Sampson Community College Catalog 2013-2015

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Clinton, North Carolina 28329-0318
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(910) 592-8084 Student Services and Admissions
(910) 592-7176 Continuing Education
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www.sampsoncc.edu

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This catalog is intended for informational purposes only, and statements are not to be construed as a contract between a student and this institution. Sampson Community College reserves the right to change the contents of this catalog including, but not limited to, courses, programs, policies, fees, calendar, and administrative and academic rules and regulations without notice. A current catalog is maintained in the Registrar's Office and on the College's website at: www.sampsoncc.edu.

EQUAL OPPORTUNITY RESPONSIBILITY STATEMENT

The Board of Trustees, faculty, and staff of Sampson Community College recognize their responsibility to ensure that access, opportunities, and services for students, employees, and the public are made without regard to an individual's race, color, national origin, religion, gender, age, disability, political belief or affiliation.

From the President....

Welcome to Sampson Community College. Our growing institution offers quality instruction, excellent student support services and a wide range of student activities and events. Sampson Community College students enjoy small class sizes, personal attention and an outstanding learning environment.

Whether you are seeking an associate degree, pursuing workforce training or lifelong learning opportunities, SCC is a great college to help you achieve your goals.

Sampson Community College's curriculum, flexible course offerings, online class options and articulation agreements with other educational institutions endeavor to meet the needs of all students. The quality of instruction offered in our excellent facilities rivals the best anywhere. We look forward to assisting you in meeting your educational goals.

Sincerely,

Paul Hutchins Ed.D., President
Sampson Community College

DIRECTORY OF INFORMATION

Inquiries concerning aspects of the College's operations and policies should be addressed to the officials listed below:

For Information Write or Call:

General Matters ..... President
Curriculum..... Vice President of Academic Affairs
Faculty ..... Vice President of Academic Affairs
Student Services.....Dean of Student Services
Fiscal and Business Operations .....Vice President of Finance
Admissions .....Director of Admissions
Student Records .....Registrar
Financial Aid/Veterans Affairs .....Director of Financial Aid
Library ..... Director of Library Services
Evening Programs ..... Director of Evening Programs
Continuing Education ..... Dean of Continuing Education
Testing .....Director of Admissions
Student Activities .....Coordinator of Student Activities

Address inquiries to:

Sampson Community College
Post Office Box 318
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www.sampsoncc.edu

Administration (910) 592-8081
Student Services (910) 592-8084
Continuing Education (910) 592-7176

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ACADEMIC CALENDAR

Summer 2013

May 20	Registration
May 21	Schedule Adjustment
May 22	Classes Begin
May 27	Memorial Day Holiday
July 4-5	July 4th Break
July 29-31	Final Exams
July 31	Semester Ends
August 1	Grades Due 9 a.m.

Fall 2013

August 12	Faculty Work Day
August 13	Registration
August 14	Registration
August 15	Schedule Adjustment
August 16	Faculty Work Day
August 19	Classes Begin
September 2	Labor Day
*October 7-8	Fall Break
November 28-29	Thanksgiving Holiday
December 9-13	Final Exams
December 13	Semester Ends
December 16	Grades Due

*Inclement Weather

Spring 2014

January 6	Faculty Work Day
January 7	Registration
January 8	Schedule Adjustment
January 9	Classes Begin
January 20	Martin Luther King Holiday
*March 6-7	Spring Break
April 18	Easter Holiday
April 21-25	Easter Break
May 7-9, 12-13	Final Exams
May 13	Semester Ends
May 14	Grades Due
May 16	Graduation

*Inclement Weather

Summer 2014

May 21	Registration
May 22	Classes Begin
May 26	Memorial Day Holiday
July 3-4	July 4th Break
July 29-31	Final Exams
July 31	Semester Ends
August 1	Grades Due

Fall 2014

August 11	Faculty Workday
August 12	Registration
August 13	Registration
August 14	Schedule Adjustment
August 15	Classes Begin
September 1	Labor Day Holiday
*October 6-7	Fall Break
November 26-28	Thanksgiving
December 8-12	Final Exams
December 12	Semester Ends
December 15	Grades Due 9 a.m.

*Inclement Weather

Spring 2015

January 5	Faculty Workday
January 6	Registration
January 7	Schedule Adjustment
January 8	Classes Begin
January 19	Martin Luther King Holiday
February 26-27	Spring Break
April 3	Easter Holiday
April 6-10	Easter Break
May 6-8, 11-12	Final Exams
May 12	Semester Ends
May 13	Grades Due 9 a.m.
May 15	Graduation

*Inclement Weather

Summer 2015

May 18	Registration
May 19	Classes Begin
May 25	Memorial Day Holiday
July 1-3	July 4th Break
July 29	Semester Ends
July 27-29	Final Exams
July 30	Grades Due 9 a.m.

DIRECTORY

BOARD OF TRUSTEES	TERM EXPIRES
Mr. Larry Barnes (Chair)	2014
Mr. Willie Jacobs (Vice-Chair)	2015
Ms. Sandra Carroll	2016
Mr. Douglas Daughtry	2013
Ms. Betty Jo Faircloth	2014
Ms. Barbara Faison	2016
Mr. Chris Fann	2013
Mr. Randy Jacobs	2013
Mr. Russell Pat Jones	2014
Ms. Carole Robinson	2015
Mr. Robert Sanderson	2016
Mr. Jimmy Thornton	2015
Tracy Kirkland (SGA)	2013-2014

ADMINISTRATION

Paul Hutchins……..... .President
BA - University of Florida
MA - University of South Florida
EdS - University of Florida
EdD - University of Florida

Ann Butler ..... Dean of Continuing Education
BS - East Carolina University

Virginia Lucas .....Vice President of Finance
BS - Fayetteville State University
MBA - Fayetteville State University

Amy Noel.....Dean of Student Services
BS - Radford University

William “Bill” Starling ..... Vice President of Administration
BA - University of North Carolina at Chapel Hill
MAE - East Carolina University
EdD - North Carolina State University

James “Jay” Gillispie..... Vice President of Academic Affairs
BA - James Madison University
MA - James Madison University
PhD - University of Mississippi

INSTRUCTIONAL FACULTY

Jo Ellen Axthelm ..... Instructor - Education
BA - Truman State University
M.A.E. - Truman State University

Susan Baxter ..... Division Chair - Education
BS - California University of PA
MAEd - East Carolina University

Robin Bradshaw..... Coordinator/Inst. - Unlicensed Health Care Programs
AAS - Sampson Community College

Regina Burgin.....Instructor - Associate Degree Nursing
BSN - Barton College
.MSN - East Carolina University

Wanda Capps..... Division Chair of Health Programs
BSN - Atlantic Christian College
MSN - East Carolina University

Reuben Cashwell .....Instructor - Industrial Systems Technology and Occupational
AAS - Sampson Community College

Torwanna Coe..... Instructor - Education
BS - Mount Olive College
MS - Nova Southeastern University

Bronda Cooper..... Instructor - Cosmetology
AAS - Sampson Community College

Floyd “Bruce” Creech..... Instructor - Business Administration
BS - University of Phoenix
MBA University of Phoenix

Jennifer Eavenson.....Instructor - Mathematics
BS - Methodist College
MA - North Carolina State University

James Ezzell..... Instructor - Basic Skills
BA - North Carolina Central University

Melissa Ezzell..... Instructor - Developmental Studies
BS - University of North Carolina at Wilmington
MS - University of North Carolina at Wilmington

LaVoice Faison-Stevens ..... Instructor - Basic Skills
BA - Winston Salem State University
M.Ed. - North Carolina State University

Jason Frazier ..... Instructor - Developmental Studies
BA - East Carolina University
MA - East Carolina University
Alisha Frederick.....Instructor - Practical Nursing
BA - East Carolina University
BSN - East Carolina University
Harold Godwin .....Director of Developmental Studies/Instructor
BS - Chicago State University
Barney Grady.....Department Chair - Building Construction Tech
AS - James Sprunt Community College
BS - East Carolina University
Leonora "Leo" Hall .....Instructor - Compensatory Education
BA - Appalachian State University
Laurie Hamilton..... Instructor - Applied Animal Science Technology
BS - North Carolina State University
DVM - North Carolina State University
Benita Hayes..... Department Chair/Instructor - Office Administration/
Medical Office Administration
AAS - Sampson Community College
BIT - American InterContinental University
MIT - American InterContinental University
Sharon Herring..... Instructor - Education
BA - University of North Carolina at Wilmington
M.Ed. - Campbell University
MSA - The University of North Carolina at Pembroke
Eddie Hines..... Instructor - Developmental Studies
BA - University of North Carolina at Chapel Hill
Britt Honeycutt ..... Instructor - English
BA - East Carolina University
MA - University of North Carolina at Wilmington
Donald Jacobs.....Instructor - Compensatory Education
AAS - Sampson Community College
BA - University of North Carolina at Pembroke
Susan Jernigan ..... Instructor/Tutor - Developmental Studies
BS - Methodist College
MS - Fayetteville State University
Dale Johnson.....Instructor - Compensatory Education
BBA - Campbell University

Emily Johnson.....Instructor - English
BA - Elon College
MFA - Mills College
Loreta Jones.....Department Chair - Cosmetology
AAS - Sampson Community College
Sheron Jones..... Instructor - Basic Skills
BS - Campbell University
Shannon King.....Instructor - Industrial Ammonia Refrigeration
AAS - Sampson Community College
Lillie Lamb .....Instructor - Compensatory Education
BS - Fayetteville State University
Daphene Lane .....Instructor - Practical Nursing
BSN - North Carolina Central University
MSN - East Carolina University
Patricia "Susan" Leach.....Lead Instructor - Science
BS - UNC-Pembroke
MS - Fayetteville State University
Lee Anne Littleton.....Instructor - Science
BS - North Carolina State University
MS - North Carolina State University
Jennifer MacNeil ..... Instructor - Criminal Justice Technology
BA - West Chester University of Pennsylvania
MA - Professional New Mexico State University
Darrell Manuel .....Instructor - Criminal Justice Technology and BLET
BS - University of Texas at Arlington
Wyman "Darell" Matthews……. .... Division Chair - Business and Public Service Programs
BA - University of North Carolina Wilmington
MS - East Carolina University
Shannon Matthews.....Instructor - Associate Degree Nursing
BSN - University of North Carolina at Chapel Hill
MSN - East Carolina University
John "Steve" Matthis .....Dean of Occupational Programs/
Division Chair - Agriculture and Industrial Programs/
Department Chair - Applied Animal Science Technology
BS - North Carolina State University
M.Ed - North Carolina State University
EdD - North Carolina State University

Rex Matthis..... Department Chair - Welding Technology
AAS - Sampson Community College
BS - Mount Olive College
Carol McLamb.....Instructor - Associate Degree Nursing
BSN - Widener University
MSN - East Carolina University
April Melvin ..... Instructor - Basic Skills
BS - UNC - Charlotte
Dana Meredith .....Department Chair - Industrial Systems Technology
BS - Mount Olive College
M.Ed - Strayer University
David Miller..... Instructor - Cosmetology
AAS - Sampson Community College
Michele Moore.....Department Chair - Community Spanish Interpreter
BS - Tulane University
MS - University of North Carolina at Wilmington
Nancy Olsen.....Department Chair - Horticulture Technology
BS - Kansas State University
MS - Kansas State University
Carole Phipps.....Division Chair,
Arts & Sciences/Department Chair of College Transfer
BS - Fayetteville State University
MA - University of North Carolina at Pembroke
Joy Rogers ..... Instructor - Computer Information
Technology and Information Systems Security
BS - East Carolina University
MS - East Carolina University
Bart Rice ..... Instructor - Compensatory Education
BA - University of North Carolina at Wilmington
Carrah Royal..... Instructor - English
BA - University of North Carolina at Wilmington
MA - Emerson College
Rebecca Scott.....Instructor - Unlicensed Health Programs
Diploma - Hamlet Hospital School of Nursing
Lucinda “Cindy” Shillady.....Instructor - Biology
BS - Virginia Common Wealth University
PhD - Medical College of Virginia
Diana Shipp .....Instructor - Practical Nursing
BSN - Fayetteville State University
MSN - East Carolina University

Lisa Smith.....Instructor - Associate Degree Nursing
BSN - Barton College
MSN - East Carolina University
Alford "Al" Spraker..... Instructor - Computer Information Technology and Information Systems Security
BA - Wayland Baptist College
MS - Webster College
Frederick "Fred" Stamey .....Instructor - Truck Driving Training
Veronica Stevens .....Instructor - Associate Degree Nursing
BSN - East Carolina University
MSN - East Carolina University
FNP - East Carolina University
Patricia "Pat" Welfare.....Department Chair - Accounting and Business Administration
B.A.S - Guilford College
MBA - University of North Carolina at Greensboro
Rex West.....Instructor - Truck Driver Training
Katherine "Vicky" Williams... Instructor - Office Administration/Medical Office Administration
AA - Brunswick Community College
BS - University of Phoenix
MS - University of Phoenix
Paul Wolf.....Instructor - Psychology
BA - UNC - Chapel Hill
MS - North Carolina State University
Teresa Wolf ..... Instructor - Education
BS - Campbell University
MS - Campbell University

STAFF

Sallie Adams……Assistant Payroll Officer/General Bookkeeper
Arlene "Gay" Bass..... Receptionist
Matthew "Matt" Bauer ..... Director of Computer Services
Peggy Brewer..... Coordinator/Recruiter - Compensatory Education
Delsey Brewington .....Registrar
Frances "Kate" Brown..... Director of Customized Training and Workforce Development Programs
Zonia "Lynn" Cavenaugh ..... Division Secretary - Health Programs
Elizabeth "Beth" Daughtery ..... Division Secretary - Arts & Sciences
Kimberly "Kim" Davis .....Financial Aid Assistant
Lisa Dobson..... Director of Student Support Services
Brandy Finney .....Secretary - Student Support Services
Perry Gillespie .....Professional Development Coordinator
Pamela Godwin..... Bookstore/Auxiliary Services Assistant
Nydia Gonzalez .....Coordinator of Basic Skills/ESL
Darrell Grady.....Security
Lewis "Lew" Gravis ..... Director of Distance Learning
James "Dan" Grubb .....TV Production Coordinator/PIO
Janet Hill.....Cashier/Business Office Assistant
Lisa Horne ..... Division Secretary-Agriculture and Industrial Programs
Adriene Howard.....Basic Skills/HRD Data Specialist
Betty Hudson……...Assistant Printing Technician/ Assistant Equipment Coordinator
Ebonique Ingram .....SGA Advisor/Office Assistant
Clifton "Clif" Ireland.....Small Business Center Director
Cheryl Jackson..... Business Office Assistant
Kelly Jackson..... Director of Budgeting and Internal Controls
Nicole Jordan.....Bookkeeper of Accounts Payable
William "Bill" Kemmer..... Computer Systems Technician
Toledo Kemmer.....Career Readiness Certification Specialist
Wanda Kenny .....Computer Lab Coordinator
Shelby Kidd .....Printing Technician/Equipment Coordinator
Lesi Kinton .....Student Services Receptionist
Sharon Leggett.....Counselor
Betsy Lloyd.....Admissions Assistant
Shelley McCullen .....Library Technical Assistant
Kimberly Philpott ..... Student Support Services Counselor/Ret. Specialist
Belvia "Donnette" Pope.....GED Examiner
Karon "Kay" Pope .....Bookstore/Auxiliary Services Manager
Marion Pope..... Distance Learning Assistant
Marleen Powell..... Assistant to the Director of Financial
Amanda Raynor..... Continuing Education Receptionist/

Administrative Support
Oscar Rodriguez .....Director of Admissions
Edith Rogers. .....Div. Secretary - Business and Public Service Programs
Marvin Rondon.....Evening Director/Early College High School Liaison
Stanley "Alonza" Royal..... Coordinator of Human Resources Development and Medical Programs
Cassandra Royal .....Continuing Education Specialist
Mark Rushing ..... Director of Library Services
Karen Sadvary .....Purchasing Agent/Auxiliary and Financial Services Coordinator
Darren Smith.....Director of Institutional Effectiveness
Tonita Smith .....Counselor/Disability Services
Richard Stephenson .....Director of Fire, Rescue, Safety and Medical Programs
Frankie Sutter..... Personnel Officer/Administrative Assistant to the President
Judye Tart .....Director of Financial Aid
Candace "Candy" Taylor.....Director of Basic Skills
Angela Tousey.....Administrative Systems Administrator
Lisa Turlington .....Foundation Director
Angela "Angie" Warner ..... Planning and Research Coordinator
Carol Watson .....Literacy Support Specialist
Sharon West..... Division Secretary - Criminal Justice Technology/BLET & Education
Aleta Whaley .....Coordinator of Law Enforcement/Juvenile Justice, Occupational Extension and Self-Supporting Programs, Defensive Driving Programs
Brandon Wiggins ..... Foundation Assistant
Pamela "Pam" Wise.... Payroll Officer/Accounts Receivable Coordinator

GENERAL INFORMATION

MISSION STATEMENT

The mission of Sampson Community College is to provide accessible and affordable education, workforce training, and lifelong enrichment. This mission is accomplished through effective teaching, student support, public outreach, and partnering with others to improve the quality of life for the people of Sampson County.

Approved by the Board of Trustees March 13, 2012

HISTORY

Sampson Community College, one of the fifty-eight institutions in the North Carolina System of Community Colleges, was established in September 1965, under the provisions of Chapter 115-A of the General Statutes of North Carolina as an extension unit of Goldsboro Industrial Education Center (now Wayne Community College). The first institutional site was one office and one classroom located in the Sampson County Board of Education Building on Rowan Road. The institution moved from temporary offices in June 1966 to an old elementary school on Highway 421, six miles north of Clinton, and began the first curriculum programs in September of the same year. By an act of the 1967 General Assembly, the College became an independent unit and was called "Sampson Technical Institute." The first Board of Trustees was appointed in February 1968. As the institution grew, the need for a new campus with modern facilities was realized.

A $500,000 bond issue was approved by Sampson County voters in April 1972. A vocational storage building was occupied on the Highway 24 campus in July 1974, and the main building on this new campus, the North Building, was occupied in January 1976. A new vocational shop building, East Building, was occupied in the fall of 1977 allowing for the expansion of several vocational programs. In 1979, through enabling legislation by the General Assembly, the Board of Trustees approved the school's name change to “Sampson Technical College.” The College added additional facilities in 1982 with the construction of a 6,000 sq. ft. vocational shop building on the main campus and the county’s provision of 8,000 sq. ft. in the new Courthouse Annex for the Continuing Education Division. In August 1987 the College completed construction of the West Building, and began erecting a new Student Center/Adult Education Building, the South Building, which was occupied in September 1988. In October 1987, the College changed its name to “Sampson Community College.” The Board of Trustees approved changing the name of West Building to W.W. Kitchin Hall on August 21, 1989, and South Building to the Robert D. Warren Student Center on June 10, 1997. In the fall of 1998, two new buildings, the Technology Center and the Activities Center, were occupied. The Occupational Building, along with renovations to the East Building, was completed in the fall of 2005 adding an additional 36,031 sq. ft. to the College Campus structures. In the fall of 2008, the Board of Trustees named the Occupational Building in honor of former president, Dr. William C. Aiken. In the summer of 2010, the College enrolled the first group of students in occupational classes in the Ammonia Refrigeration Training Center. The specialized shop and classroom building includes 5,000 sq. ft. of space designed to support specialized training in the use of ammonia refrigeration in the food processing industry.

Revised: July 2010

ACCREDITATION

Sampson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Sampson Community College.

Accreditation Commission for Education in Nursing

The Associate Degree Nursing and Licensed Practical Nursing programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326. Phone: 404-975-5000; Fax: 404-975-5020; Website: www.nlnac.org/ACEN

National Association for the Education of Young Children

The Early Childhood Associate in Applied Science Degree Program is accredited by the National Association for the Education of Young Children (NAEYC) NAEYC Associate Degree Accreditation, 1313 L Street, NW, Suite 500 Washington, DC 20005. Phone: 202-232-8777; Website: www.naeyc.org

SAMPSON EARLY COLLEGE HIGH SCHOOL

Sampson Early College High School operates as a Learn & Earn public high school of choice in partnership with Sampson Community College, Clinton City Schools, and Sampson County Schools. SECHS is reinventing the secondary high school setting by providing a meaningful high school experience on the College campus. Student success is supported through academic rigor, enhanced through relevant internships, and bonded by adult-student relationships using innovating teaching methods.

Potential high school students currently enrolled in the 8th grade who reside in Sampson County are eligible to interview and apply. Students must enter the program as a high school freshman – fall semester of the 9th grade year. SECHS is a school for students who have possessed good discipline throughout their school experience. Students with poor discipline records will not be eligible for attendance. Accepted applicants must be self-motivated with a sincere interest in academics and be able to fit into an adult environment.

Sampson Community College
Performance Measures and Standards
Critical Success Factors for the North Carolina Community College System
Status of Sampson Community College in Meeting the Performance Standards

Performance Measures		**Standard Met**	
Performance Measures		**Standard Met**	
		2009/10	**2010/11**
Measure A	Progress of Basic Skills Students	Met	**
Measure B	Passing Rates for Licensure and Cert. Exams	Met	Met
Measure C	Performance of College Transfer Students	Met	Did Not Meet
Measure D	Passing Rates of Students in Developmental Courses	Met	Met
Measure E	Success Rate of Developmental Students in College Level Courses	Met	Met
Measure F	Student Satisfaction of Program Completer and Non-Completers	Met	Met
Measure G	Curriculum Student Retention and Graduation	Met	Met
Measure H	Client Satisfaction with Customized Training	Met	Met
Total Standards Met or Significant Improved		8	6
Total Performance Funding Standards Met or Significant Improvement		8*	8

**Met all measures and exceptional standard on licensure exams and transfer student performance.*
***Measure not included this year, as authorized by Section 8.6 of S.L. 2012-142*

Revised: August 2012

Student Right-to-Know Act

This act requires colleges to report completion rates of students.

In compliance with the Student Right-to-Know Act, Sampson Community College discloses a graduation/completion rate of 24% and a transfer-out rate of 38% for the 2011 cohort of full-time, first-time degree/diploma/certificate seeking students.

EVENING PROGRAMS

The College offers an extensive evening program that includes many of the credit courses offered in the daytime as well as noncredit courses for adults and special community organizations, businesses, and industries.

The availability of credit courses in the evening allows working students to coordinate their school activities with employment. Students may enroll for both evening and daytime classes.

In some programs it is possible to complete all requirements for graduation by attending evening classes only. The rate of progress will depend upon the number of courses taken each semester. A reduced load will require a longer period before completing requirements for graduation.

FACILITIES

Description of Campus and Location

The main campus of Sampson Community College is located on Highway 24 West in Clinton, North Carolina, near the center of Sampson County. The main campus consists of thirteen buildings located on a fifty-six acre site.

Library

The Library offers the following two major services:

1. **Library Services** - The library houses books, pamphlets, electronic media and other materials that support the program offerings of the college. The library is fully automated.
2. **Audiovisual Services** - Audiovisual services include both materials and equipment. These services are available at the circulation desk in the library area. Various types of materials are available on many subjects. Patrons are encouraged to consult the Library Catalog for a listing of available equipment and materials.

The Library is located on the first floor of the Kitchin Building and is open

from 8:00 a.m. to 9:00 p.m., Monday through Thursday and from 8:00 a.m. to 4:00 p.m. on Friday. The schedule may vary during the summer term. The Library staff is available to help all patrons. For further information, please consult the Library Handbook or call a member of the Library staff.

Bookstore

The Bookstore stocks textbooks and supply items needed for study at the College. Hours of operation are posted at the store entrance. The Bookstore expands its hours during the registration period.

Snack Bar – Vending

A Snack Bar is available for soft drinks, coffee, sandwiches, and plate lunches. This service is located on the ground floor of the Warren Student Center. During fall and spring semesters, the hours of operation on Monday - Thursday begin at 7:30 a.m. and run through early evening. Hours of operation on Fridays are from 7:30 a.m. through lunch. Beverage and snack vending machines are available at all hours of operation. (During the summer term, the snack bar will be closed on Friday unless otherwise notified.)

Student Center

The Student Center, located on the first floor of the Warren Student Center Building, houses the student lounge, Bookstore, game room, and the SGA offices. Food service and TV viewing are available in the student lounge. The game room provides video games, billiards, ping-pong, and other forms of recreation and relaxation as well as additional dining facilities and TV viewing.

Closing of School Due to Inclement Weather

It is the responsibility of the President or a designated representative to make decisions to delay classes, to cancel classes, or to close the College. In the event threatening weather occurs after employees and students have arrived at the College, employees and students will be directed to a place of safety within campus buildings or may be advised to leave the campus. In the event of class delays, cancellations, or College closing, the administration will provide appropriate makeup opportunities for lost class times for students, or in the event of extended loss of class time, recommend changes in the College's academic calendar to provide makeup days for consideration and adoption of the Board.

Student Housing

Sampson Community College is a commuter institution and does not operate dormitories. The individual student is responsible for finding housing. Students desiring housing in the local area may request assistance in locating housing and estimates of off-campus living costs from the Student Services Division. A list of approved housing facilities is not maintained by the College.

ADMISSIONS

ADMISSIONS INFORMATION

Sampson Community College (SCC) subscribes to an *Open Door* admissions policy. Admissions requirements are consistent for all students seeking to enter courses or programs offered by the College. Graduation from High School or a High School Equivalency Diploma (GED) is required for admission to all Associate Degree and Diploma programs. While SCC advises all prospective students to earn a High School Diploma or GED, non-graduates may be admitted to certificate programs or a limited number of courses. The College reserves the right to place students on the basis of counseling, assessments, interviews, and previous academic achievement.

Applicants currently under suspension or expulsion from any other community college, university, or educational institution may be refused admission to Sampson Community College for the duration of the suspension period or expulsion. This policy has been adopted by the Board of Trustees pursuant to 23 SBCCC 02C.0301 of the State Board of Community Colleges Code.

REQUIREMENTS FOR GENERAL ADMISSIONS

1. **Application for Admission:** Prospective students must complete an application for admission, including a residency statement. Applications can be mailed to: SCC Admissions Office, Post Office Box 318, Clinton, NC 28329. SCC admissions applications also can be completed and submitted online at: www.cfnc.org.
2. **Official Transcripts:** Applicants should request for complete transcripts to be sent to the SCC Admissions Office at the address listed above.
   a. High School Graduates: Applicants who have graduated from high school should submit an official transcript showing all course work completed and the date of graduation. High school seniors may submit an official partial transcript showing their current courses and the intended date of graduation. It is the student's responsibility to submit a final high school transcript prior to admission to an Associate Degree or Diploma program.
   b. High School Diploma Equivalency (GED): Applicants who have successfully completed the GED program should request for their scores to be sent to the SCC Admissions Office. Students who earned the GED in North Carolina can request an official copy of their scores by submitting a request to: the North Carolina State GED Center, 5024 Mail Service Center, Raleigh, NC 27699.
   c. Transfer Applicants: Applicants seeking to transfer from another college or university must follow the established procedures for general admission and meet all requirements. Official transcripts showing high

school graduation or GED completion and all colleges attended are required before admission to degree or diploma programs can be granted.

3. **Placement Testing:** When applicants to do not demonstrate college readiness through specified multiple measures or waiver criteria, the College requires all diploma and degree seeking students to complete diagnostic assessments/placement tests. Test results are used to determine students' readiness for college-level courses. There is no charge for taking the placement test. Students who meet the acceptable criteria for a waiver may be exempt from taking the test (See section Placement Testing). Prospective students who have not completed the North Carolina Diagnostic Assessment and Placement (NCDAP) test or other NC Community College System approved entry assessment (ASSET, ACCUPLACER, COMPASS) within the past five years must contact the Admissions office at: (910) 592-8084 to schedule a test date.
4. **Admissions Interview:** Students are required to meet with a counselor for an admissions interview prior to acceptance at the College. The purpose of the interview is to review placement test scores and determine a course of study appropriate to students' interests and aptitude levels. Admissions interviews are scheduled after students complete the placement test or by appointment.
5. **Medical History Form:** All new and readmitted students are required to submit a medical history form prior to enrollment. Students are asked to confirm their physical and mental health status. In addition, students should disclose any medical conditions or potential health concerns. All student health records are kept confidential.

MULTIPLE MEASURES FOR PLACEMENT

Multiple Measures are used to determine students' readiness for college-level courses based on specific criteria. Recent high school graduates, who meet the required GPA benchmark or demonstrate proficiency through standardized testing, will be exempt from diagnostic placement testing and will be considered college-ready for gateway math and English courses. To be eligible for exemption from placement testing and enter college level math and English courses, an applicant must have graduated from a high school legally authorized to operate in North Carolina within five years prior to enrolling in courses at SCC and meet the following criteria:

1. Applicants must present an official high school transcript verifying graduation with an unweighted GPA of 2.6 or higher and a Future Ready Core (FRC) Code of 1, 2, 3, or 4 to demonstrate college readiness.
2. If a recent high school graduate does not meet the GPA/FRC benchmark, the College will evaluate subject-area ACT or SAT scores to determine

whether the student is college-ready in math and English, using the following scores:

English – ACT Reading 20 OR ACT English 18
SAT Writing 500 OR SAT Critical Reading 500

Math – ACT Math 22
SAT Math 500

Applicants who graduated prior to 2013 who do not have the required FRC Code on their transcripts and applicants who graduated from out-of-state institutions may be exempt from developmental math and English courses/modules based on the following criteria:

1. Graduation from high school within five years prior to enrolling in courses at SCC.
2. Unweighted GPA is 2.6 or higher and the official transcript shows a course of study that included Algebra I, Geometry, Algebra II, and a fourth math class beyond/above high school Algebra II.
3. Unweighted GPA is 2.6 or higher and the official transcript includes four units of English.

If a recent high school graduate does not meet the GPA/FRC benchmark or have college-ready ACT or SAT scores, the College will administer the NCDAP test or ACCUPLACER subject-area diagnostic assessment to determine placement. Sampson Community College does not allow co-enrollment in college-level courses and the developmental education course/module that is a prerequisite for the college-level course. Applicants who graduated more than five years prior to enrollment or earned a GED must complete the NCDAP or ACCUPLACER prior to enrollment in a degree or diploma program.

Readmission to the College

Previous students who withdraw from the College for one calendar year or longer will be readmitted under the catalog that is current at the time of readmission. Students who withdraw from the College must complete the following requirements before being admitted:

1. Complete an updated application for admission, including a residency statement.
2. Complete an updated Medical History Form.
3. Meet with a counselor for an admissions interview.
4. Submit official transcripts from other colleges and universities, if not already on file.

Conditionally Admitted Students

Any students admitted on a conditional basis must meet all admission requirements within the *first semester* of enrollment. Conditionally admitted students are not eligible to receive financial aid, including veteran's education benefits. All conditional admissions are granted on a provisional basis and final acceptance is dependent upon completion of all requirements. Students failing to fulfill the requirements for conditional admittance within the specified time will not be allowed to register for another semester.

Special Students

Special students are enrolled in curriculum courses for credit but are not working toward earning a degree, diploma, or certificate. Special students must have met all prerequisites before registering for a course. If a special student decides to earn a degree, diploma, or certificate, he or she must complete all requirements for general admission. Special students may receive credit toward graduation for 15 credit hours completed prior to acceptance into a curriculum program. Additional credit hours may be accepted at the discretion of the department chair of the program the student plans to enter.

Visiting Students

Students enrolled at another college or university who wish to take one or more courses at SCC must meet the following requirements:

1. Complete an application for admission.
2. Submit official transcripts showing courses completed.
3. Submit written permission from their home institution.

Home School Students

Home school graduates must adhere to the established procedures for general admission and present the following documentation prior to admission to a degree or diploma programs:

1. Present an inspection verification certificate with the official North Carolina seal <u>OR</u> a copy of the Notice of Intent with the name and address of the home school and the name of the school's chief administrator.

2. Provide a transcript documenting high school credit earned and the date of graduation. Official transcripts must be issued by the chief administrator of the home school and show the school's name and address.

Home school students seeking to take curriculum courses before graduation should contact the Admissions Office to obtain information on Concurrent Enrollment requirements and procedures.

Career and College Promise Program for High School Students

The Career and College Promise (CCP) program provides dual enrollment educational opportunities for eligible North Carolina high school juniors and seniors. The program is structured to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. SCC offers the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. Core 44 College Transfer Pathway leads to completion of 30 hours of college credit including English, mathematics, and general education courses approved to satisfy the Comprehensive Articulation Agreement for transferability to four-year colleges or universities.
2. Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster.
3. Cooperative Innovative High School Pathway (Sampson Early College High School) is available to rising 9th grade high school students who reside in Sampson County. Please visit the SECHS website at: http://www.sampsoncc.edu/SECHS-Home.asp for information regarding the Early College program and the application process.

Requirements for Core 44 College Transfer Pathway

To be eligible for enrollment in a CCP College Transfer Pathway, students must meet the following criteria:

1. High school junior or senior continuing to make progress toward high school graduation.
2. Have a weighted GPA of 3.0 on completed high school course work.
3. Demonstrate college readiness in English, reading, AND mathematics as determined by satisfactory scores on a NC Community College System approved entry assessment (PSAT, SAT, ACT, PLAN, COMPASS, ASSET, OR ACCUPLACER).
4. Meet all established pre-requisites for college courses.

Provisional Enrollment in CCP College Transfer Pathways

A high school junior or senior who does not demonstrate college readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for provisional status, a student must meet the following criteria:

1. Have a weighted GPA of 3.5 on completed high school course work.

2. Completed two years of high school English with a grade of ‘C’ or higher.
3. Completed high school Algebra II (or higher level math) with a grade of ‘C’ or higher.
4. Obtain written permission from the high school principal (or his/her designee) and the college president (or his/her designee).

Students who are provisionally admitted to one of the College Transfer Pathways may register only for college mathematics (MAT) and college English (ENG) courses within their chosen pathway. To be eligible to register for other courses in the College Transfer Pathway, the student must first successfully complete mathematics and English courses with a grade of ‘C’ or higher.

Additional CCP College Transfer Pathway Guidelines

1. To maintain eligibility for continued enrollment in a CCP College Transfer Pathway, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two courses.
2. A student must enroll in <u>ONE</u> Core 44 College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
3. With approval of the high school principal (or his/her designee) and the College’s chief student development administrator, the following provisions may apply:
   a. A student may change his or her program of study.
   b. A student may enroll in both a Core 44 College Transfer Pathway program of study and a Career Technical Education program of study.
   c. A student who completes a Core 44 College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the 44-hour general education transfer core.

Requirements for Career Technical Education Pathway

To be eligible for enrollment in a Career Technical Education (CTE) Pathway, students must meet the following criteria:

1. High school junior or senior continuing to make progress toward high school graduation.
2. Have a weighted GPA of 3.0 on completed high school course work <u>OR</u> have the recommendation of the high school principal or his/her designee.

3. Meet all established pre-requisites for college courses and the career pathway.

Requirements for Career Technical Education Pathway

1. To maintain eligibility for continued enrollment in a CTE Pathway, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two courses.
2. A student must enroll in ONE CTE program of study and may not substitute courses in one program for courses in another.
3. The student may change his/her program of study with approval of the high school principal (or his/her designee) and the College's chief student development administrator.
4. Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students may be granted articulated credit for CTE courses based on the local or state North Carolina High School to Community College articulation agreement.

