Computers & Application	3
or		
IET 150	Computer Applications	3
EDT 128	Machine Trades Blueprint Reading	3
or		
AET 111	Construction Blueprint Reading	4
ELC 122	Electronic Devices & Circuits I	3
MET 123	Modern MFG Techniques	3

TECHNICAL COURSES

Courses		Credits
ENV 190	Introduction to Environmental Science & Technology	3
ENV 256	Process Control	3
ENV 264	Water Sources	3
ENV 267	Water Treatment	4
ENV 292	Wastewater System & Solid Handling	4
ENV 298	Instrumentation & Pumping	3
ENV 299	Introduction to Hydraulics	3

FIRE PROTECTION ENGINEERING TECHNOLOGY

A.A.S. Degree (Stanton Campus)

This curriculum is designed to provide the necessary knowledge and skills to work in many areas of the fire protection field and to help solve fire protection and related safety problems in our complex technological society. Technical changes within industry and an increase in the number, variety, type of chemicals, flammable and combustible products, and population densities have accentuated the fire problem. The fire protection engineering technician has a broad scope of occupational opportunities in a variety of areas which include insurance, industry, equipment manufacturers, municipal, and state agencies. Fire protection engineering technicians apply their knowledge in a systematic approach to plans review, occupancy inspections for code compliance, fire prevention planning, fire safety and loss prevention programs, fire administration, equipment representation and sales, and fire protection system design. Laboratory work, field inspections, and field trips provide added experiences. The Fire Protection program emphasizes design and application principles. In addition to the A.A.S. degree, certificates are offered in specific fire protection fields.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Intro to Computers/Application	3
or		
FET 130	Fire Safety Computer Application	3
CHM 110	General Chemistry	4
CHM 115	Chemistry of Hazardous Materials	3
EDD 171	Introduction to CAD Using AutoCAD	3

MAT 182	Algebra and Trigonometry II	4
PHY 171	Physics I	4

TECHNICAL COURSES

Courses		Credits
FET 111	Intro to Fire Protection Engineering Technology	3
FET 112	Fire Protection Systems	3
FET 120	Introduction to Fire Protection Design	3
FET 150	Water Supply Analysis & Hydraulics	3
FET 160	Codes and Standards	3
FET 200	Industrial Fire Hazards	4
FET 201	Loss Control Procedures	3
FET 210	Presentation Techniques	3
FET 221	Fire Protection Design I	4
FET 222	Fire Protection Design II	4
FET 230	Fire Rated Building Design & Construction	4
FET 261	Inspections	4

FIRE PROTECTION ENGINEERING TECHNOLOGY

FIRE ALARM OPTION

A.A.S. Degree (Stanton Campus)

The curriculum of the Fire Alarm Option is designed to increase the skills and knowledge of those persons who are working in the fire alarm industry now and those persons who are seeking employment in this branch of fire protection. Students will study several technical subjects which are vital to the understanding of fire alarm systems. These subjects include, but are not limited to: basic electricity, initiating devices, alarm systems concepts, installation, testing, and maintenance. In addition to the A.A.S. degree, a certificate and diploma are offered.

Graduates of this A.A.S. degree program, in addition to their Associates Degree, will be eligible for Certified Fire Inspector I, Certified Fire Plans Examiner I (CFPE) and Certified Fire Protection Specialist (CFPS).

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Intro to Computers/Application	3
or		
FET 130	Fire Safety Computer Application	3
EDD 171	Introduction to CAD Using AutoCAD	3
MAT 182	Algebra and Trigonometry II	4

TECHNICAL COURSES

Courses		Credits
ELC 118	Introduction to Electricity	3
and		
ELC 119	DC and AC Theory	3
or		
ELC 120	Introduction to Circuit Analysis	4
ELC 121	Network Analysis	4
ELC 220	Analog Electronics I	4

ELC 221	Analog Electronics II	4
FET 111	Intro to Fire Protection Engineering Technology	3
FET 117	Principles of Fire Alarms	3
FET 120	Introduction to Fire Protection Design	3
FET 160	Codes and Standards	3
FET 172	Fire Alarm Design I	4
FET 230	Fire Rated Building Design & Construction	4
FET 261	Inspections	4

FIRE PROTECTION ENGINEERING TECHNOLOGY

FIRE SCIENCE OPTION
A.A.S. Degree (Stanton Campus)

The Fire Protection Engineering Technology: Fire Science Option is based on the fire science associate degree program curriculum model created by the National Fire Academy. This curriculum model is designed to promote "crosswalks" for students who can apply their academic coursework toward the satisfaction of the national qualification standards necessary for firefighter certifications.

Graduates of this A.A.S. degree program, in addition to their Associates Degree will be eligible for Certified Fire Inspector I, Fire Instructor II, Certified Fire Plans Examiner I (CFPE) and Certified Fire Protection Specialist (CFPS).

CORE COURSES
Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES
Courses		Credits
CIS 107	Intro to Computers/Application	3
or		
FET 130	Fire Safety Computer Application	3
CHM 110	General Chemistry	4
CHM 115	Chemistry of Hazardous Materials	3
EDD 171	Introduction to CAD Using AutoCAD	3
MAT 182	Algebra and Trigonometry II	4
PHY 171	Physics	4

TECHNICAL COURSES
Courses		Credits
FET 111	Intro to Fire Protection Engineering Technology	3
FET 112	Fire Protection Systems	3
FET 120	Introduction to Fire Protection Design	3
FET 150	Water Supply Analysis & Hydraulics	3
FET 160	Codes and Standards	3
FET 200	Industrial Fire Hazards	4
FET 201	Loss Control Procedures	3
FET 210	Presentation Techniques	3
FET 230	Building Construction	4
FET 240	Fire Service Administration	4
FET 250	Fire Investigation	4
FET 261	Inspections	4

FOOD SERVICE MANAGEMENT

A.A.S. Degree (Stanton Campus)

This management program prepares students for a professional career in the hospitality industry. In addition to the course work, industry work experience is required for the degree. Students will be prepared for employment in full service dinner houses, family restaurants, institutional facilities, and casual dining operations. Food Service Management is accredited by the American Culinary Federation, Foundation Inc.'s Accrediting Commission; 180 Center Place Way; St. Augustine, FL 32095; 800-624-9458.

CORE COURSES
Courses		Credits
COM 111	Human Communications	3
ENG 121	Composition	3
ENG 122	Technical Writing & Communication	3
MAT 120	Math for Behavioral Sciences	3
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES
Courses		Credits
CUL 248	Culinary Supervisory Development	3
FSM 151	Field Experience I	3
FSM 152	Field Experience II	3
IET 150	Computer Applications	3
IET 204	Financial Accounting for Non-Accountants	3

TECHNICAL COURSES
Courses		Credits
CUL 119	Sanitation	2
CUL 141	Nutrition	3
CUL 241	Planning Food Service System	3
CUL 245	Applied Hospitality	3
CUL 246	Introduction to Dining Room Management & Beverage Service	3
CUL 251	Cost Control, Menu Planning, & Purchasing	3
FSM 110	Introduction to Food Preparation	3
FSM 123	Introduction to Food Service	3
FSM 210	Quality Food Production	3
FSM 230	Hospitality Law	3
FSM 265	Effective Food Service Marketing & Management	3

HVAC DESIGN ENGINEERING TECHNOLOGY

A.A.S. Degree (Stanton Campus)

The Heating, Ventilating, and Air Conditioning Technician participates in the design and technical support of systems which maintain process conditions and ensure a healthy, comfortable environment within all types of buildings. The curriculum presents theory, engineering principles, and overviews which enable the HVAC technician to develop, select, operate, and test HVAC equipment and systems in cooperation with an engineering staff.

CORE COURSES
Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4

Select two (2) courses from

Courses		Credits
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
PSY 123	Industrial Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Intro to Computers & Applications	3
or		
IET 150	Computer Applications	3
MAT 182	Algebra and Trigonometry II	4
MET 131	Engineering Graphics & CAD	3
MET 241	Fluid Mechanics	4
MET 242	Strength of Materials	3
PHY 171	Physics I	4
PHY 172	Physics II	4

TECHNICAL COURSES

Courses		Credits
HVA 160	HVAC Systems Design	5
HVA 251	Systems Design Project	3
HVA 260	Thermodynamic Applications	4
MET 132	Statics	3
MET 248	Electromechanical Systems	4
MET 250	Thermodynamics	4

HUMAN SERVICES

A.A.S. Degree (Owens, Terry & Wilmington Campuses)

The mission of the Human Services Program is to provide students with an educational foundation which will allow them to successfully gain entry level employment within the human services arena and/or to succeed in continuing their education at a baccalaureate level upon graduation. The curriculum and individual courses consist of a balance between providing students with a strong theoretical and content foundation as well as an experiential, skill development component in order to prepare students to continue their education and/or to allow them to interface competently and ethically with clients and colleagues in a career setting.

