WAYNE
COMMUNITY COLLEGE

General Catalog
2011-2012

www.waynecc.edu

General Catalog 2011-2012

P.O. Box 8002 • Goldsboro, N.C. 27533-8002 • 919-735-5151

www.waynecc.edu

This catalog is current as of June 20, 2011. Check the WCC on-line catalog at www.waynecc.edu/catalog-schedules/ for the most up-to-date information.

CREATING SUCCESS FOR YOU! HOPE, OPPORTUNITY, AND JOBS

Wayne Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 with questions about this college's accreditation.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html or in the Office of Admissions and Records and in the Office of Counseling Services.

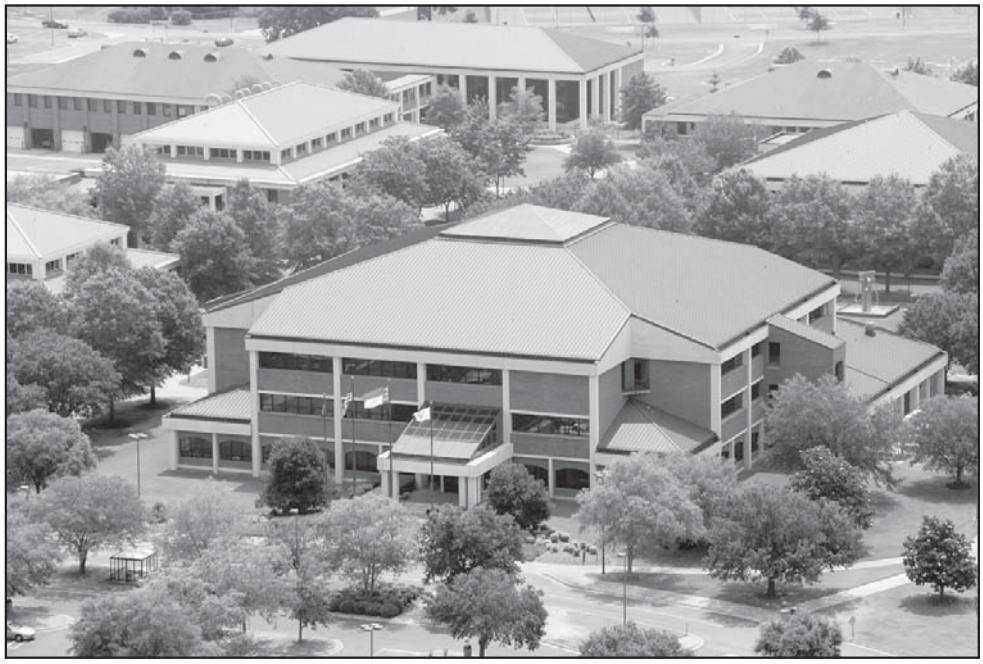
Wayne Community College is committed to providing students, employees and visitors with a clean, safe and healthy environment. As of August 1, 2009, the Wayne Community College campus is tobacco free.

CELEBRATING OVER FIFTY YEARS OF QUALITY EDUCATION, AND COMMUNITY SERVICE

1957 Industrial Education Center

1963 Technical Institute

1967 Community College



Wayne Community College is dedicated to equality of opportunity in all areas of education and employment. Accordingly, Wayne Community College does not practice or condone discrimination against students, employees, or applicants on the basis of race, color, national origin, religion, sex, age, or disability. Wayne Community College is an Equal Opportunity, Affirmative Action institution and accommodates the needs of individuals with disabilities.

Wayne Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded as binding obligations on the College or state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, the North Carolina Community College System, or by local conditions may make some alterations in curriculums, fees, etc., necessary. For additional information, contact the College at (919) 735-5151 or view our website at www.waynecc.edu.

WAYNE COMMUNITY COLLEGE

Where Futures Grow

President's Message

Congratulations on your interest in Wayne Community College (WCC). In 2011-2012, the college is focusing on our collective uniqueness - yours and ours.

In choosing Wayne Community College, you have discovered a college that is more than another honored institution with a beautiful facility, although we certainly are all of that. Wayne Community College is as unique as you and your aspirations. Our goal is to create success for each of our students and, in turn, create success for our community.

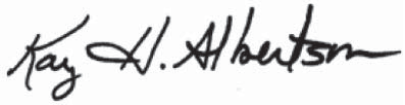
Whether you take one class or complete a program, you will learn skills that become a career, gather lessons that become a lifestyle, and imbed bits of information that will pave a path to more learning. You will have opportunities to grow beyond the planned classroom lessons if you take advantage of the cultural and professional events on campus, the friendships and networks you create, and the potential for meeting local business and industry leaders that accompany many courses.

Annually, Wayne Community College serves more than 14,000 individuals on our main campus, at Seymour Johnson Air Force Base, at various off-campus sites, and online. We assist each person with finding the degree, diploma, or certificate program, the customized corporate training, or the market-focused continuing education and special interest class that fits his or her individual goals.

WCC is able to meet each student's needs with learning environments ranging from state-of-the-art classrooms and labs to the fully utilized auditorium and seminar rooms to the library and centers for focused assistance. And most importantly, we have an outstanding faculty and staff who care about every student at WCC and work diligently to help students reach their full potential.

You will find that even after you have met your initial academic goals, WCC still has a lot to offer, whether you return for advanced training, or satisfy an avocation or personal interest. Wayne Community College is the place to go when you are driven to learn and succeed.

Here's to your success!



Kay H. Albertson, Ed. D
President

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Wayne Community College Calendar 2011 - 2012

FALL SEMESTER 2011

August	15	8:30 a.m. - 4:00 p.m.	Faculty/Staff Convocation
	16	8:00 a.m. - 7:00 p.m.	Registration
	17	8:00 a.m. - 4:00 p.m.	Registration
	18	7:00 a.m.	Classes Begin (Campus, Base)
September	5		Labor Day Holiday
October	10	1:00 p.m. - 7:00 p.m.	Open Priority Registration for Fall II Classes
	12		Midterm
	13-14		Students Fall Break
	17		Fall I Classes End
	18		Fall II Classes Begin
November	1	5:00 p.m.	Last Day to Withdraw from Classes
	11		Veteran's Day
	14-17	8:00 a.m. - 4:00 p.m.	Priority Registration for Students Enrolled in Fall 2011*
	18	8:00 a.m. - 12 noon	Open Priority Registration for New and Current Students
	21	1:00 p.m. - 7:00 p.m.	Open Priority Registration for New and Current Students
	23-25		Thanksgiving Holidays for Students
December	14		Last Day of Classes
	14	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
	15		Reading Day
	16, 19	8:00 a.m. - 6:00 p.m.	Exams

SPRING SEMESTER 2012

January	5	8:00 a.m. - 7:00 p.m.	Registration
	6	8:00 a.m. - 12 noon	Registration
	9	7:00 a.m.	Classes Begin (Campus, Base)
	16		Martin Luther King Holiday
February	29		Midterm
	29	1:00 p.m. - 7:00 p.m.	Open Priority Registration for Spring II Classes
March	5		Spring I Classes End
	6	1:00 p.m. - 7:00 p.m.	Open Priority Registration for Spring II Classes
	7		Spring II Classes Begin
	20	5:00 p.m.	Last Day to Withdraw from Classes
April	6		Easter Holidays
	9-13		Spring Break
	16-18	8:00 a.m. - 4:00 p.m.	Priority Registration for Students Enrolled in Spring 2012*
	19	1:00 p.m. - 7:00 p.m.	Open Priority Registration for New and Current Students
May	3	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
	4		Last Day of Classes
	7		Reading Day
	8- 9	8:00 a.m. - 6:00 p.m.	Exams
	10	TBA	BSP Graduation
	11	TBA	Curriculum Graduation

SUMMER SEMESTER 2012

May	21	8:00 a.m. - 7:00 p.m.	Registration
	22	7:00 a.m.	Classes Begin (Campus, Base)
	28		Memorial Day
June	25	Midterm	
	28	5:00 p.m.	Last Day to Withdraw from Classes
July	4		July 4th Holiday
	5		Summer Break
	9-12	8:00 a.m. - 4:00 p.m.	Priority Registration for Students Enrolled in Spring 2012 and Summer 2012 Classes*
	16	1:00 p.m. - 7:00 p.m.	Open Priority Registration for New and Current Students
	17-19	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
	30		Last Day of Classes
	30	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
	31		Reading Day
August	1-2	8:00 a.m. - 6:00 p.m.	Exams

FALL SEMESTER 2012

August	13	8:30 a.m. - 4:00 p.m.	Faculty/Staff Convocation
	14	8:00 a.m. - 7:00 p.m.	Registration
	15	8:00 a.m. - 4:00 p.m.	Registration
	16	7:00 a.m.	Classes Begin (Campus, Base)
September	3		Labor Day Holiday
October	9	1:00 p.m. - 7:00 p.m.	Open Priority Registration for Fall II Classes
	10	Midterm	
	11,12		Students Fall Break
	15		Fall I Classes End
	16		Fall II Classes Begin
	30	5:00 p.m.	Last Day to Withdraw from Classes
November	6-8	8:00 a.m. - 4:00 p.m.	Priority Registration for Students Enrolled in Fall 2012*
	9	8:00 a.m. - 12 noon	Open Priority Registration for New and Current Students
	12	1:00 p.m. - 7:00 p.m.	Open Priority Registration for New and Current Students
	13-15	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
	16	8:00 a.m. - 12 noon	Open Priority Registration for New and Current Students
	21-23		Thanksgiving Holidays for Students
December	11		Last Day of Classes
	11	8:00 a.m. - 4:00 p.m.	Open Priority Registration for New and Current Students
	12		Reading Day
	13, 14	8:00 a.m. - 6:00 p.m.	Exams

*Contact the Office of Admissions and Records for Preregistration Schedule.

CALENDAR SUBJECT TO CHANGE.

Curriculum students should contact the Office of Admissions and Records for information on classes that have beginning dates which differ from the start of the semester. Continuing Education students should contact the Office of Continuing Education for information on classes that have beginning dates which differ from the start of the semester. This calendar reflects class meetings for curriculum students unless otherwise noted. Students in Continuing Education (CE) or Adult High School (BSP) Programs should consult published schedules of classes or WCC website for specific class meeting information.

GENERAL INFORMATION

The Campus

Wayne Community College's 175 acre main campus is located in Goldsboro, NC at 3000 Wayne Memorial Drive. Eleven modern buildings contain more than 360,000 square feet of state-of-the art classrooms, laboratories, offices, and a model childcare center.

Off-campus facilities include light construction and upholstery buildings on the old campus and an aviation classroom and hanger at the Goldsboro-Wayne Airport. In addition, curriculum and continuing education courses are offered at Seymour Johnson Air Force Base and various locations throughout Wayne County.

The History

A member of the rapidly growing system of 58 community and technical colleges, Wayne Community College was established as Goldsboro Industrial Education Center on June 15, 1957. The original on-campus building was completed in November 1960, and until Fall 1962 all courses were taught in the evening, and all students were part-time.

In the 1962-63 school year, the first full-time courses were offered leading to diplomas in automotive mechanics, electronics, drafting, and practical nursing. During the 1962-63 school year, Goldsboro I.E.C. had 47 students enrolled with eight faculty members. During 1963 through 1965 three extension units of Goldsboro I.E.C. were established in Morehead City, Kenansville, and Clinton; later to become Carteret, James Sprunt, and Sampson Community Colleges.

In January 1964, Goldsboro I.E.C. became Wayne Technical Institute. By Fall 1966, the enrollment had increased to approximately 550 curriculum students and more than 1500 extension students. During the late sixties, several additional classroom buildings were added to the campus.

In November 1967, a community vote approved the necessary financial support, and Wayne Technical Institute became Wayne Community College. By the Fall of 1968, the enrollment had risen to nearly 700 curriculum students. Since 1968, the enrollment of Wayne Community College has steadily grown to over 13,000 curriculum and extension students.

The 2007-2008 college year marked the 50th Anniversary of Wayne Community College. The College's rapid growth has paralleled that of the North Carolina Community College System, which is one of the largest in the United States. During the past five decades, Wayne Community College has established a long-standing reputation for quality in certificate, diploma, and associate degree programs which prepare students for promising careers. The first two years of a four-year degree are offered through eight different associate degree college transfer programs, and WCC graduates have a high success rate at four-year institutions.

Use of technology in the classroom; modern computer labs; and new options for Saturday, evening, and distance learning courses have made instruction at Wayne Community College more effective and convenient for students. Wayne Community College will strive to maintain its long-standing reputation for quality training and education of our community's citizens.

Wayne Community College was accredited by the Southern Association of Colleges and Schools in 1970, and was reaffirmed in 1974, 1986, 1995, and 2006.

The Community

Located in the east-west corridor between Raleigh to the west and the Outer Banks coastal region to the east, Wayne County is one of the leading agricultural areas of the coastal plains of North Carolina. The City of Goldsboro, the county seat, is the center of population, serving a major economic function as the trade and service center for Wayne County. The population of Goldsboro and Wayne County is 113,329.

Wayne County, formed in 1770, was named for the great Continental Army General, Anthony Wayne. Almost a century later, in 1865, the last battle of the War Between the States was fought at Bentonville, 18 miles west of Goldsboro.

Since the mid-sixties, continual industrial growth has led Wayne County to a more balanced industrial-agricultural economy. Agriculture continues to be the major source of income for Wayne County residents. Tobacco is the principal cash crop followed by corn, cotton, grains, and soybeans. Livestock and poultry are major sources of income for Wayne County farmers. Manufacturing is diversified in Wayne County, including furniture, textiles, footwear, foundry products, metal fabricating, electrical components, transformers, replacement automotive parts, and commercial baking equipment. Numerous manufacturing companies are located throughout the area.

Four local newspapers, six radio stations, and a modern 316-bed hospital serve Wayne County. There are over seventy churches which represent various religious faiths. Varied recreational facilities include swimming pools, parks, a community building, a Family "Y" and two state parks.

Seymour Johnson Air Force Base, one of the most important and modern bases in the United States, is located at Goldsboro. The 4th Fighter Wing of the Air Combat Command is the host unit of the base and flies the prestigious F-15 Eagle Fighter Aircraft; the Wing has the additional responsibility of providing all combat crew F15E training for the USAF. The 916th Air Refueling Wing, Air Force Reserve, is the tenant unit on the base and flies the KC-135R Jet Tankers.

Campus Security Act

In 1990, The Campus Security Act was signed into law. The implications of the law affects, to some extent, all postsecondary institutions. More importantly it involves the entire campus community, not just the campus security department in responding to crime incidents that occur on campus.

In 1998, the Campus Security Act was a.m.ended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act requires WCC to prepare and distribute to all current faculty, staff, and students an annual report which sets forth our policies on crime prevention issues and provide statistics on the number of specific, violent crimes (murder and non-negligent manslaughter and negligent manslaughter, forcible and non-forcible sexual offenses, robbery, aggravated assault, burglary, arson, motor vehicle thefts, and hate crimes) which have occurred on campus and also the number of arrests on campus for liquor law violations, drug use violations, and weapons possession. The annual report is available at **www.waynecc.edu/administration/educational-support/security** and printed copies are available from the security department.

College Mission

Wayne Community College is a learning-centered, public, two year college with an open door admissions policy. Through its programs and services, the College develops a highly skilled and competitive workforce for Wayne County. The College offers high quality, affordable, and accessible learning opportunities to those it serves.

In order to fulfill our mission most effectively, the college strives to:

a. Assist students in developing both personal and marketable skills through lifelong learning.
b. Enable students to continue their education at other institutions.
c. Increase the global and cultural awareness of our students and

the greater community.

d. Provide training for local businesses, industries, and government.

e. Enhance the quality of life in the community.

Wayne Community 2011-2016 College Goals

Students - Enhance student success through college-wide programs and services.

Educational Programs - Provide opportunities for excellence in learning through accessible, high quality educational experiences.

Personnel - Enhance the effectiveness of employees through enrichment opportunities.

Administration and Finance - Improve the efficienct use of all available resources through a comprehensive planning and management system.

Facilities - Provide an attractive, flexible, and accessible learning environment that meets the needs of the community served.

Institutional Advancement - Enhance the effectiveness and accountability of the college through integrated planning, research, marketing, resource development, and management.

Community - Strengthen the partnership between the college and the community through programs and services.

Technology - Integrate state-of-practice technology in all aspects of the college's programs, services, and operations.

Diversity - Provide programs and services that respond to the diversity within the college, local community, and global community.

Wayne Community College Institutional Learning Outcomes

A graduate of Wayne Community College should be able to:

1. Make effective oral presentations.
2. Compose effective written documents
3. Analyze aspects of human culture, such as creative expressions or diverse social structures
4. Apply appropriate mathematics to solve real-world problems
5. Interpret or analyze natural phenomena using concepts and principles of the natural sciences
6. Explain social phenomena or behaviors by applying concepts and principles of the social or behavioral sciences
7. Use computer technology to achieve academic and work related goals.

Revised Learning Outcomes approved by the WCC President's Council.

Programs

In keeping with its purpose of providing quality, economical, and convenient learning opportunities to meet student and community needs, the College offers the following educational programs to the service area:

1. Associate in Applied Science programs.
2. Diploma and Certificate programs.
3. Associate in Arts and Associate in Science transfer programs.
4. An adult basic education program (providing courses for adults to complete elementary and high school levels of education).
5. A continuing education occupational program (providing courses for adults to update or gain new skills).
6. A community services program (workshop and conference facilities, human resource development, cultural enrichment, and recreation).

2010 Performance Measures Results

In February 1999, the North Carolina Board of Community Colleges adopted 12 performance measures for accountability. This action was taken in response to a mandate from the North Carolina General Assembly to review past performance measures and define standards of performance to ensure programs and services offered by community colleges in North Carolina were sufficient quality. In the 2007 Session, the General Assembly approved modification to the North Carolina Performance Measures and Standards as adopted by the State Board of Community Colleges on March 16, 2007. As a result, the number of performance measures was reduced to 8.

Each performance measure begins with a description/definition, the standard that must be achieved, and the College's performance for that measure. Additional information on the 8 performance measures can be found in the Wayne Community College Office of Institutional Advancement.

1. **Progress of Basic Skills Students.** Basic skills students include all adult literacy students. Progress of basic skills students is a composite measure that includes the percent of students progressing within a level of literacy, the percent of students completing a level entered or a predetermined goal, and the percent of students completing the level entered and advancing to a higher level. The standard for progress is 75 percent for the adjusted composite measure. Wayne Community College's performance was 81 percent.
2. **Passing Rates on Licensure & Certification Examinations.** This measure reports the percentage of first-time test-takers from Wayne Community College passing an examination required for North Carolina licensure or certification prior to practicing the profession. There are two standards that must be met for this measure. The aggregate institutional passing rate of 80 percent and the minimum accepted performance on any single reported examination of 70 percent. Wayne Community College met the standard with 90 percent.
3. **Performance of College Transfer Students.** The purpose of this measure is to compare the performance of Wayne Community College associate degree students (Associate in Arts, Associate in Science, and Associate in Fine Arts) who transfer to public North Carolina universities with students native to the four-year institutions. There are two standards that must be met for this measure. The first standard compares the performance of the Wayne Community College transfer degree recipients after two semesters at the public university to the performance of native juniors. The second standard compares the performance of the Wayne Community College transfer students who complete at least 24 semester hours or more of college transfer courses at Wayne Community College (but not completing the degree) to the performance of native sophomores. Both standards require that at least 83 percent of the students (an aggregate of the two categories) achieve a grade point average (GPA) of 2.0 or higher after their first year. Wayne Community College students' performance on the first standard was 83 percent and 90 percent on the second standard. When combining the two, the aggregate was 87 percent.
4. **Satisfaction of Program Completers and Non-Completers.** This measure reports the proportion of graduates

and early-leavers who indicate that the quality of the college programs and services met or exceeded their expectations. The standard is that 90 percent of the combined respondents will report being satisfied with the quality of Wayne Community College's programs and services. One hundred percent of the combined respondents reported being satisfied with the quality of the College's programs and services.

5. **Passing Rates of Students in Developmental Courses.** The definition of this measure is the percent of students who complete developmental English, mathematics and reading courses with a grade of "C" or better. The standard is that 75 percent of students who complete a developmental course will have a grade of "C" or better for that course. Eighty-eight percent of Wayne Community College students taking a developmental course, completed the course with a grade of "C" or better.
6. **Curriculum Student Retention and Graduation.** This composite measure consists of the number of individuals completing a curriculum program with a certificate, diploma, or degree and number of individuals who have not completed a program but who are continuing enrollment in either curriculum or occupational extension programs. The performance standard for this measure is 65 percent of the defined fall student population will either have completed their program or still be enrolled the following fall at Wayne Community College. Seventy-two percent of Wayne Community College students either graduated or are still enrolled at the College in 2009.
7. **Client Satisfaction with Customized Training.** This measure is intended to determine the satisfaction of organizations that received services from Wayne Community College. The performance standard for this measure is that 90 percent of businesses/industries surveyed will report satisfaction with the services provided by Wayne Community College. Ninety-five percent responded that they were satisfied with the Customized Training provided by Wayne Community College in 2009.
8. **Success Rate of Developmental Students in Subsequent College-Level Courses.** The purpose of this measure is to provide evidence that developmental courses equip students with the skills and knowledge necessary for success in their college studies, to pass curriculum courses. The standard is 80 percent of students who completed a developmental course in 2007-2008 and completed subsequent college level course in 2008-2009 will have a passing grade for the college level course. The data for this measure is 88 percent.

The Memberships and Approvals

Wayne Community College is a member of:
- American Association of Community Colleges
- American Technical Education Association
- Aviation Technician Education Council
- Carolina Association of Collegiate Registrars and Admissions Officers
- National Cooperative Education Association
- National League for Nursing Education Agency
- North Carolina Community College System
- Southern Association of Colleges and Schools

Wayne Community College is recognized and approved by:
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- Commission on Dental Accreditation
- Division of Vocational Rehabilitation
- Federal Aviation Administration
- National League for Nursing Accrediting Commission
- North Carolina Board of Nursing
- North Carolina Community College System
- North Carolina Department of Public Instruction
- Servicemen's Opportunity College
- Southern Association of Colleges and Schools

Admissions

Admissions Requirements and Procedures

Admission to the College

Wayne Community College subscribes to the "open door" policy as set by the North Carolina Community College System. The College will admit all applicants who are high school graduates or equivalent (GED) or eighteen years old or older. If a student elects to enroll in a couse for which there is a prerequisite, evidence of meeting the prerequisite is required. The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

Admission to Curriculum Programs

High school graduation from an accredited school or equivalent (GED) is required for admission to all curriculum programs except Air Conditioning, Heating, and Refrigeration Technology (D35100) and Welding Technology (D50420).

Persons wishing to apply for admission to a curriculum program should contact the Office of Admissions and Records, 919-735-5151, for necessary forms and testing/interview appointments. The following items are generally required for all curriculum programs:

1. Application
2. High school transcript
3. GED certification and scores, if high school equivalent
4. College transcripts of all previous work (official copy from each college/university attended to be evaluated for transfer credit)
5. Residence status application
6. Placement test
7. Counselor interview

Note: If interested in Financial Aid, please refer to the section on Financial Aid for specific requirements.

ACT or SAT Test Scores

Dental and Nursing programs that require the ACT or SAT TEST SCORES: Scores should be submitted to Wayne Community College directly from **ACT** (College Code #3171) or directly from **SAT** (College Code #5926). Registration information can be obtained from the Office of Student Development/Counseling Services at Wayne Community College, area high school guidance counselors, or from ACT (telephone 319-337-1270 or online at www.act.org) and from SAT at (telephone 770-908-9737 or online at www.collegeboard.com). ACT and SAT scores taken within the last 5 years will be considered by the Admissions Committee. The Office of Admissions and Records must receive ACT or SAT prior to the application deadline date.

Placement Testing

The COMPASS Placement Service by the a.m.erican College Testing Program (ACT) is administered on campus to all applicants of all programs. This battery consists of tests designed to measure reading, English, and mathematical skills. The college also uses an institutionally-developed assessment to measure computer skills. The results of these tests are used to assist the student and college personnel in planning an appropriate program of study for each student. Testing sessions are

scheduled throughout each semester, and applicants are scheduled in advance for a test date. Placement test preparation guides can be found on the website at: www.waynecc.edu/counseling. For individualized test preparation, contact the Academic Skills Center located on the third floor of the Learning Center Building. See website at: www.waynecc.edu/academic-skills-center.

Placement tests for distance education students can be taken at most North Carolina community colleges and many out-of-state colleges. Students with an associate degree or higher, or appropriate college credit, or appropriate ACT/SAT scores may be exempt from taking the placement test. Contact the Office of Admission and Records at (919) 739-6720 or Counseling Services at (919) 739-6732. Wayne Community College accepts COMPASS, ASSET, or ACCUPLACER scores taken at other colleges. These scores must be less than three years old.

Retest Policy

Students may test twice in a six-month period. Students are encouraged to seek remediation before retesting. After the second test, students must wait six months before testing a third time. Students may not retest while enrolled in a pre-curriculum class unless applying for a limited admission program. After the third test, a student must wait one year before testing again. Any scores sent from another school will count in this policy.

In an effort to ensure that proper placement is maintained, test scores must be less than three years old. If an applicant/student has placement scores more than three years old and has not completed the appropriate reading, English, math or computer courses, he/she will be required to retest.

Criminal Records, Drug Testing and Health Screening

Affiliation agencies used by selected programs may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, clinical, or co-op experiences at their site. Students should be aware that progress toward graduation may be limited by any inability to meet the agency requirements for student placement. Please refer to application policies and procedures packets for specific program requirements available in the Office of Admissions or on the Wayne Community College website at www.waynecc.edu/alliedhealth.

Limited Admission Programs (Allied Health)

Students seeking admission to limited admission programs must complete a separate application and meet additional admission requirements and specific application dates. Application Policies and Procedures packets that include program specific admission process information for each limited admission program are available on the WCC website www.waynecc.edu/alliedhealth.

Applicants to the Allied Health programs must compete for space due to the nature of limited enrollment restrictions. A point system is used for selecting students for each program.

The information in the Application Policies and Procedures packets for Fall 2011 supersedes all previously published information. Applicants to limited admissions programs are advised that any attempt to conceal information, supply false information on an application or manipulate the admissions process will, when discovered, result in the immediate withdrawal of any offer of admission to any limited admissions program. If discovered while the individual is a student in a limited admissions program, such actions will result in dismissal from the program. The following programs are limited in the number of students who may be admitted each year:

Associate Degree Nursing (Registered Nursing)
Practical Nursing
Dental Assisting
Dental Hygiene
Medical Assisting
Pharmacy Technology
Phlebotomy

Associate Degree and Practical Nursing

The additional requirements for admission to the Associate Degree and Practical Nursing Programs are listed in the Application Policies and Procedures packets and on the WCC website www.waynecc.edu/admissions/allied-health. Also, upon admission to the Nursing Programs, applicants must:

A. submit verification of physical & emotional health on the Student Medical Form.
B. submit documentation of required Immunizations.
C. complete criminal background checks and drug testing. Applicants should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all NUR courses and will not be allowed to progress in the nursing program.

Note: An applicant to a nursing program should be aware that a person who has been convicted of or pled guilty to a felony or misdemeanor (other than a minor traffic violation) may not be eligible for licensure by the NC Board of Nursing. The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in the State of North Carolina. Applicants will be charged a fee to offset the cost of this background check.

Dental Hygiene and Dental Assisting

The additional requirements for admission to the Dental Hygiene and Dental Assisting Programs are listed in the Application Policies and Procedures packets, and on the WCC website www.waynecc.edu/admissions/allied-health. Also, upon admission to the Dental Programs, an applicant must submit:

A. verification of physical & emotional health on the Student Medical Form.
B. documentation of required Immunization.
C. certification and documentation of having received the first of three required Vaccines for Hepatitis B (prior to new student orientation).
D. proof of current Health Care Provider CPR certification (AHA recommended).

Note: Any candidate for admission to the Dental Hygiene program should be aware that if he or she has been convicted of a felony or a misdemeanor involving moral turpitude or gross immorality the North Carolina Board of Dental Examiners, depending upon the nature of the offense, may choose to deny the candidate licensure to practice Dental Hygiene according to Section 90-30 of the Dental Practice Act of the State of North Carolina.

Medical Assisting

The additional requirements for admission to the Medical Assisting Program are listed in the Application Policies and Procedures packets and on the WCC website www.waynecc.edu/admissions/allied-health.

Also, upon admission to the Medical Assisting Program an applicant must submit:

A. Submit verification of physical and emotional health on the Student Medical Form.
B. Submit documentation of required Immunizations.
C. Complete required criminal background checks and drug testing. Students should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all MED courses and will not be allowed to progress in the Medical Assisting Program.

Note: Any candidate for admission to the Medical Assisting program should be aware that a person convicted of a felony may not be eligible for the certification examination administered by the a.m.erican Association of Medical Assistants (AAMA). However, the Certifying Board may grant a waiver based upon mitigating circumstances.

Pharmacy Technology

The additional requirements for admission to the Pharmacy Technology Program are listed in the Application Policies and Procedures packets and on the WCC website www.waynecc.edu/allied-health. Also, upon admission to the Pharmacy Technology Program, applicants must

A. Submit verification of physical & emotional health on the Student Medical Form.
B. Submit documentation of required Immunizations.
C. Complete criminal background checks and drug testing.

Applicants should be aware that if a clinical site denies a student placement in its facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all PHM courses and will not be allowed to progress in the Pharmacy Technology Program. Individuals are charged a fee to offset the cost of this background check.

Note: An applicant to a pharmacy technology program should be aware that a person who has been convicted of a felony or a drug or pharmacy related misdemeanor may not be eligible for certification by the PTCB (Pharmacy Technician Certification Board).

Phlebotomy

The additional requirements for admission to the Phlebotomy Program are listed in the Application Policies and Procedures packets, and on the WCC website www.waynecc.edu/admissions/allied-health. Also, upon admission to the Phlebotomy Program an applicant must

A. Submit verification of physical and emotional health on the Student Medical Form.
B. Submit documentation of required Immunizations.
C. Complete required criminal background checks and drug testing. Students should be aware that if a clinical site denies a student placement in their facility, the student will be unable to complete the required clinical component of the course. The student will be withdrawn from all PBT courses and will not be allowed to progress in the Phlebotomy Program.

Review of Applicants to Limited Admission Programs (Allied Health)

Applicants for the Allied Health programs will be reviewed in stages: Qualified applicants for each program completing all requirements prior to the Application Deadline (refer to Admissions Policies and Procedures Packet for each program) will be considered for admission by the Admissions Committee at their next scheduled meeting. Qualified applicants submitting applications after the initial date will be considered by the Admissions Committee at their regularly scheduled meetings until such time that the applicable program is filled.

Alternate List (Allied Health)

Qualified applicants who are accepted after the program positions are filled will be placed on an alternate list. A minimum of fifteen persons will be listed in ranked order for the nursing and dental programs, and ten each for the Medical Assisting, Phlebotomy, and Pharmacy Technology programs. Applicants on an alternate list will be notified if a vacancy arises in the program of their choice for that year.

Applicants applying after the programs are filled, who are qualified, will be considered ONLY if the minimum number of persons on an alternate list has not been met.

Applicants on the alternate list for admission for the current academic year will not be automatically carried over to the following year(s). The applicant must REAPPLY to be considered for admission in the following year(s).

Allied Health Admissions Committee

The Allied Health Admissions Committee will review each completed application for a limited admission program and consider criteria including scores on placement and other tests, recommendation of the department head, academic achievement, and such other factors as the committee may deem appropriate.

The Allied Health Admissions Committee will take one of the following actions on each application reviewed:

1. Recommend acceptance to the Director of Admissions and Records.
2. Recommend to the Director of Admissions and Records that the applicant be placed on a waiting list.
3. Defer recommendation to the next meeting of the Allied Health Admissions Committee.
4. Recommend to the Director of Admissions and Records that the applicant not be accepted.

If a student is not recommended for acceptance, he or she may appeal to the Director of Admissions and Records within 15 days of notification of the Allied Health Admissions Committee's action. The Director of Admissions and Records will arrange with the chairman of the Allied Health Admissions Committee for a personal appearance by the applicant before the Allied Health Admissions Committee at the next meeting. Recommendations made as a result of such appeal shall be final.

Special Studies Students

A special studies classification is designed for students who want to enroll in courses without completing admissions requirements or declaring a major program of study. Special students are usually permitted to accumulate fifteen (15) semester hours before fulfilling the regular admission requirements. Special Studies students must complete an application, a residence status form, and an interview with a counselor.

If a Special Studies student elects to enroll in a course for which there is a prerequisite, evidence of meeting the prerequisite is required. This evidence includes appropriate placement tests if the student elects to enroll in math, English, reading, computers or any

other course requiring these as a prerequisite. Beginning college level courses (examples: English 111, Math 110, Psychology 150) requiring a prerequisite will have the prerequisite(s) waived if the Special Studies student has earned an associate level or higher degree. Special Studies students who have some college credit but no degree will need to have a completed transcript evaluation to determine appropriate prerequisite completion if they want to enroll in a course requiring prerequisites. Students will need to request official transcripts to be sent to the Office of Admissions and Records to verify degrees awarded or transfer credit. Special studies students may also have a prerequisite waived if the department/division chair in the division in which the course is offered determines that the student has life experiences that supersede the prerequisite. Any waiver of a prerequisite must be accompanied by written approval from the appropriate department/division chair.

Provisional Admissions

A student applying to a curriculum program too late to complete pre-entrance requirements, may be admitted as a provisional student. In such a case, all pre-entrance requirements should be completed in the first semester of attendance. Prerequisites and co-requisites requirements must be met by all students.

Visiting Students

A visiting student is defined as one who has been admitted to or is currently enrolled at another college/university and wishes to take a course(s) at WCC. The student must complete an application, a residence status form, and an interview with a counselor. The student must also provide to the admissions office a written statement from a designee of the sending college/university indicating the specific course(s) the student should take. If the recommended course has a prerequisite, the written documentation from the sending institution will act as a waiver for the prerequisite.

Transfer Applicants

Transfer students may enter Wayne Community College upon meeting requirements as outlined in the Admissions Requirements and Procedures. Transfer students applying to a curriculum program must submit official transcripts from all previous colleges/universities. Credit will be allowed whenever possible.

Transfer of Credits

Educational work taken at a regionally accredited institution in which a grade of “C” or better was earned may be accepted in transfer.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credit Given by Educational Institution published by the AACRAO and similar publications. Credit toward Associate in Applied Science, diploma and certificate programs may be accepted from other agencies at the discretion of the College.

Transfer for credit courses are not used in the computation of the student’s grade point average in the student’s program at Wayne Community College.

Advanced Placement

A student who scores 3 or above on the Advanced Placement tests administered by the College Board will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Office of the Director of Admissions and Records for evaluation concerning placement and credit.

High School

Students entering Wayne Community College from Wayne County Public Schools may be awarded articulated placement credit as provided in an agreement between the College and the school system. Details concerning specific requirements are available from counselors at the high schools or the College.

College Level Examination Program

Credit may be allowed for up to 18 semester hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student’s program of study. CLEP subject examinations are evaluated individually if applicable to the program of study.

Servicemen’s Opportunity Colleges

Wayne Community College has been designated as an institutional member of Servicemen’s Opportunity Colleges (SOC), a group of over 1,700 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, Wayne Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experience. SOC has been developed jointly by educational representatives of each of the Armed Services, the office of the Secretary of Defense, and a consortium of thirteen leading national higher education associations; it is sponsored by the a.m.erican Association of State Colleges and Universities (AASCU) and the a.m.erican Association of Community Colleges (AACC).