General Admission Requirements for High School Students

Prospective students seeking to take college courses through the Career and College Promise pathways must meet general admissions requirements and demonstrate the level of behavioral maturity expected for the adult educational setting. Interested applicants should contact their high school guidance counselor to complete the following steps necessary for admission:

1. Complete an SCC Admissions Application.
2. Submit an official high school transcript showing course work completed.
3. Obtain written approval from the high school principal or his/her designee.
4. Obtain approval from the SCC Director of Admissions.

The College reserves the right to place students on the basis of counseling, assessments, interviews, and previous academic achievement. All students enrolled in college courses are required to observe the College's policies on attendance, academic integrity, and the student code of conduct. Qualified high school juniors or seniors interested in taking college courses may contact the SCC Admissions Office for more information on eligibility requirements and the enrollment process.

Transfer Students

Transfer students should follow the admission procedures established for regular students listed in the Admissions section of the catalog.

Admission Non-High School Graduates

Sampson Community College subscribes to an *Open Door* admission policy. While SCC advises all prospective students to earn a high school diploma or GED prior to enrollment, non-graduates **who are legal residents of the United Stated and at least 18 years of age may be admitted to certificate programs** with the approval of the appropriate division chair. Students who have not completed a high school diploma or GED **will not be eligible to receive financial aid**. The College reserves the right to place students in certificate programs on the basis of counseling, assessments, interviews, and previous academic achievement. Completion of high school or GED is required for certificate completers who wish to enter diploma or degree programs.

PLACEMENT TESTING

Sampson Community College administers the North Carolina Diagnostic Assessment and Placement (NCDAP) test or the ACCUPLACER placement test as a standard part of the admissions process. The NCDAP and ACCUPLACER are computerized tests that determine proficiency in math, reading and writing as students prepare to enroll in college-level courses. The results of the assessment are used by admissions counselors to help place entering students in courses and programs that are appropriate to their individual aptitudes and abilities. Because students achieve at varying proficiency levels, developmental courses may be required during the first one to two semesters of enrollment. Prospective students who have completed the NCDAP or other North Carolina Community College System approved entry assessment (ASSET, COMPASS, ACCUPLACER) within the past five years may have their official test scores sent to the SCC Admissions Office.

Test Waiver

Applicants who present proof of having met ONE of the following criteria may be exempted from taking the placement test:

1. Completion of a college level Mathematics and English course with a grade of "C" or higher.
2. Achieved Scholastic Aptitude Test (SAT) scores of the following: Writing 500 or Critical Reading 500; Math 500 or higher. SAT scores over five years old are not accepted by the college.
3. Achieved a composite American College Test (ACT) score of Reading 20 or English 18; Math 22 or higher. ACT scores over five years old are not accepted by the College.
4. Graduation from an accredited institution with an associate degree or higher.

Disability Accommodations for Placement Testing

Students who have a documented disability or handicap that prevents them from taking the placement test under standard conditions may request reasonable accommodations. Requests for special arrangements or audio/visual implements should be presented to the Disability Services Coordinator at least two weeks prior to the date scheduled for testing.

Retest Policy

If a student has made an initial attempt at taking the placement test and has not begun developmental courses/modules, the College allows students to repeat Placement Testing one time within a semester. There is a two-week minimum waiting period between the initial attempt and any scheduled retest. The waiting period may be waived at the discretion of the Director of Admissions if extenuating circumstances warrant a retest. The following conditions apply to retesting:

1. Students may elect to retake the entire test or individual sections (reading, writing, or math) where college-level placement was not achieved. If the retest is for two sections, i.e. reading and math only, both tests must be completed during the same session.
2. Only one attempt is allowed for each subject area. The highest scores earned in each section from the initial test and the retest will be used for placement.
3. No second retest will be granted unless a documented technical failure such as a power outage interferes with the testing process.
4. Students who have not been enrolled in any college classes for five years or more may request to retake the placement test.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

All prospective students must meet the general admissions requirements of the College to be eligible for enrollment. In order to ensure compliance with state and local standards, certain curriculum programs have specific requirements beyond those established for general admission.

Admissions Requirements for the Basic Law Enforcement Training (BLET) Program at Sampson Community College

General Information about BLET:
The Basic Law Enforcement Training (BLET) Curriculum is designed to prepare entry-level individuals with the cognitive and physical skills needed to become certified law enforcement officers in North Carolina.

The course is comprised of 36 separate blocks of instruction to include topics such as Firearms, Driver Training, Motor Vehicle Law, and Arrest, Search and Seizure. The BLET course is filled with practical exercises and an extensive ethics section that is woven throughout the training experience.

The BLET course has been thoroughly researched, legally reviewed, and contains the most current law enforcement information available. The North Carolina Department of Justice Training and Standards Commission and Sampson Community College mandated 632-hour course and concludes with a comprehensive written exam and skills testing.

Upon successful completion of the BLET State Comprehensive Written Examination, the BLET trainee has one year from the date of the State Comprehensive Examination to be duly appointed and sworn as a law enforcement officer in North Carolina. However, most agencies include an additional period of field training.

Admissions Requirements as found in BLET Packet:
In addition to regular Sampson Community College (SCC) admission requirements, the following apply to the Basic Law Enforcement Training (BLET) program.

1. Prior to enrollment, each candidate must be sponsored or employed by a North Carolina Public Law Enforcement Agency and maintain that sponsorship or employment throughout the course.
2. Prior to enrollment, each candidate must meet minimum standards for employment as established by the NC Criminal Justice Education Training and Standards Commission and/or the NC Sheriff's

Education Training and Standards Commission as outlined in the North Carolina Administrative Code.

3. Prior to enrollment, each candidate must provide true and accurate information concerning his or her criminal background. Any information provided by the candidate that is determined to be false or inaccurate will be grounds to deny entry / drop enrollment or invoke sanctions under SCC Student Behavior Standards.
4. Prior to enrollment, each candidate must provide the school director with a criminal records check from the clerk of courts office in each county and state of residence since the student became sixteen (16) years of age. This also applies to all times in which the candidate served in the U.S. Military Service. (See BLET Director for more information.)
5. Prior to enrolment, each Candidate must score 75 or higher on the SCC BLET Admissions 10th Grade Reading Level exam. The exam must be taken within one (1) year preceding the candidates anticipated date of enrollment into BLET.
6. Each candidate must be twenty (20) years of age as of the first day of class.
7. Prior to enrollment, each candidate must provide the BLET school director current medical examination report forms F-1 & F-2; SCC Exposure to Tear Gas, Mace, and Pepper Mace Release Form; and SCC Medical Questionnaire and Release Form properly completed by a physician licensed to practice medicine in North Carolina. Satisfactory health documented by physician is mandatory for acceptance into the program. (See BLET Director for more information.)
8. Prior to enrollment, each candidate must provide the BLET school director with a certified driving record for every state the candidate has lived in since receiving a driver's license. This can be obtained from the Department of Motor Vehicles office for each state of residence. (See BLET Director for more information.)
9. Prior to enrollment, each candidate must be a high school graduate or have passed the general education development (GED) test.
10. Prior to enrollment, each candidate must possess a valid driver's license.
11. Prior to enrollment, each candidate must be a citizen of the United States of America.

Admission Requirements for the Cosmetology Instructor Training Program

Applicants applying for admission to the Cosmetology Instructor training program must meet general admission requirements and specific program requirements. Each applicant must complete requirements listed below:

1. Submit an application for admissions.
2. Provide proof of work experience as a cosmetologist.
3. Submit a copy of current cosmetology license.
4. Submit an official high school transcript or GED scores.
5. Complete a medical history form.
6. Request college transcript to be sent to the Admissions Office.
7. Schedule an information session with the Department Chair of the Cosmetology program.

Admission Requirements for Nursing Programs

Sampson Community College uses special admission procedures for nursing programs. Applicants who wish to enter the Associate Degree Nursing (ADN) or the Practical Nursing (PNE) programs must meet additional admission requirements beyond those established for general College admission. Students interested in enrolling in one of the nursing programs must complete the admissions requirements below by March 15 of the year in which entry is desired. *The College reserves the right to extend the application period when warranted.*

Additional Admissions Requirements for Nursing Programs

1. Evidence of successful completion of *ALL* prerequisite courses with a grade of "C" or better. Prerequisite courses are high school or college *Chemistry (CHM 092 or higher) and Biology (BIO 110 or higher) with respective labs and Algebra (DMA-10-50 OR MAT 070).* Each of these should be completed within the past ten years (if high school courses, 10 years by graduation date). **For nursing students, Chemistry and Biology are required prior to enrolling in BIO 168 and BIO 169.**
2. Interview with an admissions counselor.
3. Applicants must have successfully completed a North Carolina approved Certified Nurse Aid I program and be currently listed on the North Carolina Nurse Aide I Registry with no substantiated findings. The Certified Nurse Aid I Training Program must include theory, lab and clinical components. If an applicant has taken the Certification in Nurse Aide I program in a state other than North Carolina, this will be considered on an individual basis if the student is listed on the North Carolina Nurse Aide I Registry with no substantiated findings. CPR must be current upon admission to the Nursing Program. **Note:** Certification in CPR must remain current throughout the nursing curriculum.
4. Current CPR Certification – American Heart Association or American Red Cross – Health Care Provider Course.
5. Students who have completed courses within their program study (Associate Degree Nursing or Practical Nursing) prior to entering nursing must have a grade of "C" or higher to be considered for acceptance into the Nursing Program.
6. Applicants must have a cumulative GPA of 2.00 or higher.
7. Completion of the Test of Essential Academic Skills V Test (TEAS V) within three years of the proposed admission. Applicants may take the TEAS V only after all prerequisites have been met. One retake per year is permitted. This is true regardless of testing site. Applicants must obtain an Academic Preparedness level of Proficient, Advanced, or Exemplary to be eligible for admission.
8. A student may have two admissions into the ADN program, the PNE program or the Advancement Placement.

The Application Process

Students desiring admission into the nursing program (Associate Degree Nursing or Practical Nursing) must complete the following steps by March 15 to be considered for the Fall semester. The Nursing Admissions committee reviews all applications meeting the minimum stated requirements for consideration after March 15. If the class is not filled, the applicants completing all requirements after the March 15 deadline will be considered by the Nursing Admission Committee until the program is filled.

1. Students who have completed all the prerequisites and obtained the required TEAS V scores must bring their TEAS V scores to the nursing department.
2. Obtain and complete the Admissions Requirements Course Checklist with a nursing faculty signature.
3. The Admissions Requirements Course Checklist is submitted by the student to the Director of Admissions.
4. Applicants from previous years who met the minimum qualifications will need to resubmit the Admissions Requirements Course Checklist to the Director of Admissions.

The Application Review Process

Admission into the Nursing Programs is a competitive selection process for a limited number of students. Fully qualified students will be ranked based on a point system. Points will be awarded for the Test of Essential Academic Skills (TEAS V) and other criteria. Using a formula that assigns numerical values to specific criteria, all applicants will be ranked. Acceptance into the ADN or PNE programs will be based upon the *highest cumulative* scores. In case of a tie, the earliest date of the submission of the Admissions Requirements Course Checklist to the Director of Admissions will be used to select applicants for admission to the program.

Sampson Community College TEAS V Testing Policy

All nursing applicants must achieve a proficient, advanced or exemplary level on the TEAS V (Test of Essential Academic Skills V Test) to be eligible to apply to the nursing programs. Applicants may take the TEAS V only after all prerequisites have been completed (See SCC Catalog, Additional Requirements for Nursing Programs, pp. (43-45). Prerequisite courses and requirements are:

- High school or college Chemistry (CHM 092 or higher) with respective labs
- High school or college Biology (BIO 110 or higher) with respective labs
- Algebra (MAT 070) or (DMA 40 & DMA 50)
  Each of the above courses should be completed within the past ten years (if high school courses, 10 years by graduation date) with a letter grade of C or better.
- Completion of a North Carolina approved Certified Nurse Aid I program.

- Applicants must also be a certified nursing assistant listed on the North Carolina Nurse Aide I Registry with no substantiated findings.
- CPR certified by American Heart Association or American Red Cross.

Students who lack only one of the above prerequisites or requirements may test after March 15 at the College's discretion for admission into the nursing programs. Official transcripts must be on file in the Admissions Office before scheduling a test date.

The TEAS V must be completed within three years of the applicant's proposed admission. One retake per year is permitted. This is true regardless of testing site. Applicants must wait 30 days from the initial test date to retest. Applicant must retest on all sections of the test when retesting. Scores from more than one test will not be split, mixed or combined. Once you meet the required minimum score for eligibility, you may not retest for higher scores.

The examination is administered by Sampson Community College and payment is due prior to testing. The examination cost is set by the company. The fee is non-refundable and non-transferable. Registration and scheduling of the TEAS V must be done in person at SCC Student Services Department (not by phone or by mail). Applicants will not be allowed to take the nursing entrance exam (TEAS V) without showing proof of payment.

Testing will begin in November and will end March 15 of each academic year. Students seeking admission into the nursing programs (Associate Degree Nursing or Practical Nursing) will need to complete the admission prerequisites courses and requirements by March 15 of the year in which entry is desired. Sampson Community College reserves the right to schedule additional testing dates.

Adopted by the Board of Trustees October 2011

Point System for Associate Degree Nursing/Practical Nursing Applicants:

1. **Points for Test of Essential Academic Skills V Test (TEAS V).** All applicants will be required to complete the TEAS V within three years prior to their formal admission into the program.
2. **Points for College Course Work.** Applicants who have completed nine or more hours of ADN curriculum course work or six or more hours of PN curriculum course work will be awarded points for admission based upon the grades received. For purposes of this computation, the GPA will be calculated based on all related courses attempted within the curriculum. **Note**: *Developmental course work is excluded from this computation of points.*

Students will submit to criminal background checks and drug screening upon admission to the program and random drug screening, as directed by affiliating clinical agencies. The results of the background check and drug screen may determine if a student is eligible to enter clinical agencies. Students are responsible for the cost of the background check and drug screen. Applicants should be aware that a student must be able to enter and/or remain in all clinical agencies to progress within the program. If a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical components of the course; therefore, the student will be withdrawn from all NUR courses and will not be allowed to progress in the program. The background check and drug screening must be completed by the specified date. Failure to complete the process as specified will jeopardize enrollment in the program. Applicants to the nursing program should be aware that if they have pled guilty to or have been convicted of a felony or misdemeanor (other than a minor traffic violation) the NC Board of Nursing may restrict or deny licensure. The NC Board of Nursing requires criminal history checks for each person applying to practice nursing in the state of North Carolina.

Advanced Placement
(Transition to the Associate Degree Nursing)

Licensed Practical Nurses may be granted advanced placement into the third semester (summer) of the Associate Degree Nursing program under the following conditions:

1. Candidates must show evidence of a current unencumbered North Carolina license to practice as an LPN. License must remain unencumbered while enrolled in the nursing program.
2. Candidates must show evidence of successful employment experience

if applicable. *A letter of reference or an evaluation from your current employer will be adequate.*

3. Complete an application to the College.
4. Submit official transcripts from all previous schools, including high school, to the Admissions Office.
5. Complete all first-year related course work for the Associate Degree Nursing program with a cumulative GPA of 2.00 or above (ACA 111, BIO 168, BIO 169, PSY 150, PSY 241). Preference will be given to students who have completed all related courses with a GPA of 2.50 or better. Refer to the Associate Nursing program brochure for a list of related courses.
6. Submit the Advanced Placement Testing Request Form to the Division Chair of Nursing by December 1. The form may be obtained from the Division Secretary and/or SCC website.
7. Upon Admission to the Associate Degree Program, complete an SCC Health History and Physical Examination Form and Dental Form (supplied by the nursing department), including the practitioner's examination section.
8. Students will submit to criminal background checks and drug screening upon admission to the Associate Degree program and random drug screenings, as directed by affiliating clinical agencies. The results of the background and drug screen may determine if a student is eligible to enter clinical agencies. Students are responsible for the cost of the background check and drug screen. Applicants should be aware that a student must be able to enter and/or remain in all clinical agencies to progress within the program. If a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course; therefore, the student will be withdrawn from all NUR courses and will not be allowed to progress in the program. The background check and drug screening must be completed by the specified date. Failure to complete the process as specified will jeopardize enrollment in the program.
9. Applicants to the nursing program should be aware that if they have pled guilty to or have been convicted of a felony or misdemeanor (other than a minor traffic violation), the NC Board of Nursing may restrict or deny licensure. The NC Board of Nursing requires criminal history checks for each person applying to practice in the State of North Carolina.

Validation and Transfer

In addition to general admission requirements, students requesting admission to the Associate Degree Nursing program will be required to

validate their nursing knowledge and skills. Students must make a minimum score of 60 on the PN STEP (Specialized Testing to Evaluate Preparedness) to be eligible for advance placement. The cost of the exams is the responsibility of the applicant and is set by the company. Advanced placement in the Associate Degree Nursing program is a competitive process based on available spaces in the Associate Degree Nursing program.

RESIDENCY

The tuition charge for students who qualify as legal residents of the State of North Carolina is less than the charge for non-residents. All applicants to the College are required to provide a statement regarding the length of their residency in North Carolina. To qualify for in-state tuition, as specified in North Carolina General Statute 116-143.1, a legal resident must have maintained his or her domicile (residence) in North Carolina for **at least twelve months** immediately prior to his or her classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve month period was for the purpose of maintaining a bona fide domicile rather than for the purpose of mere temporary residence incident to enrollment in an institution of higher education. Further (1) if the parent(s) or court-appointed legal guardian(s) of the individual seeking resident classification is (are) bona fide domiciliaries, this fact shall be prima facie evidence of domiciliary status of the individual applicant (2) if such parents or guardians are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual.

The residency classification of a student, for purposes of applicable tuition rates, is required to be changed if his or her state of legal residence has changed since establishment of the student's original classification. Failure to provide requested documentation for residency classification may result in the student's classification as a non-resident for tuition purposes. Students who believe they have been erroneously classified are permitted to appeal the case in accordance with the procedure outlined by the State Residence Committee. Each enrolled student is responsible for knowing the controlling administrative statement of policy on this subject. Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.* Copies of the manual are available for student inspection in the SCC Admissions Office. **Residency requirements are established by the North Carolina State Legislature and are subject to change without notice.**

Out-of-State Tuition Waivers

Students who meet specific requirements in accordance with North Carolina General Statutes may be eligible for in-state tuition waivers under the following conditions:

1. When an employer (other than the armed services) pays the full tuition for an employee who works at a North Carolina business location to attend a community college, the employer may be charged the in-state tuition rate in accordance with G.S. 115D-39(a) even when the employee does not meet the requirements for in-state tuition.
2. Out-of-state members of the armed forces and the dependent relatives of such members who are stationed at a North Carolina base are eligible to be charged the in-state tuition rate under G.S. 116-143.3. The student must submit appropriate documentation prior to initial enrollment and re-enrollment each successive academic year.

FINANCES

BUSINESS OFFICE

The Business Office is responsible for the collection of all tuition, fees, fines, and other educational costs borne by the student. In addition, the Business Office distributes all financial aid and work study checks. The Business Office is located on the first floor of the North Building. The office is open to students between the hours of 8:00 a.m. and 5:00 p.m. Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday, and other published periods for registrations. The Business Office closes each Friday at 12:00 noon during the summer session.

FEES

Tuition

Tuition for FALL, SPRING, and SUMMER SEMESTERS for in-state curriculum students is $69.00 per credit hour, not to exceed $1,104.00 per semester. Tuition for out-of-state students is $261.00 per credit hour, not to exceed $4,176.00 per semester. The College shall charge for each credit hour taken up to 16 credit hours. All credit hours taken during the semester that exceed 16 will be at no cost.

Students enrolled for twelve (12) or more credit hours are considered full-time. North Carolina residents age 65 or older may enroll tuition free in curriculum courses.

The student's fees are due and payable prior to entering the first scheduled class.

NOTE: Tuition is set by State policy and is subject to change without notice.

Special Supply and Uniform Costs

Students in some curricula are required to purchase special supplies or clothing. Example of charges:

Cosmetology Kit, plus books - $750.00 estimated
Nursing Uniforms - $200.00 estimated

Students should consult with their department chair for a list of special supplies required in their curriculum.

Technology Fee

Each curriculum student enrolled for twelve semester hours or more (full-time) will pay $16.00 per semester for a technology fee. Students will pay technology fees according to the following schedule:

1-5 semester hours $ 8.00
6-11 semester hours $12.00
12 or more semester hours $16.00

Fees may be changed by action of the Board of Trustees. The maximum technology fee is set by State policy and is subject to change without notice.

Activity Fee

Each curriculum student enrolled for twelve semester hours or more (full-time) will pay $16.00 per semester for a student activity fee. This fee is for the cost of student publications, social events, and other activities. This fee is refundable if the conditions for tuition refund apply. Students will pay activity fees according to the following schedule:

1-5 semester hours $8.00
6-11 semester hours $12.00
12 or more semester hours $16.00

Vehicle Registration and Parking Regulations - Parking Fees

All students who operate motor vehicles on campus must register their vehicle(s) with the Security Officer. The College enforces parking regulations. Violations of the parking and registration regulations will result in fines, towing, or loss of parking privileges. A $5.00 parking fee is charged each semester to curriculum students. Fees may be changed by action of the Board of Trustees. Parking fines will be assessed at $25.00 for each parking ticket.

Insurance Fee

A student accident insurance policy designed for the students of the North Carolina Community College System is required for all curriculum students at a nominal cost per semester. For information concerning coverage and benefits, contact the Business Office. A copy of the insurance plan is distributed to each student at registration. Nursing students are required to purchase professional liability insurance at an approximate cost of $20.00 per year.

Breakage Fee

Breakage, damage, or loss due to negligence, carelessness, or other mishandling of school supplies, materials, or equipment by a student is the responsibility of the student. The student will be required to pay for such items.

TEXTBOOKS

Students are required to provide or purchase their own textbooks. The College operates a Bookstore located on the first floor of the Warren Student Center. The Bookstore stocks the necessary books and materials for the courses currently offered by the College. The cost of books and other items varies with the program of instruction.

PAYMENT OF FEES

The North Carolina Community College System has established the following policies:

1. Tuition and fees for each semester are payable on the date of registration.
2. A student who has an outstanding balance is not eligible for registration. This includes any outstanding balance at another institution of the North Carolina Community College System.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his or her record, nor will any information concerning his or her record be forwarded to another institution or other person so long as the delinquent account is outstanding.

REFUND POLICY

Tuition Refunds

The College's tuition refund policy is established by the North Carolina State Board of Community Colleges.

Students who find it necessary to withdraw from a course or the College during the semester must complete the following procedures to officially withdraw from classes and be eligible for any refund of tuition and fees.

1. Obtain a withdrawal form (Registration Change Notice Form) from Student Services or from the student's advisor;
2. Have the form signed by the instructor(s) for the class(es) from which the student is withdrawing;
3. Submit the completed form to Student Services for final approval.

The withdrawal form should be completed within ten (10) calendar days of the first day of class and prior to or on the 10% point of the semester. Withdrawals that are not processed by these staff and subsequently signed by the student are unofficial and are not eligible for refunds.

Tuition refund for students shall not be made except under the following circumstances:

1. (A) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
   (B) A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester.
   (C) For classes beginning at times other than the first week (seven calendar days of the semester), a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the State refund regulations stated in this rule.
3. Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

NOTE: The tuition refund policy is set by the State and is subject to change without notice.

Military Tuition Refund

Upon request of the student, each College shall:

1. Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the State of North Carolina that make it impossible for them to complete their course requirements; and
2. Buy back textbooks through the Colleges' Bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Activity Fee/Parking Fee/Technology Fee Refund

A 100 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent of the semester. For classes beginning at times other than the first week (seven calendar days of the semester), a 100 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

Insurance Fee Refund

A 100 percent refund shall be made under the following circumstances:

1. A student officially withdraws from class(es) or from the College prior to the first day of class(es).
2. A student is enrolled in one or more classes subject to an institutional error.
3. A student is enrolled in class(es) subsequently canceled by the College.

Otherwise, the insurance fee is non-refundable.

BOOK REFUND AND EXCHANGE POLICY

Books may be exchanged or returned with a 100 percent refund given if the student officially withdraws from the class prior to or on the official 10 percent of the semester. For classes beginning at times other than the first week (seven calendar days of the semester), a 100 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.

Refunds or exchanges will not be allowed for textbooks that have been soiled, written in, or if shrink wrap has been removed. (No refunds are allowed on supply items, Students must show a valid ID and a cash receipt when returning books.)

RETURN OF TITLE IV FUNDS

When a student withdraws during a semester, the amount of Title IV assistance (Federal Pell Grant) earned up to the date of withdrawal is determined by a formula specified by 34 CRF part 668.22. If the student received less assistance than the amount earned, a disbursement may be made after withdrawal. If the student received more assistance than earned, the excess funds must be returned.

If there are funds that must be returned, the College must return a portion equal to the lesser of institutional charges multiplied by the unearned percentage of funds or the entire amount of the excess funds. If the College is not required to return all of the excess funds, the student must return 50 percent of the remaining amount.

Details of this policy are available in the Financial Aid Office.

STUDENT SERVICES

GENERAL INFORMATION

The Student Services Division of Sampson Community College is committed to supporting the academic, personal, and professional growth of all students. The objective of Student Services is to assist students in realizing their educational and professional goals while developing self-direction and independence. Student Services Staff are available to guide students through decision-making and problem-solving throughout their educational experience at the College. Various offices within the Division are open Monday through Thursday, 8:00 a.m. to 8:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m. with the exception of scheduled breaks and holidays.

COUNSELING SERVICES

Counselors in the Student Services Division are available to provide academic, career, and personal counseling from pre-admission through graduation. Counseling services are free of charge for all prospective and current students as well as graduates of the College. Students are encouraged to schedule appointments whenever possible, but walk-ins are welcome.

Academic Advising

The College's academic advising system is an essential part of the student's educational experience. It is intended to include the entire academic community in order to facilitate communication between students, faculty, and student services staff. Upon admission to the College, students meet with a counselor to select a program of study that is appropriate to each individual's aptitudes and interests. Once a program is selected, all curriculum students are assigned a faculty advisor who assists with course planning, registration, and documenting academic progress. Counseling also is available for students seeking to transfer to a four-year college or university upon graduation. Progress conferences may be scheduled at any time throughout the year. Academic advisors and counselors make every effort to provide effective guidance, but the student bears the final responsibility for ensuring that all academic requirements are satisfied for the selected program.

Career Planning

Counselors are available in Student Services to aid students and graduates as they search for career opportunities and transition from the educational environment to the workplace. Planning and guidance is provided to help students determine the educational requirements associated with their chosen career path. Other services include assistance with resume writing,

job application, job search referrals, and interview preparation. Through collaboration with local businesses, industrial firms, and public agencies, the College posts current job opportunities on a regular basis. Students may contact the Career Services Coordinator at (910) 592-8084, extension 2025 for additional information.

Personal Counseling

Students are encouraged to visit a counselor when personal or social problems interfere with their ability to perform academically. Counselors are available to assist students in working through personal issues that may negatively impact their ability to succeed in the educational setting. Students may visit with a counselor at any time during the normal operating hours of the Student Services Division and by appointment. Faculty members also may refer students for counseling. Referrals to outside agencies are provided to students who may benefit from ongoing counseling services. Any information discussed during counseling is kept strictly confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

STUDENT SUPPORT SERVICES

The Federal Trio STUDENT SUPPORT SERVICES program is designed to help students who have a need for academic support to successfully complete college. Participants must be dedicated to achieving their educational potential and must qualify by meeting one or more of the guidelines established by the U. S. Department of Education. The purpose of the program is to assure that eligible students have the assistance needed to overcome the obstacles that often prevent them from completing or benefiting from their educational experience. A student must be enrolled at the College or accepted for enrollment before being invited to join the program. Students are identified and contacted each semester, and participation is voluntary. Students interested in enrolling in the Student Support Services program should contact the Student Support Services office.

DISABILITY SERVICES

The Disability Services Office assists in adapting general services offered by the College for the individual and specialized needs of students with health conditions, disabilities, or other limitations. The goal of Disability Services is to provide equal opportunity and access to the programs and facilities of the College in accordance with Section 504 of the Rehabilitation Acts of 1973 and the Americans with Disabilities Act of 1990. Questions

pertaining to disability services may be directed to the Disability Services Counselor at (910)592-8084, extension 2025. TTY users may call (910) 596-0406.

Any student seeking reasonable accommodations due to a temporary or permanent disability should observe the following:

1. Information regarding an individual's disability is not collected during the admissions process. Therefore it is the student's responsibility to initiate contact with the Disability Services Coordinator. Requests for reasonable accommodations should be disclosed in a timely manner prior to the beginning of each semester. Any information provided by the student is strictly voluntary and is kept confidential and separate from academic records.
2. Current documentation of a disabling condition must be presented to the Disability Services Office prior to the implementation of any accommodations. Documentation must be submitted from a qualified professional and should include a clear diagnosis of the student's current needs and ability to function in the educational environment. Questions regarding acceptable documentation should be directed to the Disability Services Coordinator.
3. The student is responsible for requesting disability accommodations prior to the beginning of each semester of enrollment. The student is also responsible for maintaining regular contact with the Disability Services Coordinator and requesting changes or modifications to existing accommodations.

CHILD CARE SERVICES

Any student who has child care concerns should contact a Counselor located in the Student Services Division. While the College does not provide a child care facility, it does offer a limited amount of child care awards to offset child care costs incurred while students attend college. Also, a current list of licensed day care centers and day care homes is available to students. Students are made aware of other subsidized child care resources programs and are referred to apply for assistance.

To qualify to apply for a child care award, applicants must be in good academic standing. Priority is given to single parents, homemakers lacking job skills, and displaced homemakers. Awards are based on student need and the availability of funds.

FINANCIAL AID

The student financial aid program at Sampson Community College is designed to assist deserving students in meeting the costs of attending college. The program consists of three major types of aid: grants,

scholarships, and student employment. An eligible student may receive one or more of these types of financial aid. Sampson Community College does not participate in the Federal Stafford Loan Program.

In making award decisions, the Financial Aid Office first determines the student's financial need for college attendance. The need is the difference between the resources of the student and his parents and the costs of attending school. Any student who has completed the financial aid application procedures is considered for all types of financial aid without regard to the student's sex, race, color, or national origin. In all financial aid awards, the student has the right to accept, reject, or appeal the aid he or she has been offered. Students are required to meet the Satisfactory Academic Progress Standards for Financial Aid as defined on pages 83-85 of this catalog.

Eligibility

All students may be eligible for some type of financial aid and all are encouraged to apply.

Application Procedures

1. Complete and submit the SCC Admissions Application.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. IMPORTANT: Students are required to provide the same name, address, and date of birth on the FAFSA as listed on the SCC Admissions Application.
3. Enter Sampson Community College's code (007892).
4. For assistance in completing the FAFSA, or for students that do not have internet access, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).
5. FAFSA's should be completed online as soon as the federal tax return(s) are completed or by at least eight weeks prior to enrollment.
6. The Financial Aid Office will give written notice of eligibility.
7. Scholarship applications are available in September from the Financial Aid Office, the high school guidance offices, and the College website.
8. Scholarship applications must be received by the Financial Aid Office by March 15.
9. Scholarships are awarded for the Fall and Spring Semesters.

Types of Aid

1. Federal Pell Grant Program - The Pell Grant is a federal aid program which provides awards ranging from $575 to $5,645 per year, based on eligibility as determined by the U.S. Department of Education. All

students must apply for this grant in order to be considered for other financial aid. Currently all Associate Degree and Diploma programs are eligible, but only certain certificate programs meet the eligibility criteria. The certificates must **contain at least 16 credit hours to be eligible for federal aid.**

2. Federal Work-Study Program - The Federal Work-Study Program provides part-time jobs to students who demonstrate financial need. Application for Work-Study is made by completing the FAFSA and an application for Work-Study obtained from the Financial Aid Office.
3. Federal Supplemental Opportunities Grant Program - The Federal Supplemental Opportunities Grant Program (FSEOG) is designed to provide grants to exceptionally needy students. Application for this grant is made by completing the FAFSA.
4. NC Education Lottery Scholarship - The NCEL Scholarship provides assistance for students that are eligible for only a reduced amount of Pell Grant or no Pell Grant based on their estimated family contribution as determined by the Student Aid Report. Eligible students must be North Carolina residents enrolled for at least six (6) credit hours per semester in a curriculum program. Applicants must complete the Free Application for Federal Student Aid (FAFSA) which is used to also qualify for Federal Pell Grant. These funds are contingent on funding from the State of North Carolina.
5. Forgivable Education Loan for Service – This loan was established by the North Carolina General Assembly in 2011 and the first loans were available for the 2012-13 academic year. The loan provides financial assistance to qualified students who are committed to working in North Carolina in fields designated as critical employment shortage areas. Information regarding the application process, requirements, and eligible programs can be found at http://www.cfnc.org.
6. NC Veterans' Affairs Scholarship - The Department of Veterans' Affairs offers scholarship assistance to North Carolina children of deceased or disabled veterans or of certain veterans who were listed in a POW/MIA status. An eligible student should write to the NC Department of Veterans' Affairs, Raleigh, NC, for information.
7. Sampson Community College Foundation Work-Study Program This program provides part-time jobs on campus for students who may not qualify for Federal Aid.
8. Local Scholarships - A partial list of scholarship programs administered by SCC follows. For information on additional scholarships and application procedures, contact the Financial Aid Office.

- SCC Foundation Academic Scholarships
- SCC Foundation Endowed Scholarships
- SCC Foundation General Scholarships
- State Employees Credit Union Scholarship
- State Employees Association of N.C. Scholarship

9. Loans – The Sampson Community College Foundation, Inc. provides small, short-term loans for students who are expecting other financial aid or who have emergencies while enrolled. Applications for these loans are available in the SCC Foundation Office and are limited by availability of funds.
10. Other - Sampson Community College cooperates with other federal, state, and local agencies for other types of assistance. Students may check their College email throughout the semester to learn of other financial aid opportunities. For information, contact the agency or the SCC Financial Aid Office: Sampson County Department of Social Services, Sampson County Office of Employment and Training, and Telamon.

VETERANS AFFAIRS

The Veterans' Benefits Law provides financial assistance to any veteran who is eligible for benefits under the G.I. Bill. Veteran students may obtain more information about veteran programs and apply for veteran benefits at www.gibill.va.gov.

The Department of Veteran Affairs will notify the veteran student of eligibility of benefits. This documentation must be submitted to the Director of Financial Aid, who coordinates matters on campus regarding educational benefits from the Department of Veteran Affairs. After completing all admissions requirements and enrolling in an approved curriculum, the Director of Financial Aid will submit enrollment information to the Department of Veteran Affairs. Veteran students are required to maintain satisfactory academic progress and conduct for continuing eligibility for payments.

STUDENT RECORDS

Upon receipt of an application for admission, a student record is established and maintained in the Student Services Division. The contents of student records may include but are not limited to the following: admissions application; transcripts of previous educational records; placement test results; medical history; and other documents related to admissions, academics, or

disciplinary action. This record is used to collect and retain pertinent data throughout the student's enrollment. The contents of student records are property of Sampson Community College and are maintained in accordance with FERPA regulations.

Release of Information

Sampson Community College supports the rights and privacies afforded each student by the Family Educational Rights and Privacy Act of 1974 and is in compliance with its provisions.