The Human Service program at the Owens Campus and Terry Campus are accredited by the Council for Standards in Human Service Education (CSHSE). The regional offices are located at 2901 Liberty Heights Avenue, Baltimore, MD 21215, (410) 462-7740 and the web site is http://www.cshse.org.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3
MAT 120	Math for Behavioral Sciences	3
or		
MAT 153	College Math & Statistics	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
POL 111	Political Science	3
PSY 126	Child & Adolescent Development	3
or		
PSY 127	Human Development	3
PSY 223	Abnormal Psychology	3
SPA 133	Using Beginning Spanish	3
or		
SPA 136	Spanish Communication I	4
BIO 110	Essentials of Anatomy & Physiology	4
or		
BIO 120	Anatomy and Physiology I	5
or		
BIO 140	General Biology	4
or		
BIO 150	Biology I	4
or		
HMS 226	Techniques Behavioral Change	3
or		
HMS 227	Dynamics Group Communication II	3
COM 222	Intercultural Communication	3
or		
ENG 124	Oral Communications	3
or		
ENG 131	Honors Oral Communications	3

TECHNICAL COURSES

Courses		Credits
HMS 121	Introduction to Human Services	3
HMS 122	Theories of Counseling	3
HMS 123	Dynamics & Group Communication I	3
HMS 223	Social Policy & Program Planning	3
HMS 225	Interviewing & Counseling Skills	3
HMS 229	Adult Development & Aging	3
or		
HMS 211	Marriage and the Family	3
HMS 243	Directed Practice I	6

Select two (2) courses from

Courses		Credits
DAC 141	Introduction to Drug & Alcohol Counseling	3
HMS 221	Ethical Problems and Issues	3
HMS 222	Program Leadership	3
HMS 244	Directed Practice II	6

HUMAN SERVICES

DRUG AND ALCOHOL COUNSELING OPTION
A.A.S. Degree (Terry & Wilmington Campuses)

The goal of the Drug and Alcohol Counseling curriculum is to train students in the various theories and techniques which are unique to drug and alcohol counseling. This program will prepare students for entry into the drug and alcohol counseling profession and/or to continue their education at a four-year institution to complete a bachelor's degree. The Drug and Alcohol Counseling courses are accepted by the Delaware Certification Board and lead to partial fulfillment of the requirements for certification.

The Human Service program, Drug and Alcohol Counseling Option at the Terry Campus is accredited by the Council for Standards in Human Service Education (CSHSE). The regional offices are located at 2901 Liberty Heights Avenue, Baltimore, MD 21215, (410) 462-7740 and the web site is http://www.cshse.org.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 120	Math for Behavioral Sciences	3
or		
MAT 153	College Math & Statistics	4
SOC 111	Sociology I	3
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
COM 222	Intercultural Communication	3
PSY 223	Abnormal Psychology	3

Select two (2) courses from

ECO 111	Macroeconomics	3
HMS 222	Program Leadership	3
HMS 226	Techniques Behavioral Change	3
POL 111	Political Science	3
COM 111	Human Communications	3
HMS 227	Dynamics Group Communication II	3
GER 201	Introduction to Gerontology	3
SPA 136	Spanish Communication I	4
or		
SPA 133	Using Beginning Spanish	3
or		
ASL 101	American Sign Language I	3

TECHNICAL COURSES

Courses		Credits
DAC 141	Introduction to Drug & Alcohol Counseling	3
DAC 225	Drug & Alcohol Counseling II	3
DAC 230	Assessment/Treatment in Drug & Alcohol Counseling	3
DAC 240	Families & Addiction	3
DAC 244	Direct Practice II-Drug/Alcohol	6
HMS 121	Introduction to Human Services	3
HMS 122	Theories of Counseling	3
HMS 123	Dynamics & Group Communication I	3
HMS 144	Survey of Human Development	3
or		
PSY 127	Human Development	3
HMS 221	Ethical Problems and Issues	3
HMS 243	Directed Practice I	6

INFORMATION SECURITY

A.A.S. Degree (Owens, Terry & Wilmington Campuses)

The curriculum addresses local, regional, and national workforce needs following the National Security Telecommunications and Information Systems Security standards. Students graduating with an associate degree in Information Security will be able to protect personal and networked computing devices from various kinds of cyber attacks. Building and maintaining secure networks, policies, and operating systems are key components to the curriculum.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3

or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4

Select two (2) courses from

CRJ 101	Introduction to Criminal Justice	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CEN 150	Computer Assembly/Maintenance	4
or		
ELC 132	Microcomputer Service & Repair	4
CIS 111	Ethics and the Information Age	3
CIS 120	ntroduction to Programming	4
CIS 143	Introduction to Information Security	3
ELC 130	Digital Electronics I	4

TECHNICAL COURSES

Courses		Credits
CIS 146	Computer Networking I	4
CIS 196	Computer Networking II	4
CIS 243	Information & Network Security	4
CIS 270	Computer Forensics	4
ISY 150	Introductory Scripting	3
ISY 201	Advanced Operating Systems	3
ISY 250	Network Def & Counter Measures	3
ISY 251	Hardening the Infrastructure	3
ISY 280	Advanced Security Topics	3

Select one (1) course from:

CIS 130	Computer Organization	3
CIS 250	Operating Systems II	3
CIS 253	Open Source Software	4
CEN 222	Windows Operating System	4
CEN 223	Unix Operating System & Networks	4

MECHANICAL ENGINEERING TECHNOLOGY

A.A.S. Degree (Stanton Campus)

The mechanical engineering technician applies theory and principles of mechanical engineering technology to develop and test processes, equipment and mechanical systems in cooperation with an engineering staff; reviews project construction and engineering drawings to determine specifications, procedures, objectives, problems, and possible solutions; sets up and conducts tests and experiments for complete units or systems to investigate engineering theories regarding improvement in design or performance; analyzes indicated and calculated test results against design or rated specifications; records test procedures, results, and suggestions for improvement; prepares engineering drawings, charts, and graphs. The Mechanical Engineering Technology Degree program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET), 111 Market Place, Suite 1050, Baltimore, MD 21202-4012, (401) 347-7700.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		

ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4

Select two (2) courses from

COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Intro to Computers & Applications	3
or		
IET 150	Computer Applications	3
MAT 182	Algebra and Trigonometry II	4
or		
MAT 185	Precalculus	4
MAT 255	Business Statistics I	3
or		
MAT 271	Probability & Statistics	4
or		
MAT 281	Calculus I	4
PHY 171	Physics I	4
PHY 172	Physics II	4

TECHNICAL COURSES

Courses		Credits
MET 115	Introduction to Mechanical Engineering Technology	3
MET 123	Modern MFG Techniques	3
MET 125	Advanced Manufacturing Techniques	3
MET 131	Engineering Graphics & CAD	3
MET 132	Statics	3
MET 241	Fluid Mechanics	4
MET 242	Strength of Materials	3
MET 243	Dynamics	3
MET 245	Machine Design	3
MET 248	Electromechanical Systems	4
MET 252	Fluid Power	3
MET 264	Material Science	4
MET 271	Engineering Project	2

OFFICE ADMINISTRATION

A.A.S. Degree (Owens, Terry & Wilmington Campuses)

The Office Administration program offers a flexible program leading to the Associate Degree in Applied Science. While software applications and office administration skills are the foundation of this program, the course elective structure allows students the opportunity to acquire a broad base of business and computer skills to enhance upward mobility. Software certification opportunities are available.

In addition to the A.A.S. degree program, short-term software certificate and diploma programs are available. Courses completed for these short-term programs may then be applied to the requirements for the A.A.S. degree.

CORE COURSES

Courses		Credits
ENG 121	Composition	3

or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Comunication	3
MAT 150	Business Mathematics	3
or		
MAT 153	College Math & Statistics	4
or		
MAT 155	Mathematics of Finance	3
COM 111	Human Communications	3
or		
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
CLT 110	International Cultural Immersion	3
or		
PSY 121	General Psychology	3
or		
SOC 111	Sociology I	3
or		
SPA 136	Spanish Communications I	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 100	Introduction to Accounting	3
or		
ACC 101	Accounting I	4
OAT 152	Excel Level I	3

Select two (2) additional courses with Advisor approval.