Readmission

Students who have not enrolled for a period of five years or more must request readmission status through the Office of Admissions and Records. **Students who have not been active for a period of two years will need to have a new or reassigned advisor.** Applicants for readmission to limited admission programs must follow regular admissions procedures for those programs. Students who have been suspended for disciplinary reasons may request readmission after the term of suspension has expired. These students will be required to consult with the Director of Counseling Services and the Vice President for Student Development prior to registration.

The following items must be completed by the applicant for readmission to a curriculum program:

1. Application for readmission.
2. Residence status application.
3. Interview with counselor.
4. Transcripts (high school, new or updated colleges/universities).
5. Any other items currently required of new students that were not required of the applicant at his initial enrollment.

Applicants for readmission to limited admissions programs (Allied Health) must follow the college’s admissions procedures, meet the current admissions requirements for the program, submit an updated student medical form, and submit a current criminal background check and drug screen (if required).

Catalog of Record

A student who is in continuous attendance may graduate under the provisions of the catalog in effect on his date of entry or he has the option of choosing the requirements of a subsequently revised issue. A student who is not in continuous attendance must graduate under provisions of the catalog in effect on his last re-entry date, or a subsequent issue.

Foreign Student Policy

Wayne Community College is not approved for attendance of non-immigrant students with F, J, or M visas. Students with other visas will be reviewed by the Office of Admissions and Records on an individual basis.

All other inquiries regarding foreign student enrollment should be directed to the appropriate office. Students wanting to enroll in curriculum courses should contact the Office of Admissions at (919) 739-6720. Students wanting to enroll in continuing education courses should contact the Office of Continuing Education at (919) 739-6900.

Expenses

Tuition Per Semester

	In-State	Out-of-State
TUITION	$904.00	$3,976.80
ACTIVITY FEE	30.00	30.00
TECHNOLOGY FEE	16.00	16.00
TOTAL	$950.00	$4,022.80

Tuition for students taking fewer than 16 semester hours is $56.50 per semester hour for in-state students and $248.50 per semester hour for out-of-state students. Part-time students enrolled for six or more semester hours credit will be charged a $30 student activity fee; $16 technology fee; those enrolled for less than six semester hours will be charged a $15 student activity fee and a $8 technology fee. No student activity fee will be charged during the Summer Term.

Note: Tuition is set by State Policy and subject to change without notice.

Note: Fees are subject to change without notice.

Residence Classification for Tuition Purposes

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for nonresidents. In essence, the controlling North Carolina Statute (G.S. 116-143.1) requires that "to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes."

Payment of Fees

1. Payment dates are listed in the registration instructions published prior to each registration period.
2. A student who has an outstanding balance due to the College is not eligible for registration. This includes any outstanding balance at another institution of the community college system.
3. No student will be allowed to graduate or to receive a diploma, certificate, or transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person, so long as the delinquent account is outstanding.

Refunds

Tuition Refund Policy - Curriculum Students

In accordance with NCAC 2D.0202, a refund can not be made except under the following circumstances:

* A 100 percent refund shall be made if the student officially withdraws prior to 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 fails to "make" due to insufficient enrollment.
* 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.
* 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.
* For contact hour classes, ten calendar days from the date of the first class meeting is the determination date.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in the rule.

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, (upon request) or to the Department of Education if a Pell recipient.

Financial Aid Title IV Refund

If a student withdraws or reduces course load during the drop/add period of the semester, they may be required to pay all or a portion of all applicable tuition, fee and book charges. If a student completely withdraws or stops attending classes prior to the 60% point of the semester, they may be responsible for paying a portion or all of the unearned aid back to the school. This indebtedness is known as an overpayment. Failure to repay a student financial aid overpayment may result in a hold being placed on your account. This hold prohibits registration for future classes and from obtaining an official college transcript.

Student Activity Fee Refund Policy-Curriculum Students

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 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment.

Note: Tuition refunds and student activity refunds will not be considered for a.m.ounts of ($5) or less, except when a course or curriculum fails to materialize; then all the students' tuition and fees shall be refunded.

Other Expenses

Audit Fee - An audit fee of $56.50 per semester hour for in-state students and $248.50 per semester hour for out-of-state students must be paid except in the case of full-time (16 semester hours) students who may audit with no additional charge.

Credit by Examination - A fee for credit by examination of $56.50 per semester hour for in-state students and $248.50 per semester hour for out-of-state students must be paid except in the case of full-time (16 semester hours) students for whom there would be no additional charge.

Graduation - A graduation fee of $20.00 for the first application and $5.00 for each additional application must be paid per graduation year. Applicants for graduation must purchase their caps and gowns. These items must be purchased from the College bookstore by the published deadline.

Insurance - Student Accident Insurance is now provided for every student enrolled in a curriculum program at no cost to the students.

Textbooks and Supplies - Students must purchase textbooks and other necessary supplies. For their convenience, the College maintains a bookstore where these items may be purchased. The cost of these items varies according to the program of study taken by the student. Textbook information is available at www.wayneccbookstore.com

Transcript Fee - Official transcripts will be prepared upon written request at a cost of $2 per copy.

Allied Health Progra.m. - Students admitted to an Allied Health program will have to complete certain additional requirements listed below as they pertain to the specific program.

Criminal Background Check:	$13.00*
Drug Screen:	$40.00
Estimated Health/Medical Requirements:	
Physical Exam	$35.00-$120.00
Hepatitis Vaccine	$90.00-$150.00
ATI Testing fee	$434.00

*Cost may be increased depending upon residencies in other states.

Licensure and Examination Fees - Several of the programs at Wayne Community College lead toward graduation in fields which require an examination or a series of examinations in order to work or practice. National and/or state certification of skills and competencies is important in obtaining employment. The trend in recent years is toward more examinations in more fields. The following information summarizes the current status of examination requirements.

Program	Approximate Examination(s)	Cost
Aviation	Oral & Practical Exams	$475.00
	FAA Final Written Exams	$180.00
Air Conditioning & Refrigeration	Refrigeration Exam	$ 50.00
	Refrigerant Certification	$ 25.00
Dental Assisting	Dental Assisting National Board	$340.00
Dental Hygiene	Council of the National Board of Dental Examiners	$265.00
	NC State Board Exams	$170.00
	or CITA Board Exam	$750.00
Practical Nursing	National Council Licensure Exam-PN	$308.00
Associate Degree Nursing	National Council Licensure Exam-RN	$308.00
Phlebotomy	American Society for Clinical Pathology PBT (ASCP)	$100.00
Medical Assisting	American Association for Medical Assistants AAMA - CMA (graduating student)	$95.00
Pharmacy Technology	PTCB Certification Exam	$129.00

Financial Aid

The student financial aid program is designed to assist eligible students pay for educational expenses at Wayne Community College. WCC awards federal and state grants, scholarships, federal work-study, and federal loans. Eligible students may receive one or more of these types of financial aid to assist with tuition, fees, books and other educational related expenses.

All students who have completed the FAFSA are considered for all types of financial assistance without regard to the student's sex, race, color, disability, or national origin. The student has the right to accept or deny all or a portion of any award offered.

Applying for Financial Aid

For New or Transfer Students

1. Complete the application for admission and to an eligible program at Wayne Community College.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students are encouraged to apply early or as soon after January 1st. All students must re-apply for financial aid every year.
3. The student will receive a Student Aid Report (SAR). The SAR contains the information reported on the FAFSA including the Expected Family Contribution (EFC). The EFC is used to determine eligibility for federal student aid. The Financial Aid Office uses this information to award financial aid.

For Enrolled Students

1. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov as soon after January 1st as possible. All students must re-apply for financial aid every year.
2. Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Students are encouraged to apply early or as soon after January 1st. All students must re-apply for financial aid every year.
3. Maintain satisfactory academic progress as defined in the WCC catalog.

Dependency Status

A student will need to determine whose information to report on the FAFSA. An independent student will report income and asset information for self and spouse. A dependent student will report income and asset information for self and parents. **Not living with parents or not being claimed by them on tax forms does not determine dependency status for federal student aid.**

Notification of Award Decisions

Students are notified of award decisions for the academic year in a timely manner. To ensure prompt processing of the financial aid application, students must complete the FAFSA early and turn in all requested paperwork to the office by the stated deadline for each semester.

Financial Aid Available at WCC

Pell Grant - The Educational a.m.endments of 1972 established the Basic Educational Opportunity Grant program, herein referred to as the Federal Pell Grant. Federal Pell Grants are the foundation of federal student financial aid. The a.m.ount of a student's Pell Grant award is based on the Expected Family Contribution (EFC), cost of attendance, enrollment status and whether the student attends school for a full academic year or less. A student may not receive Pell Grant funds at more than one school at a time.

Federal Supplemental Educational Opportunity Grant (FSEOG) - A FSEOG is for undergraduates with exceptional financial need. Students with the lowest expected family contributions (EFC) receive priority.

Limited assistance is available to eligible students from the program. This grant is gift aid and does not have to be repaid.

Federal Work Study - The work-study program provides part-time employment opportunities to eligible students enrolled at least half-time who wish to earn money while attending college. On average, students work approximately 15 hours per week and may earn up to $3000 per year. If a student is interested in the federal work-study program, they should indicate this interest when completing the FAFSA. A student should consider whether his or her academic responsibilities will permit him or her to assume the obligations of part-time employment.

William D. Ford Direct Loan (Direct Loan) Program for students - WCC offers loans to eligible students enrolled in at least half-time. Student loans are borrowed money directly from the U.S. department of Education that must be repaid with interest. Loans cannot be cancelled because you did not like the education you received, did not obtain employment in the field of study or if you are having financial difficulty. A student must complete the FAFSA to be considered for the Direct Loan program.

Direct PLUS for parents - This loan is for parents of dependent students enrolled in an eligible degree program at WCC. PLUS applicants must meet general eligibility requirements for federal student aid. PLUS applicants must submit to a credit check by the U.S. Department of Education. In addition, the PLUS applicant and student must (1) be a U.S. citizen or eligible non-citizen, (2) not be in default on a federal student loan and (3) not owe a refund on a federal education grant. The parent is responsible for repayment of the PLUS loan.

Vocational Rehabilitation - Many states offer educational assistance to students who have a significant disability. A North Carolina student should contact the Vocational Rehabilitation Division of the Department of Health and Human Services, Raleigh, NC, or in the student's local community. A student from another state should contact the local Vocational Rehabilitation Division in his State.

NC Education Lottery Scholarship - A North Carolina resident who files the FAFSA and demonstrates need may be eligible for these funds. Need based awards ranging from $800 to $3200 are awarded in tandem with the Federal Pell Grant and the North Carolina Community College Grant.

NC Community Colleges Foundation Endowment for Teacher Preparation Scholarship Loan for Prospective Teachers - A North Carolina student who plans a teaching career in the state may wish to apply for a Prospective Teachers' Scholarship Loan. The award is valued up to $2500 per semester for up to two consecutive semesters of full-time study. Recipients must reapply for a second year of funding. Each year's stipend may be canceled by a year of public school teaching in North Carolina. Information and an application from may be obtained from the Department of Public Instruction, Raleigh, NC or online at www.cfnc.org.

NC Health, Science and Mathematics Scholarship Loan Progra.m. - Be a North Carolina resident student for tuition purposes accepted as a full-time student in an accredited program leading to a degree in a specified health, science, or mathematics related field. Award recipients are chosen according to major, academic capabilities and financial need. Information and application may be obtained online at www.cfnc.org.

NC Community College Grant (NCCC Grant) - Eligibility is based on the same criteria as the Federal Pell Grant; students not eligible for the Federal Pell Grant may be considered for the NCCCG based on their expected family contribution (EFC) as determined on the Student Aid Report (SAR). Eligible students must be a North Carolina resident enrolled at least six (6) credit hours per semester in a curriculum program. Applicants must complete the Free Application for Federal Student Aid (FAFSA).

NC Student Incentive Grants - A North Carolina undergraduate student with exceptional financial need may be eligible for a state grant. In order to receive priority consideration for this grant, students must submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of each year.

NC Targeted Assistance Progra.m. - Need-based assistance available to students enrolled in high demand/low enrollment programs or to eligible Vocational Rehabilitation students. To be considered for these funds, students must complete the FAFSA and meet the requirements to receive a Pell Grant, be a NC resident, and be enrolled in an approved program for a minimum of six credit hours per semester.

NC Less than Half-Time Grant - Limited financial assistance provided to eligible students who are enrolled in less than six (6) credit hours per semester. To be considered for this grant, students must complete the FAFSA and meet the EFC requirements.

Veterans' Affairs - Wayne Community College is providing training under Public Law 358, G.I. Bill effective June 1966; Public Law 634, the children of deceased or disabled veterans; and Public Law 894, disabled veterans and Public Law 98-525, New G.I. Bill enacted October 1984 and under the Post 9/11 Veterans Education Assistance Act of 2008. Post 9/11 veterans and service members may be eligible for the new education benefits package to include tuition and fees, a monthly housing allowance and a yearly stipend for books and supplies. Applicants interested in any of the VA educational benefits may contact the WCC Veterans Affairs Coordinator. Information is also available online at www.gibill.va.gov or by calling 1-888-GI-BILL (1-888-442-4551).

American Opportunity, Hope and Lifetime Learning Tax Credits - These income tax credits may reduce a family's federal taxes. They are based on the student's qualified educational expenses, minus grants, scholarships, and other tax-free educational assistance. The a.m.erican Opportunity Tax Credit (AOC) is a new credit that replaces the Hope Credit for most taxpayers. The AOC can be claimed for the first four years of post-secondary education up to a maximum of $2,500 per eligible student. The AOC is not available to single filers with a modified adjusted income greater than $90,000 or joint filers with

a modified adjusted income greater than $180,000. The Hope Credit is a non-refundable credit that normally applies to 2008 and earlier tax years. This credit is available only during the first two years of college up to a maximum of $1800 for single filers with a modified adjusted gross income less than $60,000 or joint filers with a modified adjusted gross income under $120,000. The Lifetime Learning Tax Credit is available for any level of post secondary study up to a current maximum credit of $2000 per return. The credit is not available to single filers with a modified adjusted gross income greater than $60,000 or joint filers with adjusted gross incomes greater than $120,000. Taxpayers who file "married filing separately" are not eligible to take the a.m.erican Opportunity, Hope, or Lifetime Learning credit. Also note that only one type of credit (American Opportunity, Hope, or Lifetime Learning) may be claimed for the student in any given year.

Other Sources of Assistance

Workforce Investment Act (WIA) System - Wayne Community College offers training under the WIA system. The program is especially designed for individuals who require skill training for employment. All individuals enrolled in the WIA program must qualify under program guidelines.

Services provided by the WIA program may include financial assistance with tuition, fees, books, equipment and supplies, plus personal services such as counseling, job development, job coaching, and follow up assistance. Participants are required to follow strict program guidelines and regulations.

Applicants should contact the WIA office, located at the Employment Security Commission for information about application and assessment, or call (919) 731-7950.

Scholarships - Many churches, alumni groups, and other civic organizations have scholarship funds for eligible students. Additionally, the Financial Aid Office frequently notifies students of scholarships available through outside sources.

The Foundation of Wayne Community College, Inc.

The Foundation of Wayne Community College, Inc. is a non-profit corporation organized under the North Carolina and Federal Laws in compliance with Section 501(c)(3) of the Internal Revenue Code.

Foundation Scholarships - Most Foundation Scholarships are funded through endowment accounts and annual contributions donated by individuals, civic clubs and private businesses. A scholarship endowment account can be created with a minimum gift of $15,000. The principal a.m.ount, donated to establish and endowment is never reduced, and only the interest income is used to fund annual student scholarships. You can access the full listing of Foundation scholarships by going to our web page: www.waynecc.edu/foundation then click scholarships on the right side of the page. You can also download the scholarship application and scholarship guideline information. Inquiries concerning the Foundation of Wayne Community College, Inc. can be made by writing or calling:

The Foundation of Wayne Community College, Inc.
P.O. Box 8002
Goldsboro, N.C. 27533-8002
919-739-7006 or 7007
Dogwood, 102 and 103

Student Life

Wayne Community College is interested in developing all students to their fullest potential. With this goal in mind, the College strives to offer the utmost in academics as well as social and cultural activities to build a well-rounded person.

Vehicle Registration

All vehicles driven on the College campus must be registered and have a valid parking permit properly displayed. Any violation of College traffic rules and regulations may result in a fine. The towing law is enforced on campus. Students should refer to the Student Handbook for current campus parking and traffic policies.

Career Services

Career Services is designed to assist students in making career choices and preparing for successful lifelong career development.

Individual and group counseling on career planning topics is available as well as a variety of career information.

Presentations on a full range of career planning and preparation topics are available for classes or groups.

Job Referral Service

Wayne Community College offers a job referral service for part-time or full-time employment. The services of the referral office are available to curriculum students, alumni, and prospective employers.

Further information may be obtained from the Office of Cooperative Education. For more information call (919) 739-7005.

Counseling

Counselors are available to assist students with academic and personal concerns and to facilitate educational planning, career planning and future planning. Occupational information, counseling services for students with special needs, short-term clinical services, career/personal assessments, and placement testing are services provided.

Apprenticeship

The College offers curriculum development for industries in a registered apprentice program. Counseling and advising is also provided to apprentices. This service is available in the co-op, job referral and apprentice department located in the Wayne Learning Center, room 141.

Housing

The College does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations, and the College does not assume responsibility for the supervision of such housing. Information concerning housing may be obtained from the Student Activities Office by calling (919) 739-6740.

Social and Cultural Activities

Wayne Community College offers a well-rounded program for the social and cultural development of the students. Lectures, cookouts, and exhibits of various kinds are held periodically during the year.

Sports, Athletics

Wayne Community College provides an intramural program of many varied activities which are open to students and faculty throughout the year. Activities include a variety of contests both athletic and recreational in nature.

Student Clubs and Organizations

Wayne Community College offers a wide range of student clubs and organizations for the social and academic development of the students. All clubs and organizations are formed through and under the direction of the Student Government Association. Refer to the WCC student handbook for more information and a list of active student clubs and organizations.

Student Government Association

The Student Government Association was organized Fall of 1963. The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the College and to accept his/her democratic responsibilities as an a.m.erican citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the College, serving as a student forum representing the student's views to the College faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Government Association.

Wayne Community College encourages students to participate in the institution's decision making process. They are encouraged to participate in the Student Government Association through which the president serves as a non-voting member of the Board of Trustees. In addition, there are several institutional committees where student input is needed and volunteers are sought. Students interested in serving should contact the coordinator of Student Activities.

Publications

Wayne Community College recognizes the value of providing opportunities for students and faculty to engage in journalistic endeavors. The College assumes the responsibility for issuing the following publications:

Student Handbook - *The Student Handbook* at Wayne Community College is provided to give students a reference when they have questions. The handbook includes information on finances, student activities, publications, and organizations. Also in the handbook is information on how and where to get assistance and an easy-to-use index dealing with how to reach administrators. The handbook also includes a campus map and a calendar of events.

The Student Handbook is issued annually by the College and is compiled by the Student Activities Office with the assistance of interested students, faculty, and administrators.

Renaissance - *Renaissance*, a writers' and artists' magazine, is funded by the Student Government Association through student activity fees. Students, faculty, and staff are contributors to the annual issue distributed in May. Members of the Liberal Arts Division serve as editors/advisors. Prizes are awarded for the best essay, poem, short story, and artwork; in addition, the Goldsboro Writers' Group offers a prize to the most promising new writer.

Voices - *Voices* is a yearly publication developed by the Literacy Center featuring writings of students in the Literacy Writing Class.

Academic Skills Center

The Academic Skills Center offers a wide array of educational services for College students and the general public. These services include instruction by professional educators in subjects including reading, English, mathematics, computers, and the sciences. A peer tutoring program is available for students, enabling them to receive one-on-one instruction from a student who has already excelled in a particular class. The Academic Center staff and the Wayne Community College faculty cooperate to provide supplementary materials and instruction to ease student learning and to facilitate the student's maximum potential.

Programs for the general public include individualized study programs to assist prospective students who are preparing for college entrance. These programs are also ideal for students who need to meet the limited admission requirements for health occupations. Self-improvement study programs in mathematics, reading comprehension, English grammar, and writing are available as well.

Hours of operation are:

Monday-Thursday, 7:45 a.m. to 8:00 p.m.
Friday, 7:45 a.m. to 1:00 p.m.
Hours may vary during Summer Term

The Academic Skills Center is located on the third floor of the Wayne Learning Center Building in room 322B. For more information call (919) 739-6746 or 6748.

Computer Lab

The Open Computer Lab is located in Magnolia 215 and is available to WCC students with a valid ID card. It contains 50 PCs, printers and a scanner. All instructional software offered by the College, along with Internet connection, is available. The operating hours are from 8:00 a.m. - 8:00 p.m. Monday through Thursday, 8:00 a.m. - 12:45 p.m. on Friday, and 10:00 a.m. - 2:00 p.m. on Saturday. Summer hours may vary. For more information, call (919) 739-7032.

The Library

The Library provides resources to assist students, faculty, and staff in their research and actively supports the College mission by the ongoing development of a print, AV, and electronic collection devoted to enhancing the curriculum. Library services are offered to traditional students and distance learners, as well as to the general public of Wayne County. The library supports distance education by providing access to eighteen research databases in addition to the NCLIVE aggregate database and the online catalog, a collection of research and reference links on the library web page, interlibrary loan, telephone and e-mail reference, and the reserve collection of video recordings for telecourses.

Offerings of the Library include the following:

- 36,000 reference and circulating print materials
- 13,000 Videos (DVD and streaming)
- Over 100 magazines and journals
- 19 computers for research and homework
- Access to 18 research databases in addition to the NC LIVE aggregate database.
- Information literacy, instruction and tours
- Reference and research assistance

Hours of operation are:

- Monday through Thursday - 7:45 a.m. to 8:00 p.m.
- Friday - 7:45 a.m. to 1:00 p.m.
- Hours may vary during Summer Term.

The Library is located on the third floor of the Wayne Learning Center Building. For more information, call (919) 739-6891 or visit online at the library website: www.waynecc.edu/library/.

The Writing Center

The Writing Center offers individual assistance in the writing process to curriculum students of all programs. The Center attempts to help students improve their thinking and writing skills. The Center asks questions to help students think; encourages and guides student writers; explains grammar problems; offers assistance in organizing, developing, editing and revising papers; demonstrates research procedures; suggests source materials for research; and assists students with word processing.

Hours may vary from semester to semester.

Students may sign-up for an appointment by calling 739-6898, or come by the Center. The Writing Center is located on the second floor of the Wayne Learning Center in room 220. Accommodations are made for students with physical disabilities.

Student Lounge

The College provides a Student Lounge for the convenience of the students. Included in the lounge is a recreational area, a T.V. area, informal meeting areas, and wireless internet access.

Cafeteria

The WCC Cafeteria is open from 7:45 a.m. until 1:30 p.m. Monday through Friday. There are a variety of options to choose from including daily specials for Breakfast and Lunch. Lunch options include a hot meal or a sandwich special in addition to salads and a variety of sandwiches. The Cafeteria offers excellent food at an affordable price.

College Bookstore

The Bookstore is located near the Cafeteria in the Wayne Learning Center. It has all the required books and supplies for WCC classes. Also available is a selection of college sportswear and gifts. Bookstore hours are: Monday, Thursday and Friday, 8:30 a.m. - 4:00 p.m. and Tuesday and Wednesday 8:30 a.m. - 6:30 p.m.

Students With Disabilities

Wayne Community College is committed to seeing that students with disabilities have equal access to and participation in all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the a.m.ericans with Disability Act, students will receive reasonable accommodations to assure equal access to all programs and activities. Students with disabilities should contact the Disability Services Counselor in Counseling Services and present documentation of the disability. Accommodations will be determined by the documentation and in consultation with the student. **Students needing accommodations should make arrangements with the Disability Services Counselor thirty days prior to enrolling in order to provide a.m.ple time for arrangements to be made. Call (919) 739-6729 or TTY (919) 583-8544.**

Wayne Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints that arise from any action prohibited by the a.m.ericans with Disabilities Act. Students with complaints should contact the Disability Service Counselor.

Student Rights, Responsibilities, and Judicial Procedures

The College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to certain obligations and are entitled to all rights and protection accorded them by the laws, rules, and regulations of the community and the College.

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality as dictated in the Student Code of Conduct. The regulations found in the Student Code of Conduct set forth rules of conduct which prohibit certain types of behavior. Violation of one or more of the regulations may result in disciplinary action.

If disciplinary action is necessary, the Director of Counseling Services as designated by the Vice President of Student Services will be responsible for handling judicial procedures. The Student Code of Conduct, Judicial Procedure, Sanctions, Appeals Procedure and the Student Grievance Procedure is in the STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES section of the *Student Handbook***.** The Handbook is available to all registered students each year, and is available through the Student Activities Office and online.

Student Right-To-Know

Wayne Community College is committed to informing enrolled and prospective students about the probabilities of success in our programs as well as current job market information. The United States Department of Education requires that each institution of higher education publish completion rates for individuals who entered as full-time students and

who completed their curriculum programs within one-and-one half times the time allowed for the program in the academic catalog. The average rate of persistence toward degree completion of students in each curriculum at Wayne is available in the office of Admissions and Records.

Academic Regulations

Semester System

Wayne Community College operates on the semester system. The Fall and Spring Semesters are each sixteen weeks in length and the Summer Term is approximately 10 weeks in length. Classes normally meet hourly for fifty minutes with a ten-minute break between classes. The number of times that a class meets each week is determined by the number of semester hours credit and the lab or clinic hours required by a course.

Semester hours credit is awarded as follows: one semester hour of credit for each hour per week of class lecture, one semester hour of credit for each two or three hours per week of laboratory work, one semester hour of credit for each three hours of clinical per week, and one semester hour of credit for each ten hours of work experience.

Registration

All students are required to register at the beginning of each semester of attendance. No credit can be granted for courses in which the student is not properly registered. Students attending class for which they are not officially registered will receive neither grade nor semester hour credit for the course. Classes missed due to late registration will be counted as absences. Registration instructions are published prior to each registration period.

Change of Schedule

The last day that courses may be added each semester is stated on the College calendar. Any student wishing to drop a course must complete the drop procedure on or before the 51st day of the semester or the 29th day for the Summer Term. For eight week courses refer to Registration Information for the appropriate semester or contact the Office of Admissions and Records. Any changes of schedule must be officially processed through the Office of Admissions and Records and through the Business Office if additional tuition and fees are owed.

Student Course Load

The normal student course load is 15-17 semester hours. A student must register for 12 semester hours to be considered a full-time student. The normal maximum course load is 20 semester hours. The permission of the Advisor must be obtained in those cases where more than 20 semester hours are scheduled unless specified by the curriculum.

Note: A student enrolled in Cooperative Education working 40 hours per week, which is equal to 4 semester hours credit, is also considered to be a full-time student. Students on financial aid cannot draw full-time benefits due to Federal Regulations.

It is strongly recommended that full-time students who have part-time employment not work more than 10-15 hours per week. Students who are working more than 20 hours per week should consider attending the College on a part-time basis.

Classification

A student is classified as a freshman from initial enrollment until 32 semester hours credit has been earned. Students who have earned 32 semester hours or more are classified as sophomores.

Attendance Policy

Wayne Community College expects students to gain skills, competencies and an awareness of a workplace ethic which emphasizes responsibility and commitment.

The college believes that when students attend class regularly they are demonstrating responsibility and commitment to their education. Students must attend 80% of the total class hours to receive a passing grade. Students must attend the class during the first ten percent (10%) of the class to be considered enrolled in the class. Pre-curriculum students must attend 90% of the total class hours and must attend during the first 10% of the class. Instructors will not excuse absences under this policy. Absences due to late registration are counted as regular absences.

If a student is in excellent academic standing, instructors may adjust the attendance procedures. Instructors expect students to make up missed work, but students cannot make up absences.

If a student drops, withdraws, or stops attending a class, he or she will receive a grade of “OW”, “W”,“WP”, or “WF”.

Programs in Allied Health, Aviation, BLET, Cosmetology, High School, and courses involving credentials have stricter attendance policies than that stated here.

Each department has the right to set a reasonable policy regarding tardiness to class with the approval of the Vice President for Academic Services.

Students may completely withdraw from the college at any time prior to exams and all grades will become “OW”’s. Students withdrawing from the college should contact the Office of Admissions and Records for the appropriate forms and procedure for official withdrawal.

Instructor Responsibilities - Instructors are required to maintain accurate attendance records.

During the two weeks immediately following the last day to register, instructors should not initiate student terminations except for students who have never attended class.

All full-time instructors should process student terminations electronically and all part-time instructors should process student terminations using appropriate forms. Students who exceed the maximum number of absences prior to the published drop date should receive a “W”. Students who exceed the maximum number of allowed absences after the published last date to drop should receive a “WF” if they are failing the course at that time. A student who is in good academic standing and who exceeds the maximum number of allowed absences after the last date to drop should receive a “WP”.

Instructors are asked to print copies of their class roster as soon as possible after registration. Students whose names are not on that roster should be so advised, and the completion of enrollment then becomes the student’s responsibility.

Students attending courses for which they are not officially enrolled will receive neither grade nor semester hour credit for the course. That a student’s name appears in the instructor’s roll book does not necessarily mean that he/she is enrolled in the course. The class roster maintained by the Office of Admissions and Records is the official enrollment record.

Students are allowed two (2) excused class days per academic year, including religious observances required by the faith of the student. For the purposes of this policy, an academic year begins on the first day of fall term classes and ends on the last day of spring term classes each year. Student shall be given the opportunity to make up any

tests or other work missed due to an excused absence for a religious observance.

1. Students requesting absence from class must complete a *Request for Excused Absence Form*.
2. Have it signed by the Instructor(s).
3. Submit it to the Admissions and Records Office for approval within the first seven school days of the term.

Failure to submit the completed form by the deadline will result in the request being denied. The Admissions and Records Office will provide the student with a copy of the approved/denied form. Students should keep the copy for their records.

Closure of the College Due to Adverse Weather and Other Conditions

When inclement weather threatens, the President of the College or her designee will make any necessary decisions to cancel classes, delay classes, or totally close the College and all its operations. The decision will be announced on area radio and television stations. Every attempt will be made to have the announcement aired by 6:00 a.m. on the day of the closing or delay. E-mail and web postings will also be made. If the College is already operating when inclement weather forces such a decision, the secretaries' hotline and college-wide e-mail will be used, cruiser alert, as well as public media, to announce the decision.

Decisions regarding closings and delays will be made on a day-to-day basis, taking into consideration local conditions as well as weather forecasts. Often, decisions about evening classes are made independently. In those cases, every attempt is made to notify the media by 3:30 p.m. If the main campus is closed, all off campus sites are closed with the possible exception of SJAFB and WCC Child Care Center. Status for SJAFB classes will be determined in conjunction with the Base Education Office.

If classes are delayed, the announcement will state the time the College will open. In times of inclement weather, radio and television stations will normally only make announcements about delays or cancellations. Therefore, the absence of an announcement means that the College is operating on an normal schedule.

As soon as practical after the closing, the Administrative Council will meet to determine the method(s) for making up classes. The basis for this decision will be numbered memo CC-98-267, which outlines procedures for delivery of instructional services. The decision of the Administrative Council will be communicated to faculty, staff and students.

Grading System and Grade Point Average

The 4.00 grade point system is used to calculate student grade point average.

The letter grades used are as follows:

A - outstanding-4 grade points per semester hour.
AH - outstanding-4 grade points per semester hour. (Honors)
B - above average-3 grade points per semester hour.
BH - above average-3 grade points per semester hour. (Honors)
C - average-2 grade points per semester hour.
D - poor-1 grade point per semester hour.
F - failing-no grade points earned.
* I - incomplete-no grade or grade points because of incomplete work. The student must complete the work contract with the instructor and remove the "I" from his record. An "I" must be removed from the transcript as outlined by departmental requirements and within a maximum of two semesters from the date issued. All "I's" will be changed to "F" if not removed by the maximum time limit of two semesters.
* M - mid-term warning notice.
* P - passing.
* AU - audit-no grade or grade points.
* X - credit by examination
* OW - denotes official withdrawal from the course during the school term. "OW" indicates that the student will receive no grade and no credit for the course. The student must officially withdraw from a course to receive an "OW".
* W - denotes withdrawal from the course during the school term. "W" indicates that the student will receive no grade and no credit for the course.
* WP - Withdrawal passing - Withdrawal (passing) the end of the drop period (effective Fall Semester 2010) - no grade or grade points.

WF - Withdrawal failing - withdrawal (failing) after the end of the drop period. (effective Fall Semester 2010) Prior to Fall Semester 2010 - unofficial withdrawal after the end of the drop period - no grade or grade points. WF is calculated in GPA as an F.

* NA - never attended - no grade or grade points
* ND - Academic Forgiveness for D
* NF - Academic Forgiveness for F
* NG - no grade
* NWF- Academic Forgiveness for WF.

** Not included in computing grade point average.*

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester hours attempted, including both courses passed and failed. Effective Fall Semester 2002, when a course is taken more than once, only the highest grade will be included in calculating the GPA. Prior to Fall Semester 2002, all grades were included in calculating the GPA. All courses attempted will be shown on the official transcript.

A "C" average in the major is required for graduation. A "C" average on the 4.00 grade point system is a 2.00 grade point average.

Grade Reports

Midterm grades are posted at mid semester if a student is either failing or in danger of failing. Final semester grades in all courses are posted as soon as they are processed at the end of each semester. Students' midterm and final grades are posted to the web.

Grade Appeal Process

A student has the right to appeal a course grade when he/she believes that his/her performance in a course has been incorrectly evaluated by the instructor. Any such appeal should be initiated no later than two business weeks following the completion of the course.

The first level of appeal, in all cases, should be to the instructor involved. Only if the issue cannot be resolved between the instructor and student should further appeals be made.

In that case, a student should make his/her appeal in writing to the appropriate Department Chair and should clearly set forth the basis for the student's belief that the evaluation is incorrect. The Department Chair will work with the instructor and, where appropriate, with the Division Chair to review the student's appeal. The Department Chair, with the Division Chair input, will make a response to the student within one business week of the date of appeal.

If the student is not satisfied with the Department and Division Chairs' decision, the student has the right to appeal that decision in writing for review by the Vice President. The Vice President for Academic Services may communicate with the student, instructor, Department Chair and appropriate Division Chair, in order to understand the basis for appeal.

The Vice President for Academic Services may appoint a peer review committee of curriculum faculty to act in an advisory capacity.

At the completion of this review and within one business week of the student's appeal (to the Vice President), the Vice President for Academic Services will make a decision and convey that decision to the student, the instructor, Department Chair, and Division Chair involved. The decision of the Vice President for Academic Services is final.

President's List

Wayne Community College recognizes outstanding academic achievement through the President's List. The President's List is composed of students who are enrolled for at least 12 semester hours (9 semester hours for summer term) and earn a grade point average of at least 4.0 for the semester. A grade of I (incomplete) or X (credit by exam) will exclude the student from the President's List.

Dean's List

Wayne Community College recognizes outstanding academic achievement through the Dean's List. The Dean's List is composed of students who are enrolled for at least 12 semester hours (9 semester hours for summer term) and earn a grade point average of at least 3.60 and less than 4.0 for the semester, with no grade below "C". A grade of I (incomplete) or X (credit by exam) will exclude the student from the Dean's List.