The statute governs access to records maintained by certain educational institutions and the release of such records. In brief, the statute provides:

1. That such institution must provide student access to official records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.
2. That institution must obtain the written consent of the student before releasing personally identifiable data about the student with the exception of directory information.

Directory information is defined as the student's name, program of study, enrollment status, and degrees and awards received. Student ID numbers are considered directory information for use on SCC student ID cards. Student ID numbers cannot be used to access student records and personal information except when used in combination with one or more factors that confirm the user's identity.

Any student who does not wish the College to release any or all of the information designated as directory information without the student's written consent must notify the Registrar's Office in the Student Services Division.

Transcripts

Upon written request, the College will provide an official transcript of the student's educational record. A release statement must be signed by the student before a transcript or any other non-directory information can be provided to the student, educational institution, other individuals, firms, or agencies. Transcripts are provided free of charge; however, a 24-hour notice is required for preparation of official transcripts. No transcripts or student records will be released until all financial obligations to the College have been paid in full and the student's account is cleared with the Business Office. Transcript request forms are available online at: http://www.sampsoncc.edu/TranscriptRequestHome.asp and in the Student Services Division. Completed forms may be returned to SCC by fax at: (910) 592-8048.

Change of Information

When a student's pertinent information such as name, address, or telephone number changes, he or she is responsible for notifying Student Services of this change in writing in a timely manner. Changes of Information forms are available in the Student Services Division. Picture identification and/or other documentation must be provided before student information can be updated.

Retention of Records

Permanent records of curriculum students are housed in the Student Services Division and are protected against fire, theft, destruction, and other hazards. Incomplete or inactive records of students who have never enrolled at the College are destroyed after two years.

PUBLICATIONS

Student Handbook

The SCC Student Handbook is provided as a guide to inform students of the policies, procedures, and regulations of the College. It is the responsibility of all currently enrolled students to become familiar with the contents of the handbook and know their rights and responsibilities as students of the College. The Student Handbook is accessible through the College website at: www.sampsoncc.edu . Copies of the SCC Student Handbook are available in the Student Services Division and the Student Activities Coordinator's Office. In addition to general policies and procedures, the following information is published in the handbook:

- Campus Safety and Security Information
- Academic Policies and Procedures
- Student Code of Conduct and Due Process Information
- Sexual Harassment Policy and Grievance Procedures
- Constitution of the Student Government Association

Student Newsletter

The Viking Voice is a monthly student newsletter that features of interest to the general student body and includes information regarding special events and activities on campus. The newsletter is edited and published by the Student Activities Advisor in accordance with guidelines set forth by the College administration.

STUDENT IDENTIFICATION CARDS

All students enrolled in courses or programs offered by the College (curriculum, basic skills, GED) must obtain a student identification card within the first week of classes. An ID card station is set up on curriculum registration days. Student identification cards are issued by the Student Activities Coordinator in the Student Services Division during the rest of the semester. Students are required to have their Student ID at all times on campus and must present it for access to SCC facilities, services, and activities. Student ID cards are valid from the semester of entry until graduation, but must be validated with a color-coded label for each semester of enrollment. A receipt showing payment of fees must be presented when an ID card is issued. Broken ID cards will be replaced at no charge when the damaged portion is presented. A replacement fee of $5.00 must be paid to the Business Office for ID cards that are lost.

Students enrolled in Continuing Education courses are issued temporary student ID's through the Division of Continuing Education. Continuing Education students who require a standard student ID must have authorization from their instructor prior to obtaining an ID card. All other requests for Student ID cards should be directed to the Student Activities Coordinator at (910) 592-8081 ext. 2030.

PARKING PERMITS

Currently enrolled students who drive to campus should obtain a student parking permit within the first week of class. The parking permit should be clearly displayed in the lower portion of the windshield on the passenger side of the vehicle. The permit entitles students to park in any campus lot designated for student parking. Students who park in unauthorized areas and/or do not have a permit properly displayed may receive a parking ticket from the College. Parking fines are $25.00 per ticket. Students who have unpaid fines will not be allowed to register for courses in subsequent semesters and may not obtain transcripts or educational records from the College until the student's account is cleared with the Business Office.

STUDENT GOVERNMENT AND ACTIVITIES

The Student Government Association (SGA) of Sampson Community College seeks to preserve an atmosphere of free discussion, inquiry, and personal enrichment. The SGA develops students' awareness of personal capabilities and leadership development. Student activities are an integral part of the total development of the individual. The SGA Constitution provides for events and activities through standing committees. The SGA Advisor assists students and oversees the coordination and planning of all events.

The objectives of the Student Government Association are:

1. To promote the welfare of the students.
2. To establish laws to govern student conduct and elections.
3. To establish an annual budget for the Activity Fee Fund.
4. To advise and work with the administration in the improvement of student life.

All curriculum students are required to pay an activity fee to the College and are members of the Student Government Association of Sampson Community College by virtue of their registration. SGA members are eligible to participate in all activities and events and vote in elections while currently enrolled. For more information about the SGA and student activities on campus, contact the SGA Advisor in the Student Services Division.

STUDENT CLUBS

The College has established student clubs, organizations, and societies. College-sponsored clubs and organizations directly relate to the College's mission and goals and fall into one of three categories: (1) Honorary Societies which promote scholarship and leadership among students; (2) Curriculum Clubs which promote student interest in the College curriculum; (3) Cultural Clubs which promote interest in the diverse culture of the College's student body and community. Official student clubs and organizations are listed in the SCC Student Handbook.

The College does not infringe upon students' freedom to organize and exercise their rights to free speech and free religion. Students at the College should be free to form groups, societies, and clubs, but in so doing they act independently of the College and they shall not represent themselves as a college organization. The College will not be responsible for these organizations. These clubs, however, may use the College's facilities and resources to the same extent as the public.

CONDUCT

All students at the College are considered responsible individuals. It is expected that they will conduct themselves in accordance with generally accepted standards of behavior and will fulfill the responsibilities incumbent upon a society that guarantees the freedom of each individual. In the interest of all students, the College reserves the right to decline admission, to reprimand, to place on probation, to suspend, or to require withdrawal of a student when such action is deemed to be for just cause and in the best interest of the College. In all cases, the right of due process is the student's prerogative.

Students have a legal and moral right to know prohibited conduct and to be judged impartially if charged with violating regulations. These regulations are outlined in detail in the SCC Student Handbook, along with the procedures pertaining to their enforcement.

VISITORS

Sampson Community College welcomes visitors. Campus tours are provided upon request for prospective students and may be scheduled with the Admissions Office. Visitors should check in at the receptionist's desk in the main administration (North) building upon their arrival. Visitors are asked to sign in stating their intended purpose on campus and are issued temporary Visitor's ID badges to be worn for the duration of their visit. A Visitor's ID badge is required to use library services and other public resources on campus. Persons on campus without legitimate reasons consistent with the mission of the College are considered to be loitering which is strictly prohibited on the College campus.

MINORS ON CAMPUS

Minor children (under the age of 18) are not allowed to accompany parents or guardians to classrooms, shops, or laboratories. Minors not enrolled in courses at Sampson Community College are not permitted to loiter on the College campus. They are not allowed to loiter in the buildings and facilities or to play on the College grounds. This policy is intended to prevent disruption on the campus and to prevent injuries to unsupervised minors. The College assumes no liability for injuries incurred by minors on campus.

ACADEMIC INFORMATION

ACADEMIC STANDARDS

ASSOCIATE DEGREE, DIPLOMAS, AND CERTIFICATES

Sampson Community College is authorized by the North Carolina State Board of Community Colleges to award the following degrees, diplomas, and certificates to students who have completed all program requirements consistent with the provisions of this catalog.

ASSOCIATE IN APPLIED SCIENCE DEGREE: The Associate in Applied Science degree is awarded upon completion of the course requirements for most two-year programs.

ASSOCIATE IN ARTS DEGREE: The Associate in Arts degree is awarded upon completion of the course requirements of the college transfer associate in arts program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the liberal arts at a senior college or university.

ASSOCIATE IN SCIENCE DEGREE: The Associate in Science degree is awarded upon completion of the course requirements for the college transfer associate in science program. This curriculum is designed for students desiring to pursue a four-year baccalaureate degree in the sciences at a senior college or university.

ASSOCIATE IN GENERAL EDUCATION DEGREE: The Associate in General Education Degree is awarded upon completion of the course requirements for the general education program. This curriculum is designed for students desiring post-secondary courses in the liberal arts or occupational fields but may not desire to follow specific professional requirements.

DIPLOMAS AND CERTIFICATES: Diploma and Certificate programs consist of a series of courses that are designed to prepare an individual for employment in a specific occupation. These programs consist of a sequence of courses that generally can be completed in one year or less by a full-time student. Successful completion of these curriculum programs leads to a diploma or certificate. In some programs, students who successfully complete a minimum of 12 credit hours in a series of courses approved by the Department Chair may be issued a certificate.

SCC General Education Competencies

Students must demonstrate that . . .

. . . they can use written language to communicate complex ideas effectively.
(Written Communication Skills)

. . . they can use spoken language to communicate complex ideas effectively.
(Oral Communication Skills)

. . . they can use rational analysis to solve complex problems.
(Analytical & Problem-Solving Skills)

. . . they can find and use reliable information to answer complex questions.
(Research Skills)

. . . they can use computers to access online resources and to process information.
(Computer Skills)

. . . they understand how culture and context inform our world.
(Cultural & Contextual Literacy)

SEMESTER SYSTEM AND CREDIT HOURS

Beginning with the summer of 1997, all credits in the North Carolina Community College System are earned in semester hours. Students who have attended Sampson Community College or another North Carolina community college under the quarter system should have their transcript evaluated for conversion of quarter credits to the semester system under the most recent crosswalk. The latest revised quarter-to-semester crosswalk will be used for transcript evaluations. The College's academic year is comprised of two sixteen-week semesters and one ten-week summer session.

REGISTRATION

One or more registration days are provided for students prior to the first day of classes for each semester. Pre-registration is generally scheduled for students already in attendance at the College. Students are requested to register at the specified times listed in the College's academic calendar. The last day to register for each term is the schedule adjustment date listed on the academic calendar.

ORIENTATION

All new students enrolled in diploma or degree programs are required to complete **ACA 111 - College Student Success or ACA 122 - College Transfer Success** for transfer students. This course is designed to assist students in establishing and successfully meeting academic goals. Areas addressed in the course include College information, study skills, library skills, test taking skills, interpersonal skills, and time management.

The objectives of the orientation course are to:

1. Acquaint students with the physical, academic, and social environment of the College.
2. Present College policies, regulations, and procedures to students.
3. Assist the student in taking full advantage of the opportunities offered by the College.
4. ACA 122: Prepare the student to transition successfully to a four year college.

COURSE AUDITS

Students who wish to audit courses must follow regular registration procedures and indicate their intention to audit the class when registering. Students auditing a course receive no credit but are encouraged to attend classes regularly and participate in all class activities. Students auditing will be charged the same fee as students taking the course for credit.

Students with a recorded "Audit" for a course may repeat the course one time on an "Audit" basis. Students desiring to change from "Credit" to "Audit" or from "Audit" to "Credit" must do so during the schedule adjustment period.

COURSE LOAD

The normal student course load is 12-15 credit hours each semester. To be considered full-time, a student must register for 12 credit hours during the Fall and Spring semesters and for 9 hours during the Summer semester. The normal maximum course load is 18 semester hours.

Students may enroll in only those courses approved by the student's advisor. Students on academic probation may be required to register for a reduced course load according to limitations imposed by the student's advisor.

The permission of the student's advisor and the Vice President of Academic Affairs must be obtained for a student to enroll in more than 18 semester hours during a semester.

A student attending more than one community college concurrently may not enroll in more than 18 credit hours per semester without prior approval of the student's advisor and the Vice President of Academic Affairs. Any student enrolled in two or more colleges concurrently will give both colleges complete enrollment information including the name of each college in which enrolled, the number of credit hours enrolled, the class schedules, and other relevant information.

COLLEGE GRADING SCALES

Grading the performance of students' course work is the responsibility of individual faculty members. Departments have adopted standardized grading scales within curriculum programs. Curriculum courses at Sampson Community College use a standard 10-point grading scale with the exception of courses that are graded on a 7-point scale to meet State and institutional standards. Grading policies for these programs are:

- Developmental Courses:
  A = 93-100
  B = 85-92
  C = 77-84
  F = 0-76

- Nursing/Health Programs:
  A = 93-100
  B = 85-92
  C = 80-84
  D = 70-79.99
  F = 69.99 and below

GRADING SYSTEM

The categories of institutional grades and the corresponding symbols for students who have met minimum course requirements are:

Superior superior academic performance	A
Good good academic performance	B
Average average academic performance	C
Passing below average academic performance	D
Satisfactory used in selected lab courses to indicate that the student has satisfactorily completed course requirements	S
Credit by Examination credit earned by examination procedures of the College	CE
Experiential Learning credit earned under the experiential learning policy of the College	EC
Transfer Credit credit earned from courses taken at other accredited educational institutions.	TR
Audit participation as an auditor of a course.	AU
Advanced Credit credit earned under the articulation agreement with public schools	AC
Transfer Developmental used to indicate developmental courses taken at other accredited educational institutions	TD
Credit Placement used to indicate developmental courses when students test out	CP

The categories of institutional grades and symbols for students who have not met minimum course requirements are:

Unsatisfactory U
used in selected lab courses to indicate that student performance is judged to require repetition of the course

Failure to Meet Course Requirements F
student performance is judged to require repetition of the course. Used to indicate a student withdrew or was withdrawn after the 70% date of the semester

Withdrawal W
used to indicate a student withdrew from a course prior to the 70% date of the semester

No Grade NG
used to indicate a student failed to attend any classes.

Incomplete I
used when the instructor determines that at least the minimum course requirements may be met by a student during the next consecutive semester without repeating the course.

CREDIT BY EXAMINATION

The College recognizes standardized and challenge examination programs through which students may receive credit in lieu of course work and earn course credits toward the completion of a certificate, diploma, or degree. These examination programs are subject to the following conditions:

1. Credit will not be awarded when equivalent degree credit has been granted for regular course work.
2. Credit by examination may not be attempted if the student has acceptable college credit for more advanced courses or for courses whose content includes material similar to a course for which college credit has already been received.
3. No more than 25 percent of the required course work for completion of a selected curriculum may be earned by examinations.
4. Students successfully completing a proficiency examination will have a grade of “CE” recorded on the official transcript. (The grade of “CE” earns credit hours toward graduation but does not earn grade points.)
5. The course(s) must be a curriculum course listed in the Registrar’s Office as a challengeable course.

6. Courses for which credit by exam is permitted must be approved by the Vice President of Academic Affairs and kept on file in the Registrar's office.

STANDARDIZED EXAMINATIONS

Sampson Community College participates in the advanced placement programs of the College Entrance Examination Board. An entering student who scores 3 or above on the Advanced Placement (AP) test will receive appropriate course credit. Students taking Advanced Placement tests should have the score reports sent to the Registrar's Office for evaluation concerning placement and credit. Students who are talented and well prepared may also receive credit for a variety of courses by achieving a passing score on one of the College-Level Examination Program (CLEP) tests. Students interested in receiving further information concerning these examinations, required minimum scores, course equivalents, and credits awarded should contact the Director of Admissions.

CHALLENGE EXAMINATIONS

The College recognizes that exceptional students, by means of special studies or experiences, may already have achieved the objectives of certain courses in a selected curriculum. Students may petition to receive credit in selected courses by special examinations referred to as challenge examinations developed by the faculty.

Students interested in this opportunity must submit a completed application request form to their department chair and schedule the examination. A student may challenge a course only once. Unsuccessful attempts are not recorded on the transcript.

EXPERIENTIAL LEARNING POLICY

When a student has experienced learning through employment and training and/or has earned certifications provided by non-collegiate institutions such as public and/or military services that parallels course work included in the student's degree program of study, he/she may request experiential learning credit. SCC will evaluate and award credits toward degree completion for prior experiential learning in those instances where there is sufficient

documentation that demonstrates that the student has achieved all outcomes for specific courses in a degree program. No more than 25 percent of credits toward graduation may be awarded for experiential learning. The Experiential Learning Policy is subject to change.

Enrolled associate degree seeking students may be awarded credits for prior experiential learning toward degree completion requirements, under the following conditions:

1. The student submits a written request for experiential credits to the appropriate Department Chair. The request must include the specific courses and sufficient justification for each course for which the student seeks experiential credit. The request must be supported by a portfolio of documentation that includes copies of certificates, licenses, job descriptions, letters from supervisors and/or former employers, and any other documentation deemed appropriate.
2. The department chair will review the student's request as well as all supporting documents and will meet with the student as needed to conduct the review and evaluation. Evaluation of supporting documents will include a comparison of submitted data with the course description and the course's syllabus content and competencies. If the department chair recommends that credits be awarded, the student's request along with all supporting documents and the department chair's statement of rationale for awarding credits will be forwarded to the Division Chair (if applicable) and then to the Vice President of Academic Affairs for further review.
3. When approved by the Vice President of Academic Affairs, the student's request, all supporting documents, and the department chair's rationale statement along with the Vice President's validation statement documenting the basis for awarding credit will be routed to the Registrar for filing and posting to the student's transcript record, with an assigned grade of "EC" (experiential credit). A copy of all data also will be sent to the student.
4. If the Vice President of Academic Affairs or the department chair disapproves the student's request, the student's written request along with an explanation of the reason(s) for disapproval will be routed to the Registrar for filing, and the supporting documents will be returned to the student.
5. Experiential credits awarded do not earn quality points. Grades of "EC" will count only toward meeting curriculum completion requirements for graduation. Grades of "EC" awarded in one curriculum may not be transferred to another curriculum, unless recommended by the department chair and approved by the Vice President of Academic Affairs, as per steps 1-3 above.

6. Upon request from another institution, a copy of the Vice President's validation statement can be released to substantiate the "EC" grade. If necessary, copies of the documentation (with the student's permission) may be sent to the requesting institution.

REMOVAL OF INCOMPLETE GRADES

Faculty members may assign a grade of "I" to students when, in the judgment of the faculty member, the student is making satisfactory progress at the end of the semester but, because of extenuating circumstances, is unable to complete the course requirements. To remove the incomplete, a student must satisfactorily complete all work by the end of the following semester. At that time, the incomplete will be changed to the appropriate letter grade by the instructor of record or, when necessary, by the faculty member's department chair. Students who fail to complete the work by the end of the following semester will be assigned the letter grade of "F" for the course. Students who receive an "I" during the Spring semester and are not enrolled during the following Summer term will have until the end of the next Fall semester to remove the incomplete.

COURSE PREREQUISITES

Sampson Community College conforms to the provision of NCAC 2(E).204(1)(C). All courses, e.g. pre- and co-requisites, are consistent with the Common Course Library of the North Carolina Community College System.

A. For All STATE prerequisites, the following stipulation applies: 1) ALL STATE prerequisites must be honored.
B. For LOCAL prerequisites, a memo requesting a waiver must be submitted to the Vice President of Academic Affairs for approval.

The following stipulations apply.

1) A student's acceptable SAT (Writing 500, Critical Reading 500, Math 500) or ACT (Reading 20, English 18, Math 22) scores can be used for placement in lieu of testing. Consequently, any developmental prerequisite can be satisfied based on the SAT or ACT scores.
2) A developmental prerequisite may be satisfied if the student meets the ACCUPLACER, ASSET or COMPASS placement test cut-off scores.
3) Successful completion of a higher-level course in the same content area as the prerequisite may be used to satisfy the prerequisite. For example, a student who tests into MAT 070 but who has successfully completed a course such as MAT115 or MAT 140 may have the MAT 070 prerequisite waived for this course only. This stipulation applies to all situations before or after approval of this policy.
4) "Credit by Exam" (CE) may be used to award credit for selected pre-requisite courses.
5) "Consent of instructor (or department/division chair)" cannot be used to waive a **state** prerequisite. However, the statement may be used to waive an SCC-imposed prerequisite, and the statement may be added as an additional prerequisite to a state prerequisite (See No. 8).
6) When a student tests into a higher-level developmental course, a "CP" code (credit by placement test) will be assigned for all courses that are lower level in that developmental sequence.
7) If a student tests at another college and transfers placement scores in, the "CP" code will be assigned for each course for which the student tests out. If a student transfers developmental courses (with at least a
8) grade of "C") to Sampson Community College, the TD code (transfer developmental) will be assigned to each developmental course transferred.
9) Dual enrolled high school students are considered native students and must meet all course prerequisites.

10) A waiver of any prerequisite must be based on more than an opinion or a conversation with the student.
11) Appropriate documentation (*test scores, credit by exam form, transcript, transcript indicating the successful completion of a higher-level course, a copy of the "consent of instructor memo," or any other comparable objective measure)* to support any acceptable waiver must be submitted to the Vice President of Academic Affairs' office and filed in the student's file in the Registrar's office.

COURSE WAIVERS AND SUBSTITUTIONS

Waivers and substitutions of courses, other degree requirements, and academic regulations may be made only with adequate cause when such actions do not compromise the attainment of the educational objectives of a student's program of study. Exemptions from, or substitutions for, requirements established for a program of study must be recommended by the department chair and have the approval of the appropriate division chair and the Vice President of Academic Affairs. All waiver and substitution approvals must be filed with the Registrar's Office.

GRADE POINT AVERAGES (GPA)

Cumulative grade point averages and program grade point averages are computed for students enrolled in a degree, diploma, or certificate program. A student's program grade point average is computed on only those courses included with their declared program of study. Program grade point averages are used for determining satisfactory academic progress and for graduation readiness. A student's cumulative grade point average includes all college-level courses attempted in which grades of A, B, C, D, and F are assigned. This average may be requested by employers or receiving institutions. Grades on developmental courses are included in the cumulative grade point average but are not included in the program grade point average (GPA). Grade point averages are based on quality points assigned as follows:

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0

For students who repeat a course and receive a higher grade in accordance with the curriculum course repeat policy, only the higher grade will be counted in determining the hours earned and the grade point average. Credit

hours and quality points earned under the quarter system will be converted to their semester equivalents in the calculation of student grade point averages.

COURSE REPETITION

A student who has successfully completed a course and received credit may repeat the course one time in an effort to earn a higher grade or to add to their mastery of course content. A student who has not received credit for a course (developmental or curriculum) may not repeat the course more than two times in order to earn a passing grade. (A passing grade is defined as a grade of "C" or better for developmental courses and courses within the Associate Degree Nursing and Practical Nursing Education programs that require grades of "C" or better for passing.)

STANDARDS FOR ACADEMIC PROGRESS

All curriculum students are expected to meet institutional standards of academic progress and show evidence that they are making satisfactory progress toward the completion of their program. In addition, students receiving financial aid are required to meet standards of progress established to comply with federal regulations. Students enrolled as special students are exempt from these policies.

Satisfactory Progress

To remain in good academic standing, all students must maintain a cumulative GPA of 2.0 or higher. The total number of hours transferred from another institution or transferred within the College will be considered in determining the required GPA for meeting minimum standards to remain in good academic standing.

Academic Warning

Students who do not meet the required GPA may continue their enrollment at the College but will receive a notice of academic warning. This warning will indicate that the student is not making adequate academic progress and may be subject to further academic sanctions if the student fails to achieve a satisfactory GPA in the next term of enrollment.

Academic Probation

If the required GPA is not attained by the end of the academic warning term, the student will be on academic probation and will be referred to Student Services to determine available alternatives. These alternatives may include a reduction in academic load, a change of program, withdrawal from the College, or a continuation of full-time status with approval of the department chair, the division chair, and the Vice President of Academic Affairs. If a program change is determined to be the best alternative and the student is eligible, the student will enroll under academic warning and will be required to meet the minimum GPA at the end of the probationary term.

Suspension

Students who fail to meet the cumulative grade point average requirements after one term of academic probation will be academically suspended. After one semester of suspension, students may apply for readmission and, if admitted, take courses approved by their counselor. Readmitted suspended students are placed on probation during the semester in which they re-enroll. Failure of readmitted suspended students to demonstrate substantial academic improvement in the semester in which they re-enroll will result in suspension from the curriculum.

Appeal

Students who have a legitimate reason for not meeting one or all of the academic standards may submit a written appeal to the VP of Academic Affairs. Waiver of academic standards may be granted for death of an immediate relative of the student, injury or illness of the student, or other special circumstances. Appropriate documentation must accompany the appeal. If a student's appeal is successful, then the student is still considered to be maintaining satisfactory progress for enrollment purposes. The VP of Academic Affairs will appoint an Appeals Committee to review the appeal and provide a decision. Students will be notified of the outcome in writing within five (5) business days of the committee's decision.

STANDARDS OF ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Satisfactory Progress - Financial Aid

Federal regulations require minimum standards of satisfactory progress that students must meet in order to receive financial assistance from Title IV programs. The Title IV programs currently offered at Sampson Community College include Federal Pell Grant, Federal Work-Study, and Federal Supplemental Opportunity Grant. In addition to the Title IV programs, North Carolina also offers financial assistance such as the NC Community College Grant, NC Educational Lottery Scholarship, and other special State scholarships, of which the same satisfactory academic progress regulations apply.

After the registrar records the grades at the end of each semester, an evaluation will be performed to determine the student's satisfactory academic progress. To remain in good academic standing and to be eligible to receive financial aid, a student must comply with the following conditions:

1. A student must maintain a <u>cumulative 2.0 grade point average</u> (GPA).

2. A student must successfully complete a minimum of <u>70 percent of the cumulative attempted</u> credit hours in the active program of study. Attempted hours will include all developmental courses, all withdrawals, incompletes, and repeated courses. See the following example:

Credit Hours Enrolled (After Drop/Add)	Minimum Credit Successfully Completed
15	11
11	7
6	4

3. Maximum time frame allowed to complete degree, diploma, and certificate requirements will be 150 percent of the required credit hours. All attempted credits count toward the 150 percent even if they are not included in the current active program of study. See the following example:

Program of Study	Total Sem. Hrs	150% of Sem. Hrs
Associate in Arts	65	98
Information Systems – Degree	68	102
Welding – Diploma	37	56
Early Childhood Certificate	18	27

Students will receive a notification that they are nearing the maximum time frame. *Students required to take developmental courses will have those hours added to their attempted hours allowed. However, students may not receive federal financial aid for more than 30 semester hours of developmental courses.

Limits on Financial Aid Eligibility

Students can only take one program of study at a time to receive financial aid. In accordance with the federal government guidelines, twelve (12) full-time semesters is the life-time eligibility for students to receive Pell Grant.

Academic Warning - Financial Aid

Students who do not meet the required GPA, pass the required cumulative number of credit hours (70%) at the end of each semester, and/or exceeds the maximum allowable time frame, will receive a notice of academic warning. Students on academic warning are eligible to receive financial aid for one additional semester. This warning indicates that the student is not making adequate progress and may be subject to further sanctions and loss of financial aid if he or she fails to meet the minimum standards for satisfactory academic progress during the next semester of enrollment. Students on Academic Warning are not permitted to preregister for the next semester until verification of satisfactory academic progress is determined. Students will be notified of their academic status via the email address listed on the FAFSA and by postal mail.

Suspension - Financial Aid

If the required GPA and minimum attempted credit hours are not attained by the end of the academic warning period, and/or the maximum time frame is exceeded, the student will be placed on academic probation and suspension for financial aid. Students on suspension are not eligible for federal financial assistance as long as they remain on academic probation.

Appeal - Financial Aid

A student may appeal their academic standing for financial aid purposes in two ways:

1. Appeal for Waiver of Unsatisfactory Progress – This appeal may be filed based on unusual circumstances that have negatively affected the student's academic performance. These factors are: Death in the Immediate Family, Illness or Injury, or Special Circumstances. Appropriate documentation must be submitted with the appeal.

Students who have a legitimate reason for not meeting one or all of the academic standards may submit an Unsatisfactory Progress Appeal Form to

the Financial Aid Office. The form is available in Student Services and on the financial aid forms page on the College's website. The Director of Financial Aid will review and forward appeals to the VP of Academic Affairs who will appoint an Appeals Committee to review the appeal and render a decision. The committee will consist of the Academic Vice President, serving as the committee chair, the Dean of Student Services, the appropriate Division Chair, and at least two faculty members appointed by the Vice President. Students will be notified in writing of the outcome within five (5) business days of the appeal hearing.

2. Maximum Timeframe Appeal – Students who have exceeded the maximum time frame allowed to complete degree, diploma, or certificate requirements may appeal on the basis of having a limited number of courses remaining to complete the program of study. Students seeking an appeal must complete a Maximum Timeframe Appeal Form with their academic advisor. The form is available in Student Services and on the financial aid forms page on the College's website. The completed form must be signed by the advisor and reviewed with a Student Services counselor.

Maximum timeframe appeals will be forwarded to the Director of Financial Aid who will review the appeals and submit them to an Appeals Committee. The committee will consist of the VP of Academic Affairs, the Dean of Student Services, a Student Affairs Committee representative, and a Faculty Senate representative. The committee will review the appeal and render a decision. Students will be notified in writing of the outcome within five (5) business days.

TRANSCRIPTS AND GRADE REPORTING

Records of progress are maintained by the College on all students. These records are confidential and are released only upon written request from the student or for academic advising. All student obligations to the College must be completed before a transcript is released.

Grade reports will be mailed to the student's most recent address of record at the end of each semester. Final grades will be withheld until all student obligations to the College are met.

WITHDRAWAL FROM THE COLLEGE

Students may withdraw from a course(s) or the College up to the 70 percent date of the semester and receive a grade(s) of W. After the advertised 70 percent point of the semester, a student will receive a grade of F. Students who quit attending a class will be withdrawn administratively when the student violates the attendance policy. For courses that do not meet for a sixteen-week period, the 70 percent date will be calculated based on the total number of days for the duration of the course.

For nontraditional courses, including but not limited to internet-based courses, the withdrawal date for the course will be the date the student last completed an academic-related activity verifiable by the instructor.

Students who register but fail to attend class(es) will receive a grade of "NG"; a student who registers and withdraws during the registration period will receive no grade indication. Students with documented medical or other emergency reasons may request approval to withdraw at any time through the Vice President of Academic Affairs. A student will receive a grade of "W" for course(s) withdrawn by the Vice President.

GRADUATION REQUIREMENTS

Graduation exercises are conducted once a year usually at the conclusion of the Spring semester. Students who anticipate completing all requirements in their program of study prior to graduation must file an application for graduation with the Registrar's Office.

Students completing the requirements for a diploma or degree are eligible for award of the highest academic credential completed at that time. Separate certificates, diplomas, and/or degrees in one curriculum program will not be issued unless earned in a progressive manner (i.e. the student completes the requirements for a certificate, then diploma, then degree.)

Students in continuous enrollment in the same program (defined as enrolling Fall and Spring semesters) may elect to complete the requirements of that curriculum as stated in the catalog at the time of their admission. Students who interrupt their study or are suspended from a program or the College are required to complete the program requirements effective at the time of readmission.

The College attempts to ensure the relevance of each program through ongoing revision in course offerings and curriculum requirements. In addition, the College may alter its programs through actions taken by the North Carolina State Board of Community Colleges. In general, students in continuous enrollment in a program may elect to complete the course requirements of the curriculum as stated in the College's catalog at the time of their admission. Students who interrupt their studies will be required to complete the program requirements effective at the time of their readmission.

When an educational program has been revised or replaced by a new curriculum or degree program, students may elect to complete the program requirements as stated in the catalog in effect at the time of admission. Students admitted after the adoption of a revised program are eligible for graduation from only the revised program. Students who anticipate completing degree requirements in the summer may participate in the College's graduation ceremony at the conclusion of the spring semester.

Prospective graduates must provide official documentation showing that all degree requirements will be completed at the conclusion of the summer term following graduation. Documentation must be submitted with the official application for graduation prior to the date established by the Registrar's Office.

The following institutional requirements for graduation must be met:

1. All course requirements for the student's selected curriculum must be successfully completed with at least 25 percent of the curriculum requirements completed through Sampson Community College.
2. No more than 25 percent of the curriculum course requirements must be gained through proficiency examinations or experiential learning credit.
3. A GPA of 2.00 ("C") must be attained for courses with the student's program of study.
4. All financial obligations and Library obligations at the College must be met.

ACADEMIC HONORS

Dean's List

The Dean's List, issued each semester, is composed of students who attain a minimum grade point average of 3.50 with no letter grade below "C" while earning 12 or more credit hours in a degree or diploma program.

President's List

The President's List, issued each semester, is composed of students who attain a grade point average of 4.00 while earning 12 or more credit hours in a degree or diploma program.

Graduation with Honors

A graduating student who has earned a grade point average of 3.50 in a degree or diploma program with no letter grade below "C" will be graduated with Honors. Graduates in a degree or diploma program who have earned a GPA of 4.00 will be graduated with High Honors. Recognition of these candidates will be made by attaching an Honors seal or High Honors seal as appropriate to the diploma or degree.

CHANGE OF PROGRAM

Students are permitted to change curriculum programs in response to changes in their educational and career objectives. Students who wish to change programs are required to consult with a College counselor concerning their educational plans and to secure approval for the program change from the

department chair of the receiving program.

Students may change from their initial program of study to a second program without restriction provided appropriate consultation with a counselor is completed. Students who seek subsequent changes in their program must have a minimum cumulative grade point average of 2.0 to be eligible for any further program changes.

All requests for changes in programs should be initiated at least four weeks prior to the date of registration. Curriculum courses previously passed are evaluated for purposes of transfer credit to the student's new program of study. Previously earned credit hours approved for transfer are granted toward completion of the graduation requirements for the new program of study.

Students are admitted into a program of study under the requirements of the College catalog current at the time of admission. Students who fail to complete any course credits for a calendar year or longer after admission must complete program requirements current at the time of reenrollment or readmission. No student may remain under any catalog for more than five years.

TRANSFER CREDIT POLICY

Transfer of Credits to Sampson Community College

An applicant who previously enrolled in any other college, university, or post-secondary institution is considered a transfer student and must furnish the Director of Admissions official transcripts of all work previously earned or attempted.

Credits earned at other accredited institutions in comparable courses or programs may be credited toward graduation requirements in a certificate, diploma or degree program at Sampson Community College. Credits for all courses with a grade of "C" or better, applicable to the student's entering program at SCC, will be eligible for transfer. Transfer credits from non-regionally accredited institutions will be evaluated by the appropriate Department Chair, the Registrar, and the Vice President of Academic Affairs, and approved or disapproved by them on the basis of level, content, quality, comparability, and degree of program relevance.

Credit for course work completed with a grade of "C" or better within ten (10) years prior to admission may be accepted after evaluation and approval of the chair of the program in which the applicant wishes to enroll and the Registrar. However, the acceptance of courses completed beyond the ten-year period must be approved by the Department Chair, the Vice President of Academic Affairs, and the Registrar. A student may be required to repeat courses in their program's major area of concentration when changes in technology and current practices indicate new competencies must be acquired.

Transfer credit courses are not used in the computation of the student's

grade point average in the student's program at SCC. All transfer students are admitted in good academic standing. However, the total number of hours transferred from other institutions will be considered in determining the required GPA for meeting minimum required standards to remain in good academic standing. Transfer students admitted on provisional or conditional status must complete all admissions requirements within the first semester of attendance. At least 25 percent of the curriculum requirements must be completed through SCC.