TECHNICAL COURSES

Courses		Credits
OAT 121	Keyboarding	4
OAT 122	Keyboarding Applications	4
OAT 131	Office Systems & Procedures	3
OAT 132	Referencing and Transcription	3
OAT 151	Access Level I	3
OAT 157	Word Level I	3
OAT 158	Word Level II	3
OAT 159	Powerpoint	3
OAT 240	Integrated Business Applications	3
OAT 242	Desktop Publishing	4

OFFICE ADMINISTRATION

OFFICE SOFTWARE SPECIALIST OPTION
A.A.S. Degree (Owens & Wilmington Campuses)

This A.A.S. Degree program option provides an opportunity to learn skills to become Microsoft Office Specialist (MOS) certified. The program emphasizes development for software application skills related to word processing, spreadsheets, database management, and presentations. Many employment and career advancement opportunities are available to program graduates. Participants may be eligible to take the Microsoft Office Specialist certification tests in any authorized testing center.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
or		
ECO 122	Microeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3

or

Courses		Credits
ENG 130	Honors Technical Writing & Comunication	3
MAT 150	Business Mathematics	3
or		
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 100	Introduction to Accounting	3
or		
ACC 101	Accounting I	4
BUS 101	Introduction to Business	3
CIS 125	Window Based Operating Systems	4
SOC 111	Sociology I	3

TECHNICAL COURSES

Courses		Credits
OAT 121	Keyboarding	4
OAT 122	Keyboarding Applications	4
OAT 151	Access Level I	3
OAT 152	Excel Level I	3
OAT 154	Access Level II	3
OAT 155	Excel Level II	3
OAT 157	Word Level I	3
OAT 158	Word Level II	3
OAT 159	Powerpoint	3
OAT 242	Desktop Publishing	4

OFFICE ADMINISTRATION

PARALEGAL OPTION
A.A.S. Degree (Owens Campus)

According to the U.S. Bureau of Labor Statistics, the paralegal field is one of the fastest growing professions. To prepare graduates to meet this demand, this program offers a combination of specialized legal courses and general education courses with emphasis on the development of highly marketable skills. A legal internship provides work experience to supplement classroom knowledge and applications. Diversified employment opportunities are available in federal, state and local government agencies, law firms, the court system, banks, insurance companies, private business, and corporations. Upon completion of the degree, students will have gained the following competencies: 1) Explain the present and potential role of the paralegal within the legal system; 2) Produce the documents necessary for a functioning law office; 3) Comply with the profession's Code of Ethics within the legal system; 4) Use a range of research methods and information necessary to complete a variety of legal activities; 5) Apply acquired knowledge of legal specialty areas in the workplace. The Owens Campus program is approved by the ABA Standing Committee on Paralegals Approval Commission; 321 North Clark Street; Chicago, Illinois 60654-7598; (312) 988-5617.
Paralegals may not provide legal services directly to the public except as provided by law.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 124	Oral Communication	3
or		
ENG 131	Honors Oral Communication	3
MAT 153	College Math & Statistics	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 100	Introduction to Accounting	3
or		
ACC 101	Accounting I	4
OAT 121	Keyboarding	4
OAT 122	Keyboarding Applications	4
OAT 131	Office Systems & Procedures	3
OAT 290	Intern Program	5

TECHNICAL COURSES

Courses		Credits
OAT 170	Introduction to the Legal System	3
OAT 280	Legal Research & Writing	3

Select six (6) courses from

OAT 160	Family Law	3
OAT 172	Law of Simple Contracts	3
OAT 173	Civil Procedure & Tort	3
OAT 175	Estate Administration & Probate	3
OAT 270	Criminal Law	3
OAT 271	Real Property Law	4
OAT 276	Corporations & Commercial Law	3
OAT 285	Law Office Management	3

Select four (4) courses from

CIS 107	Intro to Computers and Applications	3
CLT 110	International Cultural Immersion	3
ENG 122	Technical Writing & Communication	3
OAT 132	Referencing and Transcription	3
OAT 151	Access Level I	3
OAT 152	Excel Level I	3
OAT 157	Word Level I	3
OAT 158	Word Level II	3
OAT 159	Powerpoint	3
OAT 240	Integrated Business Application	3
OAT 242	Desktop Publishing	4
SPA 133	Using Beginning Spanish	3
SPA 136	Spanish Communication I	4

OFFICE ADMINISTRATION

PARALEGAL OPTION
A.A.S. Degree (Terry Campus)

According to the U.S. Bureau of Labor Statistics, the paralegal field is one of the fastest growing professions. To prepare graduates to meet this demand, this program offers a combination of specialized legal courses and general education courses with emphasis on the development of highly marketable skills. A legal internship provides work experience to supplement classroom knowledge and applications. Diversified employment opportunities are available in federal, state and local government agencies, law firms, the court system, banks, insurance companies, private business, and corporations. Paralegals may not provide legal services directly to the public except as provided by law.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 124	Oral Communication	3
or		
ENG 131	Honors Oral Communication	3
MAT 153	College Math & Statistics	4

PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 100	Introduction to Accounting	3
or		
ACC 101	Accounting I	4
OAT 121	Keyboarding	4
OAT 122	Keyboarding Applications	4
OAT 131	Office Systems & Procedures	3
OAT 290	Intern Program	5

TECHNICAL COURSES

Courses		Credits
OAT 170	Introduction to the Legal System	3
OAT 280	Legal Research & Writing	3

Select six (6) courses from

OAT 160	Family Law	3
OAT 172	Law of Simple Contracts	3
OAT 173	Civil Procedure & Tort	3
OAT 175	Estate Administration & Probate	3
OAT 270	Criminal Law	3
OAT 271	Real Property Law	4
OAT 276	Corporations & Commercial Law	3
OAT 285	Law Office Management	3

Select four (4) courses from

CIS 107	Intro to Computers and Applications	3
CLT 110	International Cultural Immersion	3
ENG 122	Technical Writing & Communication	3
OAT 132	Referencing and Transcription	3
OAT 151	Access Level I	3
OAT 152	Excel Level I	3
OAT 157	Word Level I	3
OAT 158	Word Level II	3
OAT 159	Powerpoint	3
OAT 240	Integrated Business Application	3
OAT 242	Desktop Publishing	4
SPA 133	Using Beginning Spanish	3
SPA 136	Spanish Communication I	4

OPERATIONS MANAGEMENT

A.A.S. Degree (Wilmington Campus)

Combining principles of engineering and business, the Operations Management program prepares the graduate to observe measure, analyze, determine, and recommend operations improvements in industry, business, government, and health services. A broad foundation in both technical and non-technical areas provides graduates with a sound working approach to the human as well as the technological aspects of the problems they will be called upon to solve. Upon graduation, the student is prepared to aid in the design, improvement, installation, and operation of integrated systems of people, materials, and equipment.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math and Statistics	4
or		

MAT 181	Algebra and Trigonometry I	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Intro to Business	3
CIS 107	Intro to Computers and Applications	3
MAT 255	Business Statistics I	3
MIS 220	Management Information Systems	3
PHY 111	Conceptual Physics	4
or		
PHY 171	Physics I	4

TECHNICAL COURSES

Courses		Credits
MGT 231	Human Resource Management	3
OMT 100	Operations Management	4
OMT 210	Project Based Accounting	3
OMT 220	Process Analysis and Control	3
OMT 230	Project Management	3
OMT 240	Supply Chain Management	3
OMT 250	Statistical Process Control	3
OMT 260	Quality Management	3
OMT 270	Process Design and Layout	4

REFRIGERATION, HEATING, & AIR CONDITIONING

A.A.S. Degree (Owens Campus)

This program offers the opportunity to develop skills leading to the award of an A.A.S. Degree in Refrigeration, Heating, and Air Conditioning. The curriculum is designed to provide the student with practical and theoretical knowledge of refrigeration, heating, and air conditioning systems. The technical courses combine classroom theory with practical, hands-on training. Related courses are intended to prepare students for professional and technical career opportunities. The degree is awarded to students who complete all required technical and related courses. Diploma and Certificate options are available.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3
MAT 125	Math for the Trades	4
or		
MAT 150	Business Mathematics	3
PSY 100	Human Relations	3
or		
PSY 121	General Psychology	

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACR 108	HVACR Energy Systems Management I	3
or		
ERM 102	Renewable Energy Sources	3
ACR 109	HVACR Energy Systems Management II	3
or		
ERM 103	Electrical Lighting and Motors	3
ACR 150	Industry Competency Exam I	1
ACR 250	Industry Competency Exam III	1
ACR 251	Industry Competency Exam II	1
ERM 101	Intro to Energy Technologies	3
CIS 107	Introduction to Computers and Application	3

TECHNICAL COURSES

Courses		Credits

ACR 101	HVAC Electricity	5
ACR 102	Fundamental of Refrigeration	5
ACR 104	Residential Climate Control	4
ACR 105	Residential Heating I	4
ACR 115	Air Distribution & Balancing	3
ACR 120	Employee Development Seminar	3
ACR 202	Commercial Refrigeration	3
ACR 204	Residential Heating II	3

SAFETY MANAGEMENT

A.A.S. Degree (Stanton Campus)

Safety Management has been developed to meet the needs of safety personnel involved in various activities concerned with safety and health. The courses are selected to prepare safety personnel in the areas of supervision, inspection, training, recordkeeping, investigation, establishing safety committees, training programs, and the procedure for collecting and analyzing environmental samples.