Honor's Program

The Honors Program offers a challenging educational atmosphere of enrichment and exploration for students of high academic achievement. It includes opportunities for service-learning, leadership training, and extended studies. The program will help accelerated students better prepare themselves for leadership roles in their profession and in the community.

To earn an Honors certificate, eligible Honors students must complete 4 courses (12 hours) at the Honors level. One of these courses (3 hours) must be HUM 230 – Leadership Development. The other three courses (9 hours) may come from any of the General Education courses offered as Honors sections. An Honors course is denoted with the section number 95 (ex. ENG 113-95).

Students wishing to complete the Honors Program of Wayne Community College should contact Honors Coordinator, Brandon Jenkins, at ext. 6841.

Academic Progress

Students are expected to show successful academic progress by maintaining a GPA of 2.0 while enrolled at Wayne Community College. The college will identify students that fall below the minimum 2.0 GPA to provide them additional guidance as needed to achieve that success. Students that do not meet this standard will be required to adhere to the following guidelines until the minimum GPA of 2.0 is obtained.

Academic Early Alert - When student performance is deemed unsatisfactory by the instructor prior to midterm, (by the fourth week) that instructor will issue an early alert. The intent of the early alert is to notify students of poor academic performance and to jointly develop a plan of action for improvement. Early alert decisions may be made based on attendance, class work, homework, test grades, etc.

Academic Midterm - A student receiving a midterm (M) indicating unsatisfactory performance will receive an official notification and will be notified by their instructor and/or advisor concerning an advisory warning for academic progress. With the support of the records office, a list of students receiving midterms will be available to advisors.

Academic Warning - Any student receiving a GPA below 2.0 at the end of a semester will receive notification of an academic warning. The student will be required to meet with their advisor before he/she can register for classes and should discuss their academic needs.

When the GPA does improve, the student will be placed back in good standing.

Academic Progress for Financial Aid Purposes - For students receiving financial aid, academic records are reviewed at the end of each semester. A student is expected to maintain the required cumulative grade point average of 2.0 in order to receive and/or maintain eligibility for financial aid. A student must pass a minimum of 67% of all credit hours attempted at the end of each semester and may not exceed the 150% maximum time frame required to complete the eligible degree, diploma or certificate program.

Effective July 1, 2011, all students receiving financial assistance are granted a one semester or term warning period in order to make and/or maintain satisfactory progress. During the warning period, the student may continue to receive financial aid based on eligibility. If, at the end of the warning period, the student re-establishes satisfactory progress for financial aid purposes, then the warning status is lifted and the student is making satisfactory progress.

A student who fails to meet satisfactory requirements following the one warning semester may be ineligible for aid at WCC. A student whose aid has been suspended may attend the following semester(s) or terms without the benefit of financial aid in order to make up the grade point average and/or hours deficiencies.

Appeal for Financial Aid Purposes - A student who has become ineligible for financial aid has the right to appeal. The appeal must be submitted in writing along with supporting documentation to the Financial Aid Office Appeal Committee. An appeal may be considered based on circumstances involving but not limited to an extended illness or hospitalization of the student, an accident that incapacitates the student for an extended period of time or death or extended illness of an immediate family member resulting in significant responsibilities for the student.

A student whose appeal is approved may continue to receive aid for the term. The student is notified that he/she is being placed on probation for the term.

At the end of the term in which the student is on probation, he/she is expected to be making satisfactory academic progress or be successfully following an academic plan designed to make sure the student will be able to meet satisfactory standards by a specific point in time.

Forgiveness Policy

A student may submit a written petition to the Vice President for Academic Services to have unsatisfactory grades which are at least five years old forgiven at Wayne Community College.

To be eligible for academic forgiveness, the student must meet the following requirements:

1. Have a minimum of 12 semester hours of required courses in the chosen program of study within the past year.
2. Enroll and maintain an overall grade-point average of 2.0, or above with no grade lower than a "C".
3. Complete the petition for academic forgiveness after at least one semester of recent enrollment at WCC (within the past year).

If the request for academic forgiveness is approved by the Vice

President, the following actions will be taken:

1. The student will receive credit for all applicable course work for which a grade of "C" or above was earned.
2. The student will not receive credit hours for course work for which a grade of "D" or below was earned.
3. A record of all past work will remain in the student's permanent file; however, the course grades will be prefixed with an "N", and the grade and credit hours will not be calculated in the student's grade point average.
4. A new transcript will be mailed to the student by the Director of Admissions and Records.
5. If the student transfers to another institution, the grade forgiveness will be voided, and his/her transcript will list all records of courses, including those that were excluded by this forgiveness policy.

Note: Recipients of federal financial aid or veteran's benefits may not be eligible for this forgiveness policy under federal guidelines and regulations. The student should contact the Financial Aid Office or the office of Veterans Affairs for information.

Credit by Examination

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency ("C" or better) as a result of independent study and experience. This credit will be based on a departmental examination under the direction of the department chair in which the course is offered. Credit hours will count toward graduation; they will not be computed in grade point average as grades and grade points will not be recorded. Application for credit by examination must be processed in the Office of Admissions and Records. A fee of $56.50 per semester hour for in-state students and $248.50 per semester hour for out-of-state students must be paid except in case of full-time students taking 16 or more hours for whom there would be no additional charge. Exams may be scheduled at the discretion of the Department Chair involved.

Change of Program

Students wishing to change their program of study should contact Counseling Services. To change programs, students must be currently enrolled (excluding summer), and students can make only one change per semester. The program change will become effective the next semester the student is enrolled.

Auditing Policy

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussions and examinations is at the option of the instructor. Attendance is required as in courses taken for credit. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or grade points. A fee of $56.50 per semester hour for in-state students and $248.50 per semester hour for out-of-state students must be paid except in case of full-time students taking 16 or more hours who may audit with no additional charge.

Requirements for Graduation

The following requirements apply to all programs; however, some departments may have additional requirements.

1. All required and elective courses must be completed as prescribed in the catalog of record of the candidate for graduation.
2. A major 2.0 grade point average must be maintained.
3. Minimum reading requirements must be completed for each program. RED 080 is required for most certificate and diploma programs, and RED 090 is required for all associate degree programs. Depending on the student's program, this requirement must be met either by satisfactory placement scores or by completing RED 080 or RED 090. In instances where students receive transfer credit for ENG 111, its equivalent, or a course that has RED 090 as a prerequisite, the reading requirement will be satisfied.
4. All financial obligations to the College must be cleared.
5. A minimum of 25 percent of semester hours in residence with a minimum of 9 semester hours in the major area is required for graduation. Upon recommendation of appropriate faculty and the division director, the Vice President for Academic Services may waive the requirement of a minimum of 9 semester hours in the major area.
6. Application for graduation must be received by the posted deadline. **NOTE:** The application cannot be processed during registration periods. Request for duplicate diplomas should be made to the Office of Admissions and Records. Back dated diplomas will be prepared at a cost of $20.00. Two weeks should be allowed for processing.

Upon recommendation of the Department Chair and approval of the Vice President for Academic Services, certain specific graduation requirements may be waived.

Students graduating from a diploma or associate degree program with a 3.5 cumulative grade point average will graduate with Honors. Grade point averages will not be rounded. For more information, contact the Office of Admissions and Records.

Withdrawals

Students withdrawing from the College should contact the Office of Admissions and Records for the appropriate forms and procedures for official withdrawal. A student who fails to officially withdraw will receive an "WF" or "WP" in each course for which he or she was registered unless the unexcused absence policy is exceeded prior to the last day of the drop period.

Students' Rights and Privacy

Wayne 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:

* that such institutions 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;
* that institutions must obtain the written consent of the student before releasing personally identifiable data about the student from records with the exception of:
  A. directory information (directory information is defined as the student's name, major field of study, dates of attendance, and degrees and awards received.)
     Note: Any student who does not wish the College to release any or all information designated as directory information without the student's written consent must notify the Office of Admissions and Records (Learning Center Building, Room 109) immediately. The College assumes that the student's failure to file a request for nondisclosure indicates approval for disclosure. Athletes must sign a waiver in the Student Activities Office granting permission to publish their photographs, height, and weight.
  B. school officials, including teachers within the educational institution or local educational agency who have been determined to have legitimate educational interests;
  C. officials of other schools or school systems in which the student seeks or intends to enroll, upon condition that the student be notified of the transfer, receive a copy of the record if record is desired, and have an opportunity to challenge the content of the record;
  D. authorized representatives of (1) the Comptroller General of the United States, (2) the Secretary, (3) the Commissioner, the Director of the National Institute of Education, or the Assistant Secretary for Education, or state educational authorities;
  E. in connection with a student's application for, or receipt of, financial aid;
  F. state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
  G. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
  H. accrediting organizations in order to carry out their accrediting functions;
  I. parents of a dependent student, or such parents, as defined in section 152 of the Internal Revenue Code of 1954; or
  J. in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution.

Student records (admissions papers, registrations, grades, and other supporting data) are maintained in the Office of Admissions and Records. Any student wishing to challenge the content of his educational records that are maintained in this office should notify the Director of Admissions and Records in writing.

Course Repetition Policy

Any course may be repeated. No course may be counted more than once in calculating the total number of semester hours credit towards graduation. Any required course in which an "F" or other unacceptable grade is received must be repeated. In those cases where a course in which the student receives an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted for purposes of meeting program requirements upon recommendation of the appropriate department head and the Vice President for Academic Services.

A student who has passed a curriculum course three times must receive permission from the Vice President for Academic Services before the student is allowed to register for the class another time.

Substitution of Courses

Students are expected to follow the curriculum as shown in the catalog for their chosen program. Substitutions may be made when it is educationally sound and is determined to be in the best interest of the student's educational and career objectives. Course substitutions must meet the following criteria: No non-college-transfer course, either individually or in combination with another course, may be substituted for a college transfer course and in order for one course to be substituted for another, there must be a clear relationship between the two courses. Substitutions must be recommended by the Department Chair and approved by the Division Chair.

Minimum Class Size Policy

The decision to offer a class and to establish minimum class size will be made by the Department Chair and the Division Chair with the approval of the Vice President for Academic Services. Criteria for determining minimum class size will be on a class-by-class basis and based on the subject matter of the course, the need for the course, the impact on the institution including resources, and the students enrolled.

Independent Study Policy

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study is to be used only under extenuating circumstances. All classes scheduled as independent study will be approved by the Program Division Chair. All independent study classes must be required or elective courses in the student's program of study. The classes will be scheduled with the faculty member for the course. During the term the faculty member will meet with the student either by mail, telephone, e-mail or personally to discuss/assess the student's progress towards meeting the course competencies and objectives and for conducting the course evaluation processes. Course content, standards of progress, tuition and fee

charges, and all other provisions heretofore presented will apply to independent study courses.

In addition to the above, the following requirements apply to students receiving Department of Veteran Affairs (DVA) benefits and/or financial aid:

- Student must meet with the Wayne Community College DVA Coordinator/Financial Aid Officer.
- Student must have completed 15 semester hours of course work at Wayne Community College in the current major with a grade point average of 2.0 or better.
- Student must have completed remedial work as determined by the admissions requirement in the current major.

Prerequisites

Prerequisites are requirements that must be met before students can enroll in a specific course. This prerequisite may be a class that is required before registering for the next level, or it may refer to placement test scores that are required before registering.

Students must comply with catalog requirements that courses may not be taken until all prerequisites have been met. There are occasions in which exceptions to this regulation may be deemed desirable and necessary. The appropriate Department/Division Chair of the division in which the course is offered must approve such exceptions in writing.

Exceptions to the course prerequisite are the following:

- Developmental prerequisites may be fulfilled by an appropriate placement test score;
- Visiting students who have written documentation from their college/university to enroll in a specified course that has a prerequisite;
- Students with an associate or higher level degree who enroll in beginning college level courses (e.g. ENG 111; PSY 150);
- Students who have life experiences that are deemed equivalent to or supersede the prerequisite; *a formal review of course level outcomes would occur and be maintained in the student's records;*
- Students who successfully transfer in a course that has a prerequisite would not have to take the prerequisite (example, a student transferring in PSY 150 with the local prerequisite of RED 090 would not have to take RED 090).
- Credit by exam may be used to meet prerequisite requirements.

Co-requisites

Co-requisite courses are courses that must be taken at the same time. An example of co-requisite includes lecture and lab courses such as ENG 090 Composition Strategies and ENG 090A Comp Strategies Lab. All lecture and lab courses must be taken together during the same term.

Transcripts

An official transcript of work at Wayne Community College will be sent to the appropriate institution upon written request by the student. Wayne Community College requires a written request 24 hours prior to release of a transcript. Transcripts will be prepared at a cost of $2 per copy (No checks accepted). No transcript will be released until the student's account is cleared with the Business Office.

Cooperative Education Program

Cooperative Education (Co-op) is designed to give students enrolled in many curriculum programs within the College a chance to work on a job, **which must be related to their major**, while completing their degrees. The combination of classroom instruction with practical/related Co-op work experience provides numerous benefits to participating students.

Co-op students work from one to three semesters, depending on the curriculum program, in a part-time or full-time job with employers selected and/or approved by the College. Academic credit is given for the learning gained during the Co-op work period. Students are contacted periodically by their Co-op Instructor Coordinator and receive on-the-job supervision by the employer.

Eligibility

Students who are enrolled in approved Co-op programs for academic credit and who have completed 9 semester hours at the College are eligible to Co-op if they meet the following conditions:

1. approval of Co-op Instructor Coordinator
2. academic standing of 2.00+ GPA
3. approval from Co-op office

Certain curriculum programs may specify additional conditions.

Application and Registration Procedures

Interested students should see their advisor to register for Co-op. The student must attend the mandatory Co-op orientation at the beginning of each semester. The Co-op staff will have the student complete an application during orientation. Also, Co-op workbooks will be distributed, and a detailed explanation of how to complete the workbook will be given during this orientation. Open enrollment for Co-op allows the student to enter Co-op after the initial 10% period of the semester. Students need to apply for open enrollment at the Co-op office.

Academic Credit

Credit hours for Cooperative Education are determined by the total number of hours a student works during the semester. The breakdown of credit hours to hours worked on the Co-op job is as follows:

1 Credit hour = 160 Hours worked
2 Credit hours = 320 Hours worked

Programs of Study

The following programs of study have either mandatory or elective Co-op:

Accounting
Agribusiness Technology
Applied Animal Science Technology
Automotive Systems Technology (ASEP)
Automotive Systems Technology (ATEP)
Aviation Systems Technology
Business Administration
Business Administration/Operations Management
Collision Repair and Refinishing
Computer Information Technology
Computer-Integrated Machining
Electronics Engineering Technology
Healthcare Management Technology
Human Services Technology
Medical Office
Networking Technology
Office Administration
School Age Education
Simulation and Game Development
Sustainable Agriculture
Turfgrass Management Technology

Cooperative Programs/Dual Enrollment (Jump Start)

Dual enrollment is designed for high school juniors and seniors who attend public, private or non-public schools in Wayne County area; who are at least 16 years of age.

Students dual enrolled earn college credit by attending college level classes. The transfer of college credit for high school credit is determined by the individual high school. Depending on the high school schedule, students must be enrolled in at least one high school courses, excluding the summer term.

The cost of tuition is waived for dual enrolled students enrolling in curriculum courses. However, students are responsible to pay the Student Activity Fee, Technology Fee, and to purchase textbooks and supplies.

Students may be admitted on a space available basis into college level courses, providing the following avenues have been satisfactory met: admission requirements, placement test scores, and course prerequisites.

Dual enrolled students are required to take the College's Placement Test, which evaluates skills in English; reading; and math, in order to determine student's eligibility to enroll in college credit courses. Students are not permitted to enroll in developmental courses or courses in the following limited admission programs: Associate Degree Nursing, Practical Nursing, Dental Assisting, Dental Hygiene, Medical Assisting, or Phlebotomy.

Learn and Earn Online

Qualified students in participating high schools can take a variety of online college-credit courses at no cost to them or to their families. Students may earn high school and/or college credit for completed courses.

Any qualified public, charter, or non-public school student in grades 9-12 can enroll in NCCCS Learn and Earn Online courses as long as they meet community college requirements and required course prerequisites. Students should check with their high school guidance counselor or Learn and Earn Online facilitator for specific information about participation or call Wayne Community College at 919-739-6757 or 6758.

Seymour Johnson Air Force Base Program

Wayne Community College, which was listed by G.I. Jobs on its 2011 list of military friendly schools," offers a variety of courses at Seymour Johnson Air Force Base. These courses may be attended by active duty, dependent, and civilian personnel. Offerings typically include associate degree transfer courses, Business Administration courses and special interest continuing education courses.

Active duty and dependents of active duty personnel stationed in North Carolina are eligible for in-state tuition rates. Active duty personnel may also use tuition assistance to pay 100% of tuition costs for curriculum courses and for certain approved occupational extension courses.

Due to heightened security at Seymour Johnson Air Force Base it has become necessary for students desiring to take classes with WCC at the base to apply for a Base Pass. If you plan to attend classes on base anytime while seeking your degree, please become familiar with the requirements of a Base Pass. Do not wait until the beginning of the term. The COLLEGE STUDENT BACKGROUND SECURITY CHECK FORM is required annually, or as requested by Security Forces. While this form is good for one year; the Visitor's Center (VC) is required to conduct a DCI check at a minimum of every six (6) months (more than likely it will be conducted every other semester). It is your responsibility to remember the date your pass was first issued and check with the VC (919-722-1343) at the 6-month point to insure your DCI check has been completed. Failure to monitor the status of your clearance may result in delays in attending classes. Students do not pay a fee for the background check.

The COLLEGE STUDENT BACKGROUND SECURITY CHECK FORM is on our website www.waynecc.edu/sjafb.

The clearance process takes 4 working days from the day the form is received at the VC. Students must have completed this process BEFORE the start of a term. Deadlines for application change each term. Please call (919) 739-6765 or (919) 739-6766 for dates. Passes will be issued ONLY within 3 days of the start of the class.

NOTE: YOU MUST BE ABLE TO DRIVE YOURSELF TO AND FROM BASE CLASSES. PASSES WILL NOT BE ISSUED FOR "DRIVERS ONLY" UNLESS THE STUDENT HAS A DISABILITY.

For additional information call the College's program director at (919) 739-6765.

Distance Education

Wayne Community College presents an innovative and convenient approach to electronic learning, or e-learning, by providing opportunities for correspondence/home study. The distance education program at WCC enables the student to receive instruction at his or her own convenience. The distance education electronic delivery systems at WCC consist of Internet courses, Hybrid courses, Interactive Television courses, and Telecourses.

The student seeking nontraditional learning opportunities is provided structured and organized lesson material. When assignments are completed, the student submits or makes the work available by a predefined manner that may include fax, mail, email, or computer. The assignments are corrected, graded, reflected upon, or reviewed for approval, and then returned to the student. This exchange process creates a more personalized student-teacher relationship.

Internet (online or web-based) courses are classes offered via the World Wide Web. Internet courses provide access to college courses at anytime and anywhere. Online courses are offered as part of the colleges regular scheduled classes. The colleges online platform is Moodle; more information and support documentation about this software can be obtained online from http://moodle.waynecc.edu. Students must have access to the Internet in order to receive and complete assignments and communicate with the course instructor.

Hybrid courses are courses of instruction that blend face-to-face learning with various distance education delivery methods. These courses require the learner to participate in both a seated class room and an electronic learning environment. The hybrid course may include portions of Internet, interactive television, and telecourse activities.

Interactive Television, or ITV, courses have two-way interactive video technology that connects colleges, secondary schools, and other agencies throughout the state. ITV enables a student to attend face-to-face classes that may be taught at WCC or received from another institution. ITV enables the course instructor and students in classrooms at one institution to hear, see, and talk to students in comparably equipped classrooms at other locations.

Telecourses are pre-recorded videotaped classes that are shown at specific times on local access channels or viewed at the convenience of the student. Telecourse students work independently, watch televised or taped programs, and read printed material with guidance from course facilitators who use a variety of communication tools and instructional techniques. The instructor for each course will set the requirement for on-campus meetings, classes, and testing.

Distance education courses, policies, and enrollment procedures are listed in the colleges schedule of courses and on the college Web site.

Registration for distance courses is handled the same way as traditional course registration. Credit hours earned for taking these courses are the same as those earned for taking the same course in a traditional classroom setting. The cost for distance education is the same as for traditional scheduled courses.

Requirements for online courses:

1. It is recommended online students complete or test out of RED 090.
2. Have a reliable Desktop or Laptop computer with Windows XP or better with a minimum of 512mb of RAM and 2G of free hard disk space.
3. Have a reliable Internet connection with at least a 56K modem.
4. Be able to compose, send and receive e-mail with attachments.
5. Have and be able to compose and save files using MS WORD.
6. FireFox 3.6 or higher is the recommended browser.
7. Be able to use an internet browser, conduct searches, download and/or upload files from the Internet.
8. If applicable, obtain or download additional software required for the course.
9. Complete and submit all coursework on time. In order to remain enrolled in the online course, students are expected maintain academic progression through the course. Students who have not accessed and/or participated in a course in any two week period may be dropped.

Evening, Internet, and Weekend Programs

Students can complete many of WCC's academic programs outside the traditional Monday-Friday, 8:00-5:00 courses by enrolling in a combination of Internet, Distance Education, evening, and/or Saturday classes. Students should check with their academic advisor regarding course schedules. Curriculum program opportunities of this type include:

Accounting
Associate in Arts
Associate in Science
Basic Law Enforcement Training
Business Administration
Business Administration/Operations Management
Computer Information Technology
Computer-Integrated Machining
Criminal Justice Technology
Early Childhood Education
General Occupational Technology
Healthcare Management Technology
Industrial Systems Technology
Infant/Toddler Care
Medical Office Administration
Network Technology
Office Systems Technology
Welding Technology

East Carolina University/Wachovia Partnership East South Central Consortium

Wachovia Partnership East (WPE) is collaboration between the East Carolina University College of Education and Wayne Community College, James Sprunt Community College, Lenoir Community College, Sampson Community College, and Johnston Community College. Wayne Community College serves as the hub site host college for the WPE office and the off-campus courses offered by ECU. The goal behind Wachovia Partnership East is to bring educational opportunities close to home for community college students through on-line courses and courses offered at the community college hub site. WPE makes it possible for students to pursue a baccalaureate degree in a teacher

education program without moving or traveling to the university.

What programs are offered?

B.S. in Elementary Education (K-6) with a K-12 Reading Licensure
B.S. in Special Education (K-12) with a K-12 Reading Licensure
B.S. in Middle Grades

How do I get my degree?

Wachovia Partnership East is designed to allow students to complete their general education coursework at one of the partnering community colleges and then transfer into the ECU program to complete the junior and senior years of the teaching degree in elementary education, special education, or middle grades education. All courses for the junior and senior years are offered at Wayne Community College or via on-line courses.

How do I join Wachovia Partnership East?

Second semester freshmen are encouraged to schedule an appointment with the consortium coordinator to determine when to begin university classes. Copies of college transcripts are needed when meeting with the WPE coordinator. At the end of the sophomore year, students may apply to WPE by completing a WPE application and an ECU official application.

Applications may be obtained from the WPE coordinator in Dogwood 101 North at Wayne Community College. All students who apply to WPE must have already taken the Praxis I test in reading, writing, mathematics prior to applying to WPE.

The WPE Coordinator's contact information is:

Carol Ann Smith, Coordinator and Advisor
ECU Wachovia Partnership East
South Central Consortium
Wayne Community College
PO Box 8002 / 3000 Wayne Memorial Drive
Dogwood 101 North
Goldsboro, NC 27533
Phone: 919-739-7012 • Fax: 919-731-7413
E-mail: casmith@waynecc.edu or smithcaro@ecu.edu

For more information about Wachovia Partnership East, please visit the website at: www.coe.ecu.edu/partner_east/ or www.ecu.edu/wpe.

Continuing Education Services

Wayne Community College is dedicated to providing a broad range of educational/training programs. It offers students an opportunity to further their education, to improve their individual efficiency, to upgrade and improve present job skills, to prepare for future employment, to enrich their cultural lives, and to help make them more effective members of their community. Anyone who is a high school graduate or 18 years of age is eligible to participate in the program conducted by the Division of Continuing Education Services. Efforts are made to accommodate non-English speaking students.

Class Schedules and Enrollment

Classes are scheduled during the day and in the evening on campus and at various times and locations throughout Wayne County. Courses are organized on a basis of need, interest, and availability of suitable facilities. A full program is offered, with classes usually meeting once or twice a week, from two to three hours each session.

Pre-registration is available for selected courses during normal customer service hours. Registration may be completed online, in the classroom, or at the Continuing Education Customer Service Desk.

A continuing education course schedule is published each semester and distributed throughout Wayne County. Specific courses, descriptions, dates, times, and locations are found in the course schedule.

Refund Policy for Continuing Education Services

The refund policy for Continuing Education courses, as established by the N.C. State General Assembly allows a 75% refund, after the respective class begins, upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class

A 100% refund shall be made if the student officially withdraws prior to the first day of class of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

A 100% refund shall be made if the student officially withdraws from a contract hour class prior to the first day of class of the academic semester or term or if the college cancels the class. **A 75% refund shall be made if the student officially withdraws from a contract hour class on or before the tenth calendar day of the class.**

There are no refunds for self-supporting classes. Under this policy, the College shall notify the student of the right to receive a refund at the time of official withdrawal.

Occupational Extension Course Repetition Policy

A special provision of the North Carolina's General Assembly concerning class repetition became effective September 1993. Under that provision, a student who takes an occupational class more than twice is required to pay a fee to be determined using the computation below. For example, the first and second time a student takes an occupational extension class, the fee will be based on the sliding fee scale (see below). The third and subsequent times will be based on the number of hours that the class meets multiplied by $6.19. Example: 33 hours x $6.19 + $204.27 registration fee. Charges are subject to change based on budget. Senior citizens (65 or older) who are eligible to take classes free of charge will also be required to pay for classes they take more than twice. Previously, senior citizens had no limit on the number of hours they could enroll in a course. Recent change now dictates that senior citizens will only receive a waived registration fee for up to 96 hours of Occupational Extension courses per semester. Senior citizens taking more than 96 hours will be required to pay the registration fee.

"Students are primarily responsible for monitoring class repetitions; however, the colleges shall review records and charge students full cost for classes taken more than twice."

Students are exempt from this policy if class repetition is required for certification, recertification, or licensure.

*SLIDING FEE SCALE

1 to 24 hours	$65.00
25 to 50 hours	$120.00
Greater than 50 hours	$175.00
Computer Technology Fee	$5.00 per term

Minimum Class Size Policy

Class size will be determined on a class-by-class basis and will take into consideration the subject matter, need of the course, the location, and the impact it will have on the institution including resources, and the students enrolled. Any variance to this policy must be approved by the Vice President for Continuing Education Services.

Fees and Insurance

Registration fees from $65 to $175 are charged to students in occupational extension classes depending upon the total class hours. The community service classes have a registration fee of $35. Classes that are recreational in nature are self-supporting. The a.m.ount of tuition for recreational classes is determined to be that which will enable these courses to be self-supporting in accordance with legislation enacted by the 1973 North Carolina General Assembly.

Students are expected to provide the supplies, materials, tools, and books which they will need. Instructional services and instructional materials are supplied by the College.

Students are now required to pay $1.25 Student Accident Insurance Fee for all Continuing Education courses that meet four or more weeks during a semester. This fee is paid once during a semester regardless of the number of classes taken. For information call Continuing Education at 919-739-6900.

The Continuing Education Unit

The Continuing Education Unit (CEU) was designed to recognize and record individual and institutional participation in nontraditional studies and special activities. The CEU meets the need in adult and continuing education for uniformity in the planning of educational experiences for technical and professional people to improve their competency and skill levels through staff development.

The Southern Association of Colleges and Schools recognized the need for a uniform unit of measure for such specialized activities and incorporated the Continuing Education Unit into Standard Nine of the Standards of the College Delegate Assembly in December 1971.

Wayne Community College has adopted the CEU as a system for record keeping and quality control in programs of educational activities in continuing education. The CEU is not awarded for courses not measured by Standard Nine. Otherwise the functions of organization, instruction, and record keeping are performed according to CEU standards in programs of continuing education.

Programs

Continuing Education Services offers a wide variety of classes based on the needs and interests of the community. Along with the specialty programs listed below, Continuing Education Services offers many occupational extension programs, self-enrichment and self-improvement programs, and various academic programs on a regular basis.

Suggestions from students and from the community, as well as programs developed by the staff, provide for exciting and interesting programs each semester.

Occupational Extension Programs

Occupational Extension Programs are designed to equip students with practical knowledge of a specific nature which will increase the student's technical skills. Successful completion of programs in this field will enable the student to pursue careers in many different areas. These programs include principles and rules particular to the specific skill being developed. Courses are scheduled in response to anticipated or known need to upgrade existing skills or aid the student in the development of new skills. The variety of programs to be scheduled is limited only by student interest, the availability of suitable facilities for classroom activities, and the availability of instructional services.

Computer Programs

The computer programs area is designed to meet the changing needs of the novice computer user to the more advanced user. The department offers courses in various software applications and hardware maintenance as well as networking courses including the Cisco Academy. Many of the computer courses are available in Spanish (other languages may be available upon request). The college also offers many classes online and in hybrid environments allowing students flexibility to choose courses that fit their schedule. In addition to a wide offering of public classes, courses may also be tailored to meet specific business needs.

Business and Industry Center

Historically, the North Carolina Community College System has been deeply committed to industrial training throughout the state, and the Wayne Community College Mission Statement includes; ". . . the college strives to . . . provide for the training needs of local business and industry."

The Business & Industry Center involves all levels of business and professional organizations in the local community through three main avenues: The Small Business Center, the Military Business Center, and Industry Services.

The Small Business Center

Providing assistance and guidance to small business owners, or aspiring owners, is the goal of the Small Business Center. Increasing the success rate and number of small businesses in North Carolina in Wayne County is accomplished through training and educational programs and seminars, individual counseling services for established and potential entrepreneurs, and a library of books, audio and video tapes, and other business related publications available to the public.

The Military Business Center

The mission of the Military Business Center is to use the presence of the military in North Carolina and Wayne County to promote economic development and quality of life for all. Increasing military business for existing local and state companies, integrating retiring military personnel and military family members into the workforce, and supporting recruitment and development of defense-related businesses in North Carolina, are the center's goals.

Industry Services

To meet the specific needs of industry, Wayne Community College works closely with the Economic Development Commission and the NC Community College System Industrial Services Division to provide customized training programs. The New and Expanding Industry Training, Focused Industry Training, and Customized Industry Training allow the college to design and deliver, at reduced cost, these customized programs to local manufacturers and distributors.

Community Service Programs

Community Service Programs are designed to provide lifelong

learning for adults. These programs also contribute to the community's overall cultural, civic and intellectual growth. Community Service program offerings include courses that focus on an individual's personal or leisure needs. These courses cover a wide variety of areas in the fine arts (painting, stained glass); consumer education (photography); home maintenance (furniture upholstery, sewing), defensive driving and other cultural and civic needs.

Emergency Medical Service Programs

The Emergency services Program is designed to meet the needs of Emergency Medical Services training from EMT-Basic, EMT Intermediate, EMT-Paramedic and EMT-Refresher. The Emergency Medical Service Programs provide the training needed for certification in CPR, First Aid, Medical Responder, EMT (Emergency Medical Technician), EMT-Defibrillation, and EMT-Intermediate Technician. Continuing Education provides training to rescue squads, a.m.bulance services, fire departments, law enforcement agencies, citizens, businesses, industries and church groups. Classes are held on campus and throughout the county.

Fire Service Training

Through a statewide system of certified instructors, Wayne Community College offers a variety of fire service courses to enhance the training of Goldsboro and Wayne County fire departments. The system is flexible and mobile so that it can reach every department in Wayne County. The Fire Training Program is designed to provide fire personnel an opportunity to gain technical information and to build skills in modern fire fighting through a variety of learning experiences. These courses are usually conducted in local fire departments for volunteer and career firemen who train as organized groups utilizing equipment and methods they would ordinarily use in preventing and suppressing fire. Offerings include the Fire Training Standards Program, Firefighter I and II Certification, and specialty courses/programs. Courses and programs are also designed to meet the needs of business and industry in order to meet state and federal regulations. Fire training is also available to business and industries.

Law Enforcement Training

The Law Enforcement Training Programs are designed to train and upgrade personnel in detention officer, 911 Telecommunicators, law enforcement courses to include but not limited to annual and specialized firearms training, state mandated training, supervisor training, community oriented training, as well as meeting the needs for Federal mandated training, etc. An extended effort is made to work with the various law enforcement departments throughout Wayne County. Wayne Community College utilizes a pool of state certified instructors. The College is able to meet the training needs and desires of law enforcement within Wayne County by requesting specific departmental training.

Human Resources Development Program

The Human Resources Development Program is a short-term, pre-employment training program for unemployed/underemployed persons 18 years old and older seeking employment or training. This program offers instruction in orientation to the world of work, motivational techniques, personal improvements, attitudes, and job seeking skills.

WIA (Workforce Investment Act) Youth, Adult, Dislocated Programs

The Workforce Investment Act for the Adult Program is to design intensive and training services to individuals age 18 and older who are at or below the level of self-sufficiency. Services include financial assistance with tuition, books and related educational expenses.

The Workforce Investment Act for the Dislocated Worker Program serves those who have lost their jobs because of layoff, downsizing or plant closure. Services available include financial assistance with tuition, books and related educational expenses.

Career Readiness Certification

The North Carolina Career Readiness Certificate (CRC) shows prospective employers that applicants possess the essential skills required in today's workplace. Even if a candidate has a college degree, the CRC further verifies that he/she can handle the kinds of tasks that are common in today's workplace – finding information, reading instructions and directions, and working with figures.

The CRC is based on established WorkKeys® assessments. WorkKeys® is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies. Because it is part of a national initiative, the CRC is a portable credential recognized in many states.

Individuals may earn three levels of Career Readiness Certificates (Bronze, Silver or Gold) based on their performance on three WorkKeys® tests: Applied Mathematics, Locating Information, and Reading for Information. Assessments are given in the Academic Testing Center, and certificates are awarded by the State of North Carolina through the community college. There may be costs associated with the assessments. Students may register for the CRC assessments by calling 739-7003.

Works (Wayne Occupational Readiness Keys for Success) Employability Skills Lab

The WORKS Employability Skills Lab is located in WLC 141/143 and is available for College students and the general public. The goal of the lab is to assist individuals with increasing their marketability. WORKS is self-directed and structured so that individuals work and progress at their own pace with instructor assistance as needed.

Both day and evening options are available, and the lab operates on an open entry/open exit format and offers the following services:

- Preparation for the Career Readiness Certificate (CRC)
- Referrals to short-term training opportunities and other educational opportunities
- Resume and Cover Letter Writing
- Job Search and Interviewing Techniques
- Portfolio Building

For additional information and time availability, call (919) 739-7003.

Basic Skills/Literacy

The goal of the Basic Skills Department is to be responsive to the diverse educational needs of Wayne County's adult citizens who are lacking a high school diploma or GED or whose basic literacy and life skills are below a high school level. To enroll, a student must be at least 18 years of age (age 16 or 17 with a release form), and must not be currently enrolled in a public school.

Wayne Community College offers all five tuition-free programs of

the Adult Basic Skills Continuum in North Carolina:

Adult Basic Education (ABE)
Adult High School (AHS)
General Educational Development (GED)
Compensatory Education (CED)
English as a Second Language (ESL)

Our classes serve all of Wayne County, including special populations such as prisons or institutions.