Transfer of Credits within Sampson Community College

Courses transferred within the College from one curriculum to another should be for applicable courses with a grade of "C" or better. However, at the discretion of the department chair, courses with a grade of "D" may be transferred from one level to another within the same program. (Example – transferring from Diploma in Early Childhood Education to degree in Early Childhood Education). When a student transfers from one curriculum program to another, all applicable courses with grades of "C" or better taken within ten (10) years may be transferred to the new program and included in the computation of the student's grade point average. However, the acceptance of courses completed beyond the ten-year period must be approved by the Department Chair, the Vice President of Academic Affairs, and the Registrar.

Transfer of Credits from Sampson Community College

Transfer counselors in Student Services and the student's faculty advisor will provide assistance in course planning for the student who wishes to transfer to another institution. However, it is the student's responsibility to indicate the intent to transfer and to initiate contact with the counselor and the faculty advisor. Students should obtain a current catalog and application form from their selected institution and use this information when selecting courses. Transfer counselors are available to assist in consultation with other institutions to determine the receiving institution's policies on acceptance of SCC courses.

Credits earned at Sampson Community College may be transferred to other institutions in the North Carolina Community College System and most four-year colleges and universities. Students wishing to transfer these credits must complete a College transcript request form in Student Services for an official transcript to be forwarded to the receiving institution.

ATTENDANCE POLICY

All students are expected to attend every scheduled class. Attendance is computed beginning with the first scheduled class meeting. If an emergency

prevents a student from attending class, the student should notify the instructor as soon as possible.

In the event that a student does not attend at least 85 percent of all scheduled contact hours, the instructor may drop the student. If there are extenuating circumstances, the instructor has the authority to make an exception to the Attendance Policy. Students are expected to report to class on time. Specific guidelines regarding attendance and tardiness are referenced in course syllabi.

RELIGIOUS OBSERVANCE POLICY

In accordance with North Carolina Administrative Code, Sampson Community College will grant any student of the College two excused absences each academic year of religion observances required by the faith of the student. An academic year is defined as beginning on July 1 in one year and ending on June 30 in the following year. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days. The excused absences shall be taken within the absences allowed in the College's attendance policy as published in the SCC Catalog and the Student Handbook.

The student must submit a written request to the Dean of Student Services or his/her designee for the excused absences at least two (2) weeks prior to the date the student intends to be absent for the religious observance. A request form may be obtained in Student Services. Appropriate faculty will be notified within 72 hours of receiving the request. Students granted an excused absence for the purpose of religious observance will be given the opportunity to make up any work or test missed due to an excused absence. No more than two tests per day may be given to a student who is making up a test or tests due to the absence(s) excused for the purpose of the religious observance. Instructors are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of student who are duly granted excused absences for religious observance.

ACADEMIC FORGIVENESS POLICY

Students may apply for the removal of grades earned (or transfer credit awarded) at Sampson Community College under the provision of the College's Academic Forgiveness Policy. Although the courses will not be removed from the student's cumulative record, the grades no longer will be calculated into the student's major or cumulative grade point average and no longer will apply toward the fulfillment of any College requirement. Students who would like specific information concerning the Academic Forgiveness Policy should contact their advisor.

INDEPENDENT STUDY

Under unusual circumstances a student may have a need to enroll in a course on an independent study basis under the guidance of an instructor. Students who wish to register for a course under this policy should contact their advisor and complete an application for independent study. All requests for independent study must be approved by the Vice President of Academic Affairs and filed with the Registrar's Office. Students receiving federal financial aid including veterans' benefits are not eligible for courses delivered under this policy.

DISTANCE LEARNING

The Distance Learning program provides access to quality education and instruction for both traditional and non-traditional students through various distance learning methods, i.e., North Carolina Video over Internet Protocol (NCVIP) interactive television, hybrid, and online courses.

Distance Learning typically refers to the delivery of instruction in a non-traditional format in which the instructor and student are separated by physical distance. Sampson Community College students have the option to take full-credit college courses without the typical restrictions of time and location. Online courses provide educational opportunities that can mitigate conflicts with work, child-care, and/or transportation.

NCVIP courses are traditional in the sense that they meet at a specific time and physical location. NCVIP classrooms are equipped with cameras, flat-panel wall mounted televisions, microphones, and speakers that allow for live, real-time interaction with instructors and students at one or more remote locations. NCVIP courses that are transmitted to Sampson Community College from a remote site allow students to view the lecture live on televisions in the classroom. NCVIP courses that are broadcast from Sampson Community College to one or more locations are typically very similar to traditional classes. The instructor is present at Sampson Community College, but the class involves interaction with other students at one or more sites partnered for the course. Trained personnel facilitate all NCVIP courses. Students enrolled in NCVIP courses at Sampson Community College are fully oriented to all classroom procedures and guidelines on the first day of class.

Hybrid courses combine face-to-face instruction with other distance learning delivery methods. A hybrid course provides increased scheduling flexibility coupled with personal interaction in the classroom. Students enrolled in hybrid courses meet on campus at scheduled times. Additional assignments

and activities are completed online. Hybrid courses may also combine other distance learning delivery methods such as class meeting in an NCVIP format.

Online courses provide access to both college credit and non-credit courses via the Internet. Sampson Community College students enrolled in online courses interact and communicate with the instructor and classmates via e-mail, discussion forums, and chat rooms as well as other traditional methods such as the telephone and snail mail. Online course materials will be posted in Moodle, which is the learning management system (LMS) that provides students direct access to course content, communication tools, and numerous other resources. Course content is typically presented in a text-based format; online courses are reading intensive and require a great deal of self-motivation from the student. Class assignments, discussion forum posts, projects, and exams are due at specific times, but coursework can be completed at the student's convenience and any location with access to the Internet rather than at a specific time and place. A mandatory online course assessment must be completed by the ten-percent point in the semester. Optional orientation sessions are open to students at the beginning of the semester. All online courses at Sampson Community College are password protected ensuring that all personal information is secure.

Students taking online and hybrid courses should have regular access to a personal computer with a minimum 56K modem connection to the Internet with broadband Internet connectivity being preferred. Modern Internet browsers such as Internet Explorer or Mozilla Firefox are essential for students' success in utilizing Moodle for online and/or hybrid courses. Microsoft Word is required for all online and hybrid courses offered at Sampson Community College. Documents saved in Microsoft Works, Word Perfect, and other non-Microsoft Word applications are incompatible with Moodle and are inaccessible by Sampson Community College faculty teaching online or hybrid courses. Microsoft Suite is a requirement for all online courses at SCC. Software versions and requirements are periodically subject to change.
A distance learning help desk dlhelpdesk@samspsoncc.edu is available for students needing assistance with Moodle, Office 365, or anything else related to distance learning.

All currently enrolled students at Sampson Community College are issued Office 365 e-mail accounts each semester. Students are strongly encouraged to log into Office 365 on the first day of classes, and daily thereafter, in order to keep up to date on important course and/or College-related information. Sampson Community College students will use their Office 365 e-mail accounts to communicate with instructors, classmates, and also receive

important information from Financial Aid, Student Services, Student Government Association, and the Sampson Community College Library.

The Distance Learning Computer Lab, located in T-207, is open for all students and is an ideal lab for students enrolled in distance learning courses. Assistance and printer access is provided at all times during lab hours. The Distance Learning Computer Lab schedule and other pertinent distance learning information are located on the Sampson Community Colleges website at http://www.sampsoncc.edu/ under the Distance Learning link.

All online courses offered at Sampson Community College will require a mandatory online graded assessment for students that must be completed by the ten percent (10%) point of the semester. The ten percent (10%) point of the semester will be calculated for all online courses beginning on the first day of campus curriculum scheduled courses. Students will need to do two things before taking the assessment. First, if students are new to Moodle, they will be instructed to go to the *SCC Moodle Orientation* site. They will be told to watch several Moodle tutorial videos. The videos will educate students on the basics of Moodle. Students will be provided with an enrollment key to enter the *SCC Moodle Orientation* site. Second, students will be instructed to read their course syllabus in its entirety. The syllabus is a course contract. It outlines the important requirements of the course and makes students aware of their responsibilities as online course students. Students will be told to print their course syllabus or have it open before taking their mandatory online course assessment as they will need it. Once students have completed these two steps, they will be able to proceed to take their mandatory online course assessment. ***Students must complete the mandatory online course assessment by the 10% point of the semester in order to avoid being dropped from the online course. The mandatory online course assessment will be required for each online course taken each semester with no exceptions or exemptions.***

Distance learning students have access to the same quality of instruction and support services as traditional students. Registration for distance learning courses at Sampson Community College takes place during normal registration periods. Students pay tuition and apply for financial aid on site for distance learning courses offered by the College.

Specific distance learning guidelines and policies are available in both the printed Distance Learning Handbook or online at the College's website under the Distance Learning link.

DEVELOPMENTAL EDUCATION PROGRAM

DEVELOPMENTAL EDUCATION PROGRAM

Non-Credit Courses Preparing Students for College Entry

Developmental Studies is an instructional program for students who have not reached college-level in the areas of English, reading, mathematics, biology, chemistry or keyboarding literacy. As the point of entry for learners needing academic development, the Developmental Studies department is sensitive to the needs of students making the transition to a college environment. The objective of this department is to enable students to develop skills and behaviors that will lead to successful achievement in SCC's curricula. This department provides post-secondary students with instruction in all areas of Developmental Studies. Initial student placement in developmental courses is based on individual college placement testing policies and procedures. Students should begin developmental coursework at the appropriate level indicated by the College's placement test. Students who are not proficient in keyboarding will be required to enroll in OST 080 before taking any computer course. Sampson Community College has established placement standards. Students who score below this level or lack documented proficiency in certain required courses have the opportunity to strengthen reading, english, math, chemistry, biology and keyboarding skills by taking Developmental Education courses.

The time required for completion of developmental courses varies from person to person. Developmental Education courses are offered to help assure student success and to meet specific course prerequisite requirements and are available to all students who plan to enter diploma or degree programs. **Developmental courses do not offer college credit.** A schedule which includes Developmental courses is developed for each student to suit his/her academic needs.

CURRICULUM

Prefix #	Title	CL	LA	CR
BIO 090	Foundations of Biology	3	2	4
CHM 092	Fundamentals of Chemistry	3	2	4
ENG 080	Writing Foundations	3	2	4
ENG 090	Composition Strategies	3	0	3
ENG 090 0A	Composition Strategies Lab	0	2	1
MAT 050	Basic Math Skills	3	2	4
DMA 010	Operations with Integers	1.25	0	1
DMA 020	Fractions and Decimals	1.25	0	1
DMA 030	Proportion/Ratios/Rate/Percent	1.25	0	1
DMA 040	Expressions/Linear Equations/Inequalities	1.25	0	1
DMA 050	Graphs/Equations of Lines	1.25	0	1
DMA 060	Polynomials/Quadratic Applications	1.25	0	1
DMA 070	Rational Expressions/Equations	1.25	0	1
DMA 080	Radical Expressions/Equations	1.25	0	1
OST 080	Keyboarding Literacy	1	2	2
RED 080	Intro to College Reading	3	2	4
RED 090	Improving College Reading	3	2	4

BIO 090 or high school biology, CHM 092 or high school chemistry, and DMA 10- 50 are prerequisites for the Nursing curricula.

Exit Criteria and Tutorial Assistance

In compliance with the state redesign of developmental mathematics, Developmental Studies mathematics courses have a minimum passing grade of 80%. Students achieving at or above this level of mastery will receive a grade of “P” and those who do not reach the 80% mastery will receive a grade of “R” and will be required to retake the module until mastery is demonstrated. The grade required to pass all other developmental courses is a “C” or better. This criteria for course exit is consistent with the definition of “passing” for a developmental course as defined by the North Carolina Community College System. The grades of “D” or “U” are not used for Developmental Studies courses. Developmental Studies faculty may officially withdraw a student from a course. Tutorial assistance may be attained through any of the College’s tutorial programs for which the student is eligible to participate in.

CURRICULA

ASSOCIATE IN ARTS
A10100

This program is designed for students who intend to transfer courses or the degree in its entirety to a four-year college or university in pursuit of a Bachelor of Arts degree.

GENERAL EDUCATION CORE (44 SHC)
The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. The curriculum provides opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

English Composition (6 SHC)

Humanities/Fine Arts (12 SHC) Select **four core** courses from at least **three** of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, literature, music, philosophy, and religion. **At least one course must be a literature course and one course must be a COMMUNICATION course.**

Social/Behavioral Sciences (12 SHC) Select **four core** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be HISTORY course.**

Natural Sciences/Mathematics (14 SHC)
Natural Sciences (8 SHC): **Two core** courses, including accompanying laboratory work, from the biological and physical science disciplines are required. *Mathematics (6 SHC):* At least one course in introductory mathematics is required, and one course must be CIS 110.

OTHER REQUIRED HOURS (21 SHC)
Other required hours include additional general education and professional courses from the Comprehensive Articulation Agreement transfer course list.

TOTAL SEMESTER HOURS: 65

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Core (44 SHC)				
English Composition (6 SHC)				
ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3
or				
ENG 114	Prof Research and Reporting	3	0	3

Humanities/Fine Arts (12 SHC)

*Select **four** courses from at least **three** of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, music, literature, philosophy, and religion. **At least one course must be a LITERATURE course and one course must be a COMMUNICATION course.***

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
ART 116	Survey of American Art	3	0	3
COM 110	Introduction to Communication	3	0	3
COM 231	Public Speaking	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3
HUM 211	Humanities I	3	0	3
HUM 212	Humanities II	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 111	Fundamentals of Music	3	0	3
MUS 113	American Music	3	0	3
MUS 121	Music Theory I	3	2	4
MUS 122	Music Theory II	3	2	4
PHI 210	History of Philosophy	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 220	Western Philosophy I	3	0	3
PHI 221	Western Philosophy II	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in American	3	0	3

		Class	Lab	Credit
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

Social/Behavioral Sciences (12 SHC)
*Select **four** courses from at least **three** of the following discipline areas: economics, history, political science, psychology, and sociology.* ***At least one course must be a history course.***

ANT 221	Comparative Cultures	3	0	3
ECO 151	Survey of Economics	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 110	Introduction to Political Science	3	0	3
POL 120	American Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3

Natural Sciences/Mathematics (14 SHC)
***Natural Sciences** (8 SHC): Select **two** courses, including accompanying laboratory work, from among the biological and physical science disciplines.*

BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
BIO 120	Introductory Botany	3	3	4
BIO 130	Introductory Zoology	3	3	4
BIO 140	Environmental Biology	3	0	3
BIO 140A	Environmental Biology Lab	0	3	1
CHM 131	Introduction to Chemistry	3	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	1
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4

		Class	Lab	Credit

Mathematics (6 SHC):
*Select at least **one** course at the college Algebra level (MAT 161) or above in introductory mathematics; the other course must be CIS 110.*

CIS 110	Introduction to Computers	2	2	3
MAT 161	College Algebra	3	0	3
MAT 162	College Trigonometry	3	0	3
MAT 171	Precalculus Algebra	3	0	3
MAT 172	Precalculus Trigonometry	3	0	3
MAT 263	Brief Calculus	3	0	3
MAT 271	Calculus I	3	2	4

Other Required Courses (21 SHC)
*Select **20 hours** from the following list or any of the above listed core courses not used to meet minimum block requirements. Students should consult with their advisor to determine the appropriate elective to complete based upon the requirements of the selected four-year institution and the student's intended major.* ***Student must complete ACA 122.***

ACA 122	College Transfer Success	1	0	1
ACC 120	Principles of Accounting I	3	2	4
ACC 121	Principles of Accounting II	3	2	4
ART 131	Drawing I	0	6	3
ART 240	Painting I	0	6	3
BIO 168	Anatomy and Physiology I	3	3	4
BIO 169	Anatomy and Physiology II	3	3	4
BIO 173	Microbes in World Affairs	3	0	3
BIO 180	Biological Chemistry	2	2	3
BIO 250	Genetics	3	3	4
BIO 271	Pathophysiology	3	0	3
BIO 275	Microbiology	3	3	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 115	Introduction to Prog & Logic	2	3	3
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 121	Law Enforcement Operations	3	0	3
CJC 141	Corrections	3	0	3
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 216	Foundations of Education	4	0	4
EDU 221	Children with Exceptionalities	3	0	3
ENG 274	Literature by Women	3	0	3
HEA 110	Personal Health/Wellness	3	0	3

		Class	Lab	Credit
HEA 112	First Aid & CPR	1	2	2
HIS 221	African-American History	3	0	3
HIS 226	The Civil War	3	0	3
HIS 228	History of the South	3	0	3
HIS 229	History of the Old South	3	0	3
HIS 236	North Carolina History	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
MAT 151	Statistics I	3	0	3
MAT 151A	Statistics I Lab	0	2	1
MAT 161A	College Algebra Lab	0	2	1
MAT 162A	College Trigonometry Lab	0	2	1
MAT 171A	Precalculus Algebra Lab	0	2	1
MAT 172A	Precalculus Trigonometry Lab	0	2	1
MAT 263A	Brief Calculus Lab	0	2	1
PED 110	Fit and Well for Life	1	2	2
PED 111	Physical Fitness I	0	3	1
PED 113	Aerobics I	0	3	1
PED 115	Step Aerobics I	0	3	1
PED 117	Weight Training I	0	3	1
PED 125	Self-Defense Beginning	0	2	1
PED 126	Self-Defense Intermediate	0	2	1
PED 128	Golf-Beginning	0	2	1
PED 130	Tennis-Beginning	0	2	1
PED 132	Racquetball-Beginning	0	2	1
PED 152	Swimming-Beginning	0	2	1
PED 155	Water Aerobics	0	3	1
PED 216	Indoor Cycling	0	3	1
PHS 110	Basic Physical Science	3	2	4
PSY 263	Educational Psychology	3	0	3
SOC 244	Sociology of Death and Dying	3	0	3
SPA 141	Culture and Civilization	3	0	3
SPA 161	Cultural Immersion	2	3	3
SPA 181	Spanish Lab	0	2	1
SPA 182	Spanish Lab 2	0	2	1
SPA 221	Spanish Conversation	3	0	3
SPA 231	Reading and Composition	3	0	3
SPA 281	Spanish Lab 3	0	2	1
SPA 282	Spanish Lab 4	0	2	1

Total Semester Credit Hours	**65**
Approved for Awarding	**AA**

* Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Transfer Core Diplomas
(D10100 and D10400)

The 44-hour general education core (GEC) for either the Associate in Arts (AA) or the Associate in Science (AS) degree will transfer as a block to all UNC universities, whether or not the student has earned the associate degree.

Students who complete the GEC will be considered to have satisfied the UNC Minimum Course Requirements in effect at the time of their graduation from high school.

Students with GEC will be considered to have fulfilled the lower-division general education requirements of the receiving UNC university. A student must have an overall GPA of at least 2.0 on a 4.0 scale at the time of transfer and a grade of "C" or better in all core courses.

The transcripts of students who transfer before completing the GEC will be evaluated on a course-by-course basis by the receiving university. Transferring students who have not completed the GEC must meet the receiving university's general education requirements.

Associate in Arts General Education Core Diploma D10100

English Composition (6 SHC)

Humanities/Fine Arts (12 SHC) Select four core courses from at least three of the following discipline areas: art, communication, foreign language, interdisciplinary humanities, literature, music, philosophy, and religion. **At least one course must be a literature course and one course must be a COMMUNICATION course.**

Social/Behavioral Science (12 SHC) Select four core courses from a least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a HISTORY course.**

Natural Science/Mathematics (14 SHC)
Natural Science (*8 SHC****):*** Two core courses, including accompanying laboratory work, from the biological and physical science disciplines are required.
Mathematics (6 SHC): **At least one course in introductory mathematics is required, and one course must be CIS 110.**

TOTAL SEMESTER CREDIT HOURS: 44

ASSOCIATE IN GENERAL EDUCATION
A10300

This program is designed principally for students who desire two years of general education beyond the high school level.

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English/communications. The curriculum includes opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

English/Communications (6 SHC)

Humanities/Fine Arts (3 SHC)
Select courses from the following discipline areas: art, foreign languages, interdisciplinary humanities, literature, music, philosophy and religion.

Social/Behavioral Sciences (3 SHC)
Select courses from the following discipline areas: economics, history, political science, psychology and sociology.

Natural Sciences/Mathematics (3 SHC)
Mathematics
Select courses from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.
or
Natural Sciences
Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

OTHER REQUIRED HOURS (50 SHC)

Other required hours include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours, one hour of which must be ACA 111, College Student Success or ACA 122, College Transfer Success. **Three semester hours (3 SHC) must be CIS 110 and three semester hours (3 SHC) must be any core COMMUNICATION course**.

TOTAL SEMESTER CREDIT HOURS: 65

ASSOCIATE IN SCIENCE
A10400

This program is designed for students who intend to transfer courses or the degree in its entirety to a four-year college or university in pursuit of a Bachelor of Science degree.

GENERAL EDUCATION CORE (44 SHC)*

The general education core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. The curriculum provides opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

English Composition (6 SHC)

Humanities/Fine Arts (9 SHC)

Select **three core** courses from at least **three** of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, music, literature, philosophy, and religion. **At least one course must be a core literature course and one course must be a core COMMUNICATION course.**

Social/Behavioral Sciences (9 SHC)

Select **three core** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a HISTORY course.**

Natural Sciences/Mathematics (20 SHC)

Natural Sciences (8 SHC minimum): **A two-course** core sequence in general biology, general chemistry or general physics is required.

Mathematics (6 SHC minimum): At least **one core** course in mathematics at the precalculus algebra level (MAT 171) or above is required, and one course must be CIS 110. Other units may be selected from higher level mathematics or from among other quantitative subjects, such as computer science and statistics.

OTHER REQUIRED HOURS (21 SHC)

An additional 14 SHC minimum in mathematics, natural sciences, and computer science. The remaining hours may be selected from elective transfer courses.

TOTAL SEMESTER CREDIT HOURS: 65

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Core (44 SHC)				
English Composition (6 SHC)				
ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3
or				
ENG 114	Professional Research & Reporting	3	0	3

Humanities/Fine Arts (9 SHC)

*Select **three** courses from at least **three** of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, music, literature, philosophy, and religion.* ***At least one course must be a literature course, and one course must be a COMMUNICATION course.***

ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
ART 116	Survey of American Art	3	0	3
COM 110	Introduction to Communication	3	0	3
COM 231	Public Speaking	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 261	World Literature I	3	0	3
ENG 262	World Literature II	3	0	3
HUM 211	Humanities I	3	0	3
HUM 212	Humanities II	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 111	Fundamentals of Music	3	0	3
MUS 113	American Music	3	0	3
MUS 121	Music Theory I	3	2	4
MUS 122	Music Theory II	3	2	4
PHI 210	History of Philosophy	3	0	3
PHI 215	Philosophical Issues	3	0	3
PHI 220	Western Philosophy I	3	0	3
PHI 221	Western Philosophy II	3	0	3
PHI 240	Introduction to Ethics	3	0	3
REL 110	World Religions	3	0	3
REL 111	Eastern Religions	3	0	3
REL 112	Western Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
REL 221	Religion in America	3	0	3
SPA 111	Elementary Spanish I	3	0	3

		Class	Lab	Credit
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

Social/Behavioral Sciences (9 SHC)

*Select **three** courses from at least **three** of the following discipline areas: economics, history, political science, psychology, and sociology. **At least one course must be a HISTORY course.***

ANT 221	Comparative Cultures	3	0	3
ECO 151	Survey of Economics	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
GEO 111	World Regional Geography	3	0	3
HIS 111	World Civilizations I	3	0	3
HIS 112	World Civilizations II	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 110	Introduction to Political Science	3	0	3
POL 120	American Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3

NATURAL SCIENCES/MATHEMATICS (20 SHC)

Natural Sciences (8 SHC minimum): *Select a **two-**course sequence in general biology, general chemistry or general physics.*

BIO 111 General Biology I	3	3	4
BIO 112 General Biology II	3	3	4
CHM 151 General Chemistry I	3	3	4
CHM 152 General Chemistry II	3	3	4

Mathematics (6 SHC minimum): *Select at least **one** course in mathematics at the precalculus algebra level (MAT 171) or above; **the other course must be CIS 110**. Other units may be selected from higher level mathematics or from among other quantitative subjects, such as computer science and statistics.*

CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Prog and Logic	2	3	3
MAT 171	Precalculus Algebra	3	0	3
MAT 172	Precalculus Trigonometry	3	0	3

		Class	Lab	Credit
MAT 263	Brief Calculus	3	0	3
MAT 271	Calculus I	3	2	4

OTHER REQUIRED HOURS (21 SHC)

Other required hours ***must include ACA 122*** *and an additional 14 SHC in mathematics, natural sciences, computer sciences, and/or other pre-major courses. The remaining six hours may be selected from the following list or from any of the above listed core courses not used to meet minimum block requirements. Students should consult with their advisor to determine the appropriate elective to complete based upon the requirements of the selected four-year institution and the student's intended major.*

ACA 122	College Transfer Success	1	0	1
ACC 120	Principles of Accounting I	3	2	4
ACC 121	Principles of Accounting II	3	2	4
ART 131	Drawing I	0	6	3
ART 240	Painting I	0	6	3
BIO 120	Introductory Botany	3	3	4
BIO 130	Introductory Zoology	3	3	4
BIO 140	Environmental Biology	3	0	3
BIO 140A	Environmental Biology Lab	0	3	1
BIO 168	Anatomy and Physiology I	3	3	4
BIO 169	Anatomy and Physiology II	3	3	4
BIO 173	Microbes in World Affairs	3	0	3
BIO 180	Biological Chemistry	2	2	3
BIO 250	Genetics	3	3	4
BIO 271	Pathophysiology	3	0	3
BIO 275	Microbiology	3	3	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
CHM 131	Introduction to Chemistry	3	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	1
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 121	Law Enforcement Operations	3	0	3
CJC 141	Corrections	3	0	3
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 216	Foundations of Education	4	0	4
EDU 221	Children with Exceptionalities	3	0	3
ENG 274	Literature by Women	3	0	3
HEA 110	Personal Health/Wellness	3	0	3
HEA 112	First Aid & CPR	1	2	2
HIS 221	African-American History	3	0	3
HIS 226	The Civil War	3	0	3
HIS 228	History of the South	3	0	3

		Class	Lab	Credit
HIS 229	History of the Old South	3	0	3
HIS 236	North Carolina History	3	0	3
MAT 140	Survey of Mathematics	3	0	3
MAT 140A	Survey of Mathematics Lab	0	2	1
MAT 151	Statistics I	3	0	3
MAT 151A	Statistics Lab	0	2	1
MAT 161	College Algebra	3	0	3
MAT 161A	College Algebra Lab	0	2	1
MAT 162	College Trigonometry	3	0	3
MAT 162A	College Trigonometry Lab	0	2	1
MAT 171A	Precalculus Algebra Lab	0	2	1
MAT 172A	Precalculus Trigonometry Lab	0	2	1
MAT 263A	Brief Calculus Lab	0	2	1
PED 110	Fit and Well for Life	1	2	2
PED 111	Physical Fitness I	0	3	1
PED 113	Aerobics I	0	3	1
PED 115	Step Aerobics I	0	3	1
PED 117	Weight Training I	0	3	1
PED 125	Self-Defense Beginning	0	2	1
PED 126	Self-Defense Intermediate	0	2	1
PED 128	Golf Beginning	0	2	1
PED 130	Tennis Beginning	0	2	1
PED 132	Racquetball-Beginning	0	2	1
PED 152	Swimming-Beginning	0	2	1
PED 155	Water Aerobics	0	3	1
PED 216	Indoor Cycling	0	3	1
PHS 110	Basic Physical Science	3	2	4
PSY 263	Educational Psychology	3	0	3
SOC 244	Sociology and Death and Dying	3	0	3
SPA 141	Culture and Civilization	3	0	3
SPA 161	Cultural Immersion	2	3	3
SPA 181	Spanish Lab	0	2	1
SPA 182	Spanish Lab 2	0	2	1
SPA 221	Spanish Conversation	3	0	3
SPA 231	Reading and Composition	3	0	3
SPA 281	Spanish Lab 3	0	2	1
SPA 282	Spanish Lab 4	0	2	1

Total Semester Credit Hours **65**

Approved for Awarding **AS**

* Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Associate in Science General Education Core Diploma (D10400)

English Composition (6 SHC)

Humanities/Fine Arts (9 SHC) Select three core courses from at least three of the following discipline areas: art, communication, foreign languages, interdisciplinary humanities, music, literature, philosophy, and religion. At least one course must be a literature course and **one course must be a core COMMUNICATION course**.

Social/Behavioral Sciences (9SHC) Select three core courses from at least three of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Natural Science/Mathematics (20 SHC)
Natural Sciences (8 SHC minimum): A two-course core sequence in general biology, general chemistry or general physics is required.
Mathematics (6 SHC minimum): At least one core course in mathematics at the precalculus algebra level (MAT 171) or above is required, **and one course must be CIS 110**. Other units may be selected from higher level mathematics or form among other quantitative subjects, such as computer science and statistics.

TOTAL SEMESTER CREDIT HOURS: 44

ACCOUNTING
A25100

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
PSY 150	General Psychology	3	0	3
Major Courses				
Required Core Courses				
ACC 120	Principles of Financial Accounting	3	2	4
ACC 121	Principles of Managerial Accounting	3	2	4
ACC 220	Intermediate Accounting I	3	2	4
ACC 226	Advanced Managerial Accounting	3	0	3
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
Required Subject Areas				
Taxes				
ACC 131	Federal Income Taxes	2	2	3
Economics:	**Select one:**			
ECO 151	Survey of Economics	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3

		Class	Lab	Credit
Computers				
CIS 110	Introduction to Computers	2	2	3
Other Major Courses				
ACC 140	Payroll Accounting	1	2	2
ACC 150	Accounting Software Applications	1	2	2
BUS 240	Business Ethics	3	0	3
BUS 260	Business Communications	3	0	3
BUS 110	Introduction to Business	3	0	3
BUS 116	Business Law II	3	0	3
BUS 153	Human Resource Management	3	0	3
CTS 130	Spreadsheet	2	2	3
Electives: Select One:				
BUS 121	Business Math	2	2	3
MKT 120	Principles of Marketing	3	3	3
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**72**
Approved for Awarding				**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE CLERK
C25100AC

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Work Experience	Credit
ACC 120	Principles of Financial Acct.	3	2	0	4
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
ACC 121	Principles of Managerial Acct.	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Appls.	1	2	0	2

Total Semester Credits **18**

Approved for Awarding **Certificate**

PAYROLL CLERK CERTIFICATE
C25100PC

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Work Experience	Credit
ACC 120	Principles of Financial Acct.	3	2	0	4
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
ACC 150	Accounting Software Appls	1	2	0	2
ACC 121	Principles of Managerial Acct.	3	2	0	4
Total Semester Credits					**16**

Approved for Awarding **Certificate**

APPLIED ANIMAL SCIENCE TECHNOLOGY
A15280

The Livestock and Poultry Technology curriculum is designed to prepare students for careers in the production, processing, and distribution of livestock and poultry and their products according to scientific principles essential to efficient and profitable operation.

Students should learn skills necessary for the operation of efficient and profitable livestock enterprises. Coursework includes production practices, animal health, nutrition, reproduction, and management.

Graduates are qualified for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, and buyers of poultry and livestock.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Work Experience	Credit
General Education Courses					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
OR					
ENG 113	Literature-Based Research	3	0	0	3
	*Humanities/Fine Arts Elective	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
BIO 110	Principles of Biology	3	3	0	4
	*Social/Behavioral Science Elective	3	0	0	3
Major Courses					
Required Major Courses					
ANS 110	Animal Science	3	0	0	3
ANS 115	Animal Feeds and Nutrition	2	2	0	3
ANS 120	Beef Production	2	2	0	3
ANS 130	Poultry Production	2	2	0	3
ANS 140	Swine Production	2	2	0	3
ANS 150	Animal Health Management	3	0	0	3
Other Major Courses					
AGR 110	Agricultural Economics	3	0	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
AGR 226	Maintenance and Service of of Production Facilities	2	2	0	3
ANS 141	Swine Herd Management	2	0	0	2
ANS 160	Animal Waste Management	3	0	0	3
ANS 170	Sheep and Goat Production	2	2	0	3
ANS 193	Selected Topics in Animal Science	2	2	0	3

Title		Class	Lab	Work Experience	Credit
ANS 210	Livestock Production Issues	3	0	0	3
ANS 212	Livestock Records and Analysis	3	0	0	3
ANS 213	Animal Reproduction	2	2	0	3
CIS 111	Basic PC Literacy	1	2	0	2
OR					
CIS 110	Introduction to Computers	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
OR					
ANS 116	Intro to the Equine Industry	3	0	0	3
Other Required Courses					
ACA 111	College Student Success	1	0	0	1
COE 110	World of Work	1	0	0	1
Total Semester Credit Hours					**68 or 69**
Approved for Awarding					**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

APPLIED ANIMAL SCIENCE TECHNOLOGY
D15280

Course and Hour Requirements

Title		Class	Lab	Clinical	Credit
General Education Courses					
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
OR					
BIO 110	Principles of Biology	3	3	0	4
Required Major Courses					
ANS 110	Animal Science	3	0	0	3
ANS 115	Animal Feeds and Nutrition	2	2	0	3
ANS 120	Beef Production	2	2	0	3
ANS 130	Poultry Production	2	2	0	3
ANS 140	Swine Production	2	2	0	3
ANS 150	Animal Health Management	3	0	0	3
Complete 12 SHC from the courses listed below:					
AGR 110	Agricultural Economics	3	0	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
AGR 226	Maintenance and Service of Production Facilities	2	2	0	3
ANS 141	Swine Herd Management	2	0	0	2
ANS 160	Animal Waste Management	3	0	0	3

Title		Class	Lab	Clinical	Credit
ANS 170	Sheep and Goat Production	2	2	0	3
ANS 193	Selected Topics in Animal Science	2	2	0	3
ANS 210	Livestock Production Issues	3	0	0	3
ANS 212	Livestock Records & Analysis	3	0	0	3
ANS 213	Animal Reproduction	2	2	0	3
CIS 111	Basic Computer Literacy	1	2	2	2
OR					
CIS 110	Introduction to Computers	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
OR					
ANS 116	Intro to Equine Industry	3	0	0	3
Other Required Courses					
ACA 111	College Student Success	1	0	0	1
COE 110	World of Work	1	0	0	1
Total Semester Credit Hours					**38**

Approved for Awarding **Diploma**

APPLIED ANIMAL SCIENCE TECHNOLOGY
CERTIFICATE C15280
COURSE AND HOUR REQUIREMENTS

Select **12** SHC from the following courses:

ANS 120	Beef Production	2	2	0	3
ANS 130	Poultry Production	2	2	0	3
ANS 140	Swine Production	2	2	0	3
AGR 226	Maintenance and Service of Production Facilities	2	2	0	3
AGR 110	Agriculture Economics	3	0	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
ANS 110	Animal Science	3	0	0	3
ANS 115	Animal Feeds and Nutrition	2	2	0	3
ANS 141	Swine Herd Management	2	0	0	2
ANS 150	Animal Health Management	3	0	0	3
ANS 160	Animal Waste Management	3	0	0	3
ANS 170	Sheep and Goat Production	2	2	0	3
ANS 193	Selected Topics in Animal Science	2	2	0	3
ANS 210	Livestock Production Issues	3	0	0	3
ANS 212	Livestock Records & Analysis	3	0	0	3
ANS 213	Animal Reproduction	2	2	0	3
ANS 116	Intro to Equine Industry	3	0	0	3
Total Semester Credit Hours					**12**

Approved for Awarding **Certificate**

ASSOCIATE DEGREE NURSING
A45110

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Clinical	Credit
General Education Courses					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature Based Research	3	0	0	3
OR					
ENG 114	Professional Research and Reporting	3	0	0	3
	*****Humanities/Fine Arts Elective	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Major Courses					
Required Core Courses					
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 112	Health Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
Other Major Courses					
BIO 168	Anatomy and Physiology I	3	3	0	4
BIO 169	Anatomy and Physiology II	3	3	0	4
PSY 241	Developmental Psychology	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
OR					
CIS 111	Basic PC Literacy	1	2	0	2

Other Required Courses		**Class**	**Lab**	**Clinical**	**Credit**
ACA 111	College Student Success	1	0	0	1
COE 110	World of Work	1	0	0	1

Total Semester Credit Hours	**70-71**
Approved for Awarding	AAS

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

PRACTICAL NURSING
D45660

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physician's offices.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Clinical	Credit
General Education Courses					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Major Courses					
Required Core Courses					
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	8	0	12	12
NUR 103	Practical Nursing III	6	0	12	10
Other Major Hours					
BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
Other Required Courses					
ACA111	College Student Success	1	0	0	1
Total Semester Credit Hours					**48**

Approved for Awarding **Diploma**

NURSING ASSISTANT
C45480

This curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management; family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as Nursing Assistant I's and Nursing Assistant II's. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctor's offices.