In addition to the A.A.S. Degree, certificates are offered for selected technical courses in the curriculum.

Graduates of this A.A.S. degree program, in addition to their Associates Degree, will be eligible for Certified Fire Inspector I, Fire Instructor II and Certified Fire Plans Examiner I (CFPE).

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Intro to Computers/Applications	3
or		
FET 130	Fire Safety Computer Application	3
CHM 110	General Chemistry	4
CHM 115	Chemistry of Hazardous Materials	3
CRJ 111	Introduction to Security	3
MGT 231	Human Resource Management	3
MAT 182	Algebra and Trigonometry II	4
or		
MAT 255	Business Statistics I	3

TECHNICAL COURSES

Courses		Credits
FET 111	Intro to Fire Protection Engineering Technology	3
FET 160	Codes and Standards	3
FET 200	Industrial Fire Hazards	4
FET 201	Loss Control Procedures	3
FET 210	Presentation Techniques	3
FET 261	Inspections	4
SMT 110	Occupational Safety & Health Act	3
SMT 120	Designing Safe Work Environments	4
SMT 210	Industrial Hygiene I	3
SMT 221	Industrial Hygiene II	3
SMT 230	Ergonomics	3

VISUAL COMMUNICATIONS

ADVERTISING DESIGN OPTION
A.A.S. Degree (Terry Campus)

The Advertising Design Option of Visual Communications is a focused curriculum aimed at training new professional creative talent for the information age. Communicating visual information requires imagination, skill, and talent. While developing skills in key software for print and non-print communications, the program stresses the use of innovative, creative problem solving. As the information highway becomes more and more congested, good design and graphics will be needed to compete for the attention of a visually acute public. A professional in the visual communication industry would be involved in a range of projects from traditional print items such as brochures, publications and stationery to exhibits, signage, audio-visual presentations, and architectural graphics. Graduates of the program may enter careers as in-house designers for corporations, publishers, schools, retailers, and design firms. Many students work as independent, self-employed designers.

CORE COURSES

Courses		Credits
COM 111	Human Communications	3
ENG 121	Composition	3
MAT 150	Business Mathematics	3
ENG 122	Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Introduction to Business	3
POL 111	Political Science	3
or		
PSY 121	General Psychology	3

Select one (1) course from

VSC 135	Non-Western Art Survey	3
VSC 166	Photography II	3
VSC 267	Color Photography	4
VSC 268	Photo Illustration	3
VSC 181	CorelDraw	4
VSC 185	Advanced Drawing	3
VSC 186	Advanced Painting	3
VSC 187	Advanced Illustration	3
VSC 190	Introduction to Videography	3
VSC 260	Multimedia Authoring	3
VSC 265	Motion Graphics	3
VSC 281	Project Elective	3

TECHNICAL COURSES

Courses		Credits
VSC 109	Drawing I	4
VSC 115	Introduction to Design	3
VSC 125	Color & Composition	3
VSC 133	History of Graphic Design	2
VSC 155	Typography & Layout	3
VSC 160	Computer Graphics I	4
VSC 161	Computer Graphics II	4
VSC 165	Photography I	4
VSC 175	Print Production Processes	2
VSC 251	Portfolio Workshop	4
VSC 262	Computer Graphics III	4
VSC 270	Project Management	2
VSC 271	Illustration	3
VSC 275	Self Promotion	2
VSC 131	Art History I	3
or		

VSC 132   Art History II...3

VISUAL COMMUNICATIONS

MULTIMEDIA DESIGN OPTION
A.A.S. Degree (Terry Campus)

The Multimedia Design Option of Visual Communications is a new, innovative option that deals with visual media in non-print forms such as CD's, web pages, and interactive formats. This is a computer intensive option that seeks to blend the visual formats of still and video photography with sound and graphics to create presentations that will bring attention to a client's product or service. Students in this option are able to extend their foundation work in traditional media into the electronic realm. Emphasis will be placed on creative problem solving in addition to skill building in intermediate to advanced multimedia software. Presentations will be designed and executed in preparation for inclusion in the student's final portfolio. Graduates of the program may enter careers in corporate or institutional marketing communication departments, electronic publishing firms, or opt for further study at the baccalaureate level.

CORE COURSES
Courses		Credits
COM 111	Human Communications	3
ENG 121	Composition	3
MAT 150	Business Mathematics	3
ENG 122	Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3

TECHNICAL SUPPORT/COMPUTER COURSES
Courses		Credits
BUS 101	Introduction to Business	3
POL 111	Political Science	3
or		
PSY 121	General Psychology	3

TECHNICAL COURSES
Courses		Credits
VSC 109	Drawing I	4
VSC 115	Introduction to Design	3
VSC 125	Color & Composition	3
VSC 133	History of Graphic Design	2
VSC 155	Typography & Layout	3
VSC 160	Computer Graphics I	4
VSC 161	Computer Graphics II	4
VSC 165	Photography I	4
VSC 175	Print Production Processes	2
VSC 190	Introduction to Videography	3
VSC 251	Portfolio Workshop	4
VSC 260	Multimedia Authoring	3
VSC 262	Computer Graphics III	4
VSC 270	Project Management	2
VSC 275	Self Promotion	2
VSC 131	Art History I	3
or		
VSC 132	Art History II	3

VISUAL COMMUNICATIONS

PHOTO IMAGING OPTION
A.A.S. Degree (Terry Campus)

The Photo Imaging Option of Visual Communications is an exciting 21st century blend of traditional photographic processes and computer-based digital photography. This new technology mixes the aesthetics of fine art photography with the speed and flexibility of digital imaging. It is an exciting field with tremendous potential for artistic as well as commercial creativity. The sophistication of imagery from the computer allows designers and photographers to expand the limits of traditional photography. Students will utilize traditional photography, scanned images, and direct digital images to prepare solutions to realistic assignments. All assignments are geared toward the compilation of a final graduate portfolio. Graduates can look forward to being on the cutting edge of this exciting new technology. As the use of the web and other multimedia formats increases, the demand for skilled digital imaging professionals will continue to rise.

CORE COURSES
Courses		Credits
COM 111	Human Communications	3
ENG 121	Composition	3
MAT 150	Business Mathematics	3
ENG 122	Technical Writing & Communication	3
or		
ENG 124	Oral Communications	3

TECHNICAL SUPPORT/COMPUTER COURSES
Courses		Credits
BUS 101	Introduction to Business	3
POL 111	Political Science	3
or		
PSY 121	General Psychology	3

Select one (1) course from
VSC 109	Drawing I	4
VSC 135	Non-Western Art Survey	3
VSC 181	CorelDraw	4
VSC 186	Advanced Painting	3
VSC 292	Video Production	4
VSC 260	Multimedia Authoring	3
VSC 261	Multimedia Sound	3
VSC 264	3-D Design and Animation	4
VSC 265	Motion Graphics	3
VSC 281	Project Elective	3

TECHNICAL COURSES
Courses		Credits
VSC 115	Introduction to Design	3
VSC 125	Color & Composition	3
VSC 133	History of Graphic Design	2
VSC 160	Computer Graphics I	4
VSC 161	Computer Graphics II	4
VSC 165	Photography I	4
VSC 166	Photography II	3
VSC 175	Print Production Processes	2
VSC 190	Introduction to Videography	3
VSC 251	Portfolio Workshop	4
VSC 267	Color Photogaphy	4
VSC 268	Photo Illustration	3
VSC 270	Project Management	2
VSC 275	Self Promotion	2
VSC 131	Art History I	3
or		
VSC 132	Art History II	3

WEB INFORMATION SYSTEMS

WEB DEVELOPMENT
A.A.S. Degree (Owens & Terry Campuses)

The Computer Information Systems department offers the Web

Development degree that provides students with a program of instruction in the development, implementation and management of electronic business operations provided online. This program is designed to provide students with a background in the computer applications needed to assist a company wishing to conduct business using the Internet and the World Wide Web. The students acquire knowledge of basic programming, Web construction, interactive Web sites and Internet scripts. Students will be prepared to: create safe and secure networks for businesses having an online presence, to become Web masters capable of building Web sites, and to become technology strategists able to maximize visits to client's sites.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENG 122	Technical Writing & Communication	3
or		
ENG 130	Honors Technical Writing & Communication	3
MAT 153	College Math & Statistics	4

Select one (1) from

COM 111	Human Communications	3
ECO 122	Microeconomics	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BUS 101	Introduction to Business	3
CIS 107	Intro to Computers & Application	3
EBZ 220	Fundamentals of E-Commerce	3
MKT 212	Principles of Marketing	3
OAT 152	Excel Level 1	3
or		
CIS 112	Spreadsheets/Graphics Proc	3

TECHNICAL COURSES

Courses		Credits
CIS 118	Intro to Relational Databases	3
or		
CIS 201	Microdatabase Programming	4
CIS 120	Introduction to Programming	4
CIS 160	Internet/Web Construction	3
CIS 170	Internet/Web Multimedia	4
CIS 180	Internet/Script Programming	4
or		
CIS 207	Visual Programming	4
CIS 194	Networking Technologies	3
or		
CIS 195	Network Administration	4
CIS 238	Database Design & Programming	4
CIS 240	Systems Analysis & Design	4
CIS 260	Internet/Web Commerce	4
CIS 282	Topics in Programming Language	4

MEDICAL ASSISTANT STUDIES
Diploma (Owens & Wilmington Campuses)

The Medical Assistant is a multi-skilled professional who works with other members of the health care team performing both clinical duties (assisting with patient care) and administrative duties (performing medical office duties).