The Basic Skills office is open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 1:00 p.m. The office is located on the second floor in the Walnut Building. For information on any of the programs and services, call (919) 739-6908.

Adult Basic Education (ABE)

Adult Basic Education is a competency-based curriculum focused on basic reading, writing, communication, and math skills. ABE provides the foundation of basic skills needed for additional studies in AHS or GED. The ABE curriculum explores ways to enhance job performance, self-esteem, critical thinking skills and other life skills. ABE provides review and refresher or teaches skills one may have missed. Students are allowed to progress at a rate that is in keeping with their abilities, needs, and goals. Books are provided. ABE classes are offered on campus as well as throughout Goldsboro and Wayne County.

Adult High School (AHS)

The AHS program offers a 20-course program for adults 18 and older. Students under the age of 18 must complete a 24-course program for graduation. The NC State Board of Education in collaboration with the NC Community College System determines diploma requirements for this program. Students are required to purchase their books. There is no tuition. AHS classes are offered on campus only.

General Educational Development (GED)

General Educational Development (GED) prepares a student to pass the GED tests, a series of five tests designed to measure general educational competence. An individualized plan of study is created for each student. Upon successful completion of the tests, the student is awarded a certificate that is recognized and generally accepted as equivalent to a high school diploma.

Assessments are given to determine placement into the program. GED practice tests are given to determine a student's eligibility for the Official GED Test. The fee for the Official GED Test is $7.50 (subject to change), which covers a period of five years. GED classes are offered on campus and at off-campus sites throughout Goldsboro and Wayne County.

Compensatory Education (CED)

The Compensatory Education Program (CED) is designed for adults with intellectual disabilities. These adults are provided with education in the form of basic skills and real life skills and activities in order that they may develop their abilities and participate more fully in society.

In order to be eligible the adults must have a formal diagnosis. Most students are referred through community agencies. There are no fees for tuition or materials.

English as a Second Language (ESL)

English as a Second Language is designed for adults who want to learn the English language skills necessary to function effectively in an environment where English is spoken. The curriculum is competency-based and provides instructional opportunities for adults with limited English proficiency to acquire skills in listening, speaking, reading, writing, and comprehension of the English language as well as acculturation to the society of the United States. U.S. citizenship classes are also offered.

Basic Skills CAT Lab / Distance Education

The Basic Skills Computer Assisted Training (CAT) Lab provides basic skills training to those in the community seeking to refresh their skills, as well as to students enrolled in the Adult High School, GED, and ESL programs at Wayne Community College.

Computer-assisted instruction and web-based instruction in reading, basic and advanced math, language arts, writing, science, and social studies is offered. In addition, instruction in life and job skills is available. Students work at their own pace in an open entry lab setting, or may work from home over the internet. Students may enroll at any time and leave upon completion of their goal.

Special Innovations

The Literacy Center (TLC)

The Literacy Center (TLC) is a learning center with state of practice methods for teaching reading, writing, math and competency-based skills. One-on-one tutoring, small group instruction, and computer assisted programs of study are provided in a relaxed atmosphere. Adults can pursue their own goals, whether studying for the high school diploma or GED; learning skills to improve the quality of their personal lives or learning job readiness skills. Study for the **Career Readiness Certification** is also available. TLC is located in the Walnut Building, second floor.

TLC is open Monday through Thursday from 8:00 a.m. until 7:30 p.m. and Friday from 8:00 a.m. until 12 noon. For more information, call (919) 739-6906.

Partnership Approach to Literacy (PAL)

The Partnership Approach to Literacy, PAL, is an adult volunteer tutoring program for the Basic Skills Department at Wayne Community College. After completing a twelve-hour Orientation and Training Workshop, volunteers are matched with students in greatest need for one-on-one instruction in basic reading, writing, math, or English as a second language instruction. Tutorial services are free of charge to the student. To be a volunteer tutor, one must have a high school diploma or GED. For more information, call (919) 739-6906.

PROGRAMS OF STUDY

Certificate, Diploma, Associate in Applied Science, and Associate Degree (Transfer) Programs

Accounting (A25100)

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the Accounting program, a graduate should be able to:

- Prepare income tax returns.
- Produce payroll records and tax forms.
- Apply generally accepted accounting principles to produce accounting reports.
- Use software applications for the accounting profession.
- Apply the necessary business principles to a real world scenario.

Degree Awarded

The Associate in Applied Science Degree - Accounting is awarded by the College upon completion of this program.

For More Information

The Accounting program is in the Business and Computer Technologies Division. For more information, call (919) 739-6877. On the Internet, send e-mail to tmschmeltzer@waynecc.edu or visit our web site: www.waynecc.edu

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ACC	120	Principles of Financial Accounting	5	4
CIS	110	Introduction to Computers	4	3
ENG	111	Expository Writing	3	3
MAT	115	Mathematical Models	4	3
		*Business Elective	3	3
				17
SECOND SEMESTER				
ACC	121	Prin of Managerial Accounting	5	4
ACC	140	Payroll Accounting	3	2
BUS	115	Business Law I	3	3
CTS	130	Spreadsheet	4	3
ENG	114	Professional Research and Reporting	3	3
		* Economics Elective	3	3
				18
THIRD SEMESTER				
ACC	129	Individual Income Taxes	4	3
ACC	150	Accounting Software Appl.	3	2
ACC	220	Intermediate Accounting I	5	4
ACC	240	Government & Not-for-Profit Accounting	3	3
COE	110	World of Work	1	1
		Humanities/Fine Arts Elective	3	3
		*Professional Elective	1	2
				16-18
FOURTH SEMESTER				
ACC	130	Business Income Taxes	4	3
ACC	221	Intermediate Accounting II	5	4
		Social/Behavioral Science Elective	3	3
		*Professional Elective	3	3
		*Professional Elective	3	3
				14-16
		Total Credit Hours		65-69

*Select one of the following Business Electives:

BUS	110	Introduction to Business	3	3
BUS	137	Principles of Management	3	3
BUS	240	Business Ethics	3	3

*Select one of the following Economics Electives:

ECO	251	Principles of Microeconomics	3	3
ECO	252	Principles of Macroeconomics	3	3

***Select 6-semester hours of Professional Electives from the courses below:

- COE 111 and COE 122 or 112 and COE 121 must be completed in sequence in order to meet the Professional Elective requirement.
- No more than 3 semester hours of Cooperative Education Work Experience can be applied as Professional Electives.

ACC	268	Info Sys & Internal Controls	3	3
BUS	225	Business Finance	4	3
DBA	110	Database Concepts	3	3
COE	111	Co-op Work Exp I	10	1
COE	112	Co-op Work Exp I	20	2
COE	121	Co-op Work Exp II	10	1
COE	122	Co-op Work Exp II	20	2
COE	131	Co-op Work Exp III	10	1

Agribusiness Technology (A15100)

Official Program Description registered with the NC Community College System:

The Agribusiness Technology curriculum is designed to prepare individuals for careers in the agribusiness segment of the agricultural industry. It provides an understanding of basic business concepts and principles as they relate to the agricultural industry.

Students will learn the principles of organization and management in agricultural businesses and the application of these principles in agricultural production. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales, store managers, farm operations, and office managers of agricultural products marketing firms.

Program Learning Outcomes

Upon completion of the Agribusiness program, a graduate should be able to:

- Plan an efficient and profitable agriculture business.
- Identify and treat soil and crop pest issues in the field of agriculture.
- Perform calculations needed in the agriculture industry.
- Use computer skills effectively in the agriculture industry.
- Communicate effectively.

Degree Awarded

The Associate in Applied Science Degree - Agribusiness Technology is awarded by the College upon completion of this program.

For More Information

The Agribusiness Technology program is located in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.
- Students are required to demonstrate competency in MAT 070 through the placement test or course completion with a grade of C or better prior to receiving a degree.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ANS	110	Animal Science	3	3
BIO	160	Introductory Life Science	4	3
CIS	110	Introduction to Computers	4	3
COE	110	World of Work	1	1
ENG	111	Expository Writing	3	3
				14
SECOND SEMESTER				
AGR	110	Agricultural Economics	3	3
AGR	150	Ag-O-Metrics	3	3
AGR	170	Soil Science	4	3
ENG	114	Professional Research and Reporting	3	3
		*Animal Science Elective	3	5
				15-16
SUMMER TERM				
COE	112	Co-op Work Experience I	20	2
		OR		
AGR	131	Market Garden Lab	6	2
AGR	139	Intro to Sustainable Ag	3	3
AGR	140	Agricultural Chemicals	4	3
				8
THIRD SEMESTER				
AGR	210	Agricultural Accounting	5	3
AGR	213	Ag Law and Finance	3	3
BUS	137	Principles of Management	3	3
BUS	151	People Skills	3	3
		Humanities/Fine Arts Elective	3	3
				15
FOURTH SEMESTER				
AGR	212	Farm Business Management	3	3
AGR	214	Agricultural Marketing	3	3
AGR	262	Weed ID and Control	5	3
		*Animal Science Elective	3-5	3-4
		Social/Behavioral Science Elective	3	3
				15-16
		Total Credit Hours		67-68

			Contact Hours	Semester Credit Hours
*Select one of the following Argiculture Electives:				
ANS	115	Animal Feeds & Nutrition	3	3
ANS	120	Beef Production	4	3
ANS	130	Poultry Production	4	3
ANS	140	Swine Production	4	3
ANS	150	Animal Health Management	3	3
ANS	160	Animal Waste Management	3	3
ANS	180	Equine Production	5	4
ANS	210	Livestock Production Issues	3	3
ANS	213	Animal Reproduction	4	3
ANS	230	Poultry Management	3	3

Agribusiness Technology Diploma Program (D15100)

Diploma Awarded

A diploma in Agribusiness is awarded by the College upon completion of this program.

For More Information

The Agribusiness Technology program is located in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- English, reading and computer skills placement tests are required. Students must demonstrate the ability to perform at the RDG 090 level, either through the placement test or taking the appropriate coursework, prior to receiving the diploma.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AGR	150	Ag-O-Metrics	3	3
AGR	210	Agricultural Accounting	5	3
AGR	213	Ag Law and Finance	3	3
ANS	110	Animal Science	3	3
BIO	160	Introductory Life Science	4	3
ENG	111	Expository Writing	3	3
				19
SECOND SEMESTER				
AGR	140	Agricultural Chemicals	4	3
AGR	170	Soil Science	4	3
AGR	212	Farm Business Management	3	3
CIS	110	Introduction to Computers	4	3
COE	110	World of Work	1	1
ENG	114	Professional Research and Reporting	3	3
				16
SUMMER TERM				
AGR	110	Agricultural Economics	3	3
COE	112	Co-op Work Experience I	20	2
				5
		Total Credit Hours		40

Agribusiness Technology Certificate Program (C15100)

Certificate Awarded

A certificate in Agribusiness is awarded by the College upon completion of this program.

For More Information

The Agribusiness Technology program is located in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- The reading placement test is required. Students must demonstrate the ability to perform at the RDG 090 level, either through the placement test or taking the appropriate coursework.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AGR	150	Ag-O-Metrics	3	3
AGR	210	Agricultural Accounting	5	3
AGR	213	Ag Law and Finance	3	3
				9
SECOND SEMESTER				
AGR	110	Agricultural Economics	3	3
AGR	212	Farm Business Management	3	3
AGR	214	Agricultural Marketing	3	3
				9
		Total Credit Hours		18

Air Conditioning, Heating, & Refrigeration Technology (D35100)

Official Program Description registered with NC Community College System:

The Air Conditioning, Heating, and Refrigeration Technology Curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments.

Graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Program Learning Outcomes

Upon completion of the Air Conditioning, Heating and Refrigeration Technology program a graduate should be able to:

- Apply the fundamental and advanced principles of air conditioning, heating, and refrigeration technology in troubleshooting, replacing, servicing, installing, and repairing equipment and systems.
- Recognize and utilize the appropriate tools, test instruments, and equipment to troubleshoot and affect desired results.
- Determine optimal approaches to ascertain most desired means, methods, and end results in interfacing and interacting with HVACR industry customers.
- Demonstrate logical reasoning and enhanced problem solving abilities by troubleshooting and diagnosing faults in HVACR equipment and systems.
- Construct and operate basic and advanced HVACR refrigerant electrical and air flow circuits and systems.

Diploma Awarded

A diploma in the Air Conditioning, Heating, and Refrigeration Technology program is awarded by the College upon completion of this program.

Note: Students are required to purchase tools, test equipment, and pay a $25 EPA Refrigerant Certification Fee. Also, some field trips and special meetings require fees.

For More Information

The Air Conditioning, Heating, and Refrigeration Technology program is in the Applied Technology Division. For more information, call (919) 739-6813 or visit us at our web site at www.waynecc.edu.

Admissions

Admission in the program requires a placement test in reading (080), math, and computer skills to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AHR	110	Intro to Refrigeration	8	5
AHR	111	HVACR Electricity	4	3
AHR	113	Comfort Cooling	6	4
AHR	160	Refrigerant Certification	1	1
BPR	135	Schematics & Diagrams	2	2

			Contact Hours	Semester Credit Hours
ENG	102	Applied Communications II	3	3
				19
SECOND SEMESTER				
AHR	112	Heating Technology	6	4
AHR	114	Heat Pump Technology	6	4
AHR	130	HVAC Controls	4	3
AHR	211	Residential System Design	4	3
MAT	101	Applied Mathematics I	4	3
WLD	112	Basic Welding Processes	4	2
				19
SUMMER TERM				
AHR	245	Chiller Systems	4	2
AHR	247	Atypical Systems	4	2
				4
		Total Credit Hours		42

Applied Animal Science Technology (A15280)

Official Program Description registered with the NC Community College System:

The Applied Animal Science 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.

Program Learning Outcomes

Upon completion of the Applied Animal Science program, a graduate should be able to:

- Plan an efficient and profitable livestock enterprise.
- Diagnose and treat animal health issues.
- Perform calculations needed in the field of animal science.
- Use computer skills effectively in the animal industry.
- Communicate effectively.

Degree Awarded

The Associate in Applied Science Degree - Applied Animal Science Technology is awarded by the College upon completion of this program.

For More Information

The Applied Animal Science Technology program is in the Applied Technology Division. For more information, call (919) 739-6808 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

- Students are required to demonstrate competency in MAT 070 through the placement test or course completion with a grade of C or better prior to receiving a degree.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ANS	110	Animal Science	3	3
ANS	140	Swine Production	4	3
BIO	160	Introductory Life Science	4	3
CIS	110	Introduction to Computers	4	3
ENG	111	Expository Writing	3	3
		*ANS Elective Option I	4	3
				16-19
SECOND SEMESTER				
AGR	150	Ag-O-Metrics	3	3
AGR	170	Soil Science	4	3
ANS	120	Beef Production	4	3
COE	110	World of Work	1	1
ENG	114	Professional Research and Reporting	3	3
		*ANS Elective Option II	4	3
				13-16
SUMMER TERM				
ANS	150	Animal Health Management	3	3
ANS	160	Animal Waste Management	3	3
COE	112	Co-op Work Experience I	20	2
		OR		
COE	111	Co-op Work Experience I	10	1
		AND		
COE	121	Co-op Work Experience II	10	1
				8
THIRD SEMESTER				
AGR	110	Agricultural Economics	3	3
ANS	115	Animal Feeds & Nutrition	4	3
ANS	130	Poultry Production	4	3
ANS	141	Swine Herd Management	2	2
BUS	151	People Skills	3	3
		Social/Behav Science Elective	3	3
				17
FOURTH SEMESTER				
ANS	180	Equine Production	5	4
ANS	210	Livestock Prod Issues	3	3
ANS	213	Animal Reproduction	4	3
ANS	230	Poultry Management	3	3
		Humanities/Fine Arts Elective	3	3
				16
		Total Credit Hours		73

*Select one of the following Animal Science Elective Options:

Option I				
ACM	111	Health Care for Animals	3	3
Option II				
ANS	170	Sheep and Goat Production	4	3

Applied Animal Science Technology (D15280)

Diploma Awarded

A diploma is awarded by the College upon completion of this program.

For More Information

The Applied Animal Science Technology Diploma program is in the Applied Technology Division. For more information, call (919) 739-6808 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- The English, reading, and computer skills placement tests are required. Students must demonstrate the ability to perform at the RDG 090 level, either through the placement test or taking the appropriate coursework.

First Step To Enroll:
Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ANS	110	Animal Science	3	3
ANS	115	Animal Feeds & Nutrition	4	3
ANS	130	Poultry Production	4	3
ANS	140	Swine Production	4	3
BIO	160	Introductory Life Science	4	3
ENG	111	Expository Writing	3	3
				19
SECOND SEMESTER				
AGR	170	Soil Science	4	3
ANS	120	Beef Production	4	3
ANS	210	Livestock Prod Issues	3	3
ANS	213	Animal Reproduction	4	3
CIS	110	Introduction to Computers	4	3
ENG	114	Professional Research and Reporting	3	3
				18
SUMMER TERM				
ANS	150	Animal Health Management	3	3
COE	112	Co-op Work Experience I	20	2
		OR		
COE	111	Co-op Work Experience I	10	1
		AND		
COE	121	Co-op Work Experience II	10	1
				5
		Total Credit Hours		42

Applied Animal Science Technology (C15280)

Certificate Awarded
A certificate is awarded by the College upon completion of this program.

For More Information
The Applied Animal Science Technology program is in the Applied Technology Division. For more information, call (919) 739-6811 or visit us at our web site at www.waynecc.edu.

Admissions
- A high school diploma or equivalent is required.
- The reading placement test is required. Students must demonstrate the ability to perform at the RDG 090 level, either through the placement test or taking the appropriate coursework, prior to receiving the certificate.

First Step To Enroll:
Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ANS	110	Animal Science	3	3
ANS	115	Animal Feeds and Nutrition	4	3
		*ANS Elective Option I	4	3
				9
SECOND SEMESTER				
ANS	210	Livestock Prod Issues	3	3
ANS	213	Animal Reproduction	4	3
		*ANS Elect. Option II	3	3-4
				9
		Total Credit Hours		18-19

*Select one of the following Animal Science Elective Options:

Option I				
ANS	130	Health Care for Animals	3	3
ANS	140	Swine Production	4	3
ANS	170	Sheep and Goat Production	4	3
Option II				
ANS	120	Beef Production	4	3
ACM	111	Animal Science Elective	4	3
ANS	180	Equine Production	5	4

Automotive Systems Technology/Multiple Manufacturing ATEP (A60160)

Official Program Description registered with the NC Community College System**:**

The Automotive Systems Technology, curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/trans axles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

The Multiple Automotive Manufacturing Technician Educational Program (MM-ATEP) is a partnership involving educational institutions, national and local businesses, students, and a.m.erican and foreign automotive dealers and repair shops in the College's service area.

Program Learning Outcomes
Upon completion of the Automotive Systems Technology/Multiple Manufacturing ATEP program, a graduate should be able to:

- Diagnose and repair concerns related to ASE area A1 Engine Repair.
- Diagnose and repair concerns related to ASE area A2 Automatic Trans/Transaxle.
- Diagnose and repair concerns related to ASE area A3 Manual Drive Train and Axles.
- Diagnose and repair concerns related to ASE area A4 Suspension and Steering.
- Diagnose and repair concerns related to ASE area A5 Brakes.
- Diagnose and repair concerns related to ASE area A6 Electrical Electronic Systems.
- Diagnose and repair concerns related to ASE area A7 Heating and Air Conditioning.
- Diagnose and repair concerns related to ASE area A8 Engine Performance.

Degree Awarded
The Associate in Applied Science Degree-Automotive Systems Technology, MM ATEP, is awarded by the College upon completion of this program.

Note

Students are required to purchase tools and safety glasses. Costs are available by calling an Automotive Systems Technology instructor at (919) 739-6819 or 6821.

For More Information

The Automotive Systems Technology, MM ATEP, is in the Applied Technology Division. For more information, call (919) 739- 6819 or 6822 or visit us at our web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AUT	110	Intro to Automotive Technology	4	3
AUT	116	Engine Repair	5	3
AUT	161	Basic Automotive Electricity	7	5
ENG	111	Expository Writing	3	3
COE	110	Co-op World of work	1	1
		OR		
AUT	116A	Engine Repair Lab	3	1
				16
SECOND SEMESTER				
AUT	114	Safety and Emissions	3	2
AUT	141	Suspension & Steering Sys.	5	3
AUT	151	Brake Systems	5	3
AUT	163	Advanced Automotive Electricity/Electronics	5	3
COE	112	Co-op Work Experience I	20	2
		OR		
AUT	141A	Suspension & Steering Lab	3	1
		AND		
AUT	151A	Brake Systems Lab	3	1
				13
SUMMER TERM				
AUT	171	Automotive Climate Control	6	4
AUT	181	Engine Performance I	5	3
AUT	283	Advanced Automotive Elec	4	3
MAT	115	Mathematical Models	4	3
		OR		
MAT	121	Algebra/Trigonometry	4	3
				13
THIRD SEMESTER				
AUT	183	Engine Performance 2	8	4
AUT	231	Man Trans/Axles/DrTrains	5	3
ENG	114	Prof Research & Reporting	3	3
COE	122	Co-op Work Experience II	20	2
		OR		
AUT	231A	Manual Trans/Axels/DrTrains	3	1
		AND		
AUT	212	Auto Shop Management	3	3
				12-14
FOURTH SEMESTER				
AUT	281	Adv Engine Performance	4	3
AUT	221	Auto Trans/Transaxles	5	3
		Humanities/Fine Arts Elective	3	3
		Social/Behavioral Science Elective	3	3
COE	132	Co-op Work Experience III	20	2
		OR		
AUT	223A	Auto Trans/Axles Lab	3	1
				13-14
Total Credit Hours				67-70

Automotive Systems Technology/General Motors GM ASEP (A60160A)

Official Program Description registered with the NC Community College System:

The Automotive Systems Technology (GM ASEP) curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic course work. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/trans axles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

(The General Motors Automotive Service Educational Program (GM-ASEP) is a partnership involving educational institutions, national and local businesses, students, as well as local GM dealerships throughout eastern North Carolina.)

Program Learning Outcomes

Upon completion of the Automotive Systems Technology GM-ASEP program, the new graduate is expected to:

- Diagnose and repair concerns related to ASE area A1 Engine Repair.
- Diagnose and repair concerns related to ASE area A2 Automatic Trans/Transaxle.
- Diagnose and repair concerns related to ASE area A3 Manual Drive Train and Axles.
- Diagnose and repair concerns related to ASE area A4 Suspension and Steering.
- Diagnose and repair concerns related to ASE area A5 Brakes.
- Diagnose and repair concerns related to ASE area A6 Electrical Electronic Systems.
- Diagnose and repair concerns related to ASE area A7 Heating and Air Conditioning.
- Diagnose and repair concerns related to ASE area A8 Engine Performance.

Degree Awarded

The Associate in Applied Science Degree-Automotive Systems Technology GM ASEP is awarded by the College upon completion of this program.

Note

Students are required to purchase tools and safety glasses. Costs are available by calling Automotive Systems Technology instructor at (919) 739-6820 or 6819.

For More Information

The Automotive Systems Technology GM ASEP program is in the Applied Technology Division. For more information call (919) 739-6820 or 6819 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AUT	110	Intro to Automotive Technology	4	3
AUT	116	Engine Repair	5	3
AUT	161	Basic Automotive Electricity	7	5
COE	110	World of Work	1	1
ENG	111	Expository Writing	3	3
				17
SECOND SEMESTER				
AUT	114	Safety and Emissions	2	2
AUT	141	Suspension & Steering Sys.	5	3
AUT	151	Brake Systems	5	3
AUT	163	Advanced Automotive Electricity/Electronics	5	3
COE	112	Co-op Work Experience	20	2
				12
SUMMER TERM				
AUT	171	Auto Climate Control	6	4
AUT	181	Engine Performance I	5	3
AUT	283	Adv Auto Electronics	4	3
MAT	115	Mathematical Models	4	3
		OR		
MAT	121	Algebra/Trig	4	3
				13
THIRD SEMESTER				
AUT	183	Engine Performance 2	8	4
AUT	231	Man Trans/Axles/DrTrains	5	3
COE	122	Co-op Work Experience II	20	2
ENG	114	Prof Research & Reporting	3	3
				12
FOURTH SEMESTER				
AUT	281	Adv Engine Performance	4	3
AUT	221	Auto Trans/Transaxles	5	3
COE	132	Co-op Work Experience III	20	2
		Humanities/Fine Arts Elective	3	3
		Social/Behavioral Science Elective	3	3
				14
		Total Credit Hours		68

Automotive Systems Technology/Multiple Manufacturing ATEP-Electrical Certificate (C60160E)

Certificate Awarded

The Electrical Certificate is awarded by the College upon completion of this program.

For More Information

The Automotive Systems Technology, MM ATEP, is in the Applied Technology Division. For more information, call (919) 739-6819 or 6822 or visit us at our web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.
- A placement test in reading is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AUT	110	Intro to Automotive Technology	4	3
AUT	161	Basic Automotive Electricity	7	5
				8
SECOND SEMESTER				
AUT	163	Advanced Automotive Electricity/Electronics	5	3
				3
SUMMER TERM				
AUT	283	Advanced Automotive Electronics	4	3
				3
		Total Credit Hours		14

Automotive Systems Technology/Multiple Manufacturing ATEP- Chassis Certificate (C60160B)

Certificate Awarded

The Chassis Certificate is awarded by the College upon completion of this program.

For More Information

The Automotive Systems Technology, MM ATEP, is in the Applied Technology Division. For more information, call (919) 739-6819 or 6822 or visit us at our web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.
- A placement test in reading is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AUT	161	Basic Automotive Electricity	7	5
				5

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
AUT	141	Suspension & Steering	5	3
AUT	141A	Suspension & Steering Lab	3	1
AUT	151	Brake Systems	5	3
AUT	151A	Brake Systems Lab	3	1
				8
		Total Credit Hours		13

Automotive Systems Technology/Multiple Manufacturing ATEP- Engine Performance Certificate (C60160C)

Certificate Awarded

The Engine Performance Certificate is awarded by the College upon completion of this program.

For More Information

The Automotive Systems Technology, MM ATEP, is in the Applied Technology Division. For more information, call (919) 739-6819 or 6822 or visit us at our web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.
- A placement test in reading is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AUT	161	Basic Automotive Electricity	7	5
				5
SECOND SEMESTER				
AUT	181	Engine Performance I	5	3
				3
SUMMER TERM				
AUT	183	Engine Performance II	8	4
				4
FOURTH SEMESTER				
AUT	281	Adv Engine Performance	4	3
				3
		Total Credit Hours		15

Automotive Systems Technology/Multiple Manufacturing ATEP- Drivetrain Certificate (C60160D)

Certificate Awarded

The Drivetrain Certificate is awarded by the College upon completion of this program.

For More Information

The Automotive Systems Technology, MM ATEP, is in the Applied Technology Division. For more information, call (919) 739-6819 or 6822 or visit us at our web site at www.waynecc.edu.

Admission

- A high school diploma or equivalent is required.
- A placement test in reading is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AUT	116	Engine Repair	5	3
AUT	116A	Engine Repair Lab	3	1
AUT	231	Man Trans/Axles/DrTrains	5	3
AUT	231A	Man Trans/Axles/DrTrains I	3	1
				8
SECOND SEMESTER				
AUT	221	Automatic Transmission/ Transaxles	5	3
AUT	221A	Automatic Transmission/ Transaxles Lab	3	1
				4
		Total Credit Hours		12

Aviation Systems Technology (A60200)

The Official Program Description registered with the NC Community College System:

This curriculum is designed to provide individuals with the basic aircraft knowledge who intend to seek a career in Aviation Systems Technology. It prepares individuals with the necessary skills for the Federal Aviation Administration written, oral, and practical powerplant and airframe examinations.

Course work includes all the systems and subsystems related to the powerplant and airframe as required by the Federal Aviation Administration Regulations Part 147.

Graduates of the curriculum should qualify for a powerplant and an airframe license. Employment opportunities exist with fixed base operators and manufacturers.

Program Learning Outcomes

Upon completion of the Aviation System Technology program, a graduate should be able to:

- Comprehend subjects related to all aspects of General Aircraft Maintenance.
- Inspect, troubleshoot, and repair all systems of Airframe.
- Inspect, troubleshoot, and repair all systems of Powerplant.

Degree Awarded

The Associate of Applied Science Degree-Aviation Systems Technology is awarded by the College upon completion of this program.

Note

Students are required to purchase tools and pay about $770 for FAA exams. Costs for the tools are available by calling an Aviation Systems instructor at (919) 739-6806, 6823, or 6824. Aviation Systems Technology classes are offered at the Goldsboro-Wayne Municipal Airport.

For More Information

The Aviation Systems Technology program is in the Applied Technology Division. For more information, call (919) 739-6806, 6823, or 6824 or visit us at our web site at www.waynecc.edu/aviation.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AVI	110	AVIATION MAINTENANCE - GENERAL		15
AMT	101	Mechanic Privileges & Limitations	10	
AMT	102	Aviation Physics	30	
AMT	103	Basic Electricity	80	
AMT	104	Aircraft Drawings	30	
a.m.T	105	Maint. Forms & Records	25	
AMT	106	Maint. Publications	25	
AMT	107	Materials and Processes	80	
AMT	108	Fluid Lines and Fittings	30	
AMT	109	Weight and Balance	35	
AMT	110	Cleaning and Corrosion Control	25	
AMT	111	Ground Operations and Servicing	30	
ACA	111	College Student Success	1	1
MAT	110	Mathematical Measurements	4	3
				19
SECOND SEMESTER				
AVI	120	AIRFRAME MAINTENANCE I		12
AMT	201	Aircraft Welding	45	
AMT	202	Aircraft Non-Metallic Structures	40	
AMT	203	Aircraft Sheet Metal Structures	130	
AMT	204	Wood Structures, Covering & Finishes	50	
AMT	205	Assembly and Rigging	75	
AMT	213	Cabin Atmosphere Control Systems	55	
ENG	111	Expository Writing	3	3
				15
SUMMER TERM				
AVI	130	AIRFRAME MAINTENANCE II		9
AMT	207	Aircraft Electrical Systems	85	
AMT	208	Hydraulic & Pneumatic Power Systems	60	
AMT	209	Aircraft Landing Gear Systems	55	
AMT	210	Position & Warning Systems	25	
AMT	211	Aircraft Fuel Systems	25	
ENG	114	Professional Research & Reporting	3	3
				12
THIRD SEMESTER				
AVI	230	AIRFRAME MAINTENANCE III		7
AMT	206	Communication and Navigation Systems	30	
AMT	212	Aircraft Instrument Systems	25	
AMT	214	Ice & Rain Control Systems	20	
AMT	215	Fire Protection Systems	20	
AMT	216	Airframe Inspection	75	
AVI	240	POWERPLANT MAINTENANCE I		6
AMT	301	Reciprocating Engines	145	
AMT	302	Turbine Engines	75	
AMT	303	Auxiliary Power Units	10	
		Social/Behavioral Science Elective	3	3
				16
FOURTH SEMESTER				
AVI	250	POWERPLANT MAINTENANCE II		15
AMT	304	Engine Instruments	35	
AMT	305	Engine Fire Protection Systems	35	
AMT	306	Engine Electrical Systems	75	
AMT	307	Lubrication Systems	60	
AMT	308	Engine Fuel Systems	35	
AMT	309	Ignition & Starting Systems	75	
AMT	310	Fuel Metering Systems	85	
HUM	110	Technology and Society	3	3
				18
SUMMER TERM				
AVI	260	POWERPLANT MAINTENANCE III		9
AMT	311	Induction & Airframe Systems	25	
AMT	312	Engining Cooling Systems	25	
AMT	313	Engine Exhaust & Reverser Systems	30	
AMT	314	Propellers & Unducted Fans	80	
AMT	315	Engine Inspection	90	
				9
		Total Hours		89

Basic Law Enforcement Training (C55120)

Official Program Description registered with the N.C. Community College System:

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.

Upon entering this program, the student must meet the following criteria:

1. Valid North Carolina Driver's License.
2. Interview with Basic Law Enforcement Training School Director.
3. Complete medical/physical examination.
4. Submit a certified copy of criminal history.
5. Must be at least 20 years of age.

6. Must have a high school diploma or equivalent.
7. Must have a letter of sponsorship.

Program Learning Outcomes

Upon completion of the Basic Law Enforcement Training program, a graduate should be able to:

- Demonstrate a fundamental understanding of human behavior from a historical, criminological, and sociological perspective.
- Apply principles related to the diversity of people and cultures to laws and society.
- Demonstrate critical reasoning, problem solving abilities, communications skills, and ethical concerns in criminal justice.
- Apply practical principles related to the respective professions in criminal justice.
- Perform detection, investigation, and enforcement procedures with a working knowledge of the laws.

Certificate Awarded

A certificate in Basic Law Enforcement Training is awarded by the College upon completion of this program.

Note

Total costs for the program are approximately $750.

For More Information

The Basic Law Enforcement Training program is in the Public Safety Division. Additional information may be obtained by calling (919) 739-6798 or (919) 739-6799, or visit us at our web site at www.waynccc.edu/blet.

Admissions

- A high school diploma or the equivalent is required.
- A placement test in reading is required by the state within the last year.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CJC	100	Basic Law Enforcement Training	39	19
		Total Credit Hours		19

Biotechnology (A20100)

Official Program Description registered with the NC Community College System:

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Program Learning Outcomes

Upon completion of the Biotechnology program, a graduate should be able to:

- Apply a set of analytical and problem-solving skills to real-world situations.
- Demonstrate interpersonal skills that reflect an understanding of diversity and the need for teamwork.
- Communicate information to a variety of audiences using appropriate written, spoken, and/or visual methods.
- Demonstrate an understanding of the basic skills and knowledge necessary in a biological or chemical laboratory.
- Demonstrate an understanding of the basic principles of genetics.
- Demonstrate an understanding of the basic methods in biotechnology for the manipulation of nucleic acids as it pertains to recombinant DNA technology, PCR, restriction digests, gene mapping, cloning and forensics.
- Demonstrate an understanding of process used in the production of biomolecules.
- Demonstrate an understanding of the theory and practices of modern immunology, including the interactions between various cellular and chemical components of the immune response.
- Demonstrate the skills involved in the pursuit of an individual laboratory project in biotechnology.

Degree Awarded

The Associate in Applied Science - Biotechnology degree is awarded by Pitt Community College upon completion of this program.

Note

Pitt Community College is the degree-granting institution and all Biotechnology (BTC) courses (denoted by *) must be taken there. All other courses can be taken at WCC. Students must meet the admission criteria of both Wayne Community College and Pitt Community College. Pitt Community College will accept two students each academic year from Wayne Community College. Students enrolled full-time and making satisfactory progress should complete this program in five semesters. Additional time may be needed to achieve minimum requirements in English, math or science.