COURSE AND HOUR REQUIREMENTS

	Class	Lab	Clinical	Credit
Required Core Courses				
NAS 101 Nursing Assistant I	3	4	3	6
NAS 102 Nursing Assistant II	3	2	6	6
NAS 103 Home Health Care	2	0	0	2
Other Major Courses				
MED 120 Medical Terminology	2	0	0	2
Other Required Courses				
ACA 111 College Student Success	1	0	0	1
Total Semester Credit Hours				
				17

Approved for Awarding **Certificate**

BUILDING CONSTRUCTION TECHNOLOGY
A35140

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes, provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Course work includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students will also diversify their knowledge of construction in other areas like electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
COM 110	Intro to Communication	3	0	3
OR				
COM 231	Public Speaking	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
OR				
MAT 161	College Algebra	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
	*Social/Behavior Science Elective	3	0	3
Major Courses				
Required Core Courses				
BPR 130	Blueprint Reading/Construction	1	2	2
CST 131	OSHA/Safety/Certification	2	2	3
CST 221	Statics/Structures	3	3	4
CST 241	Planning/Estimating I	2	2	3
CAR 111	Carpentry I	3	15	8
Other Major Courses				
CAR 110	Introduction to Carpentry	2	0	2
CAR 112	Carpentry II	3	15	8
CAR 113	Carpentry III	3	9	6
CAR 114	Residential Building Codes	3	0	3

Title		Class	Lab	Credit
CIS 110	Intro to Computers	2	2	3
OR				
CIS 111	Basic P.C. Literacy	1	2	2
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Major Electives: Select 12 SHC from the list below				
AHR 110	Intro to Refrigeration	2	6	5
AHR 120	HVAC Maintenance	1	3	2
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 121	Business Math	2	2	3
BUS 137	Principles of Management	3	0	3
COE 111	Co-op Work Experience I	0	10	1
COE 121	Co-op Work Experience II	0	10	1
COE 112	Co-op Work Experience I	0	20	2
DFT 119	Basic CAD	1	2	2
ECO 151	Survey of Economics	3	0	3
ECO 251	Prin of Microeconomics	3	0	3
ECO 252	Prin of Macroeconomics	3	0	3
ELC 111	Intro to Electricity	2	2	3
ELC 113	Basic Wiring I	2	6	4
PLU 111	Intro to Basic Plumbing	1	3	2
WLD 110	Cutting Process	1	3	2
WLD 112	Basic Welding Process	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4

Total Semester Credit Hours **70 or 71**

Approved for Awarding **AAS**

*Students seeking the associate's degree in Building Construction Technology can count no more than nine (9) credit hours of any single course prefix (such as BUS or WLD) toward the Major Electives requirement.

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

BUILDING CONSTRUCTION TECHNOLOGY
D35140

Title		Class	Lab	Credit
General Education Courses				
COM 110	Intro to Communication	3	0	3
OR				
COM 231	Public Speaking	3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 161	College Algebra	3	0	3
OR				
MAT 140	Survey of Mathematics	3	0	3
PSY 150	General Psychology	3	0	3
Major Courses				
Required Core Courses				
BPR 130	Blueprint Reading/Construction	1	2	2
CAR 111	Carpentry I	3	15	8
CST 241	Planning/Estimating I	2	2	3
Other Major Courses				
ACA 111	College Student Success	1	0	1
CAR 110	Introduction to Carpentry	2	0	2
CAR 112	Carpentry II	3	15	8
CAR 113	Carpentry III	3	9	6
CAR 114	Residential Building Codes	3	0	3
CIS 110	Introduction to Computers	2	2	3
OR				
CIS 111	PC Literacy	1	2	2
Other Major Courses				
Select one from the following:				
CST 131	OSHA/Safety/Certification	2	2	3
CST 211	Construction Surveying	2	3	3
CST 221	Statics/Structures	3	3	4
ELC 111	Intro to Electricity	2	2	3
ELC 113	Basic Wiring I	2	6	4
PLU 111	Intro to Basic Plumbing	1	3	2
WLD 110	Cutting Process	1	3	2
WLD 112	Basic Welding Process	1	3	2
Other Required Courses				
Total Semester Credit Hours				**44-49**
Approved for Awarding				**Diploma**

BUILDING CONSTRUCTION TECHNOLOGY
Carpentry Certificate
C35140CA
COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
CAR 110	Introduction to Carpentry	2	0	2
CAR 111	Carpentry I	3	15	8
Select one of the following:				
BPR 130	Blueprint Reading/Construction	1	2	2
CAR 114	Residential Building Codes	3	0	3
CST 131	OSHA/Safety/Certification	2	2	3
Total Semester Credits				**12-13**

Approved for Awarding **Certificate**

BUILDING CONSTRUCTION TECHNOLOGY
General Contractor's License Preparation Certificate
C35140GC
COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
CAR 110	Introduction to Carpentry	2	0	2
BPR 130	Blueprint Reading/Construction	1	2	2
CAR 114	Residential Building Codes	3	0	3
CST 131	OSHA/Safety/Certification	2	2	3
CST 241	Planning/Estimating I	2	2	3
Total Semester Credits				**13**

Approved for Awarding **Certificate**

BUSINESS ADMINISTRATION
A25120

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Writing	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
PSY 150	General Psychology	3	0	3
Major Courses				
Required Core Courses				
ACC 120	Principles of Financial Accounting	3	2	4
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
MKT 120	Principles of Marketing	3	0	3
Required Subject Area:				
Computer Applications				
CIS 110	Introduction to Computers	2	2	3

		Class	Lab	Credit
Other Major Courses				
ACC 140	Payroll Accounting	1	2	2
OR				
ACC 150	Accounting Software Applications	1	2	2
ACC 121	Principles of Managerial Accounting	3	2	4
ACC 131	Federal Income Taxes	2	2	3
BUS 121	Business Math	2	2	3
BUS 110	Introduction to Business	3	0	3
BUS 153	Human Resource Management	3	0	3
BUS 116	Business Law II	3	0	3
BUS 240	Business Ethics	3	0	3
BUS 260	Business Communications	3	0	3
CTS 130	Spreadsheet	2	2	3
BUS 193	Selected Topics in Business Admin	3	0	3
OR				
BUS 152	Human Relations	3	0	3
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**72**
Approved for Awarding				**AAS**

. *****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

HUMAN RESOURCE MANAGER CERTIFICATE C25120HR

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Work Exper.	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
CIS 110	Basic PC Literacy	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3

Total Semester Credit Hours **16**

Approved for Awarding **Certificate**

OFFICE MANAGER CERTIFICATE C25120OM

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
ACC 120	Principles of Financial Accounting	3	2	4
BUS 121	Business Math	2	2	3
BUS 110	Introduction to Business	3	0	3
CIS 110	Introduction to Computers	2	2	3
BUS 137	Principles of Management	3	0	3
OR				
BUS 153	Human Resource Management	3	0	3

Total Semester Credit Hours **16**

Approved for Awarding **Certificate**

COMMUNITY SPANISH INTERPRETER
A55370

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Coursework includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
CIS 110	Introduction to Computers	2	2	3
SOC 210	Introduction to Sociology	3	0	3
PSY 150	General Psychology	3	0	3
*Humanities/Fine Arts Elective		3	0	3
Communication: Select two courses from the following communications courses				
COM 110	Introduction to Communication	3	0	3
COM 231	Public Speaking	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
Required Courses				
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 120	Spanish for the Workplace	3	0	3
SPA 141	Culture and Civilization	3	0	3
SPA 161	Cultural Immersion	2	3	3
SPA 181	Spanish Lab 1	0	2	1
SPA 182	Spanish Lab 2	0	2	1
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3
SPA 215	Spanish Phonetics and the Structure of Language	3	0	3
SPA 221	Spanish Conversation	3	0	3
SPA 231	Reading and Composition	3	0	3
SPA 281	Spanish Lab 3	0	2	1
SPA 282	Spanish Lab 4	0	2	1

		Class	Lab	Credit
SPI 113	Intro to Spanish Interpret.	3	0	3
SPI 114	Analytical Skills for Spanish Interpretation	3	0	3
SPI 213	Review of Grammar	3	0	3
SPI 214	Intro to Translation	3	0	3
COE 115	Work Experience Seminar I	1	0	1
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 111	Coop Work Experience	0	10	1
Total Semester Credit Hours				**73**
Approved for Awarding				**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

COMMUNITY SPANISH INTERPRETER
C55370SI
COURSES AND HOUR REQUIREMENTS

Title	Class	Lab	Credit
SPA 211 Intermediate Spanish I	3	0	3
SPA 212 Intermediate Spanish II	3	0	3
SPA 120 Spanish for the Workplace	3	0	3
SPI 113 Introduction to Spanish Interpreting	3	0	3
SPI 114 Analytical Skills for Spanish Interpreting	3	0	3
SPI 214 Introduction into Translation	3	0	3
Total Semester Credit Hours			**18**
Approved for Awarding			**Certificate**

COMMUNITY SPANISH FACILITATOR FOR NATIVE ENGLISH SPEAKERS
C55370NE
COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
SPA 221	Spanish Conversation	3	0	3
SPI 113	Introduction to Spanish Interpreting	3	0	3
SPI 213	Review of Grammar	3	0	3
SPA 231	Spanish Reading and Composition	3	0	3
SPI 114	Analytical Skills for Spanish Interpreting	3	0	3
SPI 214	Introduction to Translation	3	0	3
Total Semester Credit Hours				**18**
Approved for Awarding				**Certificate**

COMMUNITY SPANISH FACILITATOR FOR NATIVE SPANISH SPEAKERS
C55370NS

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
ENG 111	Expository Writing	3	0	3
COM 231	Public Speaking	3	0	3
OR				
ENG 114	Prof Research and Reporting	3	0	3
SPI 113	Introduction to Spanish Interpreting	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPI 114	Analytical Skills for Spanish Interpreting	3	0	3
SPI 214	Introduction into Translation	3	0	3
Total Semester Credit Hours				**18**
Approved for Awarding				**Certificate**

COMPUTER INFORMATION TECHNOLOGY
A25260

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
OR				
ENG 113	Literature-Based Research	3	0	3
MAT 115	Reporting Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
	*Social/Behavioral Science Elective	3	0	3
Major Courses				
Required Core Courses				
CIS 115	Intro to Programming & Logic	2	3	3
CTS 120	Hardware/Software Support	2	3	3
CTS 285	Systems Analysis & Design	3	0	3
CTS 289	Systems Support Project	1	4	3
DBA 110	Database Concepts	2	3	3
NOS 110	Operating System Concepts	2	3	3
NOS 130	Windows Single User	2	2	3
NOS 230	Windows Admin I	2	2	3
SEC 110	Security Concepts	2	2	3
Required Subject Areas				
CIS 110	Introduction to Computer	2	2	3
BUS 110	Introduction to Business	3	0	3
NET 125	Networking Basics	1	4	3

Other Major Courses		**Class**	**Lab**	**Credit**
NET 126	Routing Basics	1	4	3
SEC 150	Secure Communications	2	2	3
NOS 120	Linux/UNIX Single User	2	2	3
SEC 160	Secure Admin I	2	2	3
SEC 210	Intrusion Detection	2	2	3
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**68**
Approved for Awarding				**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

COMPUTER INFORMATION TECHNOLOGY
D25260
COURSE AND HOUR REQUIREMENTS

Title		**Class**	**Lab**	**Credit**
General Education Courses				
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
Major Courses				
Required Core Courses				
CIS 115	Introduction to Programming and Logic	2	2	3
CTS 120	Hardware/Software Support	2	3	3
DBA 110	Database Concepts	2	3	3
NOS 110	Operating Systems Concepts	2	3	3
NOS 130	Windows Single User	2	2	3
NOS 230	Windows Admin I	2	2	3
Required Subject Area				
CIS 110	Introduction to Computers	2	2	3
NET 125	Networking Basics	1	4	3
Other Major Hours				
NET 126	Routing Basics	1	4	3
NOS 120	Linux/UNIX Single User	2	2	3
Other Required Hours				
ACA 111	College Student Success	1	0	1
COE 110	World of Works	1	0	1
Total Semester Credit Hours				**38**
Approved for awarding				**Diploma**

COMPUTER INFORMATION TECHNOLOGY
Certificate in PC Repair Technology
C25260PC

COURSE AND HOUR REQUIREMENTS

Title		**Class**	**Lab**	**Credit**
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
NOS 110	Operating System Concepts	2	3	3
NOS 130	Windows Single User	2	2	3
NOS 230	Windows Admin I	2	2	3
CTS 120	Hardware/Software Support	2	3	3
Total Semester Credit Hours				**16**

Approved for Awarding **Certificate**

COSMETOLOGY
A55140

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

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

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

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
	*Humanities/Fine Arts Elective	3	0	3
	*Social/Behavioral Science Elective	3	0	3
Major Courses				
Required Core Courses				
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
Other Major Courses				
COS 223	Contemporary Hair Coloring	1	3	2
COS 240	Contemporary Design	1	3	2
CIS 111	Basic PC Literacy	1	2	2
OR				
CIS 110	Introduction to Computers	2	2	3
BUS 121	Business Math	2	2	3

		Class	Lab	Credit
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours in Program				**67-68**
Approved for Awarding				**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

COSMETOLOGY
Diploma
D55140

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
	Social/Behavioral Science Elective	3	0	3
Major Courses Required Core Courses				
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
Other Major Courses				
COS 223	Contemporary Hair Coloring	1	3	2
CIS 110	Introduction to Computers	2	2	3
OR				
CIS 111	Basic PC Literacy	1	2	2
Other Required Courses				
COE 110	World of Work	1	0	1
ACA 111	College Student Success	1	0	1
COS 240	Contemporary Design	1	3	2
Total Semester Credit Hours				**46 or 47**
Approved for Awarding				**Diploma**

COSMETOLOGY
Certificate
C55140

After successfully completing the following required courses, graduates will qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued an apprentice license. A six-month apprenticeship in a licensed beauty salon or re-enrollment in Cosmetology for an additional 300 hours is required.

COURSE AND HOUR REQUIREMENTS

Title		**Class**	**Lab**	**Credit**
Required Core Courses				
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 115	Cosmetology Concepts II	4	0	4
COS 116	Salon III	0	12	4
COS 223	Contemporary Hair Coloring I	1	3	2
OR				
COS 240	Contemporary Design	1	3	2

Total Semester Credit Hours **34***

Approved for Awarding **Certificate***

*C55140 meets the requirements for a certificate at SCC and North Carolina State Board of Cosmetic Art.
*Students is required to attend at least 1200 contact hours to meet the North Carolina state Board of Cosmetic Art requirements.

COSMETOLOGY INSTRUCTOR
C55160

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
COS 271	Instructor Concepts I	5	0	5
COS 272	Instructor Practicum I	0	21	7
COS 273	Instructor Concepts II	5	0	5
COS 274	Instructor Practicum II	0	21	7
Total Semester Credit Hours				**24***

Approved for Awarding **Certificate***

* North Carolina State Board of Cosmetic Arts requirement for a certificate in Cosmetology Instructor.
* Must have a two year degree or be completing the last semester required for a two year degree in cosmetology.

MANICURING INSTRUCTOR
C55380

The manicuring instructor training program provides a course of study for learning the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetic Arts.

Course work includes all phases of Manicuring theory lab instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam upon passing and be qualified for employment in a cosmetology or manicuring school.

COURSE AND HOUR REQUIREMENTS

Title		**Class**	**Lab**	**Credit**
Required Core Courses				
COS 251	Manicure Instructor Concepts	8	0	8
COS 252	Manicure Instructor Practicum	0	15	5
Total Semester Credit Hours				**13***
Approved for Awarding				**Certificate***

*North Carolina State Board of Cosmetic Art requirement for a certificate in Manicuring Instructor.

MANICURING/NAIL TECHNOLOGY
C55400

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

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

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

COURSE AND HOUR REQUIREMENTS

Title	**Class**	**Lab**	**Credit**
Required Core Courses			
COS 121 Manicure/Nail Technology I	4	6	6
COS 222 Manicure/Nail Technology II	4	6	6
Total Semester Credit Hours in Program			**12***

Approved for Awarding **Certificate***

*North Carolina State Board of Cosmetic Art requirement for a certificate in Manicuring/Nail Technology.

CRIMINAL JUSTICE TECHNOLOGY
A55180

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Writing	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
MAT 115	Mathematical Models **OR**	2	2	3
MAT 140	Survey of Mathematics	3	0	3
	*Social Science Elective	3	0	9
Major Courses				
Required Core Courses				
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 112	Criminology	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 212	Ethics and Community Relations	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 231	Constitutional Law	3	0	3
Other Major Courses				
CIS 111	Basic PC Literacy **OR**	1	2	2
CIS 110	Intro. to Computers	2	2	3
CJC 121	Law Enforcement Operations	3	0	3
CJC 132	Court Structure and Evidence	3	0	3
CJC 141	Corrections	3	0	3
CJC 215	Organization and Administration	3	0	3
CJC 225	Crisis Intervention	3	0	3

Title	Class	Lab	Credit
CJC 222 Criminalistics	3	0	3
PED 110 Fit and Well for Life	1	2	2
Other Required Courses			
ACA111 College Student Success	1	0	1
	1		
COE 110 World of Work	1	0	1

Total Semester Credit Hours in Program **67/68**

Approved for Awarding **AAS**

Select Two Courses
*Please refer to page 100 of the catalog and select two from the following discipline areas: political science, psychology, and sociology.

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

CRIMINAL JUSTICE TECHNOLOGY
D55180

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
Social Science Elective		3	0	3
Major Courses				
CIS 111	Basic PC Literacy **OR**	1	2	2
CIS 110	Intro. to Computers	2	2	3
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 112	Criminology	3	0	3
CJC 131	Criminal Law	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 132	Court Procedure and Evidence	3	0	3
CJC 141	Corrections	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 231	Constitutional Law	3	0	3
Other Required Hours				
ACA111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**35/ 36**
Approved for Awarding				**Diploma**

CRIMINAL JUSTICE TECHNOLOGY
C55180

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
CJC 131	Criminal Law	3	0	3
CJC 132	Court Procedure and Evidence	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 231	Constitutional Law	3	0	3
CJC 225	Crisis Intervention	3	0	3
Total Semester Credit Hours				**16**
Approved for Awarding				**Certificate**

BASIC LAW ENFORCEMENT TRAINING
C55120

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes state-commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

COURSE AND HOUR REQUIREMENTS

Title	**Class**	**Lab**	**Credit**
Required Core Courses			
CJC 100 Basic Law Enforcement Training	9	30	19
Total Semester Credit Hours			**19**
Approved for Awarding			**Certificate**

EARLY CHILDHOOD EDUCATION
A55220

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Work Experience	Credit
General Education Courses					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting **OR**	3	0	0	3
ENG 113	Literature Based Research	3	0	0	3
MAT 115	Mathematical Models **OR**	2	2	0	3
MAT 140	Survey of Mathematics	3	0	0	3
PSY 150	General Psychology	3	0	0	3
	*Humanities/Fine Arts Elective	3	0	0	3
Major Courses					
Required Core Courses					
EDU 119	Intro to Early Child Ed.	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Exp.	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4

Title		Class	Lab	Work Experience	Credit
Child Development					
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
Other Major Hours					
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 235	School-age Development and Programs	3	0	0	3
EDU 261	Early Childhood Admin. I	3	0	0	3
EDU 262	Early Childhood Admin. II	3	0	0	3
COE 110	World of Work	1	0	0	1
EDU 188	Issues in Early Child Ed.	2	0	0	2
EDU 184	Early Childhood Intro Prac	1	3	0	2
EDU 157	Active Play	2	2	0	3
EDU 259	Curriculum Planning	3	0	0	3
Other Required Hours					
ACA 111	College Student Success	1	0	0	1
Total Semester Credit Hours					**74**
Approved for Awarding					**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

SCHOOL-AGE EDUCTION DEGREE
A55440

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practices in actual settings with school-age children under the supervision of qualified teachers.

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

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

COURSE AND HOURS REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
PSY 150	General Psychology	3	0	3
ENG 114	Professional Research and Reporting **OR**	3	0	3
ENG 113	Literature Based Research	3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
HUM 211	Humanities I	3	0	3
OR				
HUM 212	Humanities II	3	0	3
Major Courses				
Required Core Courses				
EDU 131	Child, Family & Community	3	0	3
EDU 163	Classroom Mgt. & Instruct	3	0	3
EDU 271	Educational Technology	3	0	3
EDU 285	Internship Exp-School-Age	1	9	4
EDU 289	Adv. Issues/School Age	2	0	2

		Class	Lab	Credit
Child Develpment				
EDU 144	Child Development I	3	0	3
EDU 145	Child Development II	3	0	3
Special Education				
EDU 221	Children with Exceptional	3	0	3
Education Overview				
EDU 216	Foundations of Education	4	0	4
Other Major Hours				
BIO 110	Principles of Biology	3	3	4
COE 110	World of Work	1	0	1
COM 231	Public Speaking	3	0	3
EDU 235	School-Age Dev & Program	3	0	3
EDU 250	Praxis I Preparation	1	0	1
EDU 281	Instruc Strat/Read and Writ	2	2	3
HIS 111	World Civilizations I	3	0	3
HIS 131	American History I	3	0	3
OR				
HIS 132	American History II	3	0	3
MAT 161	College Algebra	3	0	3
MAT 161A	College Algebra Lab	0	2	1
PED 110	Fit and Well for Life	1	2	2
Other Required Hours				
ACA 111	College Student Success	1	0	1
Total Semester Credit Hours				**71**
Approved for Awarding				**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.
*****Curriculum standard inserted for clarity on headings.

EARLY CHILDHOOD EDUCATION
D55220

Title		Class	Lab	Work Experience	Credit
General Education Courses					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting **OR**	3	0	0	3
ENG 113	Literature Based Research	3	0	0	3
Major Courses					
Required Core Courses					
EDU 119	Intro to Early Child Ed.	4	0	0	4
EDU 131	Child, Family & Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
Child Development					
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
Other Major Courses					
COE 110	World of Work	1	0	0	1
EDU 184	Early Child Intro Pract	1	3	0	2
EDU 235	School-Age Development and Programs	3	0	0	3
EDU 259	Curriculum Planning	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 184	Early Childhood Intro Prac	1	3	0	2
Other Required Courses					
ACA 111	College Student Success	1	0	0	1
Total Semester Credit Hours					**48**

Approved for Awarding **Diploma**

EARLY CHILDHOOD EDUCATION
CHILD CARE CERTIFICATE
C55220CC

Title	Class	Lab	Work Experience	Credit
EDU 119 Intro to Early Child Ed.	4	0	0	4
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 151 Creative Activities	3	0	0	3
Total Semester Credit Hours				**16**

Approved for Awarding **Certificate**

EARLY CHILDHOOD EDUCATION
INFANT/TODDLER CARE CERTIFICATE
C55220IT

EDU 119	Intro to Early Child Ed.	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
EDU 131	Child, Family & Community	3	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	3
Total Semester Credit Hours					**16**

Approved for Awarding **Certificate**

EARLY CHILDHOOD EDUCATION
SCHOOL-AGE CERTIFICATE
C55220SA

EDU 119	Intro to Early Child Ed.	4	0	0	4
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 235	School-Age Dev & Program	3	0	0	3
Total Semester Credit Hours					**16**

Approved for Awarding **Certificate**

HORTICULTURE TECHNOLOGY
A15240

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the North Carolina Certified Plant Professional Examination, Commercial Pesticide Applicators License, and Certified Technician Examination.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
MAT 115	Mathematical Models **OR**	2	2	3
BIO 110	Principles of Biology	3	3	4
	*Social/Behavioral Science Elective	3	0	3
Major Courses				
Required Core Courses				
HOR 160	Plant Materials I	2	2	3
HOR 162	Applied Plant Science	2	2	3
HOR 164	Horticultural Pest Management	2	2	3
HOR 166	Soils and Fertilizers	2	2	3
HOR 168	Plant Propagation	2	2	3
Other Major Courses				
CIS 110	Basic PC Literacy	2	2	3
HOR 112	Landscape Design I	2	3	3
HOR 124	Nursery Operations	2	3	3
HOR 215	Landscape Irrigation	2	2	3
HOR 253	Horticulture Turfgrass	2	2	3
HOR 260	Plant Materials II	2	2	3
HOR 273	Horticulture Management and Marketing	3	0	3
HOR 213	Landscape Design II	2	2	3
AGR 150	Ag-O-Metrics	3	0	3
LSG 121	Fall Gardening Lab	0	6	2

Other Required Courses		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1

Electives: Select 5 credit hours from the courses listed below

HOR 114	Landscape Construction	2	2	3
HOR 116	Landscape Management I	2	2	3
HOR 118	Equipment Operations & Maint	1	3	2
HOR 138	Greenhouse Veg Prod	1	2	2
HOR 142	Fruit & Veg Prod	1	2	2
HOR 150	Intro to Horticulture	2	0	2
HOR 245	Hor Specialty Crops	2	2	3
ACC 115	College Accounting	3	2	4
BUS 137	Principles of Management	3	0	3
HOR 152	Horticultural Practices	0	3	1

Total Semester Credit Hours **66 - 67**

Approved for Awarding

AAS

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

HORTICULTURE TECHNOLOGY
D15240

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models **OR**	2	2	3
BIO 110	Principles of Biology	3	3	4
Required Major Courses				
HOR 160	Plant Materials I	2	2	3
HOR 162	Applied Plant Science	2	2	3
HOR 164	Horticultural Pest Management	2	2	3
HOR 166	Soils and Fertilizers	2	2	3
HOR 168	Plant Propagation	2	2	3

Other Major Courses

Complete 15 SHC from the courses listed below:

AGR 150	Ag-0-Metrics	3	0	3
CIS 110	Basic PC Literacy	2	2	3

		Class	Lab	Credit
HOR 112	Landscape Design I	2	3	3
HOR 152	Horticultural Practices	0	3	1
HOR 213	Landscape Design II	2	2	3
HOR 253	Horticulture Turfgrass	2	2	3
HOR 260	Plant Materials II			
HOR 215	Landscape Irrigation	2	2	3
HOR 273	Hort Mgmt & Marketing	3	0	3
LSG 121	Fall Gradening Lab	0	6	2
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1

Total Semester Credit Hours **38**
(39 SHC if BIO 110 is taken)

Approved for Awarding **Diploma**

HORTICULTURE
General Landscape Certificate
C15240LS

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
HOR 162	Applied Plant Science	2	2	3
HOR 160	Plant Materials I	2	2	3
HOR 164	Horticulture Pest Management	2	2	3
HOR 215	Landscape Irrigation	2	2	3
HOR 253	Horticulture Turfgrass	2	2	3

Total Semester Credit Hours **15**

Approved for Awarding **Certificate**

HORTICULTURE
Landscape Design Certificate
C15240LD

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
HOR 112	Landscape Design I	2	3	3
HOR 213	Landscape Design II	2	2	3
HOR 152	Horticulture Practices	0	3	1
HOR 160	Plant Materials I	2	2	3
HOR 166	Soils & Fertilizers	2	2	3
Total Semester Credit Hours				**13**

Approved for Awarding **Certificate**

HORTICULTURE
Special Crop Certificate
C15240SC

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
HOR 273	Horticulture Mgmt & Mkt	3	0	3
HOR 138	Greenhouse Veg Production	1	2	2
HOR 142	Fruit & Veg Production	1	2	2
HOR 245	Speciality Crops	2	2	3
HOR 152	Horticulture Practices	0	3	1
HOR 168	Plant Propagation	2	2	3
Total Semester Credit Hours				**14**

Approved for Awarding **Certificate**

HORTICULTURE
Turfgrass Certificate
C15240TG

COURSE AND HOUR REQUIREMENTS

Title		**Class**	**Lab**	**Credit**
HOR 253	Horticulture Turfgrass	2	2	3
HOR 166	Soil & Fertilizers	2	2	3
HOR 215	Landscape Irrigation	2	2	3
AGR 150	Ag-O-Metrics	2	2	3
Total Semester Credit Hours				**12**

Approved for Awarding **Certificate**

INDUSTRIAL SYSTEMS TECHNOLOGY
A50240

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
MAT 115	Mathematical Models	2	2	3
	*Social/Behavioral Science Elective	3	0	3
Major Courses				
Required Core Courses				
BPR 111	Blueprint Reading	1	2	2
ELC 111	Introduction to Electricity	2	2	3
HYD 110	Hydraulics/Pneumatics	2	3	3
MEC 111	Machine Processes I	1	4	3
MNT 110	Intro to Maintenance Procedures	1	3	2
WLD 112	Basic Welding Processes	1	3	2
ISC 112	Industrial Safety	2	0	2
Other Major Courses				
AHR 110	Introduction to Refrigeration	2	6	5
CIS 110	Intro to Computers	2	2	3
ELC 113	Basic Wiring I	2	6	4
ELC 117	Motors and Controls	2	6	4
MNT 111	Maintenance Practices	2	2	3
MNT 220	Rigging and Moving	1	3	2
DFT 119	Basic CAD	1	2	2
MEC 130	Mechanisms	2	2	3
AHR 120	HVAC Maintenance	1	3	2

		Class	Lab	Work Exp	Credit
MEC 112	Machine Processes II	2	3	0	3
OR					
ELC 128	Intro to PLC	2	3	0	3
MNT 230	Pumps and Piping Systems	1	3	0	2
Electives: Select 4 SHC from the list below					
BPR 115	Elc/Fluid Power Diagrams	1	2	0	2
BPR 130	Blueprint Reading Const.	1	2	0	2
COE 111	Coop Work Experience	0	0	10	1
MNT 150	Basic Building Maintenance	1	3	0	2
PLU 111	Introduction to Basic Plumbing	1	3	0	2
WLD 131	GTAW (TIG) Plate	2	6	0	4
AGR 226	Maint & Serv of Prod Faci	2	2	0	3
Other Required Courses					
ACA 111	College Student Success	1	0	0	1
COE 110	World of Work	1	0	0	1

Total Semester Credit Hours **69 - 71**

Approved for Awarding **AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

INDUSTRIAL SYSTEMS TECHNOLOGY
D50240

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
Major Courses Required				
Core Courses				
BPR 111	Blueprint Reading	1	2	2
ELC 111	Introduction to Electricity	2	2	3
HYD 110	Hydraulics/Pneumatics	2	3	3
MEC111	Machine Processes I	1	4	3
MNT 110	Introduction to Maintenance Procedures	1	3	2
WLD 112	Basic Welding Processes	1	3	2
Other Major Courses				
ELC 113	Basic Wiring I	2	6	4

		Class	Lab	Credit
ELC 117	Motors and Controls	2	6	4
ISC 112	Industrial Safety	2	0	2
MNT 111	Maintenance Practices	2	2	3
MNT 220	Rigging and Moving	1	3	2
DFT 119	Basic CAD	1	2	2
Other Required Courses				
MEC 130	Mechanisms	2	2	3
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
CIS 110	Intro to Computers	2	2	3

Total Semester Credit Hours **45 or 46**

Approved for Awarding **Diploma**

INDUSTRIAL SYSTEMS TECHNOLOGY
Machine Operator I
C50240MA
COURSE AND HOUR REQUIREMENTS

Major Courses				
BPR 111	Blueprint Reading	1	2	2
DFT 119	Basic CAD	1	2	2
ISC 112	Industrial Safety	2	0	2
MEC111	Machine Processes I	1	4	3
MEC 112	Machine Processes II	2	3	3

Total Semester Credit Hours **12**

Approved for Awarding **Certificate**

INDUSTRIAL SYSTEMS TECHNOLOGY
Maintenance Operations
C50240MT

COURSE AND HOUR REQUIREMENTS

Major Courses				
BPR 111	Blueprint Reading	1	2	2
ISC 112	Industrial Safety	2	0	2
MNT 110	Introduction to Maintenance Procedures	1	3	2
MNT 111	Maintenance Practices	2	2	3
MNT 150	Basic Building Maintenance	1	3	2
MNT 220	Rigging and Moving	1	3	2

Total Semester Credit Hours **13**

Approved for Awarding **Certificate**

INDUSTRIAL SYSTEMS TECHNOLOGY
Electrical
C50240EL

COURSE AND HOUR REQUIREMENTS

Major Courses

BPR 115	Elc/Fluid Power Diagrams	1	2	2
ELC 111	Introduction to Electricity	2	2	3
ELC 113	Basic Wiring I	2	6	4
ELC 128	Introduction to PLC	2	3	3
ELC 117	Motors and Controls	2	6	4

Total Semester Credit Hours **16**

Approved for Awarding **Certificate**

INDUSTRIAL SYSTEMS TECHNOLOGY
Agricultural Building Maintenance
C50240AB

COURSE AND HOUR REQUIREMENTS

Major Courses

ISC 112	Industrial Safety	2	0	2
ELC 113	Basic Wiring I	2	6	4
WLD 112	Basic Welding Process	1	3	2
MNT 110	Intro To Maint Procedures	1	3	2
AGR 226	Maint & Serv of Prod Faci	2	2	3

Total Semester Credit Hours **13**

Approved for Awarding **Certificate**

INDUSTRIAL SYSTEMS TECHNOLOGY
Commercial Building Maintenance
C50240CB

COURSE AND HOUR REQUIREMENTS

Major Courses

ISC 112	Industrial Safety	2	0	2
BPR 130	Blueprint Reading/Const.	1	2	2
ELC 113	Basic Wiring I	2	6	4
AHR 120	HVACR – Maintenance	1	3	2
MNT 150	Basic Building Maintenances	1	3	2
PLU 111	Intro to Basic Plumbing	1	3	2