Graduates of the diploma program may be employed in physicians' offices, hospitals, and other health care facilities. The program consists of course work in the following: keyboarding, medical transcription, computer applications for the medical office, insurance coding, phlebotomy, routine diagnostic testing, obtaining vital signs and assisting the physician in clinical procedures. In addition to course work and laboratory experiences on campus, students are required to complete a supervised internship in a medical facility. Coursework completed to fulfill requirements for the diploma can be applied towards the A.A.S. degree in Medical Assistant. The diploma program is designed to interface with the Medical Assistant Degree program so graduates may complete the additional requirements on a part-time basis if desired.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
MAT 150	Business Mathematics	3
or		
MAT 155	Mathematics of Finance	3
PSY 100	Human Relations	3
or		
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 100	Medical Terminology	3
BIO 110	Essentials of Anatomy & Physiology	4

TECHNICAL COURSES

Courses		Credits
MEA 121	Basic EHR	1
MEA 150	Medical Laboratory Procedures I	4
MEA 151	Medical Laboratory Procedures II	4
MEA 170	Pharmacology for Medical Assistants	3
MEA 290	Medical Assistant Internship	4
OAT 121	Keyboarding	4
OAT 120	Medical Office Procedures	4
or		
MEA 120	Medical Office Procedures I	4
OAT 125	Medical Computer Applications	3
or		
MEA 125	Medical Office Procedures II	4
OAT 157	Word Level I	3
or		
MEA 100	Introduction to Medical Assisting	2
and		
MEA 270	Medical Assistant Seminar	2

MEDICAL CODING STUDIES
Diploma (Wilmington Campus)

The Medical Coding Studies is a diploma program that prepares graduates for careers as Medical Coders. A Medical Coder manages and classifies medical data for patient billing using standardized codes. Students learn how to correctly assign codes that indicate patient diagnosis, treatment and outcomes in order to properly document patient care and permit data access, analysis and billing. The program provides didactic courses followed by an internship experience in an approved facility. Graduates of the program find employment in a variety of settings, including hospitals, long-term care centers, mental health facilities, federal, state and local health departments, and insurance companies.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 135	Biomedical Statistics	3
MAT 153	College Math and Statistics	4
SOC 213	Ethical Issues in Health Care	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 108	Basic Pharmacology	2
BIO 120	Anatomy and Physiology I	5
BIO 121	Anatomy and Physiology II	5
BIO 130	Disease Proc/Pathophysiology	3

TECHNICAL COURSES

Courses		Credits
HIM 120	ICD Coding I	4
HIM 121	ICD Coding II	4
HIM 122	CPT Coding	4
HIT 100	Intro to Health Records	2
HIT 170	Medical Coding Practicum	3

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNICIAN STUDIES
Diploma (Owens & Stanton Campuses)

The diploma in Automotive Technician Studies provides the student with a foundation of mechanical skills needed in the automotive industry. The program provides a combination of classroom and shop instruction. Upon completion of the diploma requirements, students who desire to continue their education may transfer these courses into the Automotive Technology Degree program.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
PSY 100	Human Relations	3
or		
COM 111	Human Communications	3
MAT 125	Math for the Trades	4
or		
MAT 120	Math for Behavioral Sciences	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
AUT 123	Co-Op Work Experience I	4
or		
AUT 153	Automotive Practicum I	4
CIS 107	Introduction to Computers & Application	3
or		
IET 150	Computer Applications	3

TECHNICAL COURSES

Courses		Credits
AUT 114	Introduction to Automotive Technology	3
AUT 116	Automotive Electrical	5
AUT 118	Auto Steering and Suspension and Alignment	3
AUT 119	Automotive Brake Systems	3
AUT 122	Auto Air Conditioning & Heating	3

AUTOMOTIVE TECHNOLOGY

COMMERCIAL TRANSPORTATION STUDIES
Diploma (Owens Campus)

The curriculum is designed to provide the student with operating skills and practical knowledge of tractor trailer driving with emphasis on business skills needed in the transportation industry. It will prepare the student for entry-level employment as a CDL "A" licensed commercial vehicle driver/operator. Students spend their day in a combination of classroom, range practice, and road training in order to develop safe skills of operation and mechanical familiarization of the equipment. Employment opportunities can be found in either local or long-distance areas of the transportation industry.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
PSY 100	Human Relations	3
MAT 150	Business Mathematics	3
or		
MAT 151	Applied Business Mathematics	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CIS 107	Introduction to Computers & Applications	3

TECHNICAL COURSES

Courses		Credits
CTS 101	Fundamentals of Motor Fleet Safety	3
CTS 102	Vehicle Systems & Reporting Malfunctions	1
CTS 103	Tractor Trailer Operations	2
CTS 104	Road Driving Practices	1
CTS 105	Range Driving Practices	2
CTS 106	Advanced Driving Operations	2
CTS 107	Advanced Driving Practices	1
CTS 108	Professional Driver Development	2

Select two (2) courses from

ACC 101	Accounting I	4
BUS 101	Introduction to Business	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
MKT 111	Salesmanship	3

CHEMICAL PROCESS OPERATOR

CHEMICAL PROCESS OPERATOR STUDIES
Diploma (Stanton Campus)

The Chemical Process Operator Studies diploma program prepares students for employment in industrial plants in the chemical, petroleum, polymer and pharmaceutical industry. The chemical industry throughout the state has a great need for trained chemical operators to adjust and optimize conditions for the production of large quantities of products in local chemical plants and pilot plants. Graduates are readily employed by these local plants at competitive salaries. The program provides a practical education in various aspects of plant operations such as hands-on training in process operations and control, regulatory compliance, and preventive maintenance skills. Laboratory facilities include not only standard lab equipment, but also modern instrumentation in pilot plant technology and computer simulations.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 125	Math for the Trades	4
PSY 123	Industrial Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CHM 110	General Chemistry	4
CPO106	Statistical Process Control Overview	1
ELC 101	Electricity & Instrumentation	3
IET 150	Computer Applications	3
MET 150	Basic Mechanical Systems	3

TECHNICAL COURSES

Courses		Credits
CPO 125	Safety, Health & Environment	3
CPO 151	Chemical Process Technology I-Systems	4
CPO 252	Chemical Process Technology II-Operations	4

COMPUTER INFORMATION SYSTEMS

GENERAL MICROCOMPUTER STUDIES
Diploma (Owens Campus)

The General Microcomputer Studies diploma program is designed for those people who require more detailed knowledge of microcomputer hardware and software but may not be interested in pursuing an Associate in Applied Science (A.A.S.) degree. This program may also be applied to the Associate in Applied Science degree program.