Admissions

- A high school diploma or the equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

For More Information

The Biotechnology program is in the Arts and Sciences Division. For more information, call (919) 739-6825, or visit our website at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Expository Writing	3	3
BIO	111	General Biology I	6	4
MAT	110	Mathematical Measurement	3	3
		OR		
MAT	161	College Algebra	3	3
		OR		
MAT	171	Precalculus Algebra	3	3
CIS	110	Introduction to Computers	4	3
		Social/Behavioral Science Elective	3	3
				17
SECOND SEMESTER				
BIO	112	General Biology II	6	4

			Contact Hours	Semester Credit Hours
ENG	114	Professional Research and Reporting	3	3
CHM	131	Introduction to Chemistry	3	3
CHM	131A	Introduction to Chemistry Lab	3	1
BTC	181	Basic Laboratory Techniques*	6	4
				15
SUMMER TERM				
CHM	132	Organic and Biochemistry	6	4
BIO	275	Microbiology	6	4
				8
THIRD SEMESTER				
BTC	250	Principles of Genetics*	3	3
PHY	125	Health Science Physics*	5	4
		OR		
PHY	151	College Physics I	5	4
BTC	281	Bioprocess Techniques*	8	4
BTC	285	Cell Culture*	5	3
				14
FOURTH SEMESTER				
BTC	286	Immunological Techniques*	6	4
BTC	288	Biotech Lab Experience*	6	2
BTC	270	Recombinant DNA Technology*	6	4
		Humanities/Fine Arts Elective	3	3
				13
		Total Credit Hours:		67

*Offered at Pitt Community College only.

Business Administration (A25120)

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the Business Administration program, a graduate should be able to:

- Apply the appropriate style of business management to a real world scenario.
- Prepare income tax returns.
- Apply generally accepted accounting principles to business transactions.
- Apply the principles of marketing in business.
- Compose effective business documents.
- Apply the appropriate business principles to a real world scenario.

Cooperative Education Option

The Cooperative Education Option is especially designed to provide qualified business administration students with an opportunity to combine the regular Business Administration curriculum with practical work experience. The combination of classroom instruction with practical/related Co-op work experience provides numerous benefits to participating students. The cooperative education credits replace BUS 125 Personal Finance and MKT 123 Fundamentals of Selling.

Career opportunities are enhanced as students completing this program graduate with practical work experience in addition to the Associate of Applied Science Degree. The program also provides an opportunity for the student to explore a career before making a commitment to full-time employment. See the section on Cooperative Education program for eligibility criteria.

Degree Awarded

The Associate in Applied Science Degree - Business Administration is awarded by the College upon completion of this program.

For More Information

The Business Administration program is in the Business and Computer Technologies Division. For more information, call (919) 735-5151, ext. 6880. On the Internet, send e-mail to etlegrand@waynecc.edu or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- Placement tests are required in English, mathematics, reading, and computer skills to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BUS	110	Introduction to Business	3	3
BUS	115	Business Law I	3	3
CIS	110	Introduction to Computers	4	3
ENG	111	Expository Writing	3	3
MKT	120	Principles of Marketing	3	3
				16
SECOND SEMESTER				
ACC	120	Principles of Financial Accounting	5	4
ACC	129	Individual Income Taxes	4	3
BUS	153	Human Resource Managment	3	3
ENG	114	Professional Research and Reporting	3	3
MAT	115	Mathematical Models	4	3
				16
THIRD SEMESTER				
ACC	121	Prin. of Managerial Accounting	5	4
BUS	137	Principles of Management	3	3
BUS	240	Business Ethics	3	3
COE	110	World of Work	1	1
		*Economics Elective	3	3
		Humanities/Fine Arts Elective	3	3
		**Professional Elective		1-5
				18-20
FOURTH SEMESTER				
BUS	116	Business Law II	3	3
BUS	239	Bus Applications Seminar	3	2
BUS	260	Business Communication	3	3
MKT	220	Advertising and Sales	3	3
		Social/Behavioral Science Elective	3	3
		Professional Elective	-	1-5
				15-17
		Total Credit Hours		67-79

*Select one of the following Economics Electives from the courses below:

- ECO 251 Princples of Microeconomics or ECO 252 Principles of Macroeconomics

*Select 6-semester hours of Professional Electives from the courses below:

- COE 111 and COE 122 or 112 and COE 121 must be completed in sequence to meet the Professional Elective requirement.
- Six semester hours of Cooperative Education Work Experience can be applied as Professional Electives.

			Contact Hours	Semester Credit Hours
BUS	225	Business Finance	3	3
COE	111	Co-op Work Experience I.....	10	1
COE	121	Co-op Work Experience II.....	10	1
COE	131	Co-op Work Experience III.....	10	1
COE	211	Co-op Work Experience IV	10	1
COE	221	Co-op Work Experience V	10	1
COE	231	Co-op Work Experience VI	10	1
COE	112	Co-op Work Experience I.....	20	2
COE	122	Co-op Work Experience II.....	20	2
COE	132	Co-op Work Experience III.....	20	2

Business Administration (D25120)

Diploma Awarded

A diploma in Business Administration is awarded by the College upon completion of this program.

For More Information

The Business Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6880. On the Internet, send e-mail to etlegrand@waynecc.edu or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- Placement tests are required in English, mathematics, reading, and computer skills to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
BUS	110	Introduction to Business	3	3
BUS	115	Business Law I.....	3	3
BUS	137	Principles of Management	3	3
ENG	111	Expository Writing.....	3	3
MKT	120	Principles of Marketing	3	3
				16
SECOND SEMESTER				
CIS	110	Introduction to Computers	4	3
ENG	114	Professional Research and Reporting	3	3
MAT	115	Mathematical Models.....	4	3
		Social Science Elective.....	3	3
				12
THIRD SEMESTER				
ACC	120	Prin of Financial Accounting	5	4
ACC	129	Individual Income Taxes.....	4	3
BUS	240	Business Ethics	3	3
BUS	260	Business Communication	3	3
ECO	252	Prin of Macroeconomics	3	3
				16
		Total Credit Hours		44

Business Administration/Operations Management (A2512G)

Official Program Description registered with the NC Community College System:

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, team oriented problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, information resources, lean manufacturing, and project management.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/materials management.

Program Learning Outcomes

Upon completion of the Business Administration/Operations Management program, a graduate should be able to:

- Apply generally accepted accounting principles to business transactions.
- Employ the principles of marketing in business.
- Decide the appropriate style of business management in real world situations.
- Apply concepts of operations project planning & management.
- Select appropriate practices in operations management to manage a project.
- Apply accepted quality & lean initiatives to effectively control a process.

Degree Awarded

The Associate in Applied Science Degree - Business Administration/Operations Management is awarded by the College upon completion of this program.

For More Information

The Business Administration/Operations Management program is in the Business and Computer Technologies Division. For more information, call (919) 739-6815. On the internet, send e-mail to fkkeller@waynecc.edu or visit us at our web site at www.waynecc.edu/opsmgt.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
BUS	137	Principles of Management	3	3
CIS	110	Introduction to Computers	4	3
ENG	111	Expository Writing.....	3	3
ISC	121	Environmental Health & Safety	3	3

			Contact Hours	Semester Credit Hours
OMT	110	Intro to Operations Management	3	3
				16
SECOND SEMESTER				
ACC	120	Principles of Financial Accounting	5	4
ENG	114	Prof Research & Reporting.....	3	3
ISC	132	Mfg. Quality Control.....	5	3
MAT	115	Mathematical Model.....	4	3
OMT	112	Material Management.....	3	3
				16
SUMMER TERM				
ISC	220	Lean Manufacturing.....	4	3
		Humanities/Fine Arts Elective..	3	3
				6
THIRD SEMESTER				
ISC	210	Production & Operational Planning	3	3
OMT	135	FDA GMP Compliance.....	3	3
OMT	156	Problem-Solving Skills.....	3	3
OMT	218	Develop Team Performance	3	3
		Social/Behavior Science Elective	3	3
				15
FOURTH SEMESTER				
BUS	115	Business Law I.....	3	3
ECO	252	Principles of Macroeconomics.	3	3
MKT	120	Principles of Marketing	3	3
OMT	222	Project Managment.....	3	3
OMT	260	Issues in Operations Management	3	3
				15
		Total Credit Hours		68

Business Administration/Operations Management Certificate (C2512G)

Certificate Awarded:

The Certificate in Operations Management is awarded by the College upon completion of this program.

For More Information:

The Business Administration/Operations Management program is in the Business and Computer Technologies Division. For more information, call (919) 739-6815. On the Internet, send e-mail to fkkeller@waynecc.edu or visit us at our web site at www.waynecc.edu/opsmgt.

Admisssions:

- A high school diploma or equivalent is required.
- A placement test in mathematics and reading is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
OMT	112	Material Management.....	3	3
ISC	121	Environmental Health and Safety	3	3
				7
SECOND SEMESTER				
ISC	132	Mfg. Quality Control.....	5	3
ISC	210	Production & Operational Planning	3	3
OMT	260	Issues in Operations Management	3	3
				9
		Total Hours		16

Collision Repair and Refinishing Technology (A60130)

Official Program Description registered with NC Community College System:

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

Program Learning Outcomes

Upon completion of the Collision Repair and Refinishing Technology program, the graduate should be able to:

- Complete repairs related to ASE area B2 Painting and Refinishing.
- Complete repairs related to ASE area B3 Non-Structural Analysis and Damage Repair.
- Complete repairs related to ASE area B4 Structural Analysis and Damage Repair.
- Diagnosis and repair concerns related to ASE area B5 Mechanical and Electrical Components.

Diploma Awarded

The Associate in Applied Science - Collision Repair & Refinishing Technology is awarded by the College upon completion of the program.

For More Information

The Collision Repair & Refinishing Technology program is in the Applied Technology Division. For more information, call (919) 739-6819 or 6934 visit us at our web site at www.waynecc.edu.

Admissions

A placement test in reading, writing, math and computer skills is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions & Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
AUB	121	Non-Structural Damage I.....	5	3
AUB	131	Structural Damage I.....	6	4
AUB	134	Autobody MIG Welding.....	5	3
ENG	111	Expository Writing	3	3
			14	

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
AUB	122	Non-Structural Damage II	8	4
AUB	132	Structural Damage II	8	4
AUT	141	Suspension & Steering	5	3
CIS	110	Introduction to Computers	4	3
		OR		
COE	112	Co-op Work Experience I	20	2
				13-14
SUMMER TERM				
AUB	136	Plastics & Adhesives	5	3
AUT	171	Automotive Climate Control	6	4
MAT	115	Mathematical Models	4	3
		OR		
MAT	121	Algebra/Trigonometry	4	3
AUB	150	Automotive Detailing	4	2
		OR		
COE	122	Co-op Work Experience I	20	2
				12
THIRD SEMESTER				
AUB	111	Painting & Refinishing	8	4
AUC	112	Auto Custom Fabrication	6	4
AUT	161	Basic Automotive Electricity	7	5
ENG	114	Prof Research and Reporting	3	3
				16
FOURTH SEMESTER				
AUB	112	Painting & Refinishing II	8	4
AUB	114	Special Finishes	3	2
AUT	151	Brake Systems	5	3
		Humanities/Fine Arts Elective	3	3
		Social/Behavioral Science Elective	3	3
				15
		Total Hours		70-71

Collision Repair and Refinishing Technology (D60130)

Diploma Awarded

A Diploma in Collision Repair and Refinishing is awarded by the College upon completion of this program.

Note

Students are required to purchase tools, Personal Protective Equipment (PPE), and designated work attire. Approximate costs for these items can be obtained by calling the Autobody Repair department at (919) 739-6819 or (919) 739-6819 6821. Students are required to adhere to strict safety and ethical practices.

For More Information

The Collision Repair and Refinishing program is in the Applied Technology Division. For more information, call (919) 739-6819 or (919) 739-6819 6934 or visit us at our web site at www.waynecc.edu/autobody/.

Admission

A placement test in reading, math and computer skills is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AUB	111	Painting & Refinishing I	8	4
AUB	121	Non-Structural Damage I	5	3
AUB	131	Structural Damage I	6	4
AUB	134	Autobody Mig Welding	5	3
ENG	111	Expository	3	3
				18
SECOND SEMESTER				
AUB	112	Painting and Refinishing II	8	4
AUB	114	Special Finishes	3	2
AUB	122	Non-Structural Damage II	8	4
AUB	132	Structural Damage II	8	4
CIS	110	Introduction to Computers	4	3
COE	112	Co-op Work Experience I	20	2
				16-17
SUMMER TERM				
AUB	136	Plastics & Adhesives	5	3
AUT	171	Automotive Climate Contol	6	4
MAT	115	Mathematical Models	4	3
		OR		
MAT	121	Algebra/TrigonometryI	4	3
AUB	150	Detailing	4	2
		OR		
COE	122	Co-op Work Experience II	20	2
				12
		Total Credit Hours		46-47

Autobody Refinishing Certificate (C60130A)

Official Program Description registered with the NC Community College System:

The Autobody Refinishing curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the techniques of autobody refinishing.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on-repairs in the areas of refinishing, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Certificate Awarded

A Certificate in Autobody Refinishing is awarded by the College upon completion of this program.

Note

Students are required to purchase tools, Personal Protective Equipment (PPE), and designated work attire. Approximate costs for these items can be obtained by calling the Autobody Repair department at (919) 739-6819 or (919) 739-6821. Students are required to adhere to strict safety and ethical practices.

For More Information

The Autobody Repair program is in the Applied Technology Division. For more information, call (919) 739-6819 or (919) 739-6821 or visit us at our web site at www.waynecc.edu/autobody/.

Admission

A placement test in reading (080) and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AUB	111	Painting & Refinishing I.....	8	4
				4
SECOND SEMESTER				
AUB	112	Painting & Refinishing II.....	8	4
AUB	114	Special Finishes.....	3	2
CIS	110	Introduction to Computers	4	3
				7
SUMMER TERM				
AUB	136	Plastics and Adhesives.....	5	3
				3
		Total Credit Hours		14

Autobody Non-Structural Repair Certificate (C60130B)

Official Program Description registered with the NC Community College System:

The Autobody Non-Structural Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing and rebuilding.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on-repairs in the areas of non-structural repairs, mig welding, plastics and adhesives, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Certificate Awarded

A Certificate in Autobody Non-Structural Repair is awarded by the College upon completion of this program.

Note

Students are required to purchase tools, Personal Protective Equipment (PPE), and designated work attire. Approximate costs for these items can be obtained by calling the Autobody Repair department at (919) 739-6819 or 6821. Students are required to adhere to strict safety and ethical practices.

For More Information

The Autobody Repair program is in the Applied Technology Division. For more information, call (919) 739-6819 or 6821 or visit us at our web site at www.waynecc.edu/autobody.

Admission

A placement test in reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AUB	121	Non-Structural Damage I	5	3
AUB	134	Autobody Mig Welding.....	5	3
				6
SECOND SEMESTER				
AUB	122	Non-Structural Damage II	8	4
CIS	110	Introduction to Computers	4	3
				7
SUMMER TERM				
AUB	136	Plastics & Adhesives.....	5	3
				3
		Total Credit Hours		16

Autobody Structural Repair Certificate (C60130C)

Official Program Description registered with the NC Community College System:

The Autobody Structural Repair curriculum provides training in the use of equipment and materials of the autobody structural repair trade. The student studies the construction of the automobile body and techniques of autobody repairing and rebuilding.

The course work includes autobody fundamentals, industry overview, and safety. Students will perform hands-on-repairs in the areas of structural repairs, mig welding, and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

Certificate Awarded

A Certificate in Autobody Structural Repair is awarded by the College upon completion of this program.

Note

Students are required to purchase tools, Personal Protective Equipment (PPE), and designated work attire. Approximate costs for these items can be obtained by calling the Autobody Repair department at (919) 739-6819 or 6821. Students are required to adhere to strict safety and ethical practices.

For More Information

The Autobody Repair program is in the Applied Technology Division. For more information, call (919) 739-6819 or 6821 or visit us at our web site at www.waynecc.edu/autobody.

Admission

A placement test in reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6820.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
AUB	131	Structural Damage I.....	6	4
AUB	134	Autobody Mig Welding.....	5	3
				7
SECOND SEMESTER				
AUB	132	Structural Damage II.....	8	4

			Contact Hours	Semester Credit Hours
CIS	110	Introduction to Computers	4	3
				7
		Total Credit Hours		14

Computer Information Technology (A25260)

Official Program Description registered with the NC Community College System:

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 business, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

The Computer Information Technology curriculum at Wayne Community College is designed to train graduates to use the hardware and software of personal computers, providing graduates with the broad spectrum of skills needed to productively use small computers in organizational settings.

Program Learning Outcomes

Upon completion of the Computer Information Technology program, a graduate should be able to:

- Produce documents using current office suite software.
- Write computer programs using standard programming techniques.
- Complete a system support project from the definition phase through implementation.
- Solve common system-level problems using trouble-shooting skills.

Degree Awarded

The Associate in Applied Science Degree - Computer Information Technology is awarded by the College upon completion of this program.

Note

Individuals desiring a career in Computer Information Technology should if possible, take algebra, keyboarding, and computer applications courses prior to entering the program. Courses that require critical reading, and written and oral communications skills will also be valuable.

Though students are not required to own their own computer, it is strongly recommended. In addition to textbooks, students will be required to provide their own portable storage media, such as USB drives, for most classes.

For More Information

The Computer Information Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6878. On the Internet, send e-mail to bull@wcc.waynecc.edu or visit us at our web site at www.waynecc.edu or www.waynecc.edu/academic-programs/outlines/A25260.pdf.

Admissions

- A high school diploma or equivalent is required.

- Placement tests in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
BUS	110	Introduction to Business	3	3
CIS	110	Introduction to Computers	4	3
COE	110	World of Work	1	1
ENG	111	Expository Writing	3	3
NOS	110	Operating Systems Concepts ..	5	3
		Social/Behavioral Science Elective	3	3
				17
SECOND SEMESTER				
CIS	115	Introduction to Prog & Logic	5	3
CTS	120	Hardware/Software Support	5	3
CTS	130	Spreadsheet	4	3
DBA	110	Database Concepts	5	3
ENG	114	Prof Research and Reporting ..	3	3
NOS	130	Windows Single User.....	4	3
				18
THIRD SEMESTER				
CTS	230	Advanced Spreadsheet	4	3
CTS	285	Systems Analysis & Design	3	3
DBA	115	Database Applications	4	3
NET	125	Networking Basics	5	3
NOS	230	Windows Admin I	4	3
SEC	110	Security Concepts.....	3	3
		*Major Elective.....		0-2
				18-20
FOURTH SEMESTER				
CTS	118	IS Professional Comm	2	2
CTS	289	System Support Project	5	3
MAT	140	Survey of Mathematics	3	3
NOS	231	Windows Admin II	4	3
		Humanities/Fine Arts Elective ..	3	3
		Major Elective	1	3
				15-17
		Total Credit Hours		68-72

*Select 3 semester hours of Major Electives from the courses below:

COE	111	Co-op Work Experience I.....	10	1
COE	112	Co-op Work Experience I.....	20	2
COE	121	Co-op Work Experience II.....	10	1
COE	122	Co-op Work Experience II.....	20	2
COE	131	Co-op Work Experience III.....	10	1
CSC	151	Java Programming.....	5	3
NET	126	Routing Basics.....	5	3
NOS	120	Linux/UNIX Single User	4	3

Computer Information Technology - (D25260)

Diploma Awarded

A diploma in Computer Information Technology is awarded by the College upon completion of this program.

For More Information

The Computer Information Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6878. On the internet, send e-mail to bull@waynecc.edu or visit us at our web site at www.waynecc.edu or www.waynecc.edu/academic-programs/outlines/D25260.pdf.

Admissions

- A high school diploma or equivalent is required.

- Placement tests in English, mathematics, reading, and computer skills are required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
CIS	110	Introduction to Computers	4	3
ENG	111	Expository Writing.....	3	3
NET	125	Networking Basics	5	3
NOS	110	Operating System Concepts....	5	3
SEC	110	Security Concepts.....	3	3
				16
SECOND SEMESTER				
CIS	115	Intro to Prog & Logic	5	3
CTS	120	Hardware/Software Support	5	3
CTS	130	Spreadsheet	4	3
DBA	110	Database Concepts	5	3
ENG	114	Prof Research and Reporting ..	3	3
NOS	130	Windows Single User.....	5	3
				18
THIRD SEMESTER				
BUS	110	Introduction to Business	3	3
CTS	230	Advanced Spreadsheet	4	3
COE	110	World of Work	1	1
DBA	115	Database Applications	4	3
		Major Elective		3
				13
		Total Credit Hours		47

*Select 3 semester hours of Major Electives from the courses below:

COE	111	Co-op Work Experience I.....	10	1
COE	112	Co-op Work Experience I.....	20	2
COE	121	Co-op Work Experience II.....	10	1
COE	122	Co-op Work Experience II.....	20	2
COE	131	Co-op Work Experience III.....	10	1
CTS	285	Systems Analysis & Design	3	3
NET	126	Routing Basics.....	5	3
NOS	120	Linux/Unix Single Use.....	4	3
NOS	230	Windows Admin I	4	3

Computer Information Technology - Certificate in Microcomputers/Systems Emphasis (C25260SY)

Certificate Awarded

A Certificate in Computer Information Technology - Microcomputers/ Systems Emphasis is awarded by the College upon completion of this program.

For More Information

The Computer Information Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6878. On the internet send e-mail to bull@waynecc.edu or visit us at our web site at www.waynecc.edu or www.waynecc.edu/academic-programs/outlines/C25260SY.pdf.

Admissions

- A high school diploma or equivalent is required.
- Placement test in math, reading (090) and computer skills are required to determine the entry-level courses that match the individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
CIS	110	Introduction to Computers	4	3
NOS	110	Operating Systems Concepts.	5	3
				7
SECOND SEMESTER				
CTS	120	Hardware/Software Support ...	5	3
NOS	130	Windows Single User.....	4	3
				6
THIRD SEMESTER				
NET	125	Networking Basics	5	3
				3
		Total Credit Hours		16

Computer Information Technology - Certificate in Software Applications (C25260SO)

Certificate Awarded

A certificate in Compter Information Technology - Software Applications is awarded by the College upon completion of this program.

For More Information

The Computer Information Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6878. On the internet send e-mail to bull@waynecc.edu or visit us at our web site at www.waynecc.edu or www.waynecc.edu/academic-programs/outlines/C25260SO.pdf.

Admissions

- A high school diploma or equivalent is required.
- Placement test in math, reading (090) and computer skills are required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
CIS	110	Introduction to Computers	4	3
				4
SECOND SEMESTER				
CTS	130	Spreadsheet	4	3
DBA	110	Database Concepts	5	3
				6
THIRD SEMESTER				
CTS	230	Advanced Spreadsheet	4	3
DBA	115	Database Applications	4	3
				6
		Total Credit Hours		16

Computer-Integrated Machining (A50210)

Official Program Description registered with the NC Community College System:

The Computer-Integrated Machining curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment and sophisticated precision inspection instruments.

Students will learn to interpret blueprints, set up manual and CNC

machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

Program Learning Outcomes

Upon completion of the Computer Integrated Machining program, a graduate should be able to:

- Complete a part or parts using manual machines.
- Program, operate, and setup computer numerical control (CNC) machines.
- Manufacture a complex assembly to specification by using computer aided manufacturing (CAM) software, CNC and manual machine.

Degree Awarded

The Associate in Applied Science Degree-Machining Technology is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Machining Technology instructor at (919) 739-6806, (919) 739-6812, or (919) 739-6895.

For More Information

The Machining Technology program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6895. or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading, and computer skills is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Expository Writing	3	3
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications I	8	4
MAC	151	Machining Calculations	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench & Layout	2	1
				16
SECOND SEMESTER				
MAC	122	CNC Turning	4	2
MAC	124	CNC Milling	4	2
MAC	132	Blueprint Reading/Mach II	3	2
MAC	142	Machining Applications II	8	4
MAC	152	Adv. Machining Calculations	3	2
MAT	121	Algebra/Trigonometry I	4	3
				15
SUMMER TERM *				
CIS	110	Introduction to Computers	4	3
MAC	222	Advanced CNC Turning	4	2
MAC	224	Advanced CNC Milling	4	2
				7
THIRD SEMESTER				
DFT	151	CAD I	5	3
MAC	143	Machining Applications III	8	4
MAC	160	Coordinate Measuring Machine	4	3
MEC	231	Comp-Aided Manufacturing I	5	3
		Humanities/Fine Arts Elective	3	3
				16
FOURTH SEMESTER				
ENG	114	Professional Research & Reporting	3	3
MAC	233	Appl. in CNC Machining	14	6
MEC	232	Comp-Aided Manufacturing II	5	3
		Social/Behavioral Science Elective	3	3
		**Professional Elective	2-20	2-3
				17-18
		Total Credit Hours		71-72

*Students have an option of exiting the program after the second semester upon the completion of MAC 113 and a Professional Elective to receive a diploma in Machining Technology.

**Professional Electives may be taken after the second semester upon consulting with his/her academic advisor.

COE	111	Co-op Work Experience I	10	1
COE	112	Co-op Work Experience I	20	2
COE	121	Co-op Work Experience II	10	1
DFT	112	Tech Drafting II	4	2
MAC	114	Intro to Metrology	2	2
WLD	121	GMAW (MIG) Plate	8	4
WLD	131	GTAW (TIG) Plate	8	4

Computer-Integrated Machining (D50210)

Diploma Awarded

A diploma in Computer-Integrated Machining is awarded by the college upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919)739-6806, 6812, or 6895 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading, and computer skills is required to determine entry-level courses that match individual needs.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Expository Writing	3	3
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications I	8	4
MAC	151	Machining Calculations	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench & Layout	2	1
				16
SECOND SEMESTER				
MAC	122	CNC Turning	4	2
MAC	124	CNC Milling	4	2
MAC	132	Blueprint Reading/Mach II	6	2
MAC	142	Machining Applications II	8	4
MAC	152	Adv. Machining Calculations	3	2

			Contact Hours	Semester Credit Hours
MAT	121	Algebra/Trigonometry	4	3
				15
SUMMER TERM				
CIS	110	Introduction to Computers	4	3
MAC	222	Advanced CNC Turning	4	2
MAC	224	Advanced CNC Milling	4	2
				7
		Total Credit Hours		38

Computer-Integrated Machining - Basic Machining Certificate (C50210A)

Certificate Awarded

A certificate in Computer-Integrated Machining – Basic Machining Certificate is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6895 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications	8	4
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench & Layout	2	1
				8
SECOND SEMESTER				
MAC	142	Machining Applications II	8	4
				4
		Total Credit Hours		12

Computer-Integrated Machining - CNC Operator Certificate (C50210C)

Certificate Awarded

A certificate in Computer-Integrated Machining – CNC Operator Certificate is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6895 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench & Layout	2	1
				6
SECOND SEMESTER				
MAC	122	CNC Turning	4	2
MAC	124	CNC Milling	4	2
MAC	132	Blueprint Reading/Mach II	3	2
				6
		Total Credit Hours		12

Computer-Integrated Machining - CNC Programming Certificate (C50210B)

Certificate Awarded

A certificate in Computer-Integrated Machining – CNC Programming Certificate is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6895 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications	8	4
				8
SECOND SEMESTER				
MAC	122	CNC Turning	4	2
MAC	124	CNC Milling	4	2
				4
SUMMER TERM				
MAC	222	Advanced CNC Turning	4	2
MAC	224	Advanced CNC Milling	4	2
				4
		Total Credit Hours		16

Computer-Integrated Machining - Computer-Aided Manufacturing Certificate (C50210D)

Certificate Awarded

A certificate in Computer-Integrated Machining – Computer-Aided Manufacturing Certificate is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6895 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
DFT	151	CAD I	5	3
MAC	121	Introduction to CNC	2	2
MAC	131	Blueprint Reading/Mach I	3	2
MAC	141	Machining Applications	8	4
MEC	231	Comp-Aided Mfg I	5	3
				14

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
MEC	232	Comp-Aided Mfg. II	10	3
				3
		Total Credit Hours		17

Computer-Integrated Machining - Coordinate Measuring Machine Certificate (C50210E)

Certificate Awarded

A certificate in Computer-Integrated Machining – Coordinate Measuring Machine Certificate is awarded by the College upon completion of this program.

For More Information

The Computer-Integrated Machining program is in the Applied Technology Division. For more information, call (919) 739-6806, (919) 739-6812, or (919) 739-6895 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MAC	131	Blueprint Reading/Mach I	3	2
MAC	171	Measure Material Safety	2	1
MAC	172	Job Plan Bench & Layout	2	1
MAC	151	Machining Calculations	3	2
				6
SECOND SEMESTER				
MAC	132	Blueprint Reading/Mach II	3	2
MAC	152	Adv. Machining Calculations	3	2
				4
THIRD SEMESTER				
MAC	160	Coordinate Measuring Machine	4	3
				3
		Total Credit Hours		13

Cosmetology (D55140)

Official Program Description registered with the NC Community College System:

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, skill 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 as cosmetologists, skin/nail specialists, and platform artists in beauty salons and other related businesses.

Program Learning Outcomes

Upon successful completion of the Cosmetology Program, the graduate will be able to:

- Apply the rules, regulations, and safety principles common to all branches of cosmetology.
- Demonstrate a fundamental understanding of trichology (structure of hair, hair type, hair-growth phases).
- Perform shampoos, styling, haircuts, hair colors, perms, hair straightening and relaxing with a working knowledge of the proper techniques.
- Perform manicures, pedicures, and skin-care services with a working knowledge of the proper techniques.
- Demonstrate critical reasoning and problem solving abilities, communication skills as well as professional and ethical concerns as applied to the cosmetology profession.

Diploma Awarded

A Diploma in Cosmetology is awarded by the College upon completion of this program. Graduates are eligible to take the examination to become a Cosmetologist that is given by the State Board of Cosmetic Arts.

Program Accreditation

The Cosmetology curriculum has been approved by the National Accrediting Commission of Cosmetology Arts and Sciences. Annually the Cosmetology program is licensed by the NC State Board of Cosmetic Arts.

Note

Students are required to purchase uniforms, supplies and materials. Classroom activities and the simulated salon environment are located at Mitchell's Hairstyling Academy.

For More Information

The Cosmetology program is in the Allied Health and Public Services Division. Additional information can be obtained by calling (919) 739-6793 or (919) 739-6792, or visit us at our web site at www.waynecc.edu/cj/.

Admissions

- A high school diploma or equivalent is required.
- A placement test in reading is required. Students must meet a minimum requirement demonstrated by the placement test score or completion of RED 080, Introduction to College Reading.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
COS	111	Cosmetology Concepts I	4	4
COS	112	Salon I	24	8
COS	250	Computerized Salon Ops	1	1
ENG	102	Applied Communication II	3	3
				16
SECOND SEMESTER				
COS	113	Cosmetology Concepts II	4	4
COS	114	Salon II	24	8
COS	115A	Cosmetology Concepts III	2	2
COS	116A	Salon III	6	2
				16
THIRD SEMESTER				
COS	115B	Cosmetology Concepts III	2	2
COS	116B	Salon III	6	2
COS	117	Cosmetology Concepts IV	2	2
COS	118	Salon IV	21	7
HUM	110	Technology and Society	3	3
				16
		Total Credit Hours		48

Cosmetology - Certificate (C55140)

Certificate Awarded

A Certificate in Cosmetology is awarded by the College upon completion of this program. Graduates are eligible to take the examination to become a Cosmetologist that is given by the State Board of Cosmetic Arts.

Program Accreditation

The Cosmetology curriculum has been approved by the National Accrediting Commission of Cosmetology Arts and Sciences. Annually the Cosmetology program is licensed by the NC State Board of Cosmetic Arts.

Note

Students are required to purchase uniforms, supplies and materials. Classroom activities and the simulated salon environment are located at Mitchell's Hairstyling Academy.

For More Information

The Cosmetology program is in the Allied Health and Public Services Division. Additional information can be obtained by calling (919) 739-6793 or (919) 739-6792.

Admissions

- A high school diploma or equivalent is required.
- A placement test in reading or attainment of minimum scores on the SAT or ACT is required. Students must meet a minimum requirement demonstrated by the placement test score or completion of RED 080, Introduction to College Reading.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
COS	111	Cosmetology Concepts I	4	4
COS	112	Salon I	24	8
				12
SECOND SEMESTER				
COS	113	Cosmetology Concepts II	4	4
COS	114	Salon II	24	8
COS	115A	Cosmetology Concepts III	2	2
COS	116A	Salon III	6	2
				16
THIRD SEMESTER				
COS	115B	Cosmetology Concepts III	2	2
COS	116B	Salon III	6	2
COS	117	Cosmetology Concepts IV	2	2
				6
		Total Credit Hours		34

NOTE: It is also recommended that students take COS 118 (Salon IV) (7 hours credit) to receive the hours needed to sit for the state licensure exam.

Criminal Justice Technology (A55180)

Official Program Description registered with the N.C. Community College System:

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.

Program Learning Outcomes

Upon completion of the Criminal Justice program, a graduate should be able to:

- Identify deviant behavior from a criminological and sociological perspective.
- Demonstrate critical reasoning, problem solving, and ethical concerns in criminal justice.
- Describe how criminal law is related to the diversity of people and cultures within society.
- Explore various professions in criminal justice.
- Investigate a crime scene using legal procedures.

Degree Awarded

The Associate in Applied Science Degree - Criminal Justice Technology is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology program is in the Public Safety Division. Additional information can be obtained by calling (919) 739-6800, or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CJC	111	Introduction to Criminal Justice	3	3
CJC	121	Law Enforcement Operations	3	3
ENG	111	Expository Writing	3	3
POL	130	State and Local Government	3	3
SOC	210	Introduction to Sociology	3	3
				16
SECOND SEMESTER				
CIS	110	Introduction to Computers	4	3
CJC	112	Criminology	3	3
CJC	141	Corrections	3	3
CJC	212	Ethics & Comm Relations	3	3
ENG	113	Literature-Based Research	3	3
		Humanities/Fine Arts Elective	3	3
				8
SUMMER TERM				
PSY	150	General Psychology	3	3
				3
THIRD SEMESTER				
CJC	132	Court Procedures	3	3
CJC	213	Substance Abuse	3	3
CJC	225	Crisis Intervention	3	3
CJC	215	Organization & Administration	3	3
MAT	115	Mathematical Models	4	3
		OR		

			Contact Hours	Semester Credit Hours
MAT	140	Survey of Mathematics	3	3
		Major Elective	3	3
				18
FOURTH SEMESTER				
CJC	221	Investigative Principles	5	4
CJC	113	Juvenile Justice	3	3
CJC	131	Criminal Law	3	3
CJC	231	Constitutional Law	3	3
HEA	112	First Aid & CPR	3	2
				15
		Total Credit Hours		70
Major Electives - Select one course:				
CJC	160	Terrorism: Underlying Issues	3	3
CJC	170	Critical Incident Management for Public Safety	3	3
CJC	232	Civil Liabilities	3	3
CJC	255	Issues in Criminal Justice Applications	3	3
PSY	281	Abnormal Psychology	3	3
SOC	220	Social Problems	3	3
SOC	230	Race and Ethnic Relations	3	3

Criminal Justice Technology/Latent Evidence (A5518A)

Latent Evidence is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of latent evidence systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of latent evidence. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

Program Learning Outcomes

Upon completion of the Criminal Justice/Latent Evidence program, a graduate should be able to:

- Identify deviant behavior from a criminological and sociological perspective.
- Demonstrate critical reasoning, problem solving, and ethical concerns in criminal justice.
- Describe the services of a typical comprehensive crime laboratory.
- Identify and compare ridge characteristics in the same relative position between two impression evidence.
- Investigate a crime scene using legal procedures.