Total Semester Credit Hours **14**

Approved for Awarding **Certificate**

INDUSTRIAL SYSTEMS TECHNOLOGY
Industrial Maintenance
C50240IM

COURSE AND HOURS REQUIREMENT

Major Courses

ISC 112	Industrial Safety	2	0	2
MEC 111	Machine Processes I	1	4	3
HYD 110	Hydraulics/Pneumatics I	2	3	3
BPR 115	Elc/Fluid Power Diagrams	1	2	2
ELC 111	Intro to Electricity	2	2	3
WLD 131	GMAW (TIG) Plate	2	6	4

Total Semester Credit Hours **17**

Approved for Awarding **Certificate**

INFORMATION SYSTEMS SECURITY
A25270

Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communication.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
	*Social/Behavioral Science Elective	3	0	3
Major Courses				
Required Core Courses				
CIS 115	Intro to Programming and Logic	2	3	3
DBA 110	Database Concepts	2	3	3
NET 125	Networking Basics	1	4	3
NET 126	Routing Basics	1	4	3
NOS 110	Operating System Concepts	2	3	3
NOS 130	Windows Single User	2	2	3
SEC 110	Security Concepts	2	2	3
SEC 150	Secure Communications	2	2	3
SEC 160	Secure Admin I	2	2	3
SEC 210	Intrusion Detection	2	2	3
SEC 220	Defense-in-Depth	2	2	3
SEC 289	Security Capstone Project	1	4	3
Required Subject Area				
CIS 110	Introduction to Computers	2	2	3
BUS 110	Introduction to Business	3	0	3
NOS 230	Windows Admin I	2	2	3
NOS 120	Linux/UNIX Single User	2	2	3

Other Major Courses		**Class**	**Lab**	**Credit**
CTS 120	Hardware/Software Support	2	3	3
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**68**
Approved for Awarding				**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

INFORMATION SYSTEMS SECURITY
Network Security Certificate
C25270NS

COURSE AND HOUR REQUIREMENTS

Title		**Class**	**Lab**	**Credit**
Major Courses				
ACA 111	College Student Success	1	0	1
NOS 110	Operating System Concepts	2	3	3
SEC 110	Security Concepts	2	2	3
NET 125	Networking Basics	1	4	3
NOS 130	Windows Single User	2	2	3
SEC 150	Secure Communications	2	2	3
Total Semester Credit Hours				**16**
Approved for Awarding				**Certificate**

INFORMATION SYSTEMS SECURITY
Network Technology Certificate
C25270NT

COURSE AND HOUR REQUIREMENTS

Title		**Class**	**Lab**	**Credit**
Major Courses				
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
NOS 110	Operating System Concepts	2	3	3
NET 125	Networking Basics	1	4	3
NOS 130	Windows Single User	2	2	3
NET 126	Routing Basics	1	4	3
Total Semester Credit Hours				**16**

Approved for Awarding **Certificate**

MEDICAL OFFICE ADMINISTRATION
A25310

This curriculum prepares individuals for employment in medical and other health-care related offices. Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

COURSE AND HOUR REQUIREMENTS

		Class	Lab	Credit
General Education Courses				
*Humanities/Fine Arts Elective		3	0	3
*Social/Behavior Science		3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
OR				
ENG 113	Literature-Based Research	3	0	3
Major Courses				
Required Core Courses				
OST 148	Medical Coding, Billing & Insur	3	0	3
OST 149	Med Legal Issues	3	0	3
OST 243	Med Office Simulation	2	2	3
Required Subject Area				
CIS 111	Basic PC Literacy	1	2	2
OR				
CIS 110	Intro to Computers	2	2	3
OST 132	Keyboarding Skill Building	1	2	2
OST 136	Word Processing	2	2	3
OST 141	Med Terms I-Med Office	3	0	3
OST 142	Med Terms II-Med Office	3	0	3
OST 164	Text Editing Applications	3	0	3
OST 289	Admin Office Management	2	2	3

		Class	Lab	Credit
Other Major Courses				
ACC 120	Principles of Fin Acct	3	2	4
BUS 260	Business Communication	3	0	3
OST 133	Advanced Keyboard Skill Bldg	1	2	2
OST 134	Text Entry & Formatting	2	2	3
OST 184	Records Management	2	2	3
OST 223	Admin Office Transcription I	2	2	3
OST 236	Adv Word/Information Proc	2	2	3
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**66- 68**
Approved for Awarding				**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

MEDICAL OFFICE
D25310
COURSE AND HOUR REQUIREMENTS

		Class	Lab	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Prof Research and Reporting	3	0	3
OR				
ENG 113	Literature-Based Research	3	0	3
Major Courses				
Required Core Courses				
OST 148	Medical Coding, Billing & Insur	3	0	3
OST 149	Med Legal Issues	3	0	3
Required Subject Area				
OST 132	Keyboarding Skill Building	1	2	2
OST 136	Word Processing	2	2	3
OST 141	Med Terms I-Med Office	3	0	3
OST 142	Med Terms II-Med Office	3	0	3
OST 164	Text Editing Application	3	0	3
OST 243	Med Office Simulation	2	2	3
OST 289	Admin Office Management	2	2	3
CIS 110	Introduction to Computers	2	2	3
Other Major Courses				
OST 133	Advanced Keyboard Skill Bldg	1	2	2
OST 134	Text Entry & Formatting	2	2	3
OST 184	Records Management	2	2	3
OST 223	Admin Office Transcription I	2	2	3
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**48**
Approved for Awarding				**Diploma**

MEDICAL ADMINISTRATIVE SPECIALIST CERTIFICATE
C25310MA
COURSE AND HOUR REQUIREMENTS

		Class	Lab	Credit
Major Courses				
OST 132	Keyboarding	1	2	2
OST 141	Medical Terminology I	3	0	3
OST 142	Medical Terminology II	3	0	3
OST 148	Medical Coding, Billing and Insur	3	0	3
OST 149	Medical Legal Issues	3	0	3
OST 243	Medical Office Simulation	3	0	3
Total Semester Credit Hours				**17**

Approved for awarding **Certificate**

OFFICE ADMINISTRATION DEGREE REQUIREMENTS
A25370

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
General Education Courses				
*Humanities/Fine Arts Elective		3	0	3
*Social/Behavioral Science Elective		3	0	3
MAT 115	Mathematical Models	2	2	3
OR				
MAT 140	Survey of Mathematics	3	0	3
ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3
OR				
ENG 114	Prof Research & Reporting	3	0	3
Major Courses				
Required Core Courses				
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	2	2	3
Required Subject Area				
OST 134	Text Entry and Formatting	2	2	3
OST 137	Office Software Applications	2	2	3
OST 289	Office Systems Management	2	2	3
Other Major Courses				
ACC 120	Prin. of Financial Accounting	3	2	4
BUS 121	Business Math	2	2	3
BUS 260	Business Communication	3	0	3
OST 132	Keyboard Skill Building	1	2	2
OST 133	Advanced Keyboard Skill Bldg	1	2	2
OST 136	Word Processing	2	2	3

		Class	Lab	Credit
OST 223	Machine Transcription I	2	2	3
OST 236	Adv Word/Information Proc	2	2	3
OST 286	Professional Development	3	0	3
Other Required Courses Title				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Electives:	**Select 9 SHC from list below**			
ACC 121	Principles of Managerial Act.	3	2	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
BUS 152	Human Relations	3	0	3
BUS 153	Human Resource Mgt.	3	0	3
BUS 240	Business Ethics	3	0	3
CIS 110	Introduction to Computers	2	2	3
CTS 130	Spreadsheet	2	2	3
DBA 110	Database Management	2	2	3
ECO 151	Survey of Economics	3	0	3
ECO 251	Prin of Microeconomics	3	0	3
ECO 252	Prin of Macroecomomics	3	0	3
MKT 120	Prin of Marketing	3	0	3
NET 125	Networking Basics	1	4	3
OST 131	Keyboarding	1	2	2
OST 141	Med Terms I-Med Office	3	0	3
OST 142	Med Terms II-Med Office	3	0	3
OST 148	Medical Coding, Billing, and Insur	3	0	3
OST 149	Med Legal Issues	3	0	3
OST 243	Med Office Simulation	2	2	3
PSY 241	Developmental Psychology	3	0	3
SPA 111	Elementary Spanish I	3	0	3

Total Semester Credit Hours **64-70**

Approved for Awarding **AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

OFFICE ADMINISTRATION
D25370
COURSE AND HOUR REQUIREMENTS

General Education Courses		**Class**	**Lab**	**Credit**
ENG 111	Expository Writing	3	0	3
ENG 114	Profess Research and Reporting	3	0	3
OR				
ENG 113	Literature-Based Research	3	0	3
Major Courses				
Required Core Courses				
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	2	2	3
Required Subject Area				
OST 134	Text Entry and Formatting	2	2	3
OST 137	Office Software Applications	2	2	3
OST 289	Office Systems Management	2	2	3
Other Major Courses				
ACC 120	Prin. of Financial Accounting	3	2	4
OST 132	Keyboard Skill Building	1	2	2
OST 133	Advanced Keyboard Skill Building	1	2	2
OST 136	Word Processing	2	2	3
OST 223	Machine Transcription I	2	2	3
OST 236	Advanced Word/ Information Processing	2	2	3
OST 286	Professional Development	3	0	3
Other Required Hours				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Electives: Select 4 SHC from list below				
ACC 121	Principles of Managerial Act.	3	2	4
BUS 110	Introduction to Business	3	0	3
BUS 115	Business Law I	3	0	3
BUS 137	Principles of Management	3	0	3
BUS 152	Human Relations	3	0	3
BUS 153	Human Resource Mgt.	3	0	3
BUS 240	Business Ethics	3	0	3
CIS 110	Introduction to Computers	2	2	3
CTS 130	Spreadsheet	2	2	3

		Class	Lab	Credit
DBA 110	Database Management	2	2	3
ECO 151	Survey of Economics	3	0	3
ECO 251	Prin of Microeconomics	3	0	3
ECO 252	Prin of Macroecomomics	3	0	3
MKT 120	Prin of Marketing	3	0	3
NET 125	Networking Basics	1	4	3
OST 141	Med Terms I-Med Office	3	0	3
OST 142	Med Terms II-Med Office	3	0	3
OST 148	Med Coding, Billing & Insur	3	0	3
OST 149	Med Legal Issues	3	0	3
OST 243	Med Office Simulation	2	2	3
PSY 241	Developmental Psychology	3	0	3
SPA 111	Elementary Spanish I	3	0	3

Total Semester Credit Hours **46 - 47**

Approved for Awarding **Diploma**

OFFICE ADMINISTRATION
C25370
COURSE AND HOUR REQUIREMENTS

Major Courses		**Class**	**Lab**	**Credit**
OST 136	Word Processing	2	2	3
CTS 130	Spreadsheet	2	2	3
OST 137	Office Software Applications	2	2	3
OST 286	Professional Development	3	0	3
ACC 120	Prin. Of Financial Accounting	3	2	4

Total Semester Credit Hours **16**

Approved for Awarding **Certificate**

OFFICE ADMINISTRATION
MEDICAL CERTIFICATE
C25370OM

COURSE AND HOUR REQUIREMENTS

Major Courses				
OST 131	Keyboarding	1	2	2
OR				
OST 132	Keyboarding Skill Building	1	2	2
OST 141	Medical Terminology I	3	0	3
OST 289	Office Systems Management	2	2	3
OST 142	Medical Terminology II	3	0	3
OST 148	Medical Coding, Billing, and Insur	3	0	3
Select One:				
OST 134	Text Entry and Format **OR**	2	2	3
OST 136	Word Processing	2	2	3
OST 164	Text Editing Applications	3	0	3
Total Semester Credit Hours				**17**

Approved for Awarding **Certificate**

OFFICE ADMINISTRATION
MEDICAL TRANSCRIPTION
C25370MT

COURSE AND HOUR REQUIREMENTS

Major Courses		**Class**	**Lab**	**Credit**
OST 141	Medical Terminology I	3	0	3
OR				
MED 120	Medical Terminology	2	0	2
OST 142	Medical Terminology II	3	0	3
OST 136	Word Processing	2	2	3
OST 164	Text Editing Applications	3	0	3
OST 223	Machine Transcription	2	2	3
BUS 260	Business Communication	3	0	3
Total Semester Credit Hours				**17 or 18**

Approved for Awarding **Certificate**

WELDING TECHNOLOGY
A50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metal working industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

COURSE AND HOUR REQUIREMENTS

General Education Courses		**Class**	**Lab**	**Credit**
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research and Reporting	3	0	3
	*Humanities/Fine Arts Elective	3	0	3
MAT 115	Mathematical Models	2	2	3
	*Social/Behavioral Science Elective	3	0	3

Major Courses

Required Core Courses				
WLD 110	Cutting Process	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
WLD 131	GTAW (TIG) Plate	2	6	4
WLD 141	Symbols and Specifications	2	2	3

Other Major Courses				
ISC 112	Industrial Safety	2	0	2
WLD 116	SMAW (Stick) Plate	1	9	4
WLD 261	Certification Practices	1	3	2
WLD 262	Testing and Inspection	2	2	3
WLD 122	GMAW (MIG) Plate/Pipe	1	6	3
WLD 132	GTAW (Plate) (Pipe)	1	6	3
CIS 111	Basic PC Literacy	1	2	2
WLD 151	Fabrication I	2	6	4
WLD 215	SMAW (Stick) Pipe	1	9	4
WLD 221	SMAW (MIG) Pipe	1	6	3
WLD 145	Thermoplastic Welding	1	3	2

		Class	Lab	Credit
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**67**
Approved for Awarding				**AAS**

*****Please refer to page 179 of the catalog for a complete listing of courses that satisfy degree requirements for Humanities/Fine Arts and Social/Behavioral Sciences.

WELDING TECHNOLOGY
D50420

COURSE AND HOUR REQUIREMENTS

Title		**Class**	**Lab**	**Credit**
General Education Courses				
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
Major Courses				
Required Core Courses				
WLD 110	Cutting Process	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (Mig) FCAW/Plate	2	6	4
WLD 131	GTAW (TIG) Plate	2	6	4
WLD 141	Symbols and Specifications	2	2	3
Other Major Courses				
ISC 112	Industrial Safety	2	0	2
WLD 116	SMAW (Stick) Plate	1	9	4
WLD 261	Certification Practices	1	3	2
WLD 262	Testing and Inspection	2	2	3
Other Required Courses				
ACA 111	College Student Success	1	0	1
COE 110	World of Work	1	0	1
Total Semester Credit Hours				**37**
Approved for Awarding				**Diploma**

WELDING TECHNOLOGY
MIG
C50420MG

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Credit
Major Courses				
WLD 110	Cutting Process	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
WLD 122	GMAW (MIG) Plate/Pipe	1	6	3
Total Semester Credit Hours				**14**

Approved for Awarding **Certificate**

WELDING TECHNOLOGY
TIG
C50420TG

COURSE AND HOUR REQUIREMENTS

Major Courses		Class	Lab	Credit
WLD 110	Cutting Process	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 131	GTAW (TIG) Plate	2	6	4
WLD 132	GTAW (TIG) Plate/Pipe	1	6	3
Total Semester Credit Hours				**14**

Approved for Awarding **Certificate**

WELDING TECHNOLOGY
SMAW (Stick)
C50420SK

COURSE AND HOUR REQUIREMENTS

Major Courses		Class	Lab	Credit
WLD 110	Cutting Process	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	4
WLD 215	SMAW (Stick) Pipe	1	9	4
Total Semester Credit Hours				**15**

Approved for Awarding **Certificate**

WELDING TECHNOLOGY
SYMBOLS AND SPECIFICATIONS
C50420SS

COURSE AND HOUR REQUIREMENTS

		Class	Lab	Credit
Major Courses				
WLD 110	Cutting Process	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
WLD 141	Symbols & Specifications	2	2	3
ISC 112	Industrial Safety	2	0	2
Total Semester Credit Hours				**12**

Approved for Awarding **Certificate**

CURRICULUM COURSE DESCRIPTIONS

Below is a matrix listing SCC General Education courses. The matrix shows which General Education category each course counts as, depending on the degree a student is pursuing. For example, it shows that PSY 150 counts as a Social/Behavioral Science course for the AA, AS, and AAS degrees. Another example: SPA 111 counts as a Humanities/Fine Arts course for the AA and AS degrees, but not for the AAS degree. Students can also consult their academic advisor whenever they are in doubt about degree requirements.

Courses with General Education Classification

Revised: **September 28, 2010**

Gen Ed Category

CO - Communications
HF - Humanities/Fine Arts
MA - Mathematics
NS - Natural Science
SB - Social Behaviorial Sciences

Degree Levels

AA - Associate in Arts
AAS - Associate in Applied Science
AFA - Associate in Fine Arts
AGE - Associate in General Education
AS - Associate in Science
CER - Certificate
DIP - Diploma

(2nd) This course may only be used as a secondary course in the Gen Ed category listed.
(sub) - This course may be substituted for the Gen Ed category listed.
MA Quant - This course can be used to satisfy the Mathematics - MA Quantitative Option.

Course Name	Course Title	College Transfer						
		AA	AS	AFA	AGE	AAS	DIP	CER
ART-111	Art Appreciation	HF	HF	HF	HF	HF	HF	HF
ART-114	Art History Survey I	HF	HF	HF	HF	HF	HF	HF
ART-115	Art History Survey II	HF	HF	HF	HF	HF	HF	HF
ART-116	Survey of American Art	HF	HF	HF	HF	HF	HF	HF
ART-131	Drawing I				HF	HF	HF	HF
ART-240	Painting I				HF	HF	HF	HF
BIO-110	Principles of Biology	NS		NS	NS	NS	NS	NS
BIO-111	General Biology I	NS	NS	NS	NS	NS	NS	NS
BIO-112	General Biology II	NS	NS	NS	NS	NS	NS	NS
BIO-120	Introductory Botany	NS	NS	NS	NS	NS	NS	NS
BIO-130	Introductory	NS	NS	NS	NS	NS	NS	NS

Course Name	Course Title	College Transfer						
		AA	AS	AFA	AGE	AAS	DIP	CER
	Zoology							
BIO-140	Environmental Biology	NS	NS	NS	NS	NS	NS	NS
BIO-140A	Environmental Biology Lab	NS	NS	NS	NS	NS	NS	NS
BIO-168	Anatomy and Physiology I				NS	NS	NS	NS
BIO-169	Anatomy and Physiology II				NS	NS	NS	NS
BIO-173	Microbes in World Affairs				NS	NS	NS	NS
BIO-180	Biological Chemistry				NS	NS	NS	NS
BIO-271	Pathophysiology				NS	NS	NS	NS
BIO-275	Microbiology				NS	NS	NS	NS
CHM-131	Introduction to Chemistry	NS	NS	NS	NS	NS	NS	NS
CHM-131A	Introduction to Chemistry Lab	NS	NS	NS	NS	NS	NS	NS
CHM-151	General Chemistry I	NS	NS	NS	NS	NS	NS	NS
CHM-152	General Chemistry II	NS	NS	NS	NS	NS	NS	NS
CIS-110	Introduction to Computers	MA Quant	MA Quant	MA Quant	MA (2nd)	MA (2nd)	MA (2nd)	MA (2nd)
CIS-115	Programming/ Logic Concept	MA Quant	MA Quant	MA Quant	MA (2nd)	MA (2nd)	MA (2nd)	MA (2nd)
COM-110	Introduction to Communication	HF (sub)	HF (sub)	HF (sub)	CO	CO	CO	CO
COM-231	Public Speaking	HF (sub)	HF (sub)	HF (sub)	CO	CO	CO	CO
ECO-151	Survey of Economics	SB	SB	SB	SB	SB	SB	SB
ECO-251	Prin of Microeconomics	SB	SB	SB	SB	SB	SB	SB
ECO-252	Prin of Macroeconomics	SB	SB	SB	SB	SB	SB	SB
ENG-111	Expository Writing	CO	CO	CO	CO	CO	CO	CO
ENG-113	Literature-Based Research	CO	CO	CO	CO	CO	CO	CO
ENG-114	Prof Research & Reporting	CO	CO	CO	CO	CO	CO	CO
ENG-231	American Literature I	HF	HF	HF	HF	HF	HF	HF
ENG-232	American Literature II	HF	HF	HF	HF	HF	HF	HF
ENG-241	British Literature	HF	HF	HF	HF	HF	HF	HF

Course Name	Course Title	College Transfer				AAS	DIP	CER
		AA	AS	AFA	AGE			
	I							
ENG-242	British Literature II	HF	HF	HF	HF	HF	HF	HF
ENG-261	World Literature I	HF	HF	HF	HF	HF	HF	HF
ENG-262	World Literature II	HF	HF	HF	HF	HF	HF	HF
ENG-274	Literature by Women				HF	HF	HF	HF
GEO-111	World Regional Geography	SB	SB	SB	SB	SB	SB	SB
HIS-111	World Civilizations I	SB	SB	SB	SB	SB	SB	SB
HIS-112	World Civilizations II	SB	SB	SB	SB	SB	SB	SB
HIS-121	Western Civilization I	SB	SB	SB	SB	SB	SB	SB
HIS-122	Western Civilization II	SB	SB	SB	SB	SB	SB	SB
HIS-131	American History I	SB	SB	SB	SB	SB	SB	SB
HIS-132	American History II	SB	SB	SB	SB	SB	SB	SB
HIS-221	African-American History				SB	SB	SB	SB
HIS-226	The Civil War				SB	SB	SB	SB
HIS-229	History of the Old South				SB	SB	SB	SB
HIS-236	North Carolina History				SB	SB	SB	SB
HUM-115	Critical Thinking	HF	HF	HF	HF	HF	HF	HF
HUM-211	Humanities I	HF	HF	HF	HF	HF	HF	HF
HUM-212	Humanities II	HF	HF	HF	HF	HF	HF	HF
MAT-115	Mathematical Models				MA	MA	MA	MA
MAT-140	Survey of Mathematics	MA		MA	MA	MA	MA	MA
MAT-140A	Survey of Mathematics Lab				MA	MA	MA	MA
MAT-151	Statistics I	MA Quant	MA Quant	MA Quant	MA	MA	MA	MA
MAT-151A	Statistics I Lab				MA	MA	MA	MA
MAT-161	College Algebra	MA		MA	MA	MA	MA	MA
MAT-161A	College Algebra Lab				MA	MA	MA	MA
MAT-162	College Trigonometry	MA		MA	MA	MA	MA	MA

Course Name	Course Title	College Transfer						
		AA	AS	AFA	AGE	AAS	DIP	CER
MAT-171	Precalculus Algebra	MA	MA	MA	MA	MA	MA	MA
MAT-171A	Precalculus Algebra Lab				MA	MA	MA	MA
MAT-172	Precalculus Trigonometry	MA	MA	MA	MA	MA	MA	MA
MAT-172A	Precalculus Trig Lab				MA	MA	MA	MA
MAT-263	Brief Calculus	MA	MA	MA	MA	MA	MA	MA
MAT-271	Calculus I	MA	MA	MA	MA	MA	MA	MA
MUS-110	Music Appreciation	HF	HF	HF	HF	HF	HF	HF
MUS-111	Fundamentals of Music				HF	HF	HF	HF
MUS-113	American Music	HF	HF	HF	HF	HF	HF	HF
MUS-121	Music Theory I				HF	HF	HF	HF
MUS-122	Music Theory II				HF	HF	HF	HF
PHI-210	History of Philosophy	HF	HF	HF	HF	HF	HF	HF
PHI-215	Philosophical Issues	HF	HF	HF	HF	HF	HF	HF
PHI-220	Western Philosophy I	HF	HF	HF	HF	HF	HF	HF
PHI-221	Western Philosophy II	HF	HF	HF	HF	HF	HF	HF
PHI-240	Introduction to Ethics	HF	HF	HF	HF	HF	HF	HF
PHS-110	Survey of Phys Science				NS	NS	NS	NS
POL-110	Intro Political Science	SB	SB	SB	SB	SB	SB	SB
POL-120	American Government	SB	SB	SB	SB	SB	SB	SB
POL-220	International Relations	SB	SB	SB	SB	SB	SB	SB
PSY-150	General Psychology	SB	SB	SB	SB	SB	SB	SB
PSY-241	Developmental Psych	SB	SB	SB	SB	SB	SB	SB
PSY-263	Educational Psychology				SB	SB	SB	SB
PSY-281	Abnormal Psychology	SB	SB	SB	SB	SB	SB	SB
REL-110	World Religions	HF	HF	HF	HF	HF	HF	HF
REL-111	Eastern Religions	HF	HF	HF	HF	HF	HF	HF
REL-112	Western Religions	HF	HF	HF	HF	HF	HF	HF

Course Name	Course Title	College Transfer						
		AA	AS	AFA	AGE	AAS	DIP	CER
REL-211	Intro to Old Testament	HF	HF	HF	HF	HF	HF	HF
REL-212	Intro to New Testament	HF	HF	HF	HF	HF	HF	HF
REL-221	Religion in America	HF	HF	HF	HF	HF	HF	HF
SOC-210	Introduction to Sociology	SB	SB	SB	SB	SB	SB	SB
SOC-213	Sociology of the Family	SB	SB	SB	SB	SB	SB	SB
SOC-220	Social Problems	SB	SB	SB	SB	SB	SB	SB
SOC-244	Soc of Death & Dying				SB	SB	SB	SB
SPA-111	Elementary Spanish I	HF	HF	HF	HF (2nd)	HF (2nd)	HF (2nd)	HF (2nd)
SPA-112	Elementary Spanish II	HF	HF	HF	HF (2nd)	HF (2nd)	HF (2nd)	HF (2nd)
SPA-141	Culture and Civilization				HF	HF	HF	HF
SPA-181	Spanish Lab 1				HF	HF	HF	HF
SPA-182	Spanish Lab 2				HF	HF	HF	HF
SPA-211	Intermediate Spanish I	HF	HF	HF	HF	HF	HF	HF
SPA-212	Intermediate Spanish II	HF	HF	HF	HF	HF	HF	HF
SPA-281	Spanish Lab 3				HF	HF	HF	HF
SPA-282	Spanish Lab 4				HF	HF	HF	HF

***Note: SPA 111 and SPA 112 can only be used as Humanities/Fine Arts** courses for the Associate in Arts and the Associate in Science.

ACADEMIC RELATED

		Class	Lab	Credit
ACA 111	**College Student Success**	**1**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources, policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communications. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 122	**College Transfer Success**	**1**	**0**	**1**

Prerequisites: None
Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

ACCOUNTING

		Class	Lab	Credit
ACC 115	**College Accounting**	**3**	**2**	**4**

Prerequisites: None
Corequisites: None

This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization. *This course is intended for those who have not received credit for ACC 120.*

ACC 120	**Principles of Financial Acct.**	**3**	**2**	**4**

Prerequisites: None
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

ACC 121	**Prin. of Managerial Acct.**	**3**	**2**	**4**

Prerequisites: ACC 121
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems.

		Class	Lab	Credit
ACC 131	**Federal Income Taxes**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 140	**Payroll Accounting**	**1**	**2**	**2**

Prerequisites: ACC 115 or ACC 120
Corequisites: None

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

ACC 150	**Accounting Software Appl.**	**1**	**2**	**2**

Prerequisites: ACC 115 or ACC 120
Corequisites: None

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

		Class	Lab	Credit
ACC 220	**Intermediate Accounting I**	**3**	**2**	**4**

Prerequisites: ACC 120
Corequisites: None

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

ACC 226	**Advanced Managerial Acct**	**3**	**0**	**3**

Prerequisites: ACC 121
Corequisites: None

This course is designed to develop an appreciation for the uses of cost information in the administration and control of business organizations. Emphasis is placed on how accounting data can be interpreted and used by management in planning and controlling business activities. Upon completion, students should be able to analyze and interpret cost information and present this information in a form that is usable by management.

AGRICULTURE

		Class	Lab	Credit
AGR 110	**Agricultural Economics**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

AGR 150	**Ag-O-Metrics**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic calculations for agricultural applications. Topics include the metric system, land measurement, feed efficiency, rate of gain, chemical calibration, and payroll. Upon completion, students should be able to perform calculations that pertain to agricultural production.

AGR 226	**Maint & Serv of Prod Faci**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course provides a detailed look at maintaining and servicing of production facilities. Emphasis is placed on maintaining electrical equipment, plumbing systems, mechanical equipment and basic welding and cutting practices. Upon completion, students should be able to troubleshoot and repair ventilation equipment, pumps and plumbing, feed lines, curtain controls, and basic electrical controls.

AIR CONDITIONING, HEATING AND REFRIGERATION

		Class	Lab	Credit
AHR 110	**Intro to Refrigeration**	**2**	**6**	**5**

Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

Competencies

Student Learning Outcomes
1. Demonstrate safe practices and procedures with tools, materials, and industry accepted test equipment covered in the course.
2. Identify and explain the theory, operating principle, and components of the refrigeration cycle.
3. Identify tools, materials, and equipment used in the refrigeration industry.
4. Evacuate, charge, recover, and safely operate a basic refrigeration /cooling system in accordance with EPA regulations.
5. Demonstrate refrigeration piping and soldering techniques.

AHR 120	**HVACR Maintenance**	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

ANIMAL SCIENCE

		Class	Lab	Credit
ANS 110	**Animal Science**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

Competencies

Student Learning Outcomes
1. Describe the importance of animal production and explain the major issues related to the production of livestock on an international, national, and state level.
2. Explain the relationship of science and animal production through the studies of biotechnology, technology, genetics, physiology, nutrition, and health.
3. Describe the basic physiology and terminology of the animal industries.
4. Describe the production (including sustainable production) methodologies of the swine, beef, dairy, sheep and horse industries.
5. Recognize the requirements of production animals, and the benefits of proper care, nutrition, genetics, and environment to the animal?s productivity levels.

		Class	Lab	Credit
ANS 115	**Animal Feeds & Nutrition**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals.

Competencies

Student Learning Outcomes
1. List parts of the monogastric, ruminant, and avian digestive systems.
2. Identify feedstuffs that provide sources of energy, protein, vitamins, minerals, and water for livestock.
3. Describe the general principles for balancing rations.
4. Calculate a balanced ration using the Person Square and algebraic equations method.
5. Analyze the nutrient requirements for beef cattle, swine, and poultry based on the production level, age, and breed.

ANS 116	**Intro to Equine Ind**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an introduction to the equine industry. Topics include history, breeds, discipline, economic impact, and career opportunities within the industry. Upon completion, students should be able to demonstrate a basic understanding of the equine industry and as it relates to animal science, production, and management.

ANS 120 Beef Production 2 2 3
Prerequisites: None
Corequisites: None

This course provides an introduction to the beef cattle industry. Topics include reproduction, cattle management, marketing, anatomy and physiology, and pasture management (including sustainable practices). Upon completion, students should be able to demonstrate a basic understanding of beef cattle production practices and the economic and environmental impact of the beef cattle industry locally, regionally, state-wide, and internationally.

Competencies

Student Learning Outcomes
1. Define the stages of beef cattle management.
2. List the equipment essential for proper beef cattle production.
3. Match bulls based on their Expected Progeny Differences (EPDs) with the proper cows and/or heifers.
4. Outline the marketing decisions for purebred, niche, and commercial cattle producers.
5. Compute beef cattle breakeven prices for commercial cow calf, stocker, and feedlot operations.
6. Explain the impact of the cattle industry locally, regionally, state-wide, and internationally.

ANS 130 Poultry Production 2 2 3
Prerequisites: None
Corequisites: None

This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide, and internationally.

Competencies

Student Learning Outcomes
1. Identify management issues of housing poultry.
2. Identify the skeleton and major organs and their functions.
3. Evaluate the major feed ingredients of poultry diets.
4. Recognize animal waste and the impact it has on environmental issues.
5. Identify the factors in determining housing sites and housing equipment.

		Class	Lab	Credit
ANS 140	**Swine Production**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, environmental issues, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic and environmental impact of the swine industry locally, regionally, state-wide, and internationally.

Competencies

Student Learning Outcomes
1. Identify and describe the most common types of production systems and an advantage and disadvantage of each.
2. Name the structural and internal organs of a boar and sow.
3. List the major breeds and strengths of each.
4. Analyze performance data and heritability estimates to calculate predicted progeny performance using knowledge gained about genetics.
5. Discuss one advantage and one disadvantage of artificial insemination and the equipment needed to collect semen and artificially inseminate a sow.
6. Describe the seasonal effects on farrowing rate, birth rate, and weaning rate on a sow farm.
7. Compile production goals for modern and niche swine operations.
8. Define marketing alternatives and evaluate their impact on the swine industry.
9. Locate the leading states in swine production and the leading counties in North Carolina in swine production.
10. Explain how the top trends in swine production affect the industry on a local, state, national, and global level.

ANS 141	**Swine Herd Management**	**2**	**0**	**2**

Prerequisites: ANS 140
Corequisites: None

This course is designed to expand topics covered in ANS 140. Emphasis is placed on management techniques as they relate to breeding, farrowing, nursery, and grower/finisher. Upon completion, students should be able to analyze and respond to management and production problems as they occur on the farm.

		Class	Lab	Credit
ANS 150	**Animal Health Management**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces animal diseases and health management. Topics include identification, prevention, management (including integrated pest management), and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures.

Competencies

Student Learning Outcomes
1. Identify what constitutes a disease condition.
2. Describe major diseases in cattle, poultry, and swine in relation to classification, cause, and symptoms.
3. Diagram the interaction between health, management, genetics, environment, and nutrition.
4. Evaluate an animal for visual symptoms of ill health.
5. Locate federal and state laws that apply to proper care and treatment of livestock
6. Predict the major disease problems in North Carolina for cattle, poultry, and swine.

ANS 160	**Animal Waste Management**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces proper animal waste management. Emphasis is placed on waste management practices, environmental laws and issues relating to animal waste, soil and water conservation, and dead animal disposal. Upon completion, students should be able to calculate proper application rates, apply best management practices, and identify methods of animal waste collection, storage, and utilization.

		Class	Lab	Credit
ANS 170	**Sheep & Goat Production**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course provides an introduction to sheep and goat production. Topics include reproduction, marketing, and production practices specific to each species. Upon completion, students should be able to demonstrate a basic understanding of sheep and goat production practices and the economic impact of each.

ANS 193	**Selected Topics in Animal Science**	**2**	**2**	**3**

Prerequisites: Permission of department chair
Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

ANS 210	**Livestock Production Issues**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course explores areas associated with livestock production. Emphasis is placed on monthly work schedules; qualities of a successful manager; and recruiting, motivating, and retaining employees. Upon completion, students should be able to prepare a livestock management program, write a resume, complete an interview, and identify ways to improve community relations.

		Class	Lab	Credit
ANS 212	**Livestock Records & Analy**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces records and record keeping systems utilized in the livestock industry. Topics include heritability, cattle performance data, swine performance data, and poultry production. Upon completion, students should be able to select animals based on performance records, evaluate performance of operations, and complete production records.

ANS 213	**Animal Reproduction**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course covers principles of reproductive physiology and their practical farm applications. Emphasis is placed on cattle and swine reproduction. Upon completion, students should be able to recognize reproductive anatomy, describe hormone function, and be able to breed animals naturally and artificially.

Anthropology

		Class	Lab	Credit
ANT 221	**Comparative Cultures**	**3**	**0**	**3**

Prequisities: None
Corequisites: None

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of variety of cultural adaptive strategies

ART

ART 111	**Art Appreciation**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.

		Class	Lab	Credit
ART 114	**Art History Survey I**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.

ART 115	**Art History Survey II**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate a historical understanding of art as a product reflective of human social development.