CORE COURSES

Courses		Credits
ECO 111	Macroeconomics	3
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 153	College Math and Statistics	4

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACC 101	Accounting I	4

Course		Credits
CIS 160	Internet/Web Construction	3
CIS 207	Visual Programming	4
CIS 240	Systems Analysis & Design	4
CIS 253	Open Source Software	4
ELC 132	Microcomputer Service & Repair II	4
ENG 122	Technical Writing & Communication	3
POL 111	Political Science	3
PSY 100	Human Relations	3
PSY 121	General Psychology	3
SOC 111	Sociology I	3

TECHNICAL COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
CIS 112	Spreadsheet/Graphics Processing	3
CIS 120	Introduction to Programming	4
CIS 192	Network Technology & Administration (MS)	4
CIS 194	Networking Technologies	3
CIS 195	Network Administration	3

COMPUTER INFORMATION SYSTEMS

MICROCOMPUTER STUDIES
Diploma (Terry Campus)

The Microcomputer Studies program prepares students for careers in applied programming and other computer related fields. The curriculum consists of a core set of courses in programming, software applications, and systems analysis. Consequently, students gain experience with a wide range of hardware and software.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
COM 111	Human Communications	3
or		
SOC 111	Sociology I	3
MAT 251	Finite Math	3

TECHNICAL COURSES

Courses		Credits
CIS 107	Introduction to Computers & Application	3
CIS 110	Microcomputer DOS	4
CIS 112	Spreadsheet/Graphics Processing	3
CIS 120	Introduction to Programming	4
CIS 150	C/C++ Programming Language	4
CIS 190	Network Installation/Maintenance	3
CIS 201	Microdatabase Programming	4
CIS 240	Systems Analysis & Design	4

CULINARY ARTS

KITCHEN SKILLS STUDIES
Diploma (Stanton & Terry Campuses)

This program is designed specifically for industry professionals and students who are employed or plan to be employed in the hospitality industry as cooks and desire to further their education and begin the advancement to a supervisory position. Courses are offered on a part-time basis and credits earned may be applied to the Associate Degree in the Culinary Arts or Food Service Management. Industry professionals and students will also acquire the three mandatory classes required by the American Culinary Federation to begin the certification process.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
COM 111	Human Communications	3
MAT 120	Math for Behavioral Science	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
CUL 119	Sanitation	2
CUL 141	Nutrition	3
CUL 248	Culinary Supervisory Development	3

TECHNICAL COURSES

Courses		Credits
CUL 171	Garde Manager	4
CUL 251	Cost Control /Menu Planning/Purchasing	3
FSM 110	Intro to Food Preparation	3
FSM 210	Quantity Food Production	3

CULINARY ARTS

PASTRY SKILLS STUDIES
Diploma (Stanton & Terry Campuses)

This program is designed specifically for industry professionals and students that are employed or plan to be employed in the hospitality industry as a pastry cook and desire to further their education and begin the advancement to a supervisory position. Courses are offered on a part-time basis and credits earned my be applied to the Associate Degree in the Culinary Arts or Food Service Management Technologies. Industry professionals and students will also acquire the three mandatory classes required by the American Culinary federation to begin the certification process.

CORE COURSES

Courses	Credits
MAT 120 Math for Behavioral Science	3
ENG 121 Composition	3
or	
ENG 125 Honors Composition	3
COM 111 Human Communications	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses	Credits
CUL 119 Sanitation	2
CUL 141 Nutrition	3
CUL 248 Culinary Supervisory Development	3

TECHNICAL COURSES

Courses	Credits
FSM 110 Intro to Food Preparation	3
CUL 112 Cake Decorating	2
CUL 251 Const Control/Menu Planning/Purchasing	3
CUL 261 Baking	4
CUL 262 Pastry	4

EARLY CHILDHOOD EDUCATION

EARLY CHILDHOOD STUDIES
Diploma (Owens, Terry & Wilmington Campuses)

The Early Childhood Studies program is an intensive study of the child from birth to eight years. This program prepares the student to work under the supervision of qualified teachers with pre-school children in a day care center, nursery school, or child development center. This program is designed for those currently employed in the child care field or for those considering the Associate Degree Program in Early Childhood Education. Credits earned in this program may be applied toward an Associate Degree in Early Childhood Education.

CORE COURSES
Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 150	Business Mathematics	3
PSY 125	Child Development	3

TECHNICAL SUPPORT/COMPUTER COURSES
Courses		Credits
CIS 107	Introduction to Computers & Applications	3

TECHNICAL COURSES
Courses		Credits
ECE 111	Childhood Nutrition & Safety	3
ECE 120	Contemporary Issues in Early Childhood	3
ECE 121	Infant & Toddler Methods & Lab	5
ECE 123	Early Childhood Methods I & Lab	5
ECE 125	Early Childhood Methods II & Lab	5
ECE 127	Childhood Classroom Management	3

ENVIRONMENTAL TECHNOLOGY

ENVIRONMENTAL STUDIES
Diploma (Stanton Campus)

The Environmental Studies Diploma Program combines coursework in basic mathematics, chemistry, and microbiology together with specific environmental courses. Studies in current environmental issues, computer applications, drafting and design, and environmental assessment techniques prepare the student for entry level positions in various fields of environmental science, sampling, and site assessment of real estate property.

CORE COURSES
Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
ENV 110	Introduction to Environmental Issues	3
MAT 181	Algebra and Trigonometry I	4

Select one (1) course from
COM 111	Human Communications	3
ECO 111	Macroeconomics	3
ECO 122	Microeconomics	3
HIS 111	U.S. History: Pre-Civil War	3
HIS 112	U.S. History: Post-Civil War	3
POL 111	Political Science	3
PSY 121	General Psychology	3
PSY 123	Industrial Psychology	3
SOC 111	Sociology I	3

TECHNICAL SUPPORT/COMPUTER COURSES
Courses		Credits
IET 150	Computer Applications	3

TECHNICAL COURSES
Courses		Credits
BIO 127	Environmental Microbiology	4
CET 125	Civil Drafting and Design	4
CHM 110	General Chemistry	4
CHM 111	Intro to Organic & Biochemistry	4
ENV 271	Environmental Site Assessment	2

PRACTICAL NURSING STUDIES

Diploma (Owens Campus)

Practical Nursing education is the means by which individuals acquire the knowledge and skills necessary to function in a variety of health care settings at the direction of a registered nurse and/or licensed physician or dentist. The practical nursing program has full and part-time options available. Courses are designed to include theory and practical application which enables graduates to provide competent patient care. Licensed Practical Nurses may be employed in a variety of health care settings including acute care hospitals, long-term care facilities, and doctor's offices. The Owens Campus Practical Nursing Program is approved by the Delaware Board of Nursing. Admission to the Practical Nursing Program requires that candidates complete college admission requirements and specific nursing admission criteria. Licensed Practical Nurses may apply for admission into the Associate Degree Nursing program. Advanced placement will be dependent upon meeting admission requirements. A diploma will be awarded upon the satisfactory completion of the practical nursing program. In order to receive a license to practice, the graduate practical nurse must pass the National Council of State Boards of Nursing Examination for Practical Nurses.

CORE COURSES
Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 119	Applied Clinical Mathematics	3
PSY 127	Human Development	3

TECHNICAL SUPPORT/COMPUTER COURSES
Courses		Credits
BIO 110	Essentials of Anatomy & Physiology	4
or		
BIO 120	Anatomy and Physiology I	5
and		
BIO 121	Anatomy and Physiology II	5

TECHNICAL COURSES
Courses		Credits
NUR 121	Human Needs in Health & Illness I	11
NUR 122	Human Needs in Health & Illness II	11
NUR 123	Special Needs in Health & Illness	3
or		
NUR 123	Special Needs in Health & Illness	3
NUR 124	Basic Concepts of Human Needs	6
NUR 125	Concepts of Human Needs I	8
NUR 126	Concepts of Human Needs II	8

PRACTICAL NURSING STUDIES

Diploma (Terry Campus)

The Practical Nursing Program at the Terry Campus provides the means by which individuals acquire the knowledge and skills necessary to function in a variety of health care settings at the direction of the registered nurse, physician, or dentist. Courses are designed to include theory and practical application which enables the graduate to provide competent patient care. Licensed Practical Nurses may be employed in a variety of health care settings including acute care hospitals, long-term care facilities, doctor's offices, and public health. Admission to the Practical Nursing Program requires that individuals submit official documentation of high school graduation or equivalent, in addition to the completion of all college admission requirements. Prior to admission to the clinical portion of the program, all students must complete the NLN Pre-Admission Examination-PN. In order to receive a license to practice, the graduate practical nurse must pass the National Council of State Boards of Nursing Examination for Practical Nurses. Licensed Practical Nurses may apply for admission to Associate Degree Nursing programs. Advanced placement will be dependent upon meeting requirements. The legal requirements for licensure in the State of Delaware are outlined in the Nursing Department Admissions Handbook. A criminal background check is required for all students.

Transfer students must follow the transfer policy of Delaware Technical & Community College. Individuals interested in applying to the nursing program should review the College admission procedure and specific admission criteria for the Practical Nursing Program as outlined in the College Catalog and the Nursing Department Admissions Handbook.