Degree Awarded

The Associate in Applied Science Degree - Criminal Justice Technology/Latent Evidence is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology program is in the Public Safety Division. Additional information can be obtained by calling (919) 739-6800, or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
CJC	111	Introduction to Criminal Justice	3	3
CJC	144	Crime Scene Processing	5	3
CJC	225	Crisis Intervention	3	3
ENG	111	Expository Writing	3	3
				16
SECOND SEMESTER				
CJC	113	Juvenile Justice	3	3
CJC	131	Criminal Law	3	3
CJC	146	Trace Evidence	5	3
CJC	221	Investigative Principles	5	4
CJC	250	Forensic Biology I	4	3
				16
SUMMER TERM				
ENG	113	Literature-Based Research	3	3
MAT	115	Mathematical Models	4	3
				6
THIRD SEMESTER				
CJC	114	Investigative Photography	3	2
CJC	120	Interviews/Interrogations	3	2
CJC	245	Friction Ridge Analysis	5	3
CJC	251	Forensic Chemistry I	5	4
PSY	150	General Psychology	3	3
				14
FOURTH SEMESTER				
CJC	112	Criminology	3	3
CJC	212	Ethics & Comm Relations	3	3
CJC	231	Constitutional Law	3	3
CJC	246	Advance Friction Ridge Analysis	5	3
		Humanities/Fine Arts Elective	3	3
				15
		Total Credit Hours		67

Criminal Justice Technology/Latent Evidence Certificate (C5518A)

Certificate Awarded

A certificate in Criminal Justice Technology/Latent Evidence is awarded by the College upon completion of this program.

For More Information

The Criminal Justice Technology/Latent Evidence program is in the Public Safety Division. For more information, call (919) 739-6800 or visit us at our web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 735-5151 ext. 6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CJC	114	Investigative Photography	3	2
CJC	120	Interviews/Interrogations.....	3	2
CJC	245	Friction Ridge Analysis	5	3
CJC	144	Crime Scene Processing	5	3
				10
SECOND SEMESTER				
CJC	146	Trace Evidence.....	5	3
CJC	246	Advance Friction Ridge Analysis	5	3
				6
		Total Semester Hours		16

Dental Assisting (D45240)

Official Program Description registered with the NC Community College System:

The Dental Assisting curriculum prepares graduates to assist the dentist in providing treatment services. Functions performed by the dental assistant include dental health education, preparing dental materials, preparing the patient for treatment, taking dental X-rays, maintaining dental supplies and equipment, assisting the dentist, providing selected services for the patient, making appointments, maintaining patient records and other office management procedures. Graduates may be employed by dental offices, dental clinics, public health clinics, federal service clinics, dental schools, state health departments, dental manufacturers and insurance companies.

Graduates are eligible to take the examination given by the Dental Assisting National Board, Incorporated, to become a Certified Dental Assistant.

Functions performed by the dental assistant include dental health education, preparing dental materials, preparing the patient for treatment, taking dental X-rays, maintaining dental supplies and equipment, assisting the dentist, providing selected services for the patient, making appointments, maintaining patient records and other office management procedures. Graduates may be employed by dental offices, dental clinics, public health clinics, federal service clinics, dental schools, state health departments, dental manufacturers and insurance companies.

Program Learning Outcomes

Upon successful completion of the Dental Assisting program, the graduate should be able to:

- Demonstrate professionalism with patients, students, faculty, and dental professionals/staff.
- Perform dental assisting skills and procedures in the clinical and laboratory setting utilizing proper infection control and safety practices.
- Perform dental administrative management procedures.
- Perform dental radiographic procedures.
- Provide dental health related education with appropriate patient assessment.

Diploma Awarded

A Diploma in Dental Assisting is awarded by the College upon completion of this program. Graduates are eligible to take the examination to become a Certified Dental Assistant that is given by the Dental Assisting National Board, Incorporated.

Note

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

Information about the progression and readmission policy is outlined in the Dental Assisting Admission Policies and Procedures packet available on Wayne Community College's website at www.waynecc.edu/alliedhealth/dental-assisting:pdf.

In addition to tuition and textbooks, costs of this program include a laboratory fee, shoes, physical examinations, immunizations, health insurance, cost of national board examination and other miscellaneous fees.

For More Information

The Dental Assisting program is in the Allied Health and Public Services Division. For more information, call (919) 739-6773 or visit us at our web site at www.waynecc.edu.

Admissions

- Individuals desiring a career in dental assisting should, if possible, take biology, mathematics, English, humanities, and psychology courses prior to entering the program.

- Individuals desiring admission to the program must follow the admissions procedure outlined on pages 9 and 10 of this catalog and in the Dental Assisting Application Policies and Procedures packet available in the Office of Admissions and Records and on the WCC website.

- Applicants must present evidence of good physical and mental health.

Students must demonstrate competency in computer skills by attaining a minimally acceptable score (78) on the CIS 070 placement test or completion of CIS 070 or CTS 080 with a grade of "C" or better to apply to the program.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
DEN	100	Basic Orofacial Anatomy.....	2	2
DEN	101	Preclinical Procedures.....	10	7
DEN	102	Dental Materials.....	7	5
DEN	111	Infection/Hazard Control.....	2	2
BIO	106	Introduction to Anat/ Physio/Micro	4	3
ACA	111	College Student Success.....	1	1
				20
SECOND SEMESTER				
DEN	103	Dental Sciences.....	2	2
DEN	104	Dental Health Education.....	4	3
DEN	105	Practice Management.....	2	2
DEN	106	Clinical Practice I	13	5
DEN	112	Dental Radiography	5	3
ENG	102	Applied Communications II	3	3
				18
SUMMER TERM				
DEN	107	Clinical Practice II	13	5
PSY	150	General Psychology.....	3	3
				8
		Total Credit Hours		46

Dental Hygiene (A45260)

Official Program Description registered with the N. C. Community College System:

The Dental Hygiene curriculum prepares graduates to take patient histories, teach oral hygiene, clean teeth, take X-rays and apply preventive agents under the supervision of a dentist. Dental hygienists may be employed in dentists' offices, clinics, schools, public health agencies, industry and educational institutions.

Program Learning Outcomes

Upon completion of the Dental Hygiene program, a graduate should be able to:

- Perform assessments and dental prophylaxis on patients with differing levels of dental health at increasingly higher levels of

competency with proper infection control.

- Perform dental radiographic procedures including bitewings, full mouth series, and panoramic views on the DXTR simulator and patients with proper infection control.
- Assess, plan, implement and evaluate appropriate dental health prevention and/or education services to diverse patients and groups.
- Perform dental clinic/office support duties.
- Maintain required medical/legal documentation in accordance with the North Carolina Dental Practice Act.
- Demonstrate professionalism with patients, faculty, peers, community organizations and dental associations.

Degree Awarded

The Associate in Applied Science Degree-Dental Hygiene is awarded by the College upon completion of this program.

Graduates are eligible to take the National Board Dental Hygiene Examination, which is administered by the a.m.erican Dental Association, Joint Commission on Dental Examinations; and the Regional Clinical Exam, which is administered by the Council of Interstate Testing Agencies. A passing grade on both examinations is required in order to apply to the State Board of Dental Examiners for licensure and become a Registered Dental Hygienist in North Carolina.

Program Accreditation

The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the a.m.erican Dental Association.

Note

Students must earn a grade of C or better in all curriculum courses in order to progress in the program. Information about the progression and readmission policy is outlined in the dental Hygiene Admission Policies and Procedures packet available in the Office of Admissions and Records.

In addition to tuition and textbooks, costs of this program include a laboratory fee, shoes, instruments, physical and dental examinations, immunizations, health insurance, cost of licensure exams and miscellaneous other fees.

For More Information

The Dental Hygiene program is in the Allied Health and Public Services Division. For more information, call (919) 739-6773 or visit us at our web site at www.waynecc.edu.

Admissions

- Individuals desiring a career in Dental Hygiene should take biology, algebra, and chemistry courses prior to entering the program.

- Individuals seeking admission to the program must follow the admissions procedures outlined on pages 9 and 10 of this catalog and in the Dental Hygiene Application Policies and Procedures packet available on the WCC website, at www.waynecc.edu/alliedhealth/dentalhygiene.pdf

- Applicants must present evidence of good physical and mental health.

- Students must demonstrate competency in compter skills by attaining a minimally acceptable score (78) on CIS 070 placement test or completion of CIS 070 or CTS 080 with a grade of "C" or better prior to applying to the program.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
DEN	120	Dental Hygiene Preclinical Lecture	2	2
DEN	121	Dental Hygiene Preclinical Lab	6	2
DEN	110	Orofacial Anatomy	4	3
DEN	111	Infection/Hazard Control	2	2
DEN	112	Dental Radiography	5	3
CHM	130	General, Organic & Biochemistry	3	3
CHM	130A	Lab	3	1
ACA	111	College Student Success	1	1
				17
SECOND SEMESTER				
DEN	123	Nutrition/Dental Health	2	2
DEN	124	Periodontology	2	2
DEN	130	Dental Hygiene Theory I	2	2
DEN	131	Dental Hygiene Clinic I	9	3
DEN	223	Dental Pharmacology	2	2
BIO	168	Anatomy and Physiology I	6	4
ENG	111	Expository Writing	3	3
				18
SUMMER TERM				
DEN	140	Dental Hygiene Theory II	1	1
DEN	141	Dental Hygiene Clinic II	6	2
BIO	169	Anatomy and Physiology II	6	4
				7
THIRD SEMESTER				
DEN	220	Dental Hygiene Theory III	2	2
DEN	221	Dental Hygiene Clinic III	12	4
DEN	222	General and Oral Pathology	2	2
DEN	224	Materials & Procedures	4	2
BIO	175	General Microbiology	4	3
ENG	114	Professional Research & Reporting	3	3
				16
FOURTH SEMESTER				
DEN	230	Dental Hygiene Theory IV	1	1
DEN	231	Dental Hygiene Clinic IV	12	4
DEN	232	Community Dental Health	5	3
DEN	233	Professional Development	2	2
PSY	150	General Psychology	3	3
		Humanities/Fine Arts Elective	3	3
				16
		Total Credit Hours		74

Early Childhood Education (A55220)

Official Program Description registered with the NC Community College System:

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 congnitive/language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate porgrams 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.

Program Learning Outcomes

Upon completion of the Early Childhood Education program, a

graduate should be able to:

- Create learning environments that are healthy, respectful, supportive and challenging for all children.
- Design and implement developmentally effective curriculum that addresses all domains of learning.
- Establish trusting and respectful reciprocal relationships with all children, families and communities.
- Use authentic assessment responsibly to make informed decisions to guide all children's learning.
- Communicate effectively using standard written and verbal skills.
- Utilize technology to enhance learning for all children.
- Demonstrate leadership, advocacy and professionalism in the field of early education.

Degree Awarded

The Associate in Applied Science Degree - Early Childhood Education is awarded by the College upon completion of this program.

Note

Upon successful completion of EDU 119, the student is qualified to receive the North Carolina Child Care Credential.

For More Information

The Early Childhood Education program is in the Allied Health and Public Services Division, for more information call (919) 739-6795, or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

- Students selecting a science course must also meet the requirements for MAT 070 through the placement test or course completion prior to receiving a degree.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
EDU	119	Intro to Early Child Educ	4	4
EDU	131	Child Family and Community	3	3
EDU	144	Child Development I	3	3
EDU	162	Observation & Assessment	3	3
ENG	111	Expository Writing	3	3
				17
SECOND SEMESTER				
CIS	110	Introduction to Computers	4	3
EDU	145	Child Development II	3	3
EDU	151	Creative Activities	3	3
EDU	151A	Creative Activities Lab	2	1
EDU	153	Health, Safety, and Nutrition	3	3
EDU	184	Early Childhood Intro Pract	4	2
		Humanities/Fine Arts Elective	3	3
				18
SUMMER TERM				
EDU	146	Child Guidance	3	3
EDU	221	Children w/Exceptionalities	3	3
				6
THIRD SEMESTER				
*EDU		Elective	3	3
EDU	271	Educational Technology	4	3
EDU	280	Language & Literacy Exper.	3	3
EDU	280A	Literacy Experiences Lab	2	1
ENG	114	Prof Research & Reporting	3	3
		Math or Natural Science Elec	3-4	3-4
				16-17
FOURTH SEMESTER				
**EDU		Electives	3	3
**EDU		Electives	3	3
**EDU		Electives	3	3
EDU	284	Early Childhood Capstone Practicum	10	4
PSY	150	General Psychology	3	3
				16
		Total Credit Hours		73-74

Required Subject Area Sets

Set 1:

*EDU Elective:

EDU	251	Exploration Activities	3	3

**EDU Elective:

EDU	234	Infants, Toddlers, and Twos	3	3
		OR		
EDU	235	School-Age Child Dev. & Prog.	3	3
EDU	259	Curriculum Planning	3	3
EDU	282	Early Childhood Literature	3	3

Set 2:

*EDU Elective:

EDU	261	Early Childhood Admin I	3	3

**EDU Elective:

EDU	262	Early Childhood Admin II	3	3
		OR		
EDU	114	Intro to Family Childcare	3	3
EDU	259	Curriculum Planning	3	3
EDU	287	Leadership/Early Childhood Ed	3	3

Set 3:

*EDU Elective:

EDU	222	Learning w/Behav Disorders	3	3

**EDU Elective:

EDU	223	Specific Learning Disabilities	3	3
EDU	247	Sensory & Physical Disab	3	3
EDU	248	Developmental Delays	3	3

* MAT and Natural Science Requirement

Students must demonstrate competency in Math Skills by attaining minimally acceptable scores on the ASSET, Accuplacer/CPT or COMPASS placement test or course completion as follows:

1. ASSET Numerical >41 AND either ASSET Elementary Algebra >41 or ASSET Intermediate Algebra >36;
2. or COMPASS Algebra >46;
3. or completion of MAT 070 with a grade of C or better.

Math or Natural Science Elective:

MAT	110	Mathematical Measurement
MAT	115	Mathematical Models
BIO	110	Principles of Biology

Early Childhood Administrator's Certificate (C55220A)

Official Program Description registered with the NC Community College System:

The Early Childhood Administrator's Certificate prepares students to become or continue as Administrators in Early Childhood programs.

Successful completion of EDU 261 and EDU 262 plus 7 additional hours of early childhood courses, qualifies the student to receive the NC Administrator's Credential.

All courses in this certificate will apply to the AAS Degree.

Certificate Awarded

An Early Childhood Administrator's Certificate is awarded by the College upon completion of this program.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in reading and mathematics are required to determine entry-level courses. Students must meet the following scores through the placement test or course completion prior to receiving the certificate.

	ASSET	ACCUPLACER/CPT	COMPASS	COURSE
1. Reading	42	80	80	RED 090
2. Numerical	41	55	44	MAT 060

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EDU	119	Intro to Early Childhood Ed.....	4	4
EDU	144	Child Development I	3	3
		OR		
EDU	153	Health, Safety & Nutrition	3	3
EDU	261	Early Childhood Administration I	3	3
				10
SECOND SEMESTER				
EDU	145	Child Development II	3	3
		OR		
EDU	146	Child Guidance	3	3
EDU	262	Early Childhood Administration II	3	3
		OR		
EDU	114	Intro to Family Child Care.....	3	3
				6
		Total Credit Hours		16

Early Childhood Certificate (C55220B)

Official Program Description registered with the NC Community College System:

The Early Childhood Certificate prepares students to become or continue as Lead Teachers in Early Childhood programs. Successful completion of EDU 119 qualifies the student to receive the NC Early Childhood Credential.

All courses in this certificate will apply to the AAS Degree.

Certificate Awarded

An Early Childhood Certificate is awarded by the College upon completion of this program.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in reading, mathematics, and English are required to determine entry-level courses. Students must meet the following scores through the placement test or course completion prior to receiving the certificate.

	ASSET	ACCUPLACER/CPT	COMPASS	COURSE
1. Reading	42	80	80	RED 090
2. Numerical	41	55	44	MAT 060

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EDU	119	Early Childhood Credential I	4	4
EDU	144	Child Development I	3	3
				7
SECOND SEMESTER				
EDU	145	Child Development II	3	3
EDU	153	Health, Safety & Nutrition	3	3
EDU	146	Child Guidance	3	3
				9
		Total Credit Hours		16

Early Childhood Special Needs Certificate (C55220C)

Official Program Description registered with the NC Community College System:

This curriculum is designed to prepare early childhood educators to recognize children with typical and atypical developmental needs and plan appropriate care and education to meet their needs.

Course work includes child development, observation and assessment, and an introduction to children with exceptionalities. Specific courses in behavioral disorders, learning disabilities, sensory and physical disabilities, and developmental delays are also included.

Students should be able to plan and implement developmentally appropriate experiences that stimulate all young children's development and learning, provide an optimal learning environment that is safe and healthy, provide positive guidance for all children, and communicate effectively with the children, co-workers, and parents.

Program Learning Outcomes

Upon successful completion of the Early Childhood Special Needs Certificate program, a graduate should be able to:

- Apply selected theories and concepts of child development to the education of all youg children including those with atypical development.
- Plan and implement developmentally appropriate experiences that stimulate all young children's development and learning.
- Provide an optimal learning environment for all young children.
- Establish and maintain a safe and healthy environment for all young children.
- Provide positive guidance for all young children.
- Communicate effectively with all children, co-workers, and parents.

Certificate Awarded

The Early Childhood Special Needs Certificate is awarded by the College upon completion of this program.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in reading and mathematics are required to determine entry-level courses. Students must meet the following scores through the placement test or course completion prior to receiving the certificate.

	ASSET	ACCUPLACER/CPT	COMPASS	COURSE
1. Reading	42	80	80	RED 090
2. Numerical	41	55	44	MAT 060

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EDU	144	Child Development I	3	3
EDU	162	Observ & Assess in ECE	3	3
				6

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
EDU	145	Child Development II	3	3
Choose two courses from the following (6 hours):				
EDU	222	Learning with Behav Disorders	3	3
		OR		
EDU	223	Specific Learning Disabilities...	3	3
		OR		
EDU	247	Sensory & Physical Disabilities	3	3
		OR		
EDU	248	Developmental Delays.....	3	3
				9
SUMMER TERM				
EDU	221	Children w/Exceptionalities.....	3	3
				3
		Total Semester Hours		18

Infant/Toddler Care (C55290)

Official Program Description registered with the NC Community College System:

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual setings with infants and toddlers. Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics. Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Program Learning Outcomes

Upon completion of the Infant/Toddler Care Certificate program, a graduate should be able to:

- Plan and implement developmentally appropriate environments/ activities for the infant/toddler

Certificate Awarded

An Infant/Toddler Care Certificate is awarded by the College upon completion of this program.

Admissions

- A high school diploma or equivalent is required.

- Placement tests in reading and mathematics are required to determine entry-level courses. Students must meet the following scores through the placement test or course completion prior to receiving the certificate.

	ASSET	ACCUPLACER/CPT	COMPASS	COURSE
1. Reading	42	80	80	RED 090
2. Numerical	41	55	44	MAT 060

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
EDU	119	Intro to Early Childhood Ed.....	4	4
EDU	144	Child Development I	3	3
EDU	131	Child, Family & Community	3	3
				10
SECOND SEMESTER				
EDU	153	Health, Safety, & Nutrition.....	3	3
EDU	234	Infant, Toddlers, and Twos.....	3	3
				6
		Total Semester Hours		16

Electronics Engineering Technology (A40200)

Official Program Description registered with the NC Community College System:

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/ computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, analog devices, digital concepts,programmable logic controllers (PLCs), and robotics, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Program Learning Outcomes

Upon completion of the Electronics Engineering Technology program, a graduate should be able to:

- Analyze electronic diagrams and schematics.
- Design and construct electronic circuits.
- Troubleshoot and test electronic circuits.
- Effectively operate electronic circuit simulation software.
- Use laboratory equipment to measure and model electronic circuits.
- Analyze electronic control systems

Degree Awarded

The Associate in Applied Science Degree-Electronics Engineering Technology is awarded by the College upon completion of this program.

Note

Students are required to purchase electronic materials which will cost approximately $200. These materials are purchased over a two year period. The materials list is available by calling an Electronics Engineering Technology instructor at (919) 739-6817.

For More Information

The Electronics Engineering Technology program is in the Applied Technology Division. For more information, call (919) 739-6817 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
EGR	110	Intro to Engineering Tech.....	3	2
ELC	125	Diagrams and Schematics.....	3	2

			Contact Hours	Semester Credit Hours
ELC	127	Software for Technicians	4	2
ELC	131	DC/AC Circuit Analysis	7	5
ENG	111	Expository Writing	3	3
				15
SECOND SEMESTER				
ELC	120	Intro to Wiring	4	3
ELN	133	Digital Electronics	6	4
ELN	137	Electr Devices and Circuits	7	5
MAT	121	Algebra/Trigonometry I	4	3
		OR		
MAT	171	Precalculus Algebra	3	3
		Humanities/Fine Arts Elective	3	3
				18
SUMMER TERM				
ENG	114	Professional Research & Writing	3	3
PCI	162	Instrumentation Controls	5	3
		Social/Behavioral Science Elective	3	3
				9
THIRD SEMESTER				
ELC	128	Intro to PLC	5	3
ELN	231	Industrial Controls	5	3
HYD	110	Hydraulics/Pneumatics I	5	3
		*Technical Elective	3-6	3-4
		** Professional Elective	3-5	2-3
				14-16
FOURTH SEMESTER				
ATR	280	Robotic Fundamentals	5	4
HYD	121	Hydraulics/Pneumatis II	4	2
PCI	264	Process Control with PLCs	6	4
		*Technical Elective	3-5	2-3
		** Professional Elective	3-6	3-4
				15-17
		Total Credit Hours		71-75

*Technical Electives - Select 5-7 semester credit hours from the following:

BIO	110	Principles of Biology	6	4
CHM	131	Introduction to Chemistry	3	3
CHM	131A	Introduction to Chemistry Lab	3	1
COE	111	Co-op Work Experience I	10	1
COE	112	Co-op Work Experience I	20	2
DFT	111	Technical Drafting I	4	2
MAT	122	Algebra/Trigonometry II	4	3
MAT	172	Precalculus Trigonometry	3	3
PHY	131	Physics-Mechanics	5	4

**Professional Electives - Select 5-7 semester credit hours from the following:

DFT	151	CAD I	5	3
ISC	112	Industrial Safety	2	2
ISC	222	Project Planning/Control	3	2
MNT	165	Mechanical Industrial Sys	4	2
NET	113	Home Automation Systems	4	3
NET	125	Networking Basics	5	3
NET	126	Routing Basics	5	3

Emergency Preparedness Technology (A55420)

Official Program Description registered with NC Community College System:

The Emergency Preparedness Technology curriculum is designed to provide students with a foundation of technical and professional knowledge needed for emergency services delivery in local and state government agencies. Study involves both management and technical aspects of law enforcement, fire protection, emergency medical services, and emergency planning.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of emergency preparedness, protection, and enforcement. Students will learn technical and administrative skills such as investigative principles, hazardous materials, codes, standards, emergency agency operations, and finance.

Employment opportunities include a.m.bulance services, fire/rescue agencies, law enforcement agencies, fire marshal offices, industrial firms, educational institutions, emergency management offices, and other government agencies. Employed persons should have opportunities for skilled and supervisory-level positions.

Program Learning Outcomes

Upon completion of the Emergency Preparedness Technology program, a graduate should be able to:

- Access and respond to emergency situations by public service agencies through scenario based problems.
- Develop an emergency preparedness plan demonstrating critical reasoning, problem solving and communication skills and ethical concerns.
- Apply practical principles through a case study involving law, fire, and emergency services.
- Apply the appropriate laws when investigating, detecting and developing enforcement procedures for emergency scenarios.
- Utilize the latest technology in the field of emergency preparedness as prescribed by local, state, and federal agencies as it applies to the preservation of life and property in emergency situations

Degree Awarded

The Associate in Applied Science Degree - Emergency Preparedness Technology program is awarded by the College upon completion of this program.

For More Information

The Emergency Preparedness Technology program is in the Public Safety Division. For more information, call (919) 739-6799 or (919) 739-6804; or visit us at our web site at www.waynecc.edu/ept/.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
CJC	170	Critical Incident Mgmt Pub Saf	3	3
ENG	111	Expository Writing	3	3
EPT	120	Sociology of Disaster	3	3
FIP	120	Introduction to Fire Protect	3	3
				16
SECOND SEMESTER				
ENG	113	Literature-Based Research	3	3
FIP	128	Detection - Investigation	3	3
FIP	236	Emergency Management	3	3
FIP	256	Municipal Public Relations	3	3
MAT	115	Mathematical Models	4	3
				15

			Contact Hours	Semester Credit Hours
SUMMER TERM				
FIP	176	HazMat: Operations	4	4
				4
THIRD SEMESTER				
CJC	232	Civil Liabilities	3	3
EPT	130	Mitigation of Preparedness	3	3
EPT	220	Terrorism and Emergency Mgt.	3	3
FIP	228	Local Gov't Finance	3	3
		Humanities/Fine Arts Elective	3	3
				15
FOURTH SEMESTER				
EPT	210	Response to Recovery	3	3
EPT	275	Emergency Ops Center Mgt	3	3
FIP	152	Fire Protection	3	3
FIP	276	Managing Fire Services	3	3
POL	130	State & Local Government	3	3
				15
		Total Credit Hours		65

Emergency Preparedness Technology - Management Certificate (CS5420)

Certificate Awarded

A certificate in Emergency Preparedness Technology – Management Certificate is awarded by the College upon completion of this program.

For More Information

The Emergency Preparedness Technology program is in the Public Safety Division. For more information, call (919) 739-6818 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
FIP	236	Emergency Management	5	3
FIP	256	Municipal Public Relations	3	3
CJC	170	Critical Incident Mgmt Pub Saf	3	3
				9
SECOND SEMESTER				
EPT	220	Terrorism and Emer Mgmt	3	3
EPT	275	Emergency Ops Center Mgt	3	3
CJC	232	Civil Liability	3	3
				9
		Total Credit Hours		18

Forest Management Technology (A15200)

Official Program Description registered with NC Community College System:

The Forest Management Technology curriculum is designed to help students acquire technical knowledge, understanding, and abilities essential in developing, conserving, and utilizing forest resources.

Students develop an understanding and ability in the principles and practices of forest resource management. Students will spend much of their time in field training situations where emphasis is placed on the practical application of this knowledge and skill.

Graduates should be qualified for entry into positions as forest technicians with federal, state, and private forestry enterprises. Graduates will have competencies in forest protection, forest management, forest procurement and in performing various related technical activities.

Program Learning Outcomes

Upon completion of the Forest Management Technology program, a graduate should be able to:

- Create a forest management plan to develop, conserve and utilize sustainable forest resources.
- Calculate and analyze data and apply the results to common forest management problems.
- Summarize sustainable forest management issues on a regional, national and global level.
- Analyze historical trends in forestry and how they will influence future trends.

Degree Awarded

The Associate in Applied Science Degree - Forest Management Technology program is awarded by the College upon completion of this program.

Note

Students are required to purchase hard hats, field boots, compasses, and tapes which are used in the training process. Approximate cost is $150.

For More Information

The Forest Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6809 or (919) 739-6811 or visit us at our web site at www.waynecc.edu/forestry/.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Expository Writing	3	3
FOR	121	Dendrology	8	4
FOR	161	Safety and Woodsmanship	4	2
FOR	171	Intro to Forest Resources	3	3
		*Math Elective	3-4	3
				16
SECOND SEMESTER				
AGR	170	Soil Science	4	3
CIS	110	Introduction to Computers	4	3
ENG	114	Professional Research and Reporting	3	3
FOR	131	Forest Measurements	5	3
		Humanities/Fine Arts Elective	3	3
				15
SUMMER TERM				
FOR	225	Silvics and Silviculture	6	4
FOR	232	Forest Mensuration	8	4
FOR	243	Insects/Diseases	5	3
				11
THIRD SEMESTER				
AGR	110	Agricultural Economics	3	3
FOR	175	Wildlife/Environ Studies	5	3
FOR	215	Introduction to GIS & GPS	5	3
FOR	285	Logging and Marketing	5	3
		Social/Behavioral Science Elect.	3	3
				15

			Contact Hours	Semester Credit Hours
FOURTH SEMESTER				
AGR	140	Agricultural Chemicals	4	3
FOR	212	Forest Survey - Aerial Manag.	5	3
FOR	241	Forest Fire Managment	5	3
FOR	273	Forest Management Issues	6	2
FWL	142	Wildlife Management	5	3
				14
		Total Credit Hours		71

*Math Elective choices:

MAT	115	Mathematical Models	2	3
MAT	161	College Algebra	3	3
MAT	171	Precalulus Algebra	3	3

General Occupational Technology (A55280)

Official Program Description registered with the NC Community College System:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level opportunities.

Program Learning Outcomes

Specific program outcomes are not available for this program but are taken from the outcomes listed in the chosen professional areas.

Degree Awarded

The Associate in Applied Science Degree - General Occupational Technology is awarded by the College upon completion of this program.

Note

Students desiring a degree in General Occupation Technology must first meet with a GOT advisor, complete appropriate GOT documentation, and be approved by the Division Head for Business and Computer Technologies for the GOT program. **The appropriate documentation must be completed and be on file the semester prior to the semester in which student plans to graduate, (i.e., complete the documentation the Fall 10 and with an anticipated graduationin Spring 2011), as minimum.** Once approved, a copy of the documenation will be given to the student, a copy will be maintained by the advisor, and a copy will be sent to Admissions and Records. The student's advisor and Admissions and Records will maintain the documentation in order to track the student's progress towards graduation/degree completion. Students seeking to change their major to the GOT degree program must follow the above guidelines.

For More Information

The General Occupation Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6881. On the internet, send e-mail to lassiter@waynecc.edu or visit our website: www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Semester Credit Hours
GENERAL EDUCATION REQUIREMENTS (15 SHC)			
ENG	111	Expository Writing	3
ENG	113	Literature-Based Research	3
		OR	
ENG	114	Prof Research and Reporting	3
		Humantics/Fine Arts Elective	3
		MAT/Natural Sciences Elective	3
		Social/Behavior Science Elective	3
			15
MAJOR HOURS (49 SHC)			
Select courses from an approved WCC program			49
OTHER REQUIRED COURSE (1 SHC)			
			Semester Credit Hours
ACA	111	College Student Success	1
		Total Credit Hours	65

Healthcare Management Technology (A25200)

Official Program Description registered with the NC Community College System:

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives, including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA) examinations.

Program Learning Outcomes

The Associate of Applied Science degree in Healthcare Management Technology is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

Graduates of this program will:

- Apply the basic management functions of planning, organizing, staffing, directing, and controlling within the healthcare environment.
- Build an extensive medical vocabulary and apply an understanding of basic anatomical systems to the interpretation of records and reports in a variety of medical settings.
- Understand the major types of insurance plans, apply standard coding guidelines, and process third-party claims.
- Demonstrate the ability to use business and medical software in the healthcare environment.
- Demonstrate the ability to communicate effectively through written, oral and other forms of communication.
- Develop team-building skills and participate as a member of a team.

- Think and plan strategically in making healthcare business decisions.
- Demonstrate knowledge of current medical law and accepted ethical behavior in the healthcare industry.

Degree Awarded

The Associate in Applied Science Degree-Healthcare Management Technology is awarded by Pitt Community College (PCC) upon completion of this program.

Note

Pitt Community College is the degree-granting institution, and all Healthcare Management Technology (HMT) courses must be taken there. All other courses can be taken at WCC.

For More Information

The Healthcare Management Technology program is in the Business and Computer Technologies Division. For more information call (919) 739-6885, or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading, and computer skills is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BUS	110	Introduction to Business	3	3
ENG	111	Expository Writing	3	3
HMT	110	Introduction to Healthcare Management (PCC)	3	3
MAT	115	Mathematical Models	4	3
		OR		
MAT	140	Survey of Mathematics	3	3
		OR		
MAT	161	College Algebra	3	3
OST	137	Office Software Applications	4	3
		OR		
CIS	111	Basic PC Literacy	3	2
		OR		
CIS	110	Introduction to Computers	4	3
				15-16
SECOND SEMESTER				
ACC	120	Principles of Financial Accounting	5	4
BUS	121	Business Math (PCC)	4	3
		OR		
MAT	155	Statistical Analysis (PCC)	3	3
ENG	114	Professional Research & Reporting	3	3
		OR		
ENG	112	Argument Based Research (PCC)	3	3
		OR		
ENG	113	Literature Based Research	3	3
HMT	212	Management of Healthcare Organization (PCC)	3	3
MED	121	Medical Terminology I	3	3
				16
SUMMER TERM				
BUS	153	Human Resources Management (PCC)	3	3
COM	231	Public Speaking	3	3
MED	122	Medical Terminology II	3	3
MED	118	Medical Law & Ethics	2	2
		OR		
OST	149	Medical Legal Issues	3	3
SOC	213	Sociology of the Family	3	3
		OR		
PSY	150	General Psychology	3	3
				14-15
THIRD SEMESTER				
ACC	121	Principles of Managerial Accounting	5	4
CTS	130	Spreadsheet	4	3
HMT	210	Medical Insurance (PCC)	3	3
HMT	211	Long-Term Care Administration (PCC)	3	3
HUM	115	Critical Thinking	3	3
				16
FOURTH SEMESTER				
ACC	140	Payroll Accounting	3	2
COE	110	World of Work	1	1
COE	112	Co-op Work Experience I	20	2
HMT	220	Healthcare Financial Mgmt. (PCC)	4	4
HMT	225	Practice Mgmt. Simulation (PCC)	4	3
SPA	120	Spanish for the Workplace	3	3
				15
		Total Credit Hours		76-78

Human Services Technology (A45380)

Official Program Description registered with the NC Community College System:

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service area. Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies.

Program Learning Outcomes

Upon completion of the Human Services Technology program, the graduate should be able to:

- Analyze human behavior and development from historical, biological, psychological and sociological perspectives.
- Apply principles related to the diversity of peoples and cultures in the therapeutic relationship.
- Apply practical principles related to the Human Services profession.
- Apply critical reasoning, problem-solving abilities, and communication skills in clinical practice.
- Employ professional and ethical behavior in clinical practice.

Degree Awarded

The Associate in Applied Science Degree-Human Services Technology is awarded by the College upon completion of this program.

For More Information

The Human Services Technology program is in the Allied Health and Public Services Division. For more information call (919) 739-6796, or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or the equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

Students must demonstrate competency in Math Skills by attaining minimally acceptable scores on the ASSET, ACCUPLACER/CPT, or COMPASS placement test or course completion prior to receiving a degree as follows:

1. ASSET Numerical >41 AND either ASSET Elementary Algebra >41 or ASSET Intermediate Algebra >36;
2. or COMPASS Algebra >46;
3. or Accuplacer/CPT = 55
4. or completion of MAT 070 with a grade of C or better.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Expository Writing	3	3
HSE	110	Intro to Human Services	4	3
HSE	112	Group Process I	3	2
PSY	150	General Psychology	3	3
SOC	210	Introduction to Sociology	3	3
				15
SECOND SEMESTER				
DDT	110	Developmental Disabilities	3	3
ENG	114	Professional Research and Reporting	3	3
HSE	123	Interviewing Techniques	4	3
HSE	125	Counseling	4	3
PSY	241	Developmental Psychology	3	3
				15
SUMMER TERM				
BIO	161	Introduction to Human Body	3	3
CIS	110	Introduction to Computers	4	3
COE	110	World of Work	1	1
				7
THIRD SEMESTER				
COE	111	Co-op Work Experience I	1	1
COE	115	Work Experience Seminar	10	1
HSE	210	Human Service Issues	2	2
HSE	225	Crisis Intervention	3	3
PSY	141	Psychology of Death and Dying	3	3
PSY	281	Abnormal Psychology	3	3
				13
FOURTH SEMESTER				
COE	121	Co-op Work Experience II	10	1
GRO	120	Gerontology	3	3
HEA	112	First Aid & CPR	3	2
PSY	183	Psychology of Addictions	3	3
SOC	220	Social Problems	3	3
		Humanities/Fine Arts Elective	3	3
				15
		Total Credit Hours		65

Industrial Systems Technology (A50240)

Official Program Description registered with the NC Community College System:

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

Program Learning Outcomes

Upon completion of the Industrial Systems Technology program,a graduate should be able to:

- Design and install industrial electrical systems.
- Analyze industrial diagrams.
- Demonstrate basic welding skills.
- Design and install industrial control systems.
- Apply mechanical principles to solve industrial problems.
- Design and install industrial fluid power systems.