ART 116	**Survey of American Art**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience.

		Class	Lab	Credit
ART 131	**Drawing I**	**0**	**6**	**3**

Prerequisites: None
Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

ART 240	**Painting I**	**0**	**6**	**3**

Prerequisites: None
Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.

BIOLOGY

BIO 090	**Foundations of Biology**	**3**	**2**	**4**

Prerequisites: None
Corequisites: RED 090

This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organ-isms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.

		Class	Lab	Credit
BIO 110	**Principles of Biology**	**3**	**3**	**4**

Prerequisites: None
Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life.

BIO 111	**General Biology I**	**3**	**3**	**4**

Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.

BIO 112	**General Biology II**	**3**	**3**	**4**

Prerequisites: BIO 111
Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organism and ecological levels.

		Class	Lab	Credit
BIO 120	**Introductory Botany**	**3**	**3**	**4**

Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and nonseed plants.

BIO 130	**Introductory Zoology**	**3**	**3**	**4**

Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups.

BIO 140	**Environmental Biology**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues.

		Class	Lab	Credit
BIO 140A	**Environmental Biol Lab**	**0**	**3**	**1**

Prerequisites: None
Corequisites: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues.

BIO 168	**Anatomy and Physiology I**	**3**	**3**	**4**

Prerequisites: None
Corequisites: None

***NOTE**: Pre-Nursing and Nursing students should refer to page 43 for Additional Admissions Requirements for Nursing Programs.

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationship.
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BIO 169	**Anatomy and Physiology II**	**3**	**3**	**4**

Prerequisites: BIO 168
Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships

		Class	Lab	Credit
BIO 173	**Microbes in World Affairs**	**3**	**0**	**3**

Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an integrated and comprehensive study of the microbial world and its influences on global events and human affairs. Topics include plants and animal diseases caused by viral, bacterial, and fungal pathogens and their impacts on history, industrial microbiology, biotechnology, and microbial ecology. Upon completion, students should be able to demonstrate an understanding of the importance of microbes in human and world affairs.

BIO 180	**Biological Chemistry**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course provides an introduction to basic biochemical processes in living systems. Topics include properties of carbohydrates, lipids, proteins, nucleic acids, vitamins, and buffers, with emphasis on biosynthesis, degradation, function, and equilibrium. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical concepts.

BIO 250	**Genetics**	**3**	**3**	**4**

Prerequisities: BIO 112
Corequisities: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

		Class	Lab	Credit
BIO 271	**Pathophysiology**	**3**	**0**	**3**

Prerequisites: BIO 163 or BIO 166 or BIO 169
Corequisites: None

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology.

BIO 275	**Microbiology**	**3**	**3**	**4**

Prerequisites: BIO 110 or BIO 111 or BIO 168
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification or microorganisms.

BIO 280	**Biotechnology**	**2**	**3**	**3**

Prerequisites: BIO 111 or CHM 131 or CHM 151
Corequisites: None

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology.

BLUEPRINT READING

		Class	Lab	Credit
BPR 111	**Blueprint Reading**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

Competencies

Student Learning Outcomes
1. Interpret symbols, abbreviations, and line types.
2. Identify and describe types of projection and use of views.
3. Draw freehand sketches.
4. Calculate measurements of features.
5. Identify and interpret dimensioning and tolerancing.

BPR 115	**Elc/Fluid Power Diagrams**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course covers sketching of detail and assembly drawings and reading of hydraulic, pneumatic, electrical, mechanical, and piping schematics. Empahsis is placed on interpretation and communication skills utilizing sketches, symbols, diagrams, and other related topics. Upon completion, students should be able to read, demonstrate and understanding of, and draw sketches and schematics commonly used in industry.

		Class	Lab	Credit
BPR 130	**Blueprint Reading/Const**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

Competencies

Student Learning Outcomes
1. Identify the different symbols and line types in a set of working drawings.
2. Correctly measure lines to a specific scale using an architectural or engineering scale.
3. Demonstrate proficiency in interpreting construction prints in the form of floor plans, elevations, details, schedules, and specifications.
4. Convert fractional dimensions to decimal dimensions and decimal dimensions to fractional dimensions.
5. Describe and explain the difference between working drawings and construction drawings.

BUSINESS

		Class	Lab	Credit
BUS 110	**Introduction to Business**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

BUS 115	**Business Law I**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 116	**Business Law II**	**3**	**0**	**3**

Prerequisites: BUS 115
Corequisites: None

This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

		Class	Lab	Credit
BUS 121	**Business Math**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 137	**Principles of Management**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 152	**Human Relations**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

		Class	Lab	Credit
BUS 153	**Human Resource Mgt**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 193	**Selected Topics in Business Administration**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study.

BUS 240	**Business Ethics**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

		Class	Lab	Credit
BUS 260	**Business Communication**	**3**	**0**	**3**

Prerequisites: ENG 111 and one of the following: OST 080, OST 132, CIS 110, or CIS 111
Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the workplace.

CARPENTRY

CAR 110	**Introduction to Carpentry**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111	**Carpentry I**	**3**	**15**	**8**

Prerequisites: None
Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

		Class	Lab	Credit
CAR 112	**Carpentry II**	**3**	**15**	**8**

Prerequisites: CAR 111
Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113	**Carpentry III**	**3**	**9**	**6**

Prerequisites: CAR 111
Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114	**Residential Bldg Codes**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CHEMISTRY

CHM 092	**Fundamentals of Chemistry**	**3**	**2**	**4**

Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
Corequisites: None

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college level science courses.

		Class	Lab	Credit
CHM 131	**Introduction to Chemistry**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.

CHM 131A	**Intro to Chemistry Lab**	**0**	**3**	**1**

Prerequisites: None
Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.

CHM 151	**General Chemistry**	**3**	**3**	**4**

Prerequisite: None
Corequisite: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermo chemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152.

		Class	Lab	Credit
CHM 152	**General Chemistry II**	**3**	**3**	**4**

Prerequisites: CHM 151
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields.

COMPUTER INFORMATION TECHNOLOGY

CIS 110	**Introduction to Computers**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completions, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

CIS 111	**Basic PC Literacy**	**1**	**2**	**2**

Prerequisites: Keyboarding competency level establish by department
Corequisites: None

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

		Class	Lab	Credit
CIS 115	**Intro to Prog & Logic**	**2**	**3**	**3**

Prerequisites: DMA-010, DMA-020, DMA-030, and DMA-040
Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CTS 120	**Hardware/Software Support**	**2**	**3**	**3**

Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130	**Spreadsheet**	**2**	**2**	**3**

Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using function, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

		Class	Lab	Credit
CTS 285	**Systems Analysis & Design**	**3**	**0**	**3**

Prerequisites: CIS 115
Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289	**System Support Project**	**1**	**4**	**3**

Prerequisites: CTS 285
Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CRIMINAL JUSTICE

CJC 100	**Basic Law Enforcement**	**9**	**30**	**19**

Prerequisites: None
Corequisites: None

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. *This is a certificate-level course.*

		Class	Lab	Credit
CJC 111	**Intro to Criminal Justice**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC 112	**Criminology**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113	**Juvenile Justice**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

		Class	Lab	Credit
CJC 121	**Law Enforcement Oper**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evaluation of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 131	**Criminal Law**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132	**Court Procedure & Evid**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

		Class	Lab	Credit
CJC 141	**Corrections**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC 212	**Ethics & Comm Relations**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215	**Organizational & Admin**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

		Class	Lab	Credit
CJC 221	**Investigative Principles**	**3**	**2**	**4**

Prerequisites: None
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222	**Criminalistics**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 225	**Crisis Intervention**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizens contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incident that require field analysis and/or resolution.

		Class	Lab	Credit
CJC 231	**Constitutional Law**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to con-temporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

COOPERATIVE EDUCATION

		Class	Lab	Work	Credit
COE 110	**World of Work**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: None

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethics, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

COE 111	**Co-op Work Exp I**	**0**	**0**	**10**	**1**

Prerequisites: None
Corequisites: None

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

		Class	Lab	Work	Credit
COE 112	**Co-op Work Exp I**	**0**	**0**	**20**	**2**

Prerequisites: None
Corequisites: None

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

COE 115	**Work Exp Seminar I**	**1**	**0**	**0**	**1**

Prerequisites: None
Corequisites: COE 111, COE 112

This course covers basic knowledge necessary for gaining and maintaining employment in the Community Spanish Interpreter Program. Topics include job search and interviewing skills, work ethic, employer expectations, workplace safety, human relations, and interpreting skills. Upon completion, students should be able to successfully complete the cooperative work assignments involved in the Community Spanish Interpreter Program utilizing both Spanish and English speaking skills.

COE 121	**Co-op Work Exp II**	**0**	**0**	**10**	**1**

Prerequisites: None
Corequisites: None

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

		Class	Lab	Work	Credit
COE 122	**Co-op Work Exp II**	**0**	**0**	**20**	**2**

Prerequisites: None
Corequisites: None

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

COE 131	**Co-op Work Exp III**	**0**	**0**	**10**	**1**

Prerequisites: None
Corequisites: None

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

COE 132	**Co-op Work Exp III**	**0**	**0**	**20**	**2**

Prerequisites: None
Corequisites: None

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

COMMUNICATION

		Class	Lab	Credit
COM 110	**Introduction to Communication**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts.

COM 231	**Public Speaking**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audio-visual support.

COSMETOLOGY

		Class	Lab	Credit
COS 111	**Cosmetology Concepts I**	**4**	**0**	**4**

Prerequisites: None
Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112	**Salon I**	**0**	**24**	**8**

Prerequisites: None
Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113	**Cosmetology Concepts II**	**4**	**0**	**4**

Prerequisites: COS 111 and COS 112
Corequisites: COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114	**Salon II**	**0**	**24**	**8**

Prerequisites: COS 112
Corequisites: COS 113

This course provides experience in simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

		Class	Lab	Credit
COS 115	**Cosmetology Concepts III**	**4**	**0**	**4**

Prerequisites: COS 111 and COS 112
Corequisites: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116	**Salon III**	**0**	**12**	**4**

Prerequisites: COS 112
Corequisites: COS 115

This course provides comprehensive experience in a simulated salon set-ting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical re-structuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117	**Cosmetology Concepts IV**	**2**	**0**	**2**

Prerequisites: COS 113 and COS 115
Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118	**Salon IV**	**0**	**21**	**7**

Prerequisites: COS 114 and COS 116
Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

		Class	Lab	Credit
COS 121	**Manicure/Nail Tech I**	**4**	**6**	**6**

Prerequisites: None
Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 222	**Manicure/Nail Tech II**	**4**	**6**	**6**

Prerequisites: COS 121
Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 223	**Contemporary Hair Coloring**	**1**	**3**	**2**

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 240	**Contemporary Design**	**1**	**3**	**2**

Prerequisites: COS 111 & COS 112
Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design concepts.

		Class	Lab	Credit
COS 251	**Manicure Instr Concepts**	**8**	**0**	**8**

Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon
Corequisites: COS 252

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS 252	**Manicure Instr Practicum**	**0**	**15**	**5**

Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon
Corequisites: COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 271	**Instructor Concepts I**	**5**	**0**	**5**

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

		Class	Lab	Credit
COS 272	**Instructor Practicum I**	**0**	**21**	**7**

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273	**Instructor Concepts II**	**5**	**0**	**5**

Prerequisites: COS 271 and COS 272
Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274	**Instructor Practicum II**	**0**	**21**	**7**

Prerequisites: COS 271 and COS 272
Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

CONSTRUCTION

		Class	Lab	Credit
CST 131	**OSHA/Safety/Certification**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST 221	**Statics/Structures**	**3**	**3**	**4**

Prerequisites: MAT 115 or MAT 120 or MAT 161 or MAT 171 or CAR 112
Corequisites: None

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

CST 241	**Planning/Estimating I**	**2**	**2**	**3**

Prerequisites: BPR 130 or MAT 120 or MAT 121
Corequisites: None

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

Competencies

Student Learning Outcomes
1.Identify and define terminology specific to planning and estimating.
2.Generate quantity take-offs for a construction project using the CSI format.
3.Create an estimate based on materials, equipment, and labor.

DATABASE MANAGEMENT

		Class	Lab	Credit
DBA 110	**Database Concepts**	**2**	**3**	**3**

Prerequisites: None
Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DMA DEVELOPMENTAL MATHEMATICS

		Class	Lab	Credit
DMA 010	**Operations With Intergers**	**0.75**	**0.50**	**1**

Prerequisities: None
Corequisities: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

Competencies
•Visually represent an integer and its opposite on the number line
•Explain the concept of the absolute value of an integer
•Demonstrate the conceptual understanding of operations with integers to solve application problems
•Correctly apply commutative and associative properties to integer operations
•Apply the proper use of exponents and calculate the principal square root of perfect squares
•Simplify multi-step expressions using the rules for order of operations

•Solve geometric application problems involving area and perimeter of rectangles and triangles, angles, and correctly apply the Pythagorean theorem
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•Student Learning Outcomes
•1.1 Demonstrate an understanding of the concept of integers within contextual application problems
•1.2 Correctly represent integers on a number line
•1.3 Demonstrate the correct use of additive inverses
•1.4 Evaluate the absolute value of a number
•1.5 Apply integer operations in solving contextual application problems
•1.6 Correctly apply the associative and commutative properties
•1.7 Demonstrate understanding of exponents by converting between exponential and expanded form
•1.8 Evaluate exponents
•1.9 Calculate the square root of numbers containing perfect squares
•1.10 Evaluate integer expressions by using the correct order of operations
•1.11 Distinguish between appropriate use of area and perimeter formulas to solve geometric application problems
•1.12 Use the Pythagorean Theorem to solve geometric problems
•1.13 Represent the events of a geometric application problem included in this module pictorially and evaluate the correct solution using the appropriate formula
•1.14 Demonstrate an understanding of what a variable represents
•1.15 Evaluate variable expressions and formulas

		Class	Lab	Credit
DMA 020	**Fractions and Decimals**	**0.75**	**0.50**	**1**

Prerequisites: DMA-010
Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

Competencies
•Solve contextual application problems involving operations with fractions and decimals
•Visually represent fractions and their decimal equivalents
•Simplify fractions
•Find the lowest common denominator of two fractions
•Correctly perform arithmetic operations on fractions
•Explain the relationship between a number and its reciprocal
•Correctly order fractions and decimals on a number line
•Convert decimals between standard notation and word form
•Round decimals to a specific place value
•Estimate sums, differences, products, and quotients with decimals
•Demonstrate an understanding of the connection between fractions and decimals
•Convert between standard notation and scientific notation
•Solve geometric applications involving the circumference and area of circles
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•Student Learning Outcomes
•2.1 Solve conceptual problems involving fractions and decimals
•2.2 Visually represent fractions and decimals
•2.3 Simplify fractions
•2.4 Visually represent equivalent fractions and correctly place the values on the number line
•2.5 Add and subtract fractions with like denominators
•2.6 Write an equivalent fraction with a given denominator

•2.7 Add and subtract fractions with unlike denominators using the correct LCD
•2.8 Visually represent the sum and difference of two fractions with unlike denominators
•2.9 Multiply fractions
•2.10 Visually represent multiplication of fractions
•2.11 Divide fractions using reciprocals
•2.12 Correctly round decimals to a specific place value
•2.13 Estimate sums, differences, products, and quotients with decimals
•2.14 Demonstrate an understanding of the connection between fractions and decimals
•2.15 Distinguish between the appropriate use of circumference and area of a circle in solving geometric applications
•2.16 Represent events in geometric problems pictorially and evaluate the solution using correct formulas
•2.17 Correlate negative exponents to fractions and decimals in base 10
•2.18 Convert between standard notation and scientific notation

		Class	Lab	Credit
DMA 030	**Propor/Ratio/Rate/Percent**	**0.75**	**0.50**	**1**

Prerequisites: DMA-010 and DMA-020
Corequisites: None

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

Competencies
•Apply the concepts of ratio, rates, proportions, and percents to application problems
•Recognize and choose the correct units in application problems using ratios, rates, and proportions
•Calculate a unit rate
•Convert measurements within and between the U.S. customary and metric system using unit analysis
•Compare percents, decimals, and fractions

•Apply the concepts of part, whole, and percent to solve contextual applications
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•Student Learning Outcomes
•3.1 Demonstrate an understanding of the concepts of ratios, rates, proportions, and percents in the context of application problems
•3.2 Write a ratio using a variety of notations
•3.3 Distinguish between events in a problem that should be represented by a ratio or a rate
•3.4 Calculate a unit rate
•3.5 Convert measurements within the U.S. customary and metric system using unit analysis
•3.6 Convert measurements between the U.S customary and metric systems using unit analysis
•3.7 Represent percent as "parts of 100"
•3.8 Correctly convert between fractions, decimals, and percents
•3.9 Solve application problems using ratios, rates, proportions, and percents
•3.10 Recognize that two triangles are similar and solve for unknown sides using proportions in contextual applications

		Class	Lab	Credit
DMA 040	**Express/Lin Equat/Inequal**	**0.75**	**0.50**	**1**

Prerequisities: DMA-010, DMA-020, and DMA-030
Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

Competencies
•Differentiate between expressions, equations, and inequalities
•Simplify and evaluate, when appropriate, expressions, equations, and inequalities
•Effectively apply algebraic properties of equality

•Correctly represent the solution to an inequality on the number line
•Represent the structure of application problems pictorially and algebraically
•Apply effective problem solving strategies to contextual application problems
•Demonstrate conceptual knowledge by modeling and solving applications using linear equations and inequalities
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•Student Learning Outcomes
•4.1 Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of linear equations or inequalities
•4.2 Represent verbal statements as algebraic expressions, equations, and inequalities
•4.3 Distinguish between problem events that use expressions, equations, or inequalities
•4.4 Solve linear equations and inequalities in one variable using algebraic properties of equality
•4.5 Demonstrate an understanding of the meaning of solutions to problems, i.e. identity, contradiction, conditional
•4.6 Represent solutions of inequalities on a number line

		Class	Lab	Credit
DMA 050	**Graphs/Equations of Lines**	**0.75**	**0.50**	**1**

Prerequisities: DMA -010, DMA-020, DAM-030, and DMA-040
Corequisities: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

Competencies
•Read and interpret basic graphs to solve problems
•Apply the concept of slope as a rate of change in real-world situations

•Write and graph linear equations in two variables to model real-world situations
•Represent real-world situations as linear equations in two variables in tabular form, graphically, and algebraically
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•Student Learning Outcomes
•5.1 Analyze and interpret basic graphs to solve problems
•5.2 Represent real world situations in tabular, graphical, and algebraic equation form using two variables
•5.3 Generate a table of values given an equation in two variables and plot in Cartesian plane to graph a line
•5.4 Demonstrate an understanding of the concept of slope as a rate of change in real world situations using the slope formula
•5.5 Find and interpret the x- and y-intercepts of linear models in real world situations
•5.6 Graph linear equations using a variety of strategies
•5.7 Given a contextual application, write a linear equation and use the equation to make predictions
•5.8 Demonstrate a conceptual understanding of horizontal and vertical lines in terms of slope and graphically
•5.9 Demonstrate a conceptual understanding of the concept of an algebraic function

		Class	Lab	Credit
DMA 060	**Polynomial/Quadratic Appl**	**0.75**	**0.50**	**1**

Prerequisities: DMA-010, DMA-020, DMA-030, DMA-040 and DMA-050
Corequisities: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

Competencies
•Represent real-world applications as quadratic equations in tabular,

graphic, and algebraic forms
•Apply exponent rules
•Solve application problems involving polynomial operations
•Apply the principles of factoring when solving problems
•Represent contextual applications using function notation
•Analyze graphs of quadratic functions to solve problems
•Student Learning Outcomes
•6.1 Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of quadratic equations
•6.2 Add and subtract polynomials
•6.3 Apply exponent rules
•6.4 Multiply polynomials
•6.5 Divide a polynomial by a monomial
•6.6 Factor trinomials using multiple methods
•6.7 Factor the difference of two squares
•6.8 Solve quadratic applications using the zero product property and critique the reasonableness of solutions found
•6.9 Graph quadratic functions using the graphing calculator to identify and interpret the maximum, minimum, and y-intercept values and the domain and range in terms of the problem

		Class	Lab	Credit
DMA 070	**Rational Express/Equation**	**0.75**	**0.50**	**1**

Prerequisities: DMA-010, DMA-020, SMA-030, DMA-040, DMA-050 and DMA-060
Corequisities: None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

Competencies
•Solve contextual application problems involving operations on rational expressions and/or equations
•Represent real-world situations as rational equations and graphically

using a graphing calculator
•Analyze the meaning of asymptotes using a graphing calculator
•Explain the reasonableness of solutions found
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•Student Learning Outcomes
•7.1 Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of rational equations
•7.2 Graph rational functions using the graphing calculator to identify and interpret the y-intercept values and domain in terms of the problem
•7.3 Multiply and divide rational expressions
•7.4 Add and subtract rational expressions
•7.5 Solve rational equations

		Class	Lab	Credit
DMA 080	**Radical Express/Equations**	**0.75**	**0.50**	**1**

Prerequisities: DMA-010, DMA-020, SMA-030, DMA-040, DMA-050, DMA-060 and DMA-070
Corequisities: None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

Competencies
•Solve contextual application problems involving operations on radical expressions and/or equations
•Represent real world situations as radical equations and graphically using a graphing calculator
•Explain the reasonableness of solutions found
•Correctly perform operations with radical expressions
•Use a graphing calculator to analyze radical functions
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•Student Learning Outcomes
•8.1 Demonstrate the use of a problem solving strategy to include multiple representations of the situation, organization of the information, and algebraic representation of radical equations
•8.2 Correctly use rational exponents to rewrite radical expressions
•8.3 Simplify radical expressions
•8.4 Add and subtract radical expressions
•8.5 Multiply radical expressions
•8.6 Divide radical expressions
•8.7 Solve radical equations
•8.8 Solve quadratic equations using the quadratic formula
•8.9 Graph radical functions using the graphing calculator to identify and interpret the graph in terms of the problem

DRAFTING

		Class	Lab	Credit
DFT 117	**Technical Drafting**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course introduces basic drafting practices for non-drafting majors. Emphasis is placed on instrument use and care, shape, and size description, sketching, and pictorials. Upon completion, students should be able to produce drawings of assigned parts.

DFT 119	**Basic CAD**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

ECONOMICS

		Class	Lab	Credit
ECO 151	**Survey of Economics**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.

ECO 251	**Prin of Microeconomics**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces economic analysis of individuals, businesses, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to effectively achieve economic objectives

ECO 252	**Prin of Macroeconomics**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought, aggregate supply and demand, economic measures, fluctuations, and growth, money and banking, stabilization techniques, and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

EDUCATION

		Class	Lab	Credit
EDU 119	**Intro to Early Childhood Ed**	**4**	**0**	**4**

Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

EDU 131	**Child, Family, & Comm**	**3**	**0**	**3**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, and maintaining respectful, collaborative relationships, between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

		Class	Lab	Credit
EDU 144	**Child Development I**	**3**	**0**	**3**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on development sequences in physical/motor, social, emotional, cognitive, and language domains and the impact of multiple influences on development and learning of the whole child. Upon completion, students should be able to compare/contrast typical/atypical characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145	**Child Development II**	**3**	**0**	**3**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domain and the impact of multiple influences on development and learning. Upon completion, students should be able compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

		Class	Lab	Credit
EDU 146	**Child Guidance**	**3**	**0**	**3**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151	**Creative Activities**	**3**	**0**	**3**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

		Class	Lab	Credit
EDU 153	**Health, Safety, & Nutrition**	**3**	**0**	**3**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 157	**Active Play**	**2**	**2**	**3**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 163	**Classroom Mgt & Instruct**	**3**	**0**	**3**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course covers management and instructional techniques with school-age population. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

		Class	Lab	Credit
EDU 184	**Early Child Intro Pract**	**1**	**3**	**2**

Prerequisites: ENG 080, RED 080, EDU 119
Corequisites**:** None

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 188	**Issues in Early Child Ed**	**2**	**0**	**2**

Prerequisites: ENG 080, RED 080
Corequisites: None

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

EDU 216	**Foundations of Education**	**4**	**0**	**4**

Prerequisites: RED 090, ENG 090
Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.

		Class	Lab	Credit
EDU 221	**Children with Exceptionalities**	**3**	**0**	**3**

Prerequisites: ENG 090, RED 090, EDU 144, EDU 145
Corequisites: None

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professional to plan/implement and promote best practices.

EDU 234	**Infants, Toddlers & Twos**	**3**	**0**	**3**

Prerequisites: ENG 090, RED 090, EDU 119
Corequisites: None

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 235	**School-Age Dev & Program**	**3**	**0**	**3**

Prerequisites: ENG 090, RED 090
Corequisites: None

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principle of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

		Class	Lab	Credit
EDU 250	**Praxis I Preparation**	**1**	**0**	**1**

Prerequisites: ENG 090, RED 090
Corequisites: None

This course is designed to prepare potential teachers for the Praxis I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

EDU 259	**Curriculum Planning**	**3**	**0**	**3**

Prerequisites: ENG 090, RED 090, EDU 119
Corequisites: None

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environment.

EDU 261	**Early Childhood Admin I**	**3**	**0**	**3**

Prerequisites: ENG 090, RED 090
Corequisites: EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include programs structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

		Class	Lab	Credit
EDU 262	**Early Childhood Admin II**	**3**	**0**	**3**

Prerequisites: ENG 090, RED 090, EDU 261
Corequisites: EDU 119

This course focuses on advocacy/leadership, public relations/community out research and program quality/evaluation for diverse early childhood programs. Topics include program evaluations/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 271	**Educational Technology**	**2**	**2**	**3**

Prerequisites: ENG 090, RED 090
Corequisites: None

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 280 Language & Literacy Exp	**3**	**0**	**3**

Prerequisites: ENG 090, RED 090
Corequisites: None

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

		Class	Lab	Credit
EDU 281	**Instruc Strat/Read & Writ**	**2**	**2**	**3**

Prerequisities: ENG 090, RED 090
Corequisities: None

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 284	**Early Child Capstone Prac**	**1**	**9**	**4**

Prerequisites: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146, EDU 151
Corequisites: None

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

		Class	Lab	Credit
EDU 285	**Internship Expo-School Age**	**1**	**9**	**4**

Prerequisites: ENG 090, RED 090, EDU 144, EDU 145
EDU 163, EDU 216
Corequisites: None

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing, and evaluating developmentally appropriate activities and environment for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicted by assignments and onsite faculty visits.

EDU 289	**Adv Issues/School Age**	**2**	**0**	**2**

Prerequisites: ENG 090, RED 090
Corequisites None

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

ELECTRICITY

		Class	Lab	Credit
ELC 111	**Intro to Electricity**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 113	**Basic Wiring I**	**2**	**6**	**4**

Prerequisites: None
Corequisites: None

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

Competencies

Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to residential electrical circuits.
3. Draw, plan and interpret electrical plans and symbols used in residential applications
4. Identify, size, and install wiring and electrical distribution equipment and devices associated with residential electrical installations in accordance with the National Electrical Code.
5. Recognize and demonstrate appropriate use of tools and materials that are used in residential wiring.

		Class	Lab	Credit
ELC 117	**Motors and Controls**	**2**	**6**	**4**

Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

Competencies

Student Learning Outcomes
1. Demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to control circuits.
3. Interpret and use ladder and wiring diagrams, symbols, and schematics.
4. Demonstrate and describe the use of relays, contactors, motor starters and pilot devices in electrical control circuits.
5. Describe principles and operations related to electrical control circuits.
6. Describe the concepts of rotating electrical machinery.

ELC 128	**Intro to PLC**	**2**	**3**	**3**

Prerequisites: None
Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

Competencies

Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. List and describe the hardware components used in PLC systems.
3. Utilize numbering systems as applied to PLCs.

4. Demonstrate and describe the use of various PLC instruction sets.
5. Create various simple PLC programs using the appropriate instruction set.
6. Apply appropriate troubleshooting methods to PLCs.

ENGLISH

		Class	Lab	Credit
ENG 080	**Writing Foundations**	**3**	**2**	**4**

Prerequisites: None
Corequisites: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

ENG 090	**Composition Strategies**	**3**	**0**	**3**

Prerequisites: ENG 080
Corequisites: ENG 090A

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111.*

ENG 090A	**Composition Strategies Lab**	**0**	**2**	**1**

Prerequisites: ENG 080
Corequisites: ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completions, students should be able to compose a variety of paragraphs and a unified, coherent essay.

		Class	Lab	Credit
ENG 111	**Expository Writing**	**3**	**0**	**3**

Prerequisites: ENG 090 and RED 090
Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

ENG 113	**Literature-Based Research**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading, and thinking and the analysis and interpretation of prose, poetry, and drama; plot, characterization, theme, cultural, context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works.

ENG 114	**Prof Research & Reporting**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and pro-fessional written and oral presentations.

		Class	Lab	Credit
ENG 231	**American Literature I**	**3**	**0**	**3**

Prerequisites: ENG 113 or ENG 114
Corequisites: None

This course covers selected works in American literature from its beginning to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 232	**American Literature II**	**3**	**0**	**3**

Prerequisites: ENG 113 or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 241	**British Literature I**	**3**	**0**	**3**

Prerequisites: ENG 113 or ENG 114
Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

		Class	Lab	Credit
ENG 242	**British Literature II**	**3**	**0**	**3**

Prerequisites: ENG 113 or ENG 114
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 261	**World Literature I**	**3**	**0**	**3**

Prerequisites: ENG 113 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginning through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

ENG 262	**World Literature II**	**3**	**0**	**3**

Prerequisites: ENG 113 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

		Class	Lab	Credit
ENG 274	**Literature by Women**	**3**	**0**	**3**

Prerequisites: ENG 113 or ENG 114
Corequisites: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on historical and cultural context, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

GEOGRAPHY

GEO 111	**World Regional Geography**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.

HEALTH

		Class	Lab	Clinic	Credit
HEA 110	**Pers Health/Wellness**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

		Class	Lab	Clinic	Credit
HEA112	**First Aid & CPR**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

HISTORY

		Class	Lab	Credit
HIS 111	**World Civilizations I**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

HIS 112	**World Civilizations II**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

		Class	Lab	Credit
HIS 121	**Western Civilization I**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in Western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

HIS 122	**Western Civilization II**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.

HIS 131	**American History I**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.

		Class	Lab	Credit
HIS 132	**American History II**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socio-economic, and cultural developments in American history since the Civil War.

HIS 221	**African-American History**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

HIS 226	**The Civil War**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course examines the social, political, economic, and ideological forces that led to the Civil War and the Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the war's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War.

		Class	Lab	Credit
HIS 228	**History of the South**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the origin and development of the South as a distinct region of the United States. Emphasis is placed on Southern identity and its basis in cultural, social, economic, and political developments during the 19th and 20th centuries. Upon completion, students should be able to identify and analyze the major cultural, social, economic, and political developments in the South.

HIS 229	**History of the Old South**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a study of the development of the South from European settlement through the Civil War. Topics include the multi-ethnic character of colonization, the plantation economy, relations between social classes, the nature of slavery, and issues leading to the Civil War. Upon completion students should be able to analyze significant political, socioeconomic, and cultural developments in the antebellum South.

HIS 236	**North Carolina History**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds, colonial, antebellum, and Reconstruction periods, party politics, race relations, and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina.

HORTICULTURE

		Class	Lab	Credit
HOR 112	**Landscape Design I**	**2**	**3**	**3**

Prerequisites: None
Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

Competencies

Student Learning Outcomes
1. Create hand drawn landscape designs.
2. Use design tools and create a landscape design.
3. Incorporate elements of sustainability into design process.

HOR 114	**Landscape Construction**	**2**	**2**	**3**

Prerequisities: None
Corequisities: None

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

		Class	Lab	Credit
HOR 116	**Landscape Mangement I**	**2**	**2**	**3**

Prerequisities: None
Corequisities: None

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR 118	**Equipment Op & Maint**	**1**	**3**	**2**

Prerequisities: None
Corequisities: None

This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operations of selected equipment.

HOR 124	**Nursery Operations**	**2**	**3**	**3**

Prerequisites: None
Corequisites: None

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

		Class	Lab	Credit
HOR 138	**Greenhouse Veg Prod**	**1**	**2**	**2**

Prerequisities: None
Corequisities: None

This course covers the production of greenhouse vegetable crops. Emphasis is placed on controlling the greenhouse environment, production principles, insect and disease control, and harvesting and marketing the crops. Upon completion, students should be able to produce and market a greenhouse vegetable.

HOR 142	**Fruit & Vegetable Prod**	**1**	**2**	**2**

Prerequisities: None
Corequisities: None

This course introduces the principle and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate an understanding of the principles related to the production of selected fruits and vegetables.

HOR 150	**Intro to Horticulture**	**2**	**0**	**3**

Prerequisities: None
Corequisities: None

This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture.

		Class	Lab	Credit
HOR 152	**Horticultural Practices**	**0**	**3**	**1**

Prerequisites: None
Corequisites: None

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, green-houses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

HOR 160	**Plant Materials I**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

Competencies

·Student Learning Outcomes
·1.Identify landscape plants, including natives by both botanical and common name using morphological characteristics.
·2.Explain the cultural practices used for growing each plant in the landscape.
·3. Select plant materials for specific horticultural applications.
·4.Discuss plant growth characteristics, site requirements, and sustainable landscape uses.

HOR 162	**Applied Plant Science**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

		Class	Lab	Credit
HOR 164	**Hort Pest Management**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

Competencies

Student Learning Outcomes
1. Demonstrate pest identification and management using sustainable methods.
2. Identify major horticultural pests, such as insects, pathogen and weeds and create an integrated pest management plan.
3. Prepare for the North Carolina Pesticide Applicator?s exam.

HOR 166	**Soils & Fertilizers**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

Competencies

Student Learning Outcomes
1. Identify the physical, chemical and biological properties of soils.
2. Collect soil sample and interpret the results.
3. Select and apply fertilizers according to sustainable practices.

		Class	Lab	Credit
HOR 168	**Plant Propagation**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 170	**Hort Computer Apps**	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.

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

Prerequisites: HOR 112
Corequisites: None

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

HOR 215	**Landscape Irrigation**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

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

		Class	Lab	Credit
HOR 245	**Hor Specialty Crops**	**2**	**2**	**3**

Prerequisities: None
Corequisities: None

This course introduces the techniques and requirements for the production of horticultural crop of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.

HOR 253	**Horticulture Turfgrass**	**2**	**2**	**3**

Prerequisites: HOR 162 or HOR 166
Corequisites: None

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

HOR 260	**Plant Materials II**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course covers important landscape plants. Emphasis is placed onidentification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

		Class	Lab	Credit
HOR 273	**Hort Mgmt & Marketing**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/ employee relations, formulation of business plans, and operational procedures in horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

LSG 121	**Fall Gardening Lab**	**0**	**6**	**2**

Prerequisites: None
Corequisites: None

This course provides hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

HUMANITIES

		Class	Lab	Credit
HUM 115	**Critical Thinking**	**3**	**0**	**3**

Prerequisites: ENG 090 and RED 090
Corequisites: None

This course introduces the use of thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts.

HUM 211	**Humanities I**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of completion; students should be able to identify significant figures and cultural contributions of the periods studied.

HUM 212	**Humanities II**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed o the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied.