The Practical Nursing Program at the Terry Campus is approved by the Delaware Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Information about the program is available from the National League for Nursing Accrediting Commission, 61 Broadway -33rd floor, New York, NY 10006, 212-363-5555.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
or		
ENG 125	Honors Composition	3
MAT 119	Applied Clinical Mathematics	3
PSY 127	Human Development	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
BIO 110	Essentials of Anatomy & Physiology	4

TECHNICAL COURSES

Courses		Credits
NUR 131	Fundamentals of Nursing	4
NUR 132	Medical-Surgical Nursing I	6
NUR 133	Medical-Surgical Nursing II	6
NUR 134	Essentials of Mental Health Nursing	2
NUR 135	Essentials of Peri-Natal Nursing	2
NUR 136	Essentials of Pediatric Nursing	2
NUR 137	Essentials of Legal-Ethical Issues	1

REFRIGERATION, HEATING & AIR CONDITIONING

REFRIGERATION, HEATING & AIR CONDITIONING STUDIES
Diploma (Owens Campus)

This curriculum is designed to provide the student with practical and theoretical knowledge of refrigeration, heating, and air conditioning systems. These technical courses combine classroom theory with practical hands-on training. Related courses are intended to prepare students for professional and technical career opportunities. A diploma is awarded to students who successfully complete all required technical and related courses. Certificate options are available.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
MAT 125	Math for the Trades	4
or		
MAT 150	Business Mathematics	3
PSY 100	Human Relations	3
or		
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
ACR 115	Air Distribution & Balancing	3
ACR 120	Employee Development Seminar	3

TECHNICAL COURSES

Courses		Credits
ACR 101	HVAC Electricity	5
ACR 102	Fundamental of Refrigeration	5
ACR 104	Residential Climate Control	4
ACR 105	Residential Heating I	4
ACR 150	Industry Competency Exam I	1

SPECIALIZED OCCUPATIONS

LASER & OPTIC STUDIES
Diploma (Stanton Campus)

The Laser & Optics Studies Diploma Program is designed to offer students of any degree program the opportunity to study lasers and optics beyond the Physics II level. Lasers are pervasive in many fields of technology. The theoretical as well as hands-on experience students receive will serve as a solid foundation in the basics necessary to keep up with the advances in laser and optics technology. Further information can be obtained by contacting the Chairperson of the Mathematics/ Physics Department.

CORE COURSES

Courses		Credits
ENG 121	Composition	3
MAT 181	Algebra and Trigonometry I	4
PSY 121	General Psychology	3

TECHNICAL SUPPORT/COMPUTER COURSES

Courses		Credits
MAT 182	Algebra and Trigonometry II	4
PHY 172	Physics II	4

TECHNICAL COURSES

Courses		Credits
LAS 271	Introduction to Lasers	4
LAS 272	Geometrical Optics & Lasers	4
LAS 273	Wave Optics & Lasers	4
PHY 171	Physics I	4

SPECIALIZED OCCUPATIONS

ENGLISH AS A SECOND LANGUAGE
Certificate (Owens, Terry & Wilmington Campuses)

The Department of Language & Culture offers courses to meet the varied needs of persons for whom English is not a native language. Students can prepare themselves to enter the workforce or pursue a degree.

In beginning, intermediate and advanced level courses, students develop listening/speaking, grammar, reading and writing skills needed for communication in everyday life. A certificate is awarded for program completion.

Students who complete the ESL Certificate Program and wish to pursue a degree take ESL 100, ESL for Degree Programs, which gives them acceptance into open-entry Associate Degree Programs at Delaware Technical & Community College and prepares them for studies in any American College or University.

TECHNICAL COURSES

Courses		Credits
ESL 022	Beginning ESL Reading/Vocabulary	4
ESL 024	Beginning ESL Writing	4
ESL 026	Beginning ESL Grammar/Communication	9
ESL 028	Beginning ESL Listening/Speaking	4
ESL 032	Intermediate ESL Reading/Vocabulary	4
ESL 034	Intermediate ESL Writing	4
ESL 036	Intermediate ESL Grammar/Communication	8
ESL 038	Intermediate ESL Listening/Speaking	4
ESL 042	Advanced ESL Reading	4
ESL 044	Advanced ESL Writing	4
ESL 046	Advanced ESL Grammar/Communication	8
ESL 048	Advanced ESL Listening/Speaking	4

Diploma Programs

PROGRAM	CAMPUS
Allied Health	
Medical Assistant Studies	O-W
Medical Coding Studies	W
Automotive Technology	
Automotive Technician Studies	O-S
Commercial Transportation Studies	O
Chemical Process Operator	
Chemical Process Operator Studies	S
Computer Information Systems	
Microcomputer Studies	T
Culinary Arts	
Baking and Pastry Skills Studies	S-T
Kitchen Skills Studies	S-T
Early Childhood Education	
Early Childhood Studies	O-T-W
Environmental Technology	
Environmental Studies	S
Practical Nursing	
Practical Nursing Studies	O-T
Refrigeration, Heating & Air Conditioning	
Refrigeration, Heating & Air Conditioning Studies	O
Specialized Occupation	
English As A Second Language (Certificate)	O-T-W
Laser & Optics Studies	S

GUIDE

Owens-O   Stanton-S   Terry-T   Wilmington-W

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(as of November 2010)

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  M.A., Temple University

KULHANEK, JUDITH L.
Instructor, Nursing
  A.A.S., Delaware Tech
  B.S., Delaware State University
  M.S.N., University of Delaware

LANDIS, JOHNATHAN S.
Instructor, Nursing
  Nursing Diploma, Albert Einstein Medical Center School of Nursing
  M.S.N., Wesley College

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Instructor, English/Reading
  B.A., Washington College
  M.A., Washington College

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  M.S.N., Wilmington College

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  M.S., Wilmington College
  Ed.D., Wilmington College

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  M.S., Wilmington College

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  B.A., University of Delaware
  M.A., University of Delaware

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  A.A., Brookdale Community College
  B.S., Monmouth University
  M.B.A., Monmouth University
  J.D., Widener University of Law
  Ed.D., Nova Southeastern University

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Instructor, Allied Health Dept.
  B.S., York College of Pennsylvania
  M.A., Delaware State University

MCLAUGHLIN, SUSAN E.
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  M.S., University of Pittsburgh

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Instructor, Early Childhood Education Technology
  B.S., Wilmington College
  M.Ed., Wesley College
  Ed.D., University of Delaware

MERGNER, LESLIE
Instructor/Instructional Coordinator, Business Administration
  B.S., North Carolina Wesleyan College
  M.B.A., Saint Joseph's University

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  M.Ed., Howard University
  Ed.D., Temple University

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  M.S., University of Idaho

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  M.S., Wilmington College

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  M.T.S., University of Maryland

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  M.S.N., Widener University

NEPON, BRUCE ADAM
Acting Dept. Chair/Instructor, Allied Health
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  M.A., University of Phoenix

NOUBANI, ALFRED
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  D.E.C., Dawson College
  B.S., Concordia University
  M.S., McGill University

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  M.Ed., Wilmington College

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  B.S., Lock Haven University of Pennsylvania
  M.S., Delaware State University

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  Nursing Diploma, Beebe School of Nursing
  B.S.N., Wilmington College
  M.S.N., Wilmington College

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   B.A., Rollins College
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   B.A., Elon University

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   B.S., University of the Pacific
   M.B.A., John F. Kennedy University

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   B.S., Delaware State University
   M.S.E.E., University of Delaware
   M.S. Physics, Delaware State University

PERRY, NAULEEN A.
Registrar
   B.S., Delaware State University
   M.B.A., Delaware State University

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   B.S., University of Maryland, Eastern Shore
   M.B.A., Delaware State University

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Instructor/Dept. Chair, Visual Communications
   B.A., University of Delaware
   M.F.A., Marywood University

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   B.S., Delaware State University
   M.Ed., Wilmington College

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   A.A., Wesley College
   B.S., Montclair State University
   M.L.S., University of Arizona
   Ed.D., Wilmington College

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   B.A., Harpur College, SUNY Binghamton
   M.S., SUNY Albany

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   B.S.N., Wilmington College
   M.S.N., Wilmington College

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   B.S., Wilmington University
   M.S., Wilmington University

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   A.A.S., Delaware Tech
   B.S., Wilmington College
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   M.A., Widener University
   PsyD, Widener University

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   M.S.N., Wesley College

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   B.S., Saint Bonaventure University
   M.A., SUNY - Binghamton

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   B.A., University of Delaware
   M.B.A., Widener University

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   B.S., Wilmington University

SWANN, BEVERLY M.
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   B.S., Delaware State University
   M.A., Delaware State University

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Acting Business Manager
   A.A.S., Delaware Tech
   B.S., Wilmington University

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Instructor, Science
   B.S., State University of New York
   M.S., Michigan State University

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   B.S., Pennsylvania State University
   M.A., Washington College

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   B.S.N., Illinois Wesleyan University
   M.S.W., Wesley College

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   B.S., Wilmington College
   M.S.E., Wilmington College

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   A.A.S., Delaware Tech
   B.S., Drexel University

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   M.Ed., Wilmington College
   Ed.D., Wilmington University

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   B.S.N., Widener College
   M.S.N., Widener University
   Ph.D., University of Maryland

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   A.S., Delaware Tech
   B.B.A., Wesley College
   M.B.E., Wilmington College

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Instructor, Nursing
B.S.N., University of Delaware
M.S.N., University of Delaware
Ed.D., University of Delaware

Course Descriptions

This section includes a list of courses offered at the College. Not all courses are offered each semester, and not all courses are offered on all campuses. The College reserves the right to cancel any course in the semester schedule for which an insufficient number of students register.

ACC	Accounting	GER	Gerontology
ACE	Academic Challenge English	GET	Engineering (General)
ACM	Academic Challenge Mathematics	HIS	History
ACR	Air Conditioning & Refrigeration	HIT	Health Information
AET	Architectural Engineering	HLH	Allied Health
AGS	Applied Agricultural	HMS	Human Services
AID	Interior Design	HRI	Hotel, Restaurant, & Institutional Management
ASL	American Sign Language	HRM	Human Resource Management
AUT	Automotive	HTT	Histotechnician
BAK	Banking	HVA	HVAC Design Engineering
BIO	Biology	IET	Industrial Engineering
BUS	Business Administration	IMT	Industrial Maintenance
CEN	Computer Engineering	INT	Sign Language Interpreting
CET	Civil Engineering	LAS	Laser & Optic Studies
CHM	Chemistry	MAT	Mathematics
CIS	Computer Information Systems	MEA	Medical Assistant
CLT	Cultural	MET	Mechanical Engineering
CMT	Construction Management	MGT	Management
COD	Medical Coding	MIS	Management Information Systems
COM	Communications	MKT	Marketing
CPO	Chemical Process Operator	MLT	Medical Laboratory
CRJ	Criminal Justice	MTS	Medical Transcription
CSA	CISCO Academy	NCJ	Non-Curriculum Credit Courses Joint-Campus
CSM	Customer Service Management	NCN	Non-Curriculum Credit Courses - Stanton
CTS	Commercial Transportation	NCS	Non-Curriculum Credit Courses - Owens
CUL	Culinary Arts	NCT	Non-Curriculum Credit Courses - Terry
CWE	Cooperative Education	NCW	Non-Curriculum Credit Courses - Wilmington
DAC	Drug & Alcohol Counseling	NMT	Nuclear Medicine
DHY	Dental Hygiene	NUR	Nursing
DMS	Diagnostic Medical Sonography	OAT	Office Administration
EBZ	E-Business	OTA	Occupational Therapy Assistant
ECE	Early Childhood Education	PFS	Perinatal Ultrasound
ECH	Echocardiography	PHY	Physics
ECO	Economics	POL	Political Science
EDC	Education	POS	Poultry Science
EDD	Computer-Aided Engineering Drafting & Design	PSY	Psychology
EDT	Engineering Drafting	PTA	Physical Therapist Assistant
ELC	Electronics/Electrical Engineering	PUB	Public Administration
ELM	Electromechanical Engineering	RAD	Radiologic Technologist
EMT	Emergency Medical Technician (Paramedic)	RCT	Respiratory Care Technician
ENG	English	RDG	Reading
ENT	Entrepreneurship	SMT	Safety Management
ENV	Environmental	SOC	Sociology
ESL	English as a Second Language	SPA	Spanish
ESM	Emergency Services Management	SSS	Student Services
ETC	Ed Tech Certificate Program	VAS	Vascular
ETH	Ethnic Studies	VET	Veterinary
EXS	Exercise Science	VSC	Visual Communications
FET	Fire Protection Engineering		
FIN	Finance		
FSM	Food Service Management		

College Academic Calendar 2010-2012

2 0 1 0 – 2 0 1 1

FALL SEMESTER

Registration Begins...Apr 19, 2010
Late Registration Begins ....Aug 19, 2010
Semester Begins...Aug 23, 2010
Labor Day *(College closed)*.............................Sep 4 - 6, 2010
Election Day *(College closed)*..............................Nov 2, 2010
Thanksgiving *(College closed)* ....Nov 25 - 28, 2010
Semester Ends...Dec 11, 2010
Christmas *(College closed)* ....Dec 18, 2010
College Reopens ....Jan 3, 2011

SPRING SEMESTER

Registration Begins...Nov 15, 2010
Late Registration Begins ....Jan 6, 2011
Semester Begins...Jan 10, 2011
Martin Luther King Holiday *(College closed)*........Jan 17, 2011
Good Friday *(College closed)* ....Apr 22, 2011
Spring Break *(No classes)*.......................Apr 25 - May 1, 2011
Classes Resume.. May 2, 2011
Semester Ends.. May 7, 2011

SUMMER SESSION

Registration Begins...Apr 18, 2011
Late Registration Begins .... May 24, 2011
Summer Session Begins.................................... May 25, 2011
Memorial Day *(College closed)* .... May 30, 2011
Independence Day *(College closed)* .... July 2 - 4, 2011
Session Ends ....Aug 6, 2011

2 0 1 1 – 2 0 1 2

FALL SEMESTER

Registration Begins...Apr 18, 2011
Late Registration Begins ....Aug 19, 2011
Semester Begins...Aug 22, 2011
Labor Day *(College closed)*.............................Sep 3 - 5, 2011
Thanksgiving *(College closed)* ....Nov 24 - 27, 2011
Semester Ends... Dec 10, 2011
Christmas *(College closed)* ....Dec 17, 2011
College Reopens ....Jan 3, 2012

SPRING SEMESTER

Registration Begins...Nov 14, 2011
Late Registration Begins ....Jan 6, 2012
Semester Begins...Jan 9, 2012
Martin Luther King Holiday *(College closed)*........Jan 16, 2012
Good Friday *(College closed)* ....Apr 6, 2012
Spring Break *(No classes)*.............................. Apr 7 - 15, 2012
Classes Resume..Apr 16, 2012
Semester Ends.. May 5, 2012

SUMMER SESSION

Registration Begins...Apr 30, 2012
Late Registration Begins .... May 23, 2012
Summer Session Begins.................................... May 28, 2012
Memorial Day *(College closed)* .... May 29, 2012
Independence Day *(College closed)*......................July 4, 2012
Session Ends ....Aug 4, 2012

An Equal Opportunity Institution

It is the policy of the College that no person shall, on the basis of race, color, creed, sex, national origin, veterans status, age or disability, be subjected to any discrimination prohibited by the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act, as amended; Americans with Disabilities Act; Section 504 of the Rehabilitation Act of 1973; Title IX of the Educational Amendments of 1972; and other applicable laws, regulations and applicable Executive Orders. This policy applies to recruitment, employment and subsequent placement, training, promotion, compensation, continuation, probation, discharge and other terms and conditions relating to employees and/or students over which the College has jurisdiction.

Inquiries or complaints may be addressed to:

Chief Legal Counsel
Office of the President
P. O. Box 897
Dover, Delaware 19903
(302) 739-4064

POLICY STATEMENT ON SEXUAL HARASSMENT

All faculty, staff and students have a right to work and/or attend college in an environment free of discrimination, including freedom from sexual harassment. Therefore, it is the policy of the College that no member of the College community may sexually harass another. Any employee or student will be subject to disciplinary action including, but not limited to, dismissal for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or

2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may involve individuals of the same or different gender. Sexual harassment is most frequently associated with those situations in which a power differential exists between persons involved; however, it also may occur between individuals of the same College status, i.e., student-student and employee-employee.

Examples of conduct which may, if continued or repeated, constitute sexual harassment are:

- unnecessary touching, patting, hugging, or brushing against a person's body
- staring, ogling, leering, whistling
- sexually explicit statements, comments, questions, jokes, or anecdotes
- graphic comments about a person's clothing or body
- sexually suggestive objects or pictures in the work place
- harassing use of the electronic mail or telephone communication system
- other unwelcome physical or verbal conduct of a sexual nature

Such conduct, whether offense is intended or not, constitutes sexual harassment and is illegal under both State and federal law. Violations of this policy will not be permitted.

Complaints regarding employees who are alleged to have violated this Policy should be addressed through the Procedure for the Resolution of Sexual Harassment Complaints provided in Section XIII, 13.05, of the Personnel Policy Manual. Complaints regarding students who are alleged to have violated this Policy should be addressed through the College Policy for Violation of Student Rights provided in the Student Handbook.

SPECIAL SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, reasonable accommodations will be provided for students in need of special assistance.

OWENS CAMPUS

P.O. Box 610
Georgetown, DE 19947
302-856-5400

STANTON CAMPUS

400 Stanton-Christiana Road
Newark, DE 19713
302-454-3900

WWW.DTCC.EDU

TERRY CAMPUS

100 Campus Drive
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302-857-1000

WILMINGTON CAMPUS

333 Shipley Street
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DELAWARE
TECH