Degree Awarded

The Associate in Applied Science Degree-Industrial Systems Technology is awarded by the College upon completion of this program.

Note

Students will be required to purchase basic hand tools and personal safety equipment.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6806 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
EGR	110	Intro to Engineering Tech	3	2
ELC	125	Diagrams and Schematics	3	2
ELC	127	Software for Technicians	4	2
ELC	131	DC/AC Circuit Analysis	7	5
ENG	111	Expository Writing	3	3
WLD	112	Basic Welding Processes	4	2
				17
SECOND SEMESTER				
ELC	120	Intro to Wiring	4	3
ELN	133	Digital Electronics	6	4
DFT	151	CAD I	5	3
MAT	121	Algebra/Trigonometry I	3	3
		OR		
MAT	171	Precalculus Algebra	3	3

			Contact Hours	Semester Credit Hours
		Humanities/Fine Arts Elective	3	3
				16
SUMMER TERM				
ISC	121	Envir. Health and Safety	3	3
MNT	110	Intro to Maint. Procedures	4	2
PCI	162	Instrumentation Controls	5	3
				8
THIRD SEMESTER				
ELC	128	Intro to PLC	5	3
ELN	231	Industrial Controls	5	3
ENG	114	Prof Research & Reporting	3	3
HYD	110	Hydraulics/Pneumatics I	5	3
MNT	165	Mechanical Industrial Sys	4	2
				14
FOURTH SEMESTER				
HYD	121	Hydraulics/Pneumatics	4	2
MEC	111	Machine Processes I	5	3
PCI	264	Process Control with PLCs	6	4
SST	120	Energy Use Analysis	4	3
WLD	212	Inert Gas Welding	4	2
		Social/Behavioral Science Elective	3	3
				17
		Total Credit Hours		72

Industrial Systems Certificate (C50240)

Certificate Awarded

A Certificate in Industrial Systems is awarded by the College upon completion of this program.

For More Information

The Industrial Systems program is in the Applied Technology Division. For more information call (919) 739-6806 or 6818 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in Reading (090) is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FALL SEMESTER				
ELC	125	Diagrams and Schematics	3	2
MNT	165	Mechanical Industrial Sys	4	2
				4
SPRING SEMESTER				
*ELC	127	Software for Technician	4	2
PCI	264	Process Control with PLCs	6	4
				6
SUMMER SEMESTER				
ELC	120	Intro to Wiring	4	3
*ISC	121	Envir. Health and Safety	3	3
*MNT	110	Intro to Maint Procedures	4	2
				8
		Total Credit Hours		18

*Online Courses.

Industrial Systems Technology - Certificate in Industrial Controls (C50240IC)

Certificate Awarded

A certificate in Industrial Systems Technology-Industrial Controls is awarded by the College upon completion of this program.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6806 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in reading (080) is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FALL SEMESTER				
ELC	125	Diagrams and Schematics	3	2
ELN	231	Industrial Controls	5	3
				5
SPRING SEMESTER				
ELC	120	Intro to Wiring	4	3
PCI	264	Process Controls w/PLC's	6	4
SST	120	Energy Use Analysis	4	3
				10
		Total Credit Hours		15

Industrial Systems Technology - Certificate in Maintenance Management (C50240MM)

Certificate Awarded

A certificate in Industrial Systems Technology-Maintenance Management is awarded by the College upon completion of this program.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6806 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in mathematics (070), reading (080) and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FALL SEMESTER				
ELC	125	Diagrams and Schematics	3	2
ELC	127	Software for Technicians	4	2
				4
SPRING SEMESTER				
SST	120	Energy Use Analysis	4	3
*ISC	132	Manufacturing Quality Control	5	3
				6

			Contact Hours	Semester Credit Hours
SUMMER SEMESTER				
*ISC	121	Envir. Health and Safety	3	3
*MNT	110	Intro to Maintenance Proc.....	4	2
				5
		Total Credit Hours		15

*Online courses

Industrial Systems Technology - Certificate in Mechanical Systems (C50240MS)

Certificate Awarded

A certificate in Industrial Systems Technology- Mechanical Systems is awarded by the College upon completion of this program.

For More Information

The Industrial Systems Technology program is in the Applied Technology Division. For more information call (919) 739-6806 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in mathematics (070), and reading (080) is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FALL SEMESTER				
WLD	112	Basic Welding Processes	4	2
HYD	110	Hydraulics/Pneumatics I	5	3
MNT	165	Mechanical Industrial Systems	4	2
				7
SPRING SEMESTER				
MEC	111	Machine Processes I	5	3
WLD	212	Inert Gas Welding	4	2
				5
SUMMER SEMESTER				
MNT	110	Intro to Maint Procedures	4	2
				2
		Total Credit Hours		14

Mechanical Engineering Technology (A40320)

Official Program Description registered with the NC Community College System:

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and electronics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of this curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Program Learning Outcomes

Upon completion of the Industrial Systems Technology program, a graduate should be able to:

- Construct advanced CAD drawings.
- Prepare complete working drawings using mechanical drafting techniques.
- Apply concepts of hydraulic/pneumatic to mechanical design.
- Apply concepts of statics/strength of materials to mechanical design.
- Design mechanical systems that include but are not exclusive to: Jig & Fixture Design, Gears, Cams, & Pulleys, and Linkages.
- Use traditional machine shop practices to create and measure machined parts.
- Prepare mathematical engineering technology calculations and apply to mechanical designs.

Degree Awarded

The Associate in Applied Science Degree-Mechanical Engineering Technology is awarded by the College upon completion of this program.

Note

Students are required to purchase minor drafting supplies (about $50). The math department requires purchase of a graphics calculator (about $100).

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919) 739-6814 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success.....	1	1
DFT	111	Technical Drafting I	4	2
DFT	151	CAD I	5	3
EGR	110	Intro to Engineering Tech.....	3	2
ELC	131	DC/AC Circuits.....	7	5
ENG	111	Expository Writing.....	3	3
				16
SECOND SEMESTER				
DFT	112	Tech Drafting II.....	4	2
DFT	152	CAD II	5	3
MAT	121	Algebra/Trigonometry I	4	3
MEC	111	Machine Processes I	5	3
		Social/Behavioral Science Elective	3	3
				14
SUMMER TERM				
CIS	110	Introduction to Computers	4	3
DDF	211	Design Process I.....	7	4
				7
THIRD SEMESTER				
DDF	212	Design Process II.....	7	4
HYD	110	Hydraulics/Pneumatics I	5	3
MAT	122	Algebra/Trigonometry II	4	3

			Contact Hours	Semester Credit Hours
MEC	231	Comp-Aided Manufact I	5	3
		Humanities/Fine Arts Elective	3	3
				16
FOURTH SEMESTER				
DDF	213	Design Process III	7	4
DDF	214	Tool Design	6	4
ENG	114	Professional Research & Reporting	3	3
MEC	250	Statics/Strengths of Mat	7	5
				16
		Total Credit Hours		69

Mechanical Engineering Technology - Drafting Certificate (C40320A)

Certificate Awarded

A certificate in Mechanical Engineering Technology - Drafting is awarded by the College upon completion of this program.

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919)739-6814 or visit us at our web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 735-5151 ext. 6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
DFT	111	Technical Drafting I	4	2
DFT	151	CAD I	5	3
EGR	110	Intro to Engineering Tech	3	2
				7
SECOND SEMESTER				
DFT	112	Tech Drafting II	4	2
DFT	152	CAD II	5	3
				5
		Total Credit Hours		12

Mechanical Engineering Technology - Tool Design Certificate (C40320B)

Certificate Awarded

A certificate in Mechanical Engineering Technology - Tool Design is awarded by the College upon completion of this program.

For More Information

The Mechanical Engineering Technology program is in the Applied Technology Division. For more information, call (919) 739-6814 or visit us at our web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 735-5151 ext. 6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
DFT	111	Technical Drafting I	4	2
DFT	151	CAD I	5	3
				5
SECOND SEMESTER				
DFT	112	Tech Drafting II	4	2
DFT	152	CAD II	5	3
MEC	111	Machine Processes I	5	3
				8
THIRD SEMESTER				
DFT	214	Tool Design	6	4
				4
		Total Credit Hours		17

Medical Assisting (A45400)

Official Program Description registered with the NC Community College System:

The Medical Assisting Curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the a.m.erican Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Program Learning Outcomes

Upon completion of the Medical Assisting program, a graduate should be able to:

- Demonstrate professional behavior that reflects an understanding of ethical, legal, and self-management concepts.
- Communicate effectively with patients, their families, and other health care team members.
- Practice entry level administrative, clinical and laboratory functions as they relate to the examination and treatment of patients in medical facilities.
- Implement teaching plan based on individual needs as well as community needs.

Degree Awarded

The Associate in Applied Science Degree-Medical Assisting is awarded by the College upon completion of the program.

Note

A grade of C must be achieved in all MED curriculum courses in order to progress within the program.

A student convicted of a felony may not be eligible for the certification examination administered by the a.m.erican Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver leased upon mitigating circumstances.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Medical Assisting students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that 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. This will prohibit the student from progressing and completing the Medical Assisting program. The student will be dismissed from the program.

Accreditation

Wayne Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the a.m.erican Association of Medical Assistants Endowment

(CRB_AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

For More Information

The Medical Assisting Technology program is in the Allied Health and Public Services Division. For more information, call (919) 739-6781, or visit our web site at www.waynecc.edu.

Admissions

Individuals desiring a career as a medical assistant should take biology, mathematics, and typing/keyboarding/computer courses prior to entering the program.

Individuals desiring admission to the program should follow the admissions procedures outlined on pages 9, 10 and 11 of this catalog and in the Application Policies and Procedures Packet.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BIO	163	Basic Anatomy and Physiology	6	5
ENG	111	Expository Writing	3	3
MAT	110	Mathematical Measurement	4	3
MED	110	Orientation to Medical Assist	1	1
MED	121	Medical Terminology I	3	3
OST	131	Keyboarding	3	2
				18
SECOND SEMESTER				
ENG	114	Professional Research and Reporting	3	3
MED	122	Medical Terminology II	3	3
MED	130	Administrative Office Procedures I	3	2
MED	134	Medical Transcription	4	3
OST	136	Word Processing	4	3
PSY	150	General Psychology	3	3
				17
SUMMER TERM				
MED	140	Exam Room Procedures I	7	5
MED	150	Laboratory Procedures I	7	5
				10
THIRD SEMESTER				
MED	131	Administrative Office Procedures II	3	2
MED	240	Exam Room Procedures II	7	5
MED	250	Laboratory Procedures II	7	5
MED	272	Drug Therapy	3	3
				15
FOURTH SEMESTER				
MED	118	Medical Law and Ethics	2	2
MED	232	Medical Insurance and Coding	4	2
MED	260	Medical Clinical Practicum	15	5
MED	264	Medical Assisting Overview	2	2
		Humanities/Fine Arts Elective	3	3
				14
		Total Credit Hours		74

Medical Assisting/Advanced Standing Alternative for Medical Office Administration or Medical Transcription (A45400)

Prerequisite/Transfer Credit

			Contact Hours	Semester Credit Hours
ACA	111	College Student Success	1	1
BIO	163	Basic Anatomy and Physiology	6	5
MAT	110	Mathematic Measurement	4	3
ENG	111	Expository Writing	3	3
ENG	114	Professional Research and Reporting	3	3
OST	131	Keyboarding	3	2
OST	136	Word Processing	4	3
MED	121	Medical Terminology I	3	3
MED	122	Medical Terminology II	3	3
MED	130	Admin Office Proc I	3	2
MED	134	Medical Transcription	4	3
PSY	150	General Psychology	3	3
				33
SUMMER TERM				
MED	140	Exam Room Procedures I	7	5
MED	150	Laboratory Procedures I	7	5
				10
THIRD SEMESTER				
MED	110	Orientation to Medical Assisting	1	1
MED	131	Administrative Office Procedures II	3	2
MED	240	Exam Room Procedures II	7	5
MED	250	Laboratory Procedures II	7	5
MED	272	Drug Therapy	3	3
				16
FOURTH SEMESTER				
MED	118	Medical Law and Ethics	2	2
MED	232	Medical Insurance and Coding	4	2
MED	260	Medical Clinical Practicum	15	5
MED	264	Medical Assisting Overview	2	2
		Humanities/Fine Arts Elective	3	3
				14
		Total Credit Hours		74

Medical Office Administration (A25310)

Official Program Description registered with the NC Community College System:

The Medical Office Administration curriculum prepares individuals for employment in medical and other healthcare-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 healthcare-related organizations.

Program Learning Outcomes

Upon completion of the Medical Office Administration program, a graduate should be able to:

- Use technology to perform basic office functions.
- Produce accurate business documents.
- Produce accurate medical documents.

- Perform administrative tasks required for day-to-day operations in a medical setting.
- Apply professional and ethical standards within a healthcare setting.

Degree Awarded

The Associate in Applied Science Degree - Medical Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6887, or visit our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
ENG	111	Expository Writing	3	3
MED	121	Medical Terminology I	3	3
OST	132 *	Keyboarding Skill Building	3	2
OST	164	Text Editing Applications	3	3
OST	181	Intro to Office Systems	4	3
				18
SECOND SEMESTER				
ENG	114	Professional Research & Reporting	3	3
MED	122	Medical Terminology II	3	3
OST	134 *	Text Entry & Formatting	4	3
OST	136 *	Word Processing	4	3
OST	184 *	Records Management	4	3
		Humanities/Fine Arts Elective	3	3
				18
THIRD SEMESTER				
BUS	260	Business Communication	3	3
COE	110	World of Work	1	1
OST	148	Medical Coding, Billing, & Insurance	3	3
OST	149	Medical Legal Issues	3	3
OST	153	Office Finance Solutions	3	2
OST	286	Professional Development	3	3
		Social/Behavioral Science Elective	3	3
				18
FOURTH SEMESTER				
MAT	115	Mathematical Models	4	3
OST	241	Medical Office Transcription I	3	2
OST	243	Medical Office Simulation	4	3
OST	284	Emerging Technologies	3	2
OST	289	Admin Office Management	4	3
		**Major Elective	-	2-3
				15-16
		Total Credit Hours		69-70

* Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

** Major Electives (select one course):

COE	112	Co-op Work Experience I	20	2
CTS	130	Spreadsheet	4	3
MED	118	Medical Law & Ethics	2	2
OST	131	Keyboarding	3	2
OST	137	Office Software Applications	4	3
OST	236	Adv Word/Info Processing	4	3
OST	242	Medical Office Transcription II	3	2
OST	247	Procedure Coding	3	2
OST	248	Diagnostic Coding	3	2
OST	249	CPC Certification	5	4
SPA	120	Spanish for the Workplace	3	3

Medical Office Administration/Medical Coding (D25310)

Degree Awarded

A diploma in Medical Office Administration/Medical Coding is awarded by the College upon completion of this program. Graduates will be eligible to sit for the Certified Professional Coder (CPC) exam.

Note

Courses in the following areas will be helpful to students: computer applications, health occupations, keyboarding, word processing, records management, and business English. Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6887 or visit our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
MED	121	Medical Terminology I	3	3
OST	132 *	Keyboarding Skill Building	3	2
OST	148	Medical Coding, Billing & Ins	3	3
OST	181	Intro to Office Systems	4	3
				15
SECOND SEMESTER				
ENG	111	Expository Writing	3	3
MED	122	Medical Terminology II	3	3
OST	136	Word Processing	4	3
OST	243	*Medical Office Simulation	4	3
OST	247	Procedure Coding	3	2
OST	248	Diagnostic Coding	3	2
				16
THIRD SEMESTER				
COE	110	World of Work	1	1
ENG	114	Prof Research & Reporting	3	3
OST	149	Medical Legal Issues	3	3
OST	153	Office Finance Solutions	3	2
OST	164	Text Editing Applications	3	3
OST	249	CPC Certification	5	4
				16
		Total Credit Hours		47

* Keyboarding proficiency is a prerequisite for designated courses. This

prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

Medical Administration/Medical Transcription (D25310MT)

Degree Awarded

A diploma in Medical Administration/Medical Transcription is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Medical Transcription program is in the Business and Computer Technologies Division. For more information, call (919) 739-6887, or visit our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, and reading is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	111	Expository Writing	3	3
MED	121	Medical Terminology I	3	3
OST	132	Keyboard Skill Building	3	2
OST	164	Text Editing Applications	3	3
OST	181	Introduction to Office Systems	4	3
				15
SECOND SEMESTER				
CIS	110	Introduction to Computers	4	3
MED	122	Medical Terminology II	3	3
OST	134	*Text Entry & Formatting	4	3
OST	136	*Word Processing	4	3
OST	148	Medical Coding, Billing, and Insurance	3	3
OST	241	Medical Office Transcription I	3	2
				17
THIRD SEMESTER				
COE	110	World of Work	1	1
ENG	114	Professional Research and Reporting	3	3
OST	149	Medical Legal Issues	3	3
OST	202	Medical Transcription II	5	4
OST	236	Advanced Word/Info Proc	4	3
OST	242	Medical Office Transcription II	3	2
OST	243	Medical Office Simulation	4	3
				15
		Total Credit Hours		47

*Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

Medical Office Administration/Medical Insurance Certificate (C25310MI)

Certificate Awarded

A certificate in Medical Office Administration/Medical Insurance is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisities and maintaining a grade of C or better in selected courses.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
MED	118	Medical Law and Ethics	2	2
MED	121	Medical Terminology I	3	3
OST	148	Medical Coding, Billing, & Insurance	3	3
				8
SECOND SEMESTER				
MED	122	Medical Terminology II	3	3
OST	243	*Medical Office Simulation	4	3
OST	247	Procedure Coding	3	2
OST	248	Diagnostic Coding	3	2
				10
		Total Credit Hours		18

* Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

Networking Technology (A25340)

Upon completion of the Networking Technology (A25340) program, a graduate should be able to:

- Complete a networking project from the definition phase through implementation.
- Configure networks and servers for optimal performance.
- Solve common system-level problems using trouble-shooting skills.

Degree Awarded

The Associate in Applied Science Degree - Network Technology is awarded by the College upon completion of this program.

Note

Individuals desiring a career in Networking Technology should, if possible, take algebra, keyboarding, and computer applications courses prior to entering the program. Courses that require critical reading and written oral communication skills will also be valuable.

Though students are not required to own their own computer, it is strongly recommended. In addition to textbooks, students will be required to provide their own portable storage media, such as USB drives, for most classes.

For More Information

The Network Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6878. On the Internet send e-mail to bull@waynecc.edu or visit us at our web site at www.wayne.cc.edu or www.waynecc.edu/academic-programs/outlines/A2526D.pdf.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BUS	110	Introduction to Business	3	3
CIS	110	Introduction to Computers	4	3
ENG	111	Expository Writing	3	3
NET	125	Networking Basics	3	3
NOS	110	Operating System Concepts	5	3
				16

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
CIS	115	Intro to Prog & Logic	5	3
CTS	120	Hardware/Software Support	5	3
DBA	110	Database Concepts	5	3
NET	126	Routing Basics	5	3
NOS	120	Linux/UNIX Single User	4	3
NOS	130	Windows Single User	4	3
				18
THIRD SEMESTER				
ENG	114	Professional Research and Reporting	3	3
MAT	140	Survey of Mathematics	3	3
NET	225	Routing and Switching I	5	3
NOS	230	Windows Admin I	4	3
SEC	110	Security Concepts	3	3
		Humanities/Fine Arts Elective	3	3
		Major Elective	-	0-2
				18-20
FOURTH SEMESTER				
COE	110	World of Work	1	1
CTS	118	IS Prof Comm	2	2
NET	226	Routing and Switching II	5	3
NET	289	Networking Project	5	3
NOS	231	Windows Admin II	4	3
		Major Elective	3	3
		Social/Behav Science Elective	-	1-3
				18
		Total Credit Hours		70

Select 3 semester hours of Major Elective from the courses below:

COE	111	Co-op Work Experience I	10	1
COE	112	Co-op Work Experience I	20	2
COE	121	Co-op Work Experience II	10	1
COE	122	Co-op Work Experience II	20	2
COE	131	Co-op Work Experience III	10	1
CSC	151	Java Programming	5	3
CTS	285	Systems Analysis & Design	3	3
DBA	115	Database Applications	4	3
SEC	150	Secure Communications	4	3

Network Technology - Certificate in Networking (C25340)

Certificate Awarded

A Certificate in Network Technology - Networking is awarded by the College upon completion of this program.

For More Information

The Network Technology program is in the Business and Computer Technologies Division. For more information, call (919) 739-6878. On the internet send e-mail to bull@waynecc.edu or visit us at our web site at www.waynecc.edu or www.waynecc.edu/academic-programs/C2526D.pdf.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in reading (090) and computer skills are required to determine the entry-level courses that match the individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
NOS	110	Operating System concepts	5	3
				7
SECOND SEMESTER				
NOS	130	Windows Single User	4	3
				3
THIRD SEMESTER				
NET	125	Networking Basics	5	3
NOS	230	Windows Admin I	4	3
				6
		Total Credit Hours		16

Network Technology - Certificate in Routing & Switching (C25340RS)

Certificate Awarded

A Certificate in Network Technology - Routing & Switching is awarded by the College upon completion of this program.

For More Information

The Network Technology - Routing & Switching program is in the Business and Computer Technologies Division. For more information, call (919) 739-6878. On the internet send e-mail to bull@waynecc.edu or visit us at our web site at www.waynecc.edu or www.waynecc.edu/academic-programs/outlines/C2526DR.pdf.

Admissions

- A high school diploma or equivalent is required.
- Placement tests in reading (090) and computer skills are required to determine the entry-level courses that match the individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computers	4	3
NET	125	Networking Basics	5	3
				7
SECOND SEMESTER				
NET	126	Routing and Switching II	5	3
				3
THIRD SEMESTER				
NET	225	Adv Routing and Switching I	5	3
				3
FOURTH SEMESTER				
NET	226	Adv Routing and Switching II	5	3
				3
		Total Credit Hours		16

Nursing, Associate Degree (A45110)

Official Program Description registered with the NC Community College System:

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.

The Associate Degree Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000 or visit www.nlnac.org.

Program Learning Outcomes

Upon completion of the Associate Degree Nursing Program, a graduate should be able to:

- Apply the nursing process, critical thinking skills and evidence based practice to provide individualized, safe, competent and effective nursing care to diverse clients across the lifespan.
- Demonstrate caring behaviors when implementing nursing care to diverse clients across the lifespan.
- Use a variety of communication skills to establish and maintain a therapeutic and/or effective relationship with clients, families and members of the interdisciplinary healthcare team.
- Utilize resources, informatics and technologies in the delivery of nursing care.
- Develop and implement teaching plans for clients and families incorporating teaching and learning principles.
- Utilize basic management skills to implement nursing care and quality improvement processes. to evaluate and enhance outcomes for diverse groups of clients and families.
- Collaborate with client and members of the interdisciplinary team to plan, implement and evaluate the health care plan.
- Function within the legal framework of registered nurse practice and demonstrate accountability for own professional growth.

Degree Awarded

The Associate in Applied Science Degree - Associate Degree Nursing is awarded by the College upon completion of this program.

Note

Students demonstrate competency in computer skills by attaining minimally acceptable score (78) on CIS 070 placement test or completion of CIS 070 or CTS 080 with a grade of “C” or better.

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

In addition to tuition and textbooks, costs of this program include a watch with a second hand, uniforms, shoes, lab coat, physical examination, testing and assessment fees, immunizations, and fees for application for licensure for the North Carolina State Board of Nursing and National Council Licensure Examination.

For More Information

The Associate Degree Nursing program is in the Allied Health and Public Services Division. For more information, call (919) 739-6770, or visit us at our web site at www.waynecc.edu/nursing.

Admissions

- High school or college Chemistry is required prior to admission to the program.

- Individuals desiring admission to the program must follow the admissions procedures outlined on pages 9 and 10 of this catalog and in the Associate Degree Nursing Application Policies and Procedures packet available in the Office of Admissions and Records or on the website.

- Applicants must present evidence of good physical and mental health upon admission.

Note

An applicant to the nursing program who has been convicted or pled guilty to a misdemeanor and/or felony (excluding minor traffic violations) may not be eligible for licensure by the NC Board of Nursing.

The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in the State of North Carolina. Applicants will be charged a fee to offset the cost of this background check.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for nursing students require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that 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. This will prohibit the student from progressing and completing the nursing program. The student will be dismissed from the program.

First Step To Apply:

Call the Admissions and Records Office at (919) 739-6727.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BIO	168	Anatomy & Physiology I	6	4
NUR	111	Intro to Health Concepts	16	8
NUR	117	Pharmacology	4	2
				15
SECOND SEMESTER				
BIO	169	Anatomy & Physiology II	6	4
PSY	150	General Psychology	3	3
1st 8 Weeks				
NUR	112	Health-Illness Concepts	9	5
2nd 8 Weeks				
NUR	211	Health Care Concepts	9	5
				17
SUMMER TERM				
PSY	241	Developmental Psychology	3	3
NUR	114	Holistic Health Concepts	9	5
				8
THIRD SEMESTER				
BIO	175	General Microbiology	4	3
ENG	111	Expository Writing	3	3
1st 8 Weeks				
NUR	113	Family Health Concepts	9	5
2nd 8 Weeks				
NUR	212	Health System Concepts	9	5
				16
FOURTH SEMESTER				
ENG	113	Literature Based Research	3	3
NUR	213	Complex Health Concepts	22	10
		Humanities/Fine Arts Elective	3	3
				16
		Total Credit Hours		72

Advanced Standing Alternative for Graduate Practical Nurses

			Contact Hours	Semester Credit Hours
Prerequisite/Transfer Credit				
BIO	168	Anatomy & Physiology I	6	4
BIO	169	Anatomy & Physiology II	6	4
PSY	150	General Psychology	3	3
NUR	117	Pharmacology	4	2
				13

			Contact Hours	Semester Credit Hours
Course Equivalency upon completion of NUR 214: Nsg Transition Concepts with C or better				
NUR	111	Intro to Health Concepts	16	8
NUR	112	Health-Illness Concepts	9	5
NUR	211	Health Care Concepts	9	5
				18
SUMMER TERM				
ACA	111	College Student Success	1	1
NUR	114	Holistic Health Concepts	9	5
PSY	241	Developmental Psychology	3	3
				9
THIRD SEMESTER				
BIO	175	General Microbiology	4	3
ENG	111	Expository Writing	3	3
1st 8 Weeks				
NUR	113	Family Health Concepts	9	5
2nd 8 Weeks				
NUR	212	Health System Concepts	9	5
				16
FOURTH SEMESTER				
ENG	113	Literature-Based Research	3	3
NUR	213	Complex Health Concepts	22	10
		Humanities/Fine Arts Elective	3	3
				16
		Total Credit Hours		72

The Associate Degree Nursing (Advanced Standing Alternate for Graduate Practical Nurses) Application Policies and Procedures packet is available in the Office of Admissions and Records and on the WCC website www.waynecc.edu/alliedhealth.

Nursing/Practical (D45660)

Official Program Description registered with the NC Community College System:

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 physicians' offices.

This Practical Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road, N.E. Suite 850 Atlanta, GA 30326, (404) 975-5000 or visit www.nlnac.org.

Program Learning Outcomes

Upon completion of the Practical Nursing program, a graduate should be able to:

- Participate in applying the nursing process and quality improvement activities to provide individualized, safe, competent, and effective nursing care in a structured setting under supervision.
- Demonstrate caring behaviors in implementing nursing care to diverse clients across the lifespan.
- Use verbal and non-verbal communication skills to establish and maintain effective relationships with clients, families, and members of the interdisciplinary healthcare team.
- Utilize established policies, procedures, practice and technology in the delivery of nursing care.
- Participate in the teaching and counseling of clients as assigned by the registered nurse.
- Organize care for groups of clients.
- Work cooperatively as a member of the interdisciplinary team in implementing the health care plan.
- Function within the legal and ethical framework of licensed practical nurse practice and demonstrate accountability for personal development.

Diploma Awarded

A Diploma in Practical Nursing is awarded by the College upon completion of this program.

Note

Students demonstrate competency in computer skills by attaining minimally acceptable score (78) on CIS 070 placement test or completion of CIS 070 or CTS 080 with a grade of "C" or better.

Students must earn a grade of C or better in all curriculum courses in order to progress in the program.

In addition to tuition and textbooks, cost of this program include a watch with a second hand, uniforms, shoes, lab coat, physical examination, immunizations, and fees for application for licensure for the North Carolina State Board of Nursing, and National Council Licensure Examination.

For More Information

The Practical Nursing program is in the Allied Health and Public Services Division. For more information, call (919) 739-6770 or visit us at our web site at www.waynecc.edu/nursing.

Admissions

- High school or college Chemistry is required prior to admission to the program.

- Individuals desiring admission to the program must follow the admissions procedures outlined on pages 9 and 10 of this catalog and in the Practical Nursing Application Policies and Procedures packet available in the Office of Admissions and Records and on the WCC website.

- Applicants must present evidence of good physical and mental health upon admission.

Note

An applicant to the nursing program who has been convicted or pled guilty to a misdemeanor and/or felony (excluding minor traffic violations) may not be eligible for licensure by the NC Board of Nursing.

The North Carolina Board of Nursing requires Criminal History Record Checks of all persons applying to practice nursing in the State of North Carolina. Applicants will be charged a fee to offset the cost of this background check.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for nursing students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that 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. This will prohibit the student form progressing and completing the nursing program. The student will be dismissed from the program.

First Step To Apply:

Call the Admissions and Records Office at (919) 739-6727.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
NUR	101	Practical Nursing I	19	11
BIO	163	Basic Anatomy and Physiology	6	5
ACA	111	College Student Success	1	1
				17
SECOND SEMESTER				
NUR	102	Practical Nursing II	20	12

			Contact Hours	Semester Credit Hours
NUR	117	Pharmacology	4	2
PSY	150	General Psychology	3	3
				17
SUMMER TERM				
NUR	103	Practical Nursing III	18	10
ENG	111	Expository Writing	3	3
				13
		Total Credit Hours		47

Office Administration (A25370)

Official Program Description registered with the NC Community College System:

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.

Program Learning Outcomes

Upon completion of the Office Administration program, a graduate should be able to:

- Use technology to perform basic office functions.
- Produce accurate business documents.
- Perform administrative tasks required for day-to-day operations in an office setting.
- Apply professional and ethical standards in the workplace

Degree Awarded

The Associate in Applied Science Degree - Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6887, or visit our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading, and computer skills is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computer	4	3
ENG	111	Expository Writing	3	3
OST	132 *	Keyboarding Skill Building	3	2
OST	164	Text Editing Applications	3	3
OST	181	Introduction to Office Systems	4	3
		Humanities/Fine Arts Elective	3	3
				18
SECOND SEMESTER				
CTS	130	Spreadsheet	4	3
ENG	114	Professional Research & Reporting	3	3
OST	134 *	Text Entry & Formatting	4	3
OST	136 *	Word Processing	4	3
OST	137	Office Software Applications	4	3
OST	184 *	Records Management	4	3
				18
THIRD SEMESTER				
BUS	153	Human Resource Management	3	3
BUS	260	Business Communications	3	3
COE	110	World of Work	1	1
OST	153	Office Finance Solutions	3	2
OST	236	Advanced Word/ Information Processing	4	3
OST	286	Professional Development	3	3
		Social/Behavioral Science Elective	3	3
				18
FOURTH SEMESTER				
BUS	137	Principles of Management	3	3
BUS	240	Business Ethics	3	3
MAT	115	Mathematical Models	4	3
OST	284 *	Emerging Technologies	3	2
OST	289	Admin Office Management	4	3
	**	Major Elective	3	2-3
				16-17
		Total Credit Hours		70-71

* Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

** Major Electives (Select one course):

			Contact Hours	Semester Credit Hours
ACC	129	Individual Income Taxes	4	3
COE	112	Co-op Work Experience	20	2
CTS	230	Advanced Spreadsheet	4	3
MKT	120	Principles of Marketing	3	3
OST	131	Keyboarding	3	2
SPA	120	Spanish for the Workplace	3	3

Office Administration - Diploma (D25370)

Diploma Awarded

A diploma in Office Administration is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

For More Information

The Office Administration program is in the Business and Computer Technologies Division. For more information, call (919) 739-6887, or visit our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading, and computer skills is required to determine the entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Introduction to Computer	4	3
ENG	111	Expository Writing	3	3
OST	132 *	Keyboard Skill Building	3	2
OST	164	Text Editing Applications	3	3
OST	181	Intro to Office Systems	4	3
				15
SECOND SEMESTER				
COE	110	World of Work	1	1
CTS	130	Spreadsheet	4	3
OST	134 *	Text Entry & Formatting	4	3
OST	136 *	Word Processing	4	3
OST	137	Office Software Applications	4	3
OST	184 *	Records Management	4	3
				16
THIRD SEMESTER				
BUS	240	Business Ethics	3	3
ENG	114	Professional Research & Reporting	3	3
OST	153	Office Finance Solutions	3	2
OST	236	Adv Word/Info Processing	4	3
OST	289	Admin Office Management	4	3
				14
		Total Credit Hours		45

* Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

Office Administration/Microsoft Applications Certificate (C25370MA)

Certificate Awarded

A certificate in Office Administration/Microsoft Applications is awarded by the College upon completion of this program.

Note

Progression in this program is dependent on satisfying course prerequisites and maintaining a grade of C or better in selected courses.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
CIS	110	Introduction to Computers	4	3
OST	136*	Word Processing	4	3
				6
SECOND SEMESTER				
CTS	130	Spreadsheet	4	3
OST	137	Office Software Applications	4	3
OST	236	Advanced Word/ Information Processing	4	3
				9
		Total Credit Hours		15

* Keyboarding proficiency is a prerequisite for designated courses. This prerequisite may be satisfied through advanced placement, proficiency testing, or course enrollment.

Pharmacy Technology (D45580)

Official Program Description registered with the NC Community College System:

The Pharmacy Technology program prepares individuals to assist the pharmacies in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacist to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

Program Learning Outcomes

Upon completion of the Pharmacy Technology program, a graduate should be able to:

- Demonstrate the written and oral communication skills required for safe and legal practice in the role of pharmacy technicians.
- Apply critical thinking skills and technical skills necessary for safe preparation and distribution of medication.
- Perform mathematical calculations needed to safely prepare medications and solutions.
- Use current technologies to prepare, store, inventory, and distribute medications.
- Function effectively as a member of the health care team displaying sensitivity to cultural diversity.
- Practice in a legal manner.

Diploma Awarded

A diploma in Pharmacy Technology is awarded by the College upon completion of the program.

Note: In addition to tuition and textbooks, costs of this program include lab coat, physical examination, immunizations, a reliable transportation, criminal background check, drug screen and other miscellaneous fees.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Pharmacy Technology students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that 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. This will prohibit the student from progressing and completing the Pharmacy Technology program. The student will be dropped from the program.

For More Information

The Pharmacy Technology program is in the Allied Health and Public Services Division. For more information, call (919) 739-6950 or visit us at our we site at www.waynecc.edu.

Admissions

Individuals desiring admission to the program must follow the admissions procedures outlined on pages 9 and 10 of this catalog.

First Step To Apply:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
BIO	163	Basic Anatomy & Physiology	6	5
PHM	110	Introduction to Pharmacy	3	3
PHM	111	Pharmacy Practice I	6	4
PHM	115	Pharmacy Calculations	3	3
				16
SECOND SEMESTER				
ENG	111	Expository Writing	3	3
PHM	118	Sterile Products	6	4
PHM	120	Pharmacology I	3	3
PHM	135	Pharmacy Clinical	15	5

		Contact Hours	Semester Credit Hours
PHM 165	Pharmacy Professional Practice	2	2
			17
SUMMER TERM			
PHM 125	Pharmacology II	3	3
PHM 140	Trends in Pharmacy	2	2
PHM 132	Pharmacy Clinical	6	2
			7
	Total Credit Hours		40

Phlebotomy (C45600)

Official Program Description registered with the NC Community College System:

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physician's offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Program Learning Outcomes

Upon completion of the Phlebotomy program, a graduate shoould be able to:

- Prepare and maintain equipment used in obtaining blood and other specimens for the purpose of laboratory analysis.
- Use appropriate communication skills when working with patients, families and health care providers.
- Perform phlebotomy procedures while adhering to safety guidelines.
- Transport and handle specimens properly.
- Demonstrate appropriate documentation of phlebotomy procedures performed using computerized and manual methods.
- Demonstrate professional behavior during the practice of phlebotomy.

Certificate Awarded

A certificate in Phlebotomy is awarded by the College upon completion of the program.

Note

In addition to tuition and textbooks, costs of this program include lab coat, physical examination, immunizations, certification fees, a reliable car, criminal background check, drug screen and other miscellaneous fees.

Criminal Background Checks

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Phlebotomy students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that 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. This will prohibit the student from progressing and completing the Phlebotomy program. The student will be dismissed from the program.

For More Information

The Phlebotomy program is in the Allied Health and Public Services Division. For more information, call (919) 739-6781 or visit us at our web site at www.waynecc.edu.

Admissions

Individuals desiring admission to the program must follow the admissions procedures outlined on pages 9 and 10 of this catalog.

First Step To Apply:

Call the Admissions and Records Office at (919) 739-6720.

		Contact Hours	Semester Credit Hours
FIRST SEMESTER			
PBT 100	Phlebotomy Technology	7	6
PBT 101	Phlebotomy Practicum	9	3
PSY 101	Applied Psychology	3	3
	Total Credit Hours		12

School-Age Education (A55440)

Official Program Description registered with the NC Community College System:

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice 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.

Program Learning Outcomes

Upon completion of the School Age Education program, a graduate should be able to:

- Establish trusting and respectful reciprocal relationships with all children, families and communities.
- Assist in the authentic assessment of all children's learning.
- Assist in creating environments that are healthy, respectful, supportive and challenging for all children.
- Implement developmentally effective curriculum that addresses all domains of learning.
- Communicate effectively using standard written and verbal skills.
- Utilize technology to enhance learning for all children.

Degree Awarded

The Associate in Applied Science Degree - School-Age Education is awarded by the College upon completion of this program.

For More Information

The School-Age Education program is in the Allied Health and Public Services Division. For more information call (919) 739-6794, or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

- Students selecting a science course must also meet the requirements for MAT 070 through the placement test or course completion prior to receiving a degree.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

		Contact Hours	Semester Credit Hours
FIRST SEMESTER			
ACA 111	College Student Success	1	1
EDU 118	Princ & Pract of Inst Ast	3	3
EDU 131	Child, Family, and Community	3	3
EDU 144	Child Development I	3	3
EDU 162	Observation & Assessment	3	3

			Contact Hours	Semester Credit Hours
ENG	111	Expository Writing	3	3
				16
SECOND SEMESTER				
CIS	110	Intro to Computers	4	3
COE	111	Co-op Work Experience I	10	1
EDU	145	Child Development II	3	3
EDU	163	Classroom Mgt & Instruct	3	3
EDU	256	Instr Strat/Social Studies	4	3
ENG	114	Professional Research and Reporting	3	3
				16
SUMMER TERM				
EDU	221	Children with Exceptional	3	3
PSY	150	General Psychology	3	3
				6
THIRD SEMESTER				
EDU	257	Inst Strat/Math	4	3
EDU	271	Educational Technology	4	3
EDU	281	Instr Strat/Read & Writ	4	3
EDU	289	Advanced Issues/School Age	2	2
		Humanities/Fine Arts Elective	3	3
		* MAT/Nat Science Elective	3-4	3-4
				17-18
FOURTH SEMESTER				
EDU	258	Instr Strat/Science	4	3
EDU	282	Early Childhood Lit	3	3
EDU	285	Internship Experience	10	4
		Humanities/Fine Arts Elective	3	3
		Social/Behav Science Elective	3	3
				16
		Total Credit Hours		71-72

*MAT/Natural Science Elective choices:

MAT	110	Mathematical Measurement	4	3
MAT	115	Mathematical Models	4	3
MAT	161	College Algebra	3	3
BIO	110	Principles of Biology	6	4

Simulation and Game Development (A25450)

Official Program Description registered with the N.C. Community College System:

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations.

Program Learning Outcomes

Upon completion of the Simulation and Game Development program, a graduate should be able to:

- Create advanced simulations and games using industry standard software applications.
- Produce assets using techniques that reflect an understanding of the intended audience within predetermined limitations for a variety of platforms.
- Solve programming and content creation problems through efficient use of resources.
- Communicate simulation and game design concepts to technical and non-technical personnel.
- Identify basic business and legal concepts applied to the games industry.
- Discuss simulation and game design concepts including the history of games.

Degree Awarded

The Associate in Applied Science Degree-Simulation and Game Development is awarded by the college upon completion of this program.

For More Information

The Simulation and Game Development program is in the Business and Computer Technologies Division. For more information call (919) 739-3880 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in Basic Computers, English, mathematics, and reading is required to determine the pre-curriculum (developmental) courses that match individual needs.

- Individuals desiring a degree in Simulation or Game Design should complete all pre-curriculum (developmental) courses prior to applying.

- Individuals seeking admission to the program must follow the admissions procedures outlined on pages 8 of this catalog and in the Simulation and Game Design Application Policies and Procedures packet available in the Office of Admissions and Records.

First Step To Enroll:

Call the Admission and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
CIS	110	Intro to Computers	4	3
ENG	111	Expository Writing	3	3
SGD	111	Introduction to SGD	5	3
SGD	116	Graphic Design Tools	4	3
SGD	158	SGD Business Management	3	3
				16
SECOND SEMESTER				
ENG	114	Prof Research and Reporting	3	3
SGD	112	SGD Design	5	3
SGD	113	SGD Programing	5	3
SGD	114	3D Modeling	5	3
		Professional Elective	5	3
				15-16
THIRD SEMESTER				
*SGD	134	SG Quality Assurance	4	3
*SGD	174	SG Level Design	5	3
*SGD	212	SGD Design II	5	3
		Humanities Elective	3	3
		*Professional Elective II	5	3
		*Math Elective III	3-5	3-4
				18-19
FOURTH SEMESTER				
*SGD	164	SG Audio/Video	5	3
SGD	172	Virtual SG Environments	5	3
		*Professional Elective	5	3
		*Professional Elective	5	3
		*Social/Behavioral Sci Elective	3	3
*SGD	289	SGD Project	5	3
				18
		Total Credit Hours		67-68

			Contact Hours	Semester Credit Hours
Professional Electives:				
(Select 12.0 hours from the following courses)				
CIS	115	Intro to Prog & Logic	5	3
COE	111	Co-op Work Experience I	10	1
COE	112	Co-op Work Experience I	20	2
COE	121	Co-op Work Experience II	10	1
COE	122	Co-op Work Experience II	20	2
DBA	110	Database Concepts	5	3
SGD	117	Art for Games	5	3
*SGD	162	3D Animation	5	3
*SGD	171	Flash SG Programming	5	3
*SGD	214	3D Modeling II	5	3
*SGD	274	SG Level Design II	5	3
Math Elective:				
(Select 3.0 hours from the following courses)				
MAT	121	Algebra/Trigonometry I	4	3
MAT	161	College Algebra	3	3
MAT	171	Precalculus Algebra	3	3
MAT	171A	Precalculus Algebra Lab	2	1

Sustainability Technologies (A40370)

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

Program Learning Outcomes

Upon completion of the Sustainability Technology program, a graduate should be able to:

- Recognize various alternative energy systems.
- Discuss relevant topics of environmental science and natural resources.
- Select and design an alternative energy system for a typical application.
- Analyze the factors that affect long-term sustainable systems.
- Analyze energy use and identify energy management opportunities.
- Plan and effectively schedule a sustainability related project.

Degree Awarded

The Associate in Applied Science Degree - Sustainability Technology is awarded by the College upon completion of the program.

For More Information

The Sustainability Technology program is in the Applied Technologies Division. For more information, call (919) 739-6818 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- A placement test in English, mathematics, and reading are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENV	110	Environmental Science	3	3
EGR	110	Intro to Engineering Tech	3	2
ELC	127	Software for Technicians	4	2
OMT	222	Project Management	3	3
SST	110	Intro to Sustainability	3	3
ENG	111	Expository Writing	3	3
				17
SECOND SEMESTER				
SST	120	Energy Use Analysis	4	3
ALT	120	Renewable Energy Tech	4	3
ELC	120	Intro to Wiring	4	3
DFT	151	CAD I	5	3
MAT	121	Algebra/Trigonometry I	4	3
				15
SUMMER TERM				
ISC	121	Envir Health & Safety	3	3
ELC	118	National Electrical Code	3	2
PLU	140	Intro to Plumbing Codes	3	2
		Social/Behavioral Science Elective	3	3
				10
THIRD SEMESTER				
FOR	215	Intro to GIS/GPS	5	3
ENG	114	Prof Research and Reporting	3	3
FOR	171	Intro to Forest Resources	3	3
MAT	122	Algebra/Trigonometry II	4	3
ALT	220	Photovoltaic Sys Tech	5	3
				15
FOURTH SEMESTER				
ALT	240	Wind & Hydro Power Sys	4	3
SST	130	Modeling Renewable Energy	4	3
SST	140	Green Building Concepts	4	2
SST	210	Issues in Sustainability	3	3
		Humanities/Fine Arts Elective	3	3
				14
		Total Credit Hours		71

Sustainability Technology - Alternative Energy Certificate (C40370A)

Certificate Awarded

A certificate in Sustainability Technology - Alternative Energy Certificate is awarded by the College upon completion of this program.

For More Information

The Sustainability Technology program is in the Applied Technology Division. For more information, call (919) 739-6818 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ALT	220	Photovoltaic Sys Tech	5	3
OMT	222	Project Management	3	3
				6

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
ALT	120	Renewable Energy Tech	4	3
ALT	240	Wind & Hydro Power Sys	4	3
SST	140	Green Building Concepts	4	2
				8
		Total Credit Hours		14

Sustainability Technology - Energy Management Certificate (C40370B)

Certificate Awarded

A certificate in Sustainability Technology - Energy Management Certificate is awarded by the College upon completion of this program.

For More Information

The Sustainability Technology program is in the Applied Technology Division. For more information, call (919) 739-6818 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
SST	110	Intro to Sustainability	3	3
ELC	127	Software for Technicians	4	2
OMT	222	Project Management	3	3
				8
SECOND SEMESTER				
SST	120	Energy Use Analysis	4	3
SST	130	Modeling Renewable Energy	4	3
SST	140	Green Building Concepts	4	2
				8
		Total Credit Hours		16

Sustainability Technology - Green Construction Certificate (C40370C)

Certificate Awarded

A certificate in Sustainability Technology - Green Construction Certificate is awarded by the College upon completion of this program.

For More Information

The Sustainability Technology program is in the Applied Technology Division. For more information, call (919) 739-6818 or visit us at our web site at www.waynecc.edu.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
SST	110	Intro to Sustainability	3	3
OMT	222	Project Management	3	3
				6
SECOND SEMESTER				
ALT	120	Renewable Energy Tech	4	3
SST	140	Green Building Concepts	4	2
				5
THIRD SEMESTER				
ELC	118	National Electrical Codes	3	2
ISC	121	Envir Health & Safety	3	3
PLU	140	Intro to Plumbing Codes	3	2
				7
		Total Credit Hours		18

Sustainable Agriculture (A15410)

Official Program Description registered with the NC Community College System:

The Sustainable Agriculture program is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of sustainable agriculture, focusing on crop production and farm business. Emphasis is placed on entrepreneurial and practical field training. Students will complete a business plan and an agricultural internship in marketing and farming.

Graduates should qualify for employment in a variety of positions associated with sustainable agriculture, including horticultural and live stock operations, wholesale and retail produce management, nursery operations, and environmental and agricultural education.

Program Learning Outcomes

Upon completion of the Sustainable Agriculture program, the graduate should be able to:

- Develop a plan to market and promote sustainable and organic produce.
- Identify common plant diseases and their relationship to management practices.
- Recognize the economic importance of non-crop plants and various methods of control.
- Develop a crop rotation plan.
- Communicate effectively.

Degree Awarded

The Associate in Applied Science Degree - Sustainable Agriculture is awarded by the College upon completion of this program.

For More Information

The Sustainable Agriculture program is in the Applied Technology Division. For more information, call (919) 739-6807 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.
- Placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

First Step to Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AGR	111	Basic Farm Maintenance	4	2
BIO	160	Introductory Life Science	4	3
CIS	110	Introduction to Computers	4	3
AGR	170	Soil Science	4	3
ENG	111	Expository Writing	3	3
				15
SECOND SEMESTER				
AGR	150	Ag-O-Metrics	3	3
COE	110	World of Work	1	1
AGR	110	Agricultural Economics	3	3
AGR	139	Intro to Sustainable Ag	3	3
AGR	160	Plant Science	4	3
ENG	114	Profess. Research & Rep.	3	3
				16
SUMMER TERM				
COE	111	Co-op Work Experience I	10	1
AGR	121	Biological Pest Mgmt.	3	3
				4

			Contact Hours	Semester Credit Hours
THIRD SEMESTER				
AGR	210	Agricultural Accounting	5	3
AGR	213	Ag Law & Finance	3	3
BUS	151	People Skills	3	3
BUS	280	REAL Small Business	4	4
		Humanities Elective	3	3
				16
FOURTH SEMESTER				
AGR	212	Farm Business Management	3	3
AGR	214	Agricultural Marketing	3	3
AGR	262	Weed ID & Control	5	3
AGR	265	Organic Crop Production: Spring	4	3
		Social/Behavior Science Elective	3	3
				15
		Total Credit Hours		66

Turfgrass Management Technology (A15420)

Official Program Description registered with the NC Community College System:

The Turfgrass Management Technology curriculum is designed to provide skills necessary to perform duties related to management of golf courses, sports fields, lawn care, irrigation design, and sod production.

Course work includes turfgrass management, irrigation, ornamental horticulture, soil science, entomology, plant pathology, as well as courses in communications, computers, and the social sciences.

Graduates should qualify for employment at golf courses, local, state, and national parks, sports complexes, highway vegetation and turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the examination for the North Carolina pesticide licenses.

Program Learning Outcomes

Upon successful completion of the Turfgrass Management Technology program of study, the student will be able to:

- Develop both establishment and maintenance plans for high quality tufgrass areas.
- Make recommendations regarding nutrient management of soil and methods of weed control.
- Complete functional design for a turfgrass irrigation system.
- Demonstrate the ability to perform calculations needed in the Turfgrass field.
- Operate and maintain turfgrass management equipment.
- Turfgrass program and use for integrated pest management

Degree Awarded

The Associate in Applied Science Degree - Turfgrass Management Technology is awarded by the College upon completion of this program.

For More Information

The Turfgrass Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6811 or visit us at our web site at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics,reading, and computer skills are required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
AGR	170	Soil Science	4	3
CIS	110	Introduction to Computers	4	3
TRF	110	Intro to Turfgrass Cultivation & ID	5	4
TRF	210	Turfgrass Equipment Management	5	3
				14
SECOND SEMESTER				
AGR	110	Agricultural Economics	3	3
AGR	150	Ag-O-Metrics	3	3
COE	110	World of Work	1	1
ENG	111	Expository Writing	3	3
MAT	115	Mathematical Models	4	3
TRF	120	Turfgrass Irrigat & Design	6	4
				17
SUMMER TERM				
AGR	140	Agricultural Chemicals	4	3
COE	112	Co-op Work Experience I	20	2
HOR	150	Intro to Horticulture	2	2
				7
THIRD SEMESTER				
AGR	210	Ag Accounting	5	3
BUS	151	People Skills	3	3
ENG	114	Prof Research & Reporting	3	3
TRF	152	Landscape Maintenance	4	3
TRF	230	Turfgrass Management App	3	2
		Humanities/Fine Arts Elective	3	3
				17
FOURTH SEMESTER				
AGR	262	Weed ID & Control	5	3
TRF	240	Turfgrass Pest Control	4	3
TRF	260	Adv Turfgrass Management	5	4
		Social/Behavioral Science Elective	3	3
				13
		Total Credit Hours		68

Turfgrass Management Technology (C15420)

Certificate Awarded

A certificate in Turfgrass Management Technology is awarded by the College upon completion of this program.

For More Information

The Turfgrass Management Technology program is in the Applied Technology Division. For more information, call (919) 739-6810 or visit us at our web site at www.waynecc.edu.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
TRF	230	Turfgrass Mgmt Applications	3	2
TRF	110	Intro to Turfgrass	5	4
TRF	152	Turfgrass Maintence	4	3
				9

			Contact Hours	Semester Credit Hours
SECOND SEMESTER				
TRF	120	Turfgrass Irrigation	6	4
AGR	262	Weed ID & Control	5	3
				7
		Total Credit Hours		16

Welding Technology (D50420)

Official Program Description registered with the NC Community College System:

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 metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Program Learning Outcomes

Upon completion of the Welding Technology program, a graduate should be able to:

- Demonstrate a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.
- Perform consumable and non-consumable electrode welding and cutting processes which include the following; SMAW (Stick), GMAW (MIG), FCAW, GTAW (TIG), OFW (Oxyacetylene welding), OFC (Oxyacetylene cutting), PAC (plasma arc cutting), Air Carbon Arc Gouging, and SAW (Submerged Arc Welding).
- Demonstrate competency in the basic understanding and practical application of the principles of, Fabrication processes theory and safety, Cutting metal with shear, Chop saw and band saw, Drilling and punching holes, bending metal with box/pan break, Fabricate a metal project.

Diploma Awarded

A Diploma in the Welding Technology program is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6806 or (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6806 or (919) 739-6816 or visit us at our web site at www.waynecc.edu.

Admissions

A placement test in mathematics, and reading (080) is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	102	Applied Communication II	3	3
WLD	110	Cutting Processes	4	2
WLD	112	Basic Welding Processes	4	2
WLD	115	SMAW (Stick) Plate	11	5
WLD	121	GMAW (MIG) FCAW/Plate	8	4
				17
SECOND SEMESTER				
MAT	101	Applied Mathematics I	4	3
WLD	116	SMAW (Stick)Plate/Pipe	10	4
WLD	122	GMAW (MIG) Plate/Pipe	7	3
WLD	131	GTAW (TIG) Plate	8	4
				14
SUMMER TERM				
WLD	132	GTAW (TIG) Plate/Pipe	7	3
WLD	141	Symbols and Specifications	4	3
				6
		Total Credit Hours		37

Welding Technology (D50420) Evening Option

			Contact Hours	Semester Credit Hours
FIRST SEMESTER				
ACA	111	College Student Success	1	1
ENG	102	Applied Communications II	3	3
WLD	110	Cutting Processes	4	2
WLD	112	Basic Welding Processes	4	2
WLD	115	SMAW (Stick) Plate	11	5
WLD	121	GMAW (MIG) FCAW/Plate	8	4
				17
SECOND SEMESTER				
MAT	101	Applied Mathematics I	4	3
WLD	116	SMAW (Stick)Plate/Pipe	10	4
WLD	122	GMAW (MIG) Plate/Pipe	7	3
WLD	131	GTAW (TIG) Plate	8	4
				14
SUMMER TERM				
WLD	132	GTAW (TIG) Plate/Pipe	7	3
WLD	141	Symbols and Specifications	4	3
				6
		Total Credit Hours		37

Welding Technology-Certificate in MIG Welding (C50420MG)

Certificate Awarded

A certificate in Welding Technology-MIG Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our web site at www.waynecc.edu.

Admissions

A placement test in reading (080) is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

	Contact Hours	Semester Credit Hours
FIRST SEMESTER		
WLD 112 Basic Welding Processes	4	2
WLD 121 GMAW (MIG) FCAW/Plate.....	8	4
		6
SECOND SEMESTER		
WLD 122 GMAW (MIG) Plate/Pipe.....	7	3
		3
SUMMER TERM		
WLD 141 Symbols and Specifications.....	4	3
		3
Total Credit Hours		12

Welding Technology-Certificate in Stick Welding (C50420S)

Certificate Awarded

A certificate in Welding Technology-Stick Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our web site at www.waynecc.edu.

Admissions

A placement test in reading is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

	Contact Hours	Semester Credit Hours
FIRST SEMESTER		
WLD 112 Basic Welding Processes	4	2
WLD 115 SMAW (Stick) Plate	11	5
		7
SECOND SEMESTER		
WLD 116 SMAW (Stick) Plate/Pipe	10	4
		4
SUMMER TERM		
WLD 141 Symbols and Specifications.....	4	3
		3
Total Credit Hours		14

Welding Technology-Certificate in TIG Welding (C50420TG)

Certificate Awarded

A certificate in Welding Technology-TIG Welding is awarded by the College upon completion of this program.

Note

Students are required to purchase a few specific tools. Costs are available by calling a Welding Technology instructor at (919) 739-6816.

For More Information

The Welding Technology program is in the Applied Technology Division. For more information, call (919) 739-6816 or visit us at our web site at www.waynecc.edu.

Admissions

A placement test in reading (080) is required to determine entry-level courses that match individual needs.

First Step To Enroll:

Call the Admissions and Records Office at (919) 739-6720.

	Contact Hours	Semester Credit Hours
FIRST SEMESTER		
WLD 112 Basic Welding Processes	4	2
		2
SECOND SEMESTER		
WLD 131 GTAW (TIG) Plate.....	8	4
		4
SUMMER TERM		
WLD 132 GTAW (TIG) Plate/Pipe.....	7	3
WLD 141 Symbols and Specifications.....	4	3
		6
Total Credit Hours		12

Optional General Education Courses for AAS Programs

The following courses may be used to meet the General Education course requirements in Humanities/Fine Arts and Social/Behavioral Sciences.

Humanities/Fine Arts Electives

ART 111 Art Appreciation
ART 114 Art History Survey I
ART 115 Art History Survey II
DRA 111 Theatre Appreciation
DRA 126 Storytelling
DRA 211 Theatre History I
ENG 231 American Literature I
ENG 232 American Literature II
ENG 241 British Literature I
ENG 242 British Literature II
ENG 261 World Literature I
ENG 262 World Literature II
ENG 273 African-American Literature
HUM 110 Technology and Society
HUM 115 Critical Thinking
HUM 120 Cultural Studies
HUM 121 The Nature of a.m.erica
HUM 130 Myth in Human Culture
HUM 211 Humanities I
MUS 110 Music Appreciation
PHI 215 Philosophical Issues
PHI 240 Introduction to Ethics
REL 110 World Religions
REL 211 Introduction to Old Testament
REL 212 Introduction to New Testament
REL 221 Religion in a.m.erica

Social/Behavioral Science Electives

ANT 210 General Anthropology
ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics
GEO 111 World Regional Geography
HIS 111 World Civilizations I
HIS 112 World Civilizations II
HIS 121 Western Civilization I
HIS 122 Western Civilization II
HIS 131 American History I

HIS	132	American History II
HIS	162	Women and History
HIS	221	African-American History
POL	120	American Government
PSY	150	General Psychology
PSY	237	Social Psychology
SOC	210	Introduction to Sociology
SOC	213	Sociology of the Family
SOC	220	Social Problems
SOC	225	Social Diversity
SOC	230	Race & Ethnic Relations

Note

A required General Education course in an AAS program may not be used to meet the Humanities/Fine Arts or Social/Behavioral Science requirement.

Associate in General Education Program (A10300)

Program Description

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through the skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Program Learning Outcomes

Specific program outcomes are not available for this program but are taken from the outcomes listed in the chosen professional areas.

Degree Awarded

Associate in General Education

Note:

- Courses must be at the 110-199 or 210-299 level.
- Students should note, however, that they must satisfy any course prerequisites listed.
- Although some of the courses may be equivalent to college transfer courses, the program is not intended for students who want to transfer to a four-year institution.
- The AGE program is also to prepare students to enter one of the limited admission health science fields. Students may be placed into the AGE program until they are admitted into their intended major: Associate Degree Nursing, Practical Nursing, Dental Hygiene, or Dental Assisting. If AGE students are unable to meet the minimum requirements to apply to these programs, students should work closely with an advisor to determine a more appropriate course of study.

For More Information

For more information, call (919) 739-6755 or visit our website at www.waynecc.edu.

Admissions

- A high school diploma or equivalent is required.

- A placement test in English, mathematics, reading and computer skills are required to determine entry-level courses that match individual needs.

- Students are required to demonstrate competency in MAT 070 through the placement test or course completion with a grade of C or better prior to receiving a degree.

General Education Courses

	Semester Credit Hours
English Composition	6
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
Natural Sciences/Mathematics	3
	15
Other Required Hours	49-50

Recommended Courses:

English Composition (Select 6 SHC):
Required Course: ENG 111
Select one of the following:
Composition (Select 3 SHC): ENG 113, ENG 114

Humanities/Fine Arts (Select 3 SHC):
Select one of the following:
Art (ART 111, 114, 115)
Communication (COM 110, 120, 140, 231)
Drama (DRA 111, 126, 211)
Humanities (HUM 110, 115, 120, 121, 122, 211)
Literature (ENG 131, 231, 232, 241, 242, 261, 262, 273)
Music (MUS 110)
Philosophy (PHI 215, 240)
Religion (REL 110, 211, 212, 221)

Social/Behavioral Science (Select 3 SHC):
Select one of the following:
Anthropology (ANT 210)
Economics (ECO 251, 252)
Geography (GEO 111)
History (HIS 111, 112, 121, 122, 131, 132, 162, 221, 226, 228, 236)
Political Science (POL 120)
Psychology (PSY 150, 237, 241, 281)
Sociology (SOC 210, 213, 220, 225, 230)

Natural Sciences/Mathematics (3 SHC-4 SHC)
Select one of the following:
Astronomy (AST 111 and 111A)
Biology
(BIO 110 or 111, 112, 130, 140 and 140A, 163, 168, 169, 175, 275)
Chemistry (CHM 131 and 131A, 132, 151, 152)
Computer Science (CIS 110, 115)
Mathematics (MAT 151, 161, 171, 172, 263, 271, 272, 273)
Physics (PHY 151, 152, 251, 252)

OTHER REQUIRED HOURS (Select 48-49 SHC):

Other required hours include any additional general education, college transfer, or technical courses. A maximum of 6 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

Total Credit Hours 64-65

Associate In Arts, and Associate In Science Programs

Program Descriptions

The Associate Degree Programs in arts and science prepare students to transfer to a four-year college for a baccalaureate degree (B.A. or B.S.). Graduates of these two-year programs complete the

academic requirements and develop the skills in analysis, interpretation, and communication necessary for transfer to a four-year institution.

Program Learning Outcomes

Upon completion of the AA & AS program, a graduate should be able to:

- Identify and evaluate the source, context, and credibility of information.
- Communicate information to a variety of audiences using appropriate written methods.
- Apply appropriate mathematics to solve real world problems.

Degrees Awarded

Associate in Arts Degree (AA)
Associate in Science Degree (AS)

Requirements

- Completion of a minimum of 65 semester hours credit.
- 2.0 grade-point average in program.

Note

Transfer requirements vary a.m.ong four-year colleges and universities; therefore, students need to visit website for relevant transfer information from the institution they plan to attend. Using this information, counselors and academic advisors at WCC assist students in planning their course of study.

For More Information

Call the Director of the College Transfer Advising Center at (919) 739-6755 or visit us at our web site at www.waynecc.edu.

The College Transfer Advising Center offers students pursuing the Associates in Arts and Associate in Science degrees a central location to seek academic advising. The center is open from 7:45 a.m. to 5:30 p.m. on Monday thru Wednesday, 9:15 a.m. to 7:00 p.m. on Thursday, and 8:00 a.m. to 1:00 p.m. on Friday. The College Transfer Advising Center is located in the Wayne Learning Center on the first floor Room 137.

College Transfer

Minimum Course Requirements (MCR)

To enroll in a senior institution in the University of North Carolina (UNC) System, students whose high school class graduated in 1990 or later must have completed the following high school requirements:

- Four (4) units of English (emphasizing grammar, composition, and literature).
- Four (4) units of mathematics in any of the following combinations.
  - Algebra I and II, Geometry, and one unit beyond Algebra II,
  - Algebra I and II, and two units beyond Algebra II, or
  - integrated Math I, II and III, and one unit beyond integrated Math III.
- Two (2) units of social studies (including one unit of US history).
- Three (3) units of science (including a unit of life or biological science, a unit of physical science, and at least one laboratory course).
- Two (2) units of the same foreign language.

Removal of High School Deficiencies

Transfer students that did not meet the University of North Carolina minimum course requirements at the high school level must do one of the following before transferring:

1. Earn an Associate of Arts Degree or an Associate of Science Degree
   or
2. Complete the 44 hour general education core
   or
3. Complete at the college level all of the following:

- Six (6) semester hours of English.
- Six (6) semester hours of college level mathematics (Some universities will allow a college transfer computer course - CIS 110 or CIS 115 - to fulfill the second math requirement. Students should always check with the Admissions Office of the receiving institution.)
- Six (6) semester hours of natural sciences.
- Six (6) semester hours of social and behavioral sciences.
- Six (6) semester hours of the same foreign language. (For students who graduate from high school in 2003-2004 and beyond)

The North Carolina Comprehensive Articulation Agreement

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between North Carolina Community Colleges and North Carolina Public Universities and has as its objective, the smooth transfer of students. The CAA includes two degrees at the community college level: the Associate in Arts and the Associate in Science. Both degrees consist of a general education core and electives. The general education transfer core reflects the distribution of discipline areas commonly included in institution-wide, lower division, general education requirements for the baccalaureate degree. The general education core includes study in the following areas: English composition, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Community colleges and universities have identified community college courses appropriate to a general education transfer core. These courses are listed in this section of the catalog.

Transfer Assured Admissions Policy (TAAP)

The CAA addresses the admission of community college graduates to UNC institutions and the transfer of credits between institutions within the North Carolina Community College System and institutions within The University of North Carolina.

The CAA assures admission to one of the 16 UNC institutions with the following stipulations:

- Admission is not assured to a specific campus or specific program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of “C” or better in all CAA courses.
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements of the institution to which they apply.
- Students must meet all application requirements at the receiving institution including the submission of all required documentation by stated deadlines.

The major components of the CAA are described below:

- The CAA enables North Carolina Community College graduates of two-year Associate in Arts(AA) and Associate in Science(AS) degree programs who are admitted to constituent institutions of the University of North Carolina to transfer with junior status.
- Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
- Transfer students will be considered to have satisfied the UNC Minimum Course Requirements (MCR) in effect at the time of their graduation from high school if they have:

1. received the Associate in Arts, the Associate in Science, the associate in fine arts, the baccalaureate or any higher degree, or
2. completed the 44-hour general education core, or
3. completed at least six (6) semester hours in degree-credit in each of the following subjects: English, mathematics, the natural sciences, and social/behavioral sciences, and (for students who graduate from high school in 2003-2004 and beyond) a second language.

- Community college students who have completed the general education core will be considered to have fulfilled the institution-wide, lower-division general education requirements of the receiving institution.
- Community college graduates of these programs who have earned 64 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university.
- Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
- All courses approved for transfer in the CAA are designated as fulfilling general education, pre-major or elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
- CAA courses taken beyond the 64'shc of credit in which the student received less than a "C" will not negate the provisions of the CAA.
- Community college students who have not completed the general education core will have their transcripts evaluated on a course-by-course basis by the receiving institution; and the students will come under the basic studies requirements of the receiving institution.

Associate In Arts Program (A10100)

The Associate in Arts Degree is for students desiring to pursue liberal arts, fine arts and pre-professional programs in areas other than the sciences.

Transfer Core Diploma - Arts (D10100)

The Transfer Core Diploma - Arts may be awarded to students who complete the following:

The 44-hour general education core of the Associate in Arts program with a "C" or better in each course and ACA 122 or ACA 111 (see below).

Students who earn this diploma are awarded the Associate in Arts degree upon completion of the 20 other required hours in that program.

I. Associate In Arts A10100

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.

A. English Composition (6 SHC)

ENG 111	Expository Writing	3 SHC
ENG 113	Literature-Based Research	3 SHC

B. Humanities/Fine Arts (12 SHC)

Select FOUR courses from THREE of the following discipline areas: music, art, drama, foreign language, interdisciplinary humanities, literature, philosophy and religion. ONE COURSE MUST BE A COMMUNICATION COURSE AND ONE COURSE MUST BE A LITERATURE COURSE. If a foreign language is selected, a two-course sequence, including accompanying lab, is required.

1.	COM 110	Intro to Commuication	3 SHC
	COM 120	Interpersonal Communication	3 SHC
	COM 140	Intro to Intercultural Communication	3 SHC
	COM 231	Public Speaking	3 SHC
2.	ENG 131	Intro to Literature	3 SHC
	ENG 231	American Literature I	3 SHC
	ENG 232	American Literature II	3 SHC
	ENG 241	British Literature I	3 SHC
	ENG 242	British Literature II	3 SHC
	ENG 261	World Literature I	3 SHC
	ENG 262	World Literature II	3 SHC
3.	ART 111	Art Appreciation	3 SHC
	ART 114	Art History Survey I	3 SHC
	ART 115	Art History Survey II	3 SHC
4.	CHI 111	Elementary Chinese I	3 SHC
	CHI 112	Elementary Chinese II	3 SHC
5.	DRA 111	Theatre Appreciation	3 SHC
	DRA 126	Storytelling	3 SHC
	DRA 211	Theatre History I	3 SHC
6.	FRE 111	Elementary French I	3 SHC
	FRE 112	Elementary French II	3 SHC
	FRE 211	Intermediate French I	3 SHC
	FRE 212	Intermediate French II	3 SHC
7.	HUM 110	Technology and Society	3 SHC
	HUM 115	Critical Thinking	3 SHC
	HUM 120	Cultural Studies	3 SHC
	HUM 121	The Nature of a.m.erica	3 SHC
	HUM 122	Southern Culture	3 SHC
	HUM 130	Myth in Human Culture	3 SHC
	HUM 211	Humanities I	3 SHC
8.	JPN 111	Elementary Japanese I	3 SHC
	JPN 112	Elementary Japanese II	3 SHC
9.	MUS 110	Music Appreciation	3 SHC
10.	PHI 215	Philosophical Issues	3 SHC
	PHI 240	Introduction to Ethics	3 SHC
11.	REL 110	World Religions	3 SHC
	REL 211	Into. to Old Testament	3 SHC
	REL 212	Into. to New Testament	3 SHC
	REL 221	Religion in a.m.erica	3 SHC
12.	SPA 111	Elementary Spanish I	3 SHC
	SPA 