HYDRAULICS

		Class	Lab	Credit
HYD 110	**Hydraulics/Pneumatics I**	**2**	**3**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Competencies

Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to fluid power systems.
3. Identify components of fluid power systems using symbols and schematics.
4. Assemble a fluid power system.
5. Calculate and demonstrate the basic physics of fluid mechanics.

INDUSTRIAL SCIENCE

		Class	Lab	Credit
ISC 112	**Industrial Safety**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

Competencies

Student Learning Outcomes
1. Describe and identify safety practices required to perform various job-related activities.
2. Describe the application of OSHA procedures and requirements for compliance.

MATHEMATICS

		Class	Lab	Credit
MAT 060	**Essential Mathematics**	**3**	**2**	**4**

Prerequisites: MAT 050
Corequisites: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and application of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070	**Introductory Algebra**	**3**	**2**	**4**

Prerequisites: DM-010, DMA-020, DMA-030 or MAT 060
Corequisites: RED 080

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. *This course satisfies the developmental math prerequisite for MAT 115 and MAT 140.*

		Class	Lab	Credit
MAT 080	**Intermediate Algebra**	**3**	**2**	**4**

Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040 DMA-050 or MAT 070
Corequisites: RED 080

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; in-equalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 115	**Mathematical Models**	**2**	**2**	**3**

Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040 and DMA-50
Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 140	**Survey of Mathematics**	**3**	**0**	**3**

Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040
Corequisites: None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently.

		Class	Lab	Credit
MAT 140A	**Survey of Mathematics Lab**	**0**	**2**	**1**

Prerequisites: DMA-010, DMA-020, DMA-030, and DMA-040
Corequisites: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 151	**Statistics I**	**3**	**0**	**3**

Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040 and DMA-050
Corequisites: None

This course provides a project-based approach to the study of basic probability, descriptive, and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data.

MAT 151A	**Statistics I Lab**	**0**	**2**	**1**

Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040 and DMA-050
Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

		Class	Lab	Credit
MAT 161	**College Algebra**	**3**	**0**	**3**

Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040
DMA-050, DMA-060, DMA-070, and DMA-080
Corequisites: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, rationales, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction.

MAT 161A	**College Algebra Lab**	**0**	**2**	**1**

Prerequisites: DMA-010, DMA-020, DMA-030, DMA-040
DMA-050, DMA-060, DMA-070, and DMA-080
Corequisites: MAT 161

This course is a laboratory of MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively

MAT 162	**College Trigonometry**	**3**	**0**	**3**

Prerequisites: MAT 161
Corequisites: None

This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication.

		Class	Lab	Credit
MAT 162A	**College Trig Lab**	**0**	**2**	**1**

Prerequisites: MAT 161
Corequisites: MAT 162

This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 171	**Precalculus Algebra**	**3**	**0**	**3**

Prerequisites: DMA-010, DMA-020, DMA-030, DAM-040, DMA-050, DMA-060, DMA-070 and DMA-080
Corequisites: None

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions, (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions.

MAT 171A	**Precalculus Algebra Lab**	**0**	**2**	**1**

Prerequisites: DMA-010, DMA-020, DMA-030, DAM-040, DMA-050, DMA-060, DMA-070 and DMA-080
Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

		Class	Lab	Credit
MAT 172	**Precalculus Trigonometry**	**3**	**0**	**3**

Prerequisites: MAT 171
Corequisites: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

MAT 172 A	**Precalculus Trig Lab**	**0**	**2**	**1**

Prerequisites: MAT 171
Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 263	**Brief Calculus**	**3**	**0**	**3**

Prerequisites: MAT 161
Corequisites: None

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.

		Class	Lab	Credit
MAT 263A	**Brief Calculus Lab**	**0**	**2**	**1**

Prerequisites: MAT 161
Corequisites: MAT 263

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 271	**Calculus I**	**3**	**2**	**4**

Prerequisites: MAT 172
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions.

MECHANICAL

MEC 111	**Machine Processes I**	**1**	**4**	**3**

Prerequisites: None
Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

		Class	Lab	Credit
MEC 112	**Machine Processes II**	**2**	**3**	**3**

Prerequisites: MEC 111
Corequisites: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

MEC 130	**Mechanisms**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEDICAL

MED 120	**Survey of Med Terminology**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

MARKETING AND RETAILING

		Class	Lab	Credit
MKT 120	**Principles of Marketing**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MAINTENANCE

MNT 110	**Intro to Maint Procedures**	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

Competencies

Student Learning Outcomes
1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course.
2. Identify and demonstrate use of hand tools.
3. Identify grades of bolts and fasteners and demonstrate proper tightening techniques
4. Describe the operation of and assemble mechanical power transmissions and systems.
5. Identify bearings, seals, gaskets, and packing material and demonstrate appropriate assembly techniques.
6. Perform preventative and predictive maintenance and mechanical troubleshooting.

		Class	Lab	Credit
MNT 111	**Maintenance Practices**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

MNT 150	**Basic Building Maintenance**	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course introduces the basic skills of building maintenance. Topics include basic carpentry and masonry skills including forming, framing, laying block to a line, repairing, and other related topics. Upon completion, students should be able to perform basic carpentry and masonry skills in a maintenance setting.

MNT 220	**Rigging & Moving**	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 230 Pumps & Piping Systems 1 3 2
Prerequisites: None
Corequisites: None

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MUSIC

		Class	Lab	Credit
MUS 110	**Music Appreciation**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

The course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.

MUS 111	**Fundamentals of Music**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music.

MUS 113	**American Music**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music.

		Class	Lab	Credit
MUS 121	**Music Theory I**	**3**	**2**	**4**

Prerequisities: None
Corequisities: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

MUS 122	**Music Theory II**	**3**	**2**	**4**

Prerequisities: Music 121
Corequisities: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

NETWORKING TECHNOLOGY

NET 125	**Networking Basics**	**1**	**4**	**3**

Prerequisites: None
Corequisites: None

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology and models, media, Ethernet, subnetting, and TCP/IP Protocols.

		Class	Lab	Credit
NET 126	**Routing Basics**	**1**	**4**	**3**

Prerequisites: NET 125
Corequisites: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLS). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NETWORK OPERATING SYSTEM

NOS 110	**Operating System Concepts**	**2**	**3**	**3**

Prerequisites: None
Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120	**Linux/UNIX Single User**	**2**	**2**	**3**

Prerequisites: NOS 110
Corequisites: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

		Class	Lab	Credit
NOS 130	**Windows Single Use**	**2**	**2**	**3**

Prerequisites: NOS 110
Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230	**Windows Admin I**	**2**	**2**	**3**

Prerequisites: NOS 130
Corequisites: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NURSING

		Class	Lab	Clinic	Credit
		7	**6**	**6**	**11**
NUR 101	**Practical Nursing I**				

Prerequisites: Admission to the Practical Nursing Program
Corequisites: BIO 168, PSY 150, ACA 111

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

		Class	Lab	Clinic	Credit
NUR 102	**Practical Nursing II**	**8**	**0**	**12**	**12**

Prerequisites: NUR 101
Corequisites: BIO 169, ENG 111

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 103	**Practical Nursing III**	**6**	**0**	**12**	**10**

Prerequisites: NUR 102
Corequisites: None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 111	**Into to Health Concepts**	**4**	**6**	**6**	**8**

Prerequisites: Admission to the Associate Degree Nursing Program
Corequisites: ACA 111, BIO 168, PSY 150

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

		Class	Lab	Clinic	Credit
NUR 112	**Health-Illness Concepts**	**3**	**0**	**6**	**5**

Prerequisities: NUR 111, NUR 113
Corequisities: BIO 169, PSY 241

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-based, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113	**Family Health Concepts**	**3**	**0**	**6**	**5**

Prerequisities: NUR 111
Corequisities: BIO 169, PSY 241

This course is designed to further develop the concept within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114	**Holistic Health Concept**	**3**	**0**	**6**	**5**

Prerequisities: NUR 111, NUR 112, NUR 113, NUR 211
Corequisities: ENG 111, CIS 110 or CIS 111, COE 110

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

		Class	Lab	Clinic	Credit
NUR 211	**Health Care Concepts**	**3**	**0**	**6**	**5**

Prerequisites: NUR 111, NUR 112 NUR 113
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212	**Health System Concepts**	**3**	**0**	**6**	**5**

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211
Corequisites: ENG 111, CIS 110 or CIS 111, COE 110

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213	**Complex Health Concepts**	**4**	**3**	**15**	**10**

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
Corequisites: ENG 113 or ENG 114, Humanities/Fine Arts Elective

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NURSING ASSISTANT

		Class	Lab	Clinic	Credit
NAS 101	**Nursing Assistant I**	**3**	**4**	**3**	**6**

Prerequisites: None
Corequisites: None

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

NAS 102	**Nursing Assistant II**	**3**	**2**	**6**	**6**

Prerequisites: NAS 101
Corequisites: None

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

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

Prerequisites: None
Corequisites: None

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

OFFICE SYSTEMS ADMINISTRATION

		Class	Lab	Credit
OST 080	**Keyboarding Literacy**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding. *Non-OST majors must demonstrate mastery of the numeric keypad and pass three 3-minute timed writings with at least 20 gross words per minute with no more than three errors; OST majors must pass three 3-minute timed writings with at least 30 gross words per minute with no more than three errors.*

OST 131	**Keyboarding**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. *This course is designed for Nursing Assistant students; students must pass three 3-minute timed writings with at least 30 gross words per minute with no more than three errors.*

OST 132	**Keyboard Skill Bldg**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed. *The minimum speed requirement is 35 gross words a minute on three 3-minute timed writings with no more than three errors.*

		Class	Lab	Credit
OST 133	**Advanced Keyboard Skill Building**	**1**	**2**	**2**

Prerequisites: OST 132
Corequisites: None

This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs. *The minimum speed requirement is 45 gross words a minute on three 3-minute timed writings with no more than three errors.*

OST 134	**Text Entry and Format**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course provides the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. *The minimum speed requirement is 50 gross words a minute on three 3-minute timed writings with no more than three errors.*

OST 136	**Word Processing**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

		Class	Lab	Credit
OST 137	**Office Software Application**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 141	**Med Terms I-Med Office**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142	**Med Terms II-Med Office**	**3**	**0**	**3**

Prerequisites: OST 141
Corequisites: None

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

		Class	Lab	Credit
OST 148	**Med Coding, Billing & Insur**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical claim.

OST 149	**Medial Legal Issues**	**3**	**0**	**3**

Prerequisites: None
Corerquisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 164	**Text Editing Applications**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

		Class	Lab	Credit
OST 181	**Office Procedures**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184	**Records Management**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223	**Admin. Office Transcription I**	**2**	**2**	**3**

Prerequisites: OST 164 and either OST 134 or OST 136
Corequisites: None

This course provides experience transcribing documents. Emphasis is placed on intensive appropriate formatting, text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

		Class	Lab	Credit
OST 233	**Office Publications Design**	**2**	**2**	**3**

Prerequisites: OST 136
Corequisites: None

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236	**Adv Word/Information Process**	**2**	**2**	**3**

Prerequisites: OST 136
Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 243	**Med Office Simulation**	**2**	**2**	**3**

Prerequisites: OST 148
Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

		Class	Lab	Credit
OST 284	**Emerging Technologies**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 286	**Professional Development**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, healthy lifestyles, appearance, attitude, personal and professional growth. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289	**Administrative Office Mgt**	**2**	**2**	**3**

Prerequisites: OST 164 and either OST 134 or OST 136
Corequisites: None

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

PHYSICAL EDUCATION

		Class	Lab	Credit
PED 110	**Fit and Well for Life**	**1**	**2**	**2**

Prerequisites: None
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness pro-gram based on individual needs, abilities, and interests.

PED 111	**Physical Fitness I**	**0**	**3**	**1**

Prerequisites: None
Corequisites: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

PED 113	**Aerobics I**	**0**	**3**	**1**

Prerequisites: None
Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is place on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

		Class	Lab	Credit
PED 115	**Step Aerobics I**	**0**	**3**	**1**

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics.

PED 117	**Weight Training I**	**0**	**3**	**1**

Prerequisites: None
Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

PED 125	**Self-Defense-Beginning**	**0**	**2**	**1**

Prerequisites: None
Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

		Class	Lab	Credit
PED 126	**Self-Defense-Intermediate**	**0**	**2**	**1**

Prerequisites: PED 125
Corequisites: None

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations.

PED 128	**Golf-Beginning**	**0**	**2**	**1**

Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate knowledge of the rules and etiquette of golf.

PED 130	**Tennis-Beginning**	**0**	**2**	**1**

Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

		Class	Lab	Credit
PED 132	**Racquetball-Beginning**	**0**	**2**	**1**

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball.

PED 152	**Swimming-Beginning**	**0**	**2**	**1**

Prerequisites: None
Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

PED 155	**Water Aerobics**	**0**	**3**	**1**

Prerequisites: None
Corequisites: None

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program.

		Class	Lab	Credit
PED 216	**Indoor Cycling**	**0**	**3**	**1**

Prerequisites: None
Corequisites: None

This course is designed to promote physical fitness through indoor stationary cycling. Emphasis is placed on pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should have improved cardiovascular and muscular endurance and be able to design and participate in a cycling for fitness program.

PHILOSOPHY

PHI 210	**History of Philosophy**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course introduces fundamental philosophical issues through a historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able identify and distinguish among the key positions of the philosophers studied.

PHI 215	**Philosophical Issues**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue.

		Class	Lab	Credit
PHI 220	**Western Philosophy I**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith.

PHI 221	**Western Philosophy II**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason.

PHI 240	**Introduction to Ethics**	**3**	**0**	**3**

Prerequisites: ENG 111
Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice.

PHYSICAL SCIENCE

		Class	Lab	Credit
PHS 110	**Basic Physical Science**	**3**	**2**	**4**

Prerequisites: None
Corequisites: None

This course introduces the physical environment with emphasis on the laws and physical concepts that impact the world and universe. Topics include astronomy, geology, meteorology, general chemistry, and general physics. Upon completion, students should be able to describe the forces and composition of the earth and universe.

PLUMBING

PLU 111	**Intro to Basic Plumbing**	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE

POL 110	**Intro Political Science**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems.

		Class	Lab	Credit
POL 120	**American Government**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional frame-work, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

POL 220	**International Relations**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems.

PSYCHOLOGY

		Class	Lab	Credit
PSY 150	**General Psychology**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

PSY 241	**Developmental Psychology**	**3**	**0**	**3**

Prerequisites: PSY 150
Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.

PSY 263	**Educational Psychology**	**3**	**0**	**3**

Prerequisites: PSY 150
Corequisites: None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice.

		Class	Lab	Credit
PSY 281	**Abnormal Psychology**	**3**	**0**	**3**

Prerequisites: PSY 150
Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

READING

RED 080	**Intro to College Reading**	**3**	**2**	**4**

Prerequisites: None
Corequisites: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111.*

RED 090	**Improved College Reading**	**3**	**2**	**4**

Prerequisites: RED 080
Corequisites: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111.*

RELIGION

		Class	Lab	Credit
REL 110	**World Religions**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.
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REL 111	**Eastern Religions**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL 112	**Western Religions**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

		Class	Lab	Credit
REL 211	**Intro to Old Testament**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

REL 212	**Intro to New Testament**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

REL 221	**Religion in America**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. .

INFORMATION SYSTEMS SECURITY

		Class	Lab	Credit
SEC 110	**Security Concepts**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 150	**Secure Communications**	**2**	**2**	**3**

Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

SEC 160	**Secure Admin I**	**2**	**2**	**3**

Prerequisites: SEC 110 and NET 110 or NET 125
Corequisites: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

		Class	Lab	Credit
SEC 210	**Intrusion Detection**	**2**	**2**	**3**

Prerequisites: SEC 160
Corequisites: None

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.

SEC 220	**Defense-In-Depth**	**2**	**2**	**3**

Prerequisites: None
Corequisites: SEC 160

This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures.

SEC 289	**Security Capstone Project**	**1**	**4**	**3**

Prerequisites: SEC 220
Corequisites: None

This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

SOCIOLOGY

		Class	Lab	Credit
SOC 210	**Introduction to Sociology**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

SOC 213	**Sociology of the Family**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and social forces which influence its development and change.

SOC 220	**Social Problems**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

		Class	Lab	Credit
SOC 244	**Soc of Death and Dying**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying.

SPANISH

SPA 111	**Elementary Spanish I**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural law awareness.

SPA 112	**Elementary Spanish II**	**3**	**0**	**3**

Prerequisites: SPA 111
Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.

		Class	Lab	Credit
SPA 120	**Spanish for the Workplace**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141	**Culture and Civilization**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

SPA 161	**Cultural Immersion**	**2**	**3**	**3**

Prerequisites: SPA 111
Corequisites: None

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.

		Class	Lab	Credit
SPA 181	**Spanish Lab 1**	**0**	**2**	**1**

Prerequisites: None
Corequisites: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

SPA 182	**Spanish Lab 2**	**0**	**2**	**1**

Prerequisites: SPA 181
Corequisites: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness.

SPA 211	**Intermediate Spanish I**	**3**	**0**	**3**

Prerequisites: SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

		Class	Lab	Credit
SPA 212	**Intermediate Spanish II**	**3**	**0**	**3**

Prerequisites: SPA 211
Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 215	**Spanish Phonetics/Structure**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English language.

SPA 221	**Spanish Conversation**	**3**	**0**	**3**

Prerequisites: SPA 212
Corequisites: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations.

		Class	Lab	Credit
SPA 231	**Reading and Composition**	**3**	**0**	**3**

Prerequisites: SPA 212
Corequisites: None

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings.

SPA 281	**Spanish Lab 3**	**0**	**2**	**1**

Prerequisites: SPA 182
Corequisites: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

SPA 282	**Spanish Lab 4**	**0**	**2**	**1**

Prerequisites: SPA 281
Corequisites: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

		Class	Lab	Credit
SPI 113	**Intro. To Spanish Inter**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

SPI 114	**Ana Skills Spanish Inter**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

SPI 213	**Review of Grammar**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

		Class	Lab	Credit
SPI 214	**Intro to Translation**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

WEB TECHNOLOGIES

WEB 110	**Internet/Web Fundamentals**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WELDING

	Class	Lab	Credit
WLD 110 Cutting Processes	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

Competencies

Student Learning Outcomes
1. Identify the parts and functions of an oxy-acetylene cutting torch.
2. Identify the parts and functions of various cutting equipment.
3. List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment.
4. Set-up and adjust cutting equipment.
5. Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to: a.Cut a straight marked line on various thickness steel plate. b.Cut various shapes out of carbon steel plate. c.Cut carbon steel plate to a bevel and pipe.

WLD 112	**Basic Welding Processes**	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

		Class	Lab	Credit
WLD 115	**SMAW (Stick) Plate**	**2**	**9**	**5**

Prerequisites: None
Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

Competencies

Student Learning Outcomes
1. Demonstrate SMAW electrode classification in compliance with AWS codes.
2. Perform a groove weld according to AWS D1.1.
3. Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 116	**SMAW (Stick) Plate/Pipe**	**1**	**9**	**4**

Prerequisites: WLD 115
Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

		Class	Lab	Credit
WLD 121	**GMAW (MIG) FCAW/Plate**	**2**	**6**	**4**

Prerequisites: None
Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Competencies

Student Learning Outcomes
1. Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.
2. Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.
3. Perform a Fillet weld in accordance with AWS code.
4. Perform a groove weld in accordance with AWS code.
5. Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 122	**GMAW (MIG) Plate/Pipe**	**1**	**6**	**3**

Prerequisites: WLD 121
Corequisites: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

		Class	Lab	Credit
WLD 131	**GTAW (TIG) Plate**	**2**	**6**	**4**

Prerequisites: None
Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Competencies

Student Learning Outcomes
1. Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.
2. Perform a groove weld in accordance with AWS code.
3. Perform a Fillet weld in accordance with AWS code.
4. Demonstrate safe equipment setup, operation, and shut-down practices according to manufacturer's recommendations.

WLD 132	**GTAW (TIG) Plate/Pipe**	**1**	**6**	**3**

Prerequisites: WLD 131
Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

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		Class	Lab	Credit
WLD 141	**Symbols & Specifications**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Competencies

Student Learning Outcomes
1. Identify and read welding symbols.
2. Identify and explain various lines, notes, and specifications on a blueprint.
3. Identify the different types of lines on a blueprint.
4. Interpret destructive testing symbols and their methods.
5. Interpret non-destructive testing symbols and their methods.
6. Develop a working sketch.
7. Create a bill of materials from a blueprint.

WLD 145	**Thermoplastic Welding**	**1**	**3**	**2**

Prerequisites: None
Corequisites: None

This course introduces the thermoplastic welding processes and materials identification. Topics include filler material selection, identification, joint design, and equipment setup with emphasis on bead types and applications. Upon completion, students should be able to perform fillet and groove welds using thermoplastic materials.

WLD 151	**Fabrication I**	**2**	**6**	**4**

Prerequisites: None
Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment

		Class	Lab	Credit
WLD 215	**SMAW (Stick) Pipe**	**1**	**9**	**4**

Prerequisites: WLD 115 or WLD 116
Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 221	**GMAW (MIG) Pipe**	**1**	**6**	**3**

Prerequisites: WLD 122
Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

WLD 261	**Certification Practices**	**1**	**3**	**2**

Prerequisites: WLD 115 and WLD 121 and WLD 131
Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262	**Inspection & Testing**	**2**	**2**	**3**

Prerequisites: None
Corequisites: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

CONTINUING EDUCATION

GENERAL INFORMATION

Continuing Education promotes the concept of lifelong learning by providing educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. The development of these courses is based upon the needs and interests of the professional, business, industry, and civic communities. Some courses are offered on a continuing basis while others are established in response to specific requests by individuals or groups.

SCC provides training in many areas through its Continuing Education Division programs. Classes are held at the Clinton campus and at numerous locations throughout Sampson County. Most classes prepare individuals for employment, or upgrade workers already employed. Besides meeting economic needs, some classes help to improve the adult's social and cultural standing in the community. Training is also provided for employees of area industries and public agencies. Once a specific training need has been established, classes in that area can be offered at virtually any time. Additional details can be obtained by calling the office of Continuing Education at (910) 592-7176 or visiting the College website at http://www.sampsoncc.edu.

ADMISSION REQUIREMENTS

Generally, any person who is 16 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education classes. Applicants are usually admitted on a first-come, first-serve basis. Some classes have specific admission requirements and prerequisite requirements. In such cases, this will be indicated along with the course description so that applicants are properly notified. A high school diploma is not required for registration in most classes.

REGISTRATION AND SPECIAL INFORMATION

For information concerning current class offerings and their locations, call the Continuing Education Division at (910) 592-7176, visit our office, or reference the College web site. The Continuing Education Division is located in the East Building on the main campus of SCC.

Course fees (tuition) are as follows:

Classes from 1 to 24 hours:	$65.00
Classes from 25 to 50 hours:	$120.00
Classes 51 hours and greater:	$175.00

The cost of Self-Supporting and Community Service courses vary based on enrollment and the cost of course delivery. Additional costs may involve the purchase of textbooks, supplies, insurance and other fees associated with a course.

Registration fee exemptions are granted for North Carolina fire service workers, emergency service personnel, and law enforcement as designated in local disaster plans. North Carolina citizens 65 years of age and older may enroll in one free class per semester. There are no exemptions allowable for classes designated as self-supporting.

REFUNDS AND TRANSFERS

The Refund Policy has been established by the NC General Assembly for all NC community colleges. For any classes cancelled by SCC, a full refund will be given. A full refund for a class which was not canceled by the College may be given if students submit a signed refund request prior to the beginning date of the class. A 75% refund is given when signed requests, made in writing, are received before the 10% period of the classes (usually the first or second class meeting). Normally, a student can expect to receive a refund within four to six weeks of the date on which the request was submitted.

ACADEMIC CREDIT

Most of the courses offered by the Continuing Education Division do not award credits. Students who successfully complete many of the courses receive Continuing Education Units (CEU's) and a certificate designating the completion of the course. (A CEU is equivalent to ten (10) clock hours of instruction.) In some instances competencies gained in continuing education courses may be recognized in curriculum programs under provisions in the College's credit by examination policy.

CLASS SCHEDULES AND ENROLLMENT

Classes are scheduled on the campus and in other sites across the county. The beginning date, time, and location of a class are determined by the needs of the students and employers and the availability of suitable facilities and equipment. Classes usually meet once or twice a week from two to three hours each session. For most classes, a minimum of twelve (12) students must be present to register before a class will be allowed to begin. The College further reserves the right to discontinue a class if attendance falls to an unacceptable level.

ATTENDANCE

Students are encouraged to attend all classes to gain mastery of the materials and skills that are presented in each course. To qualify for the receipt of a course certificate, a student must attend at least 85 percent of the classes as well as successfully complete the prescribed course work. Depending upon the nature of the class and the requirements established for certification or licensing, some classes may have stricter attendance requirements. In these instances, the instructor will identify the attendance requirements.

COURSE REPETITION

Continuing Education Classes are open to students age 18 and above. All courses except self-supported class offerings are free to North Carolina Residents age 65 and older. Students should note that if they register for the same course more than twice within a five-year period they will be charged the full cost of the course which they have taken twice. Students shall be primarily responsible for monitoring course repetitions; however, the College shall review records and charge students the full cost for courses taken more than twice.

If a student enrolls in an occupational extension class more than twice, the student will be required to pay the full amount of the per student cost for the class.

A student may be permitted to repeat a course more than twice if the student demonstrates that repetition of the course is required to meet an established standard governing certification or license in the program area in which the student has enrolled.

The College reserves the right to deny a student enrollment in a previously completed course if, in the opinion of the College, the student continues to enroll in the course for the purpose of gaining access to College equipment or materials.

TRANSCRIPTS

A student may obtain a transcript containing a record of all continuing education classes completed through a written request to the Continuing Education Office. The number of hours, CEU's, titles of classes, and grade are indicated on each transcript.

CONTINUING EDUCATION
INSTRUCTIONAL AREAS

OCCUPATIONAL EXTENSION

Occupational extension courses are specifically designed to provide training that leads to employment, upgrade of the skills of persons presently employed, or retrain for new employment in a different occupational field. These courses may be offered exclusively by the College or in partnership with business and industry. Occupational extension courses cover a range of topics including fire service, emergency medicine, law enforcement, truck driver training, driving safety, industrial maintenance, and a variety of other types of technical and employment-related training. The Division is constantly seeking to meet the certification needs for professional workers; therefore, new courses are added periodically. Please call to inquire if the training you seek is not listed.

Courses designed to prepare individuals to enter the workforce are available through the Human Resource Development (HRD) program. Course offerings include Career Planning and Employability Skills, Basic Keyboarding and Computer Applications, Clerical and Medical Office Skills, Home Care Companion and Introduction to Health Care Careers. Training for the Career Readiness Certification is also conducted through the HRD Program.

Of great demand are courses to prepare individuals for work in health care. Offerings include Nurse Aide, Phlebotomy, Medical Terminology, Healthcare Billing and Coding, Pharmacy Technician, EKG Technician, Veterinary Technician and emergency medical courses which include Emergency Medical Responder, EMT Basic, EMT Intermediate, and Paramedic training. Medical courses are considered "limited enrollment," which requires that candidates apply for admission and meet established criteria in order to enroll.

Training classes which meet state certification requirements are typically provided as occupational extension courses. Law enforcement in-service training requirements are outlined in the State Board of Community Colleges Code. The Code requires that every law enforcement officer certified by the Criminal Justice Education and Training Standards Commission must receive 24 hours of in-service training annually. The Criminal Justice and Sheriff's Education and Training Standards Commission approved additional training requirements which were implemented January of 2009.

NC Community Colleges provide in-service training to over 90% of our State's firefighters**.** NCDOI Certification classes for Firefighter I & II Rescue Technician, Driver Operator, and Emergency Vehicle Operator will maintain

their normal schedules posted at each department. Emergency Medical Services continuing education classes follow the schedules posted at each department. Initial training for Emergency responders, EMTs and Paramedics is available at various locations throughout the county.

CAREER READINESS CERTIFICATION

Employers are increasingly concerned with ensuring that both potential and incumbent employees have the skills necessary to thrive in today's workplace. As of 2010, more than 80% of all North Carolina jobs require skills beyond those earned in high school. For new businesses moving into North Carolina, for existing businesses wanting to expand, and for operations just to remain viable in a fiercely competitive environment, the skill level of the available workforce is a critical factor, and often deciding factor.

North Carolina's Career Readiness Certification (CRC) is designed to meet the needs of both the employer and job seekers in today's economy. For employers, the Career Readiness Certificate (CRC) offers a reliable means of determining whether a potential employee has the necessary literacy, computational and problem solving skills to be "job ready." For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school diploma or a resume outlining experience in a different job setting.

Employers can use the CRC, along with other education and background information, to make employment and training decisions. The certificate is increasingly becoming a "plus" when presented to an employer during the hiring process because it shows the individual has attained specific workforce competency levels in Reading for Information, Applied Mathematics, and Locating Information.

CUSTOMIZED TRAINING

For more than 50 years, North Carolina's community colleges have supported the economic development efforts of the State by providing customized training. The Customized Training Program provides education, training and support services for new, expanding, and existing business/industry in Sampson County. The purpose of customized training is to foster and support three integral components of a company's well-being: job growth, technology investment, and productivity enhancement. Services offered through the program include job profiling, pre-employment training and assessment, and post-hire technical and critical soft skills training. Employee skills acquired through Customized Training opportunities help enable Sampson County

businesses and industries meet growing market demands and retain a competitive edge in today's global economy.

SELF-SUPPORTING PROGRAMS

The College offers a limited number of courses and activities on a self-supported basis. Self-supported classes may be recreational or occupational, or just about any area of public interest offered under the auspices of the Continuing Education Division as approved by the Dean. Creative Art, Cake Decorating, Digital Photography are among the self-supporting classes offered on a regular basis.

Among the most popular of the self-supported offerings is Defensive Driving. For persons charged with a minor traffic violation, the Defensive Driving class may prevent assessment of insurance points or premium surcharges on an auto insurance policy and/or points on a North Carolina driver's license. The District Attorney, area community college, and the Safety and Health Council of North Carolina make this program available. The concern for public safety is also addressed in the **Alive@25** Program which is designed to reduce the number of teenage driving-related accidents and deaths.

Industrial Ammonia Refrigeration, a unique self-supporting program that opened in 2009, provides training in the safe handling of ammonia in industries such as pharmaceuticals, food storage, ice production, and cold storage warehousing.

SMALL BUSINESS CENTER

Sampson Community College's Small Business Center provides local, confidential, experienced counseling and advisement for new and existing businesses. Available by request, this local confidential service acts as a sounding board for new ideas and or concerns you may have about your business. The Center's director will help you find solutions to your challenging business questions. No question is too simple or complicated. There is no charge for this service.

The Small Business Center offers a wide variety of seminars and workshops year round to help small businesses be successful. Most seminars and workshops are available at no charge. Some of the topics include:

How to Start a Business	Marketing for Success
How to Write a Business Plan	QuickBooks: Getting Started
Financing Your Business	Creative Real Estate Investing
Bookkeeping and Taxes	Living Debt Free

In addition to providing training, counseling, and other resources, the Small Business Center can put you in touch with vital local business and community leaders. Contact information can be provided for local and State government agencies that will enable you to grow your business. Local community organizations can offer professional networking opportunities and important business to business information. As a member of the North Carolina Business Alliance, we will connect you with other member agencies across the state.

BASIC SKILLS EDUCATION

BASIC SKILLS EDUCATION PROGRAMS

The Butler Basic Skills Department offers a number of special programs to assist adult students 18 years of age or older in attaining fundamental educational skills. The department is housed on the second floor of the Warren Student Center. In addition to structured classes, the Butler Basic Skills Department provides a learning lab and computer-assisted instruction for basic skills.

Basic Skills education is designed to increase the level of adult literacy within the community and to assist adults in high school equivalency completion. The program provides students with foundational skills that will enable them to enter the work force, skills training programs, or post-secondary education. The curriculum emphasizes the personal and academic development of each student, stressing individual awareness of abilities and opportunities.

The College offers two programs designed for adults who have not completed high school: the Adult Basic Education (ABE) program and the General Education Development (GED) program. These programs provide instruction ranging from courses to meet the needs of individuals requiring basic literacy to those designed to improve the equivalent skills of high school graduates. The College also offers English as a Second Language (ESL) giving non-English speaking students the opportunity to learn to speak, read and write English. These courses are offered on the College's main campus and at several sites throughout the county. No registration fee is charged for these classes.

In addition, the Butler Basic Skills Department provides learning labs and computer-assisted instruction. There are no fees charged for use of these resources. Students may participate in a program of individualized study using teacher-recommended materials supplemented by computer-based resources.

Web-based Basic Skills instruction is available to help prepare students for the GED Tests, improve employment opportunities, and build confidence. On-line instruction is available anytime and anywhere there is Internet access. The learning environment is private, friendly, and supportive.

ENROLLMENT OF MINORS

The Basic Skills Education programs are designed to serve adults. A student must be at least 18 years old to participate in any component of the program. Upon receipt of written recommendation of the superintendent and

principal of the last school attended, a student between the ages of 16 and 18 years of age may be admitted as a student with special needs provided that the following criteria are met:

- The referral and/or enrollment form for minors must be completed, signed and dated.
- Minors must also submit a school transcript and disciplinary report from the last public school attended.
- Minor students and a parent/guardian must meet with the director or coordinator of the program before enrolling in the mandatory orientation program.

REGISTRATION AND PLACEMENT

Individuals may enroll in the Basic Skills Education programs on the main campus during registration periods published in the College's academic calendar and included in various College announcements. The College also provides class sites throughout the county. Department staff can provide information concerning class sites, times, and registration dates for these classes.

All students enrolling in these programs are required to take an orientation class and placement tests. The tests are used to determine the level at which a student will enter the curriculum. There are no specific score requirements for enrollment in Basic Skills programs. Structured classes at the appropriate level for each student are recommended by the student's advisor. Student progress is monitored periodically to determine course planning for the next enrollment period and to document progress.

GED TESTING

The Tests of General Educational Development (GED Tests) are designed to measure the skills and knowledge equivalent to a high school course of study. The five subject area tests which comprise the GED test battery are Mathematics; Language Arts, Reading; Language Arts, Writing (including essay); Science; and Social Studies.

The College serves as the Official GED Testing Center for Sampson County. Testing opportunities are scheduled during the semester. Instruction and pre-testing are available at no charge and can help ensure success on the tests. All examinations are administered on the main campus. Students who obtain satisfactory scores are awarded the General Educational Development (GED) Diploma. The GED examiner may schedule additional testing sessions for individuals with extenuating circumstances upon approval of test

accommodations. GED candidates will be assessed a testing fee. Successful candidates are invited to participate in the College's annual commencement exercises.

NORTH CAROLINA DRIVER'S LICENSE LAW

Effective August 1, 1998, a statewide coordinated effort to motivate and encourage minors to complete high school was voted into law. This law requires that students under the age of 18 who have not completed high school remain in school making adequate progress toward their diploma or equivalency or lose their driving permit or license. Sampson Community College is mandated to assist in the enforcement of this law.

Minors who are under the jurisdiction of the law (having been granted a license or permit on or after December 1, 1997) will be required to attend a minimum of 60 hours per month for six consecutive months and progress in the program according to the definition of progress set forth by the State Board of Community Colleges. Progress will be evaluated at the end of each six-month period. For further information, contact the Director of Basic Skills at 910-592-7176, ext. 3514.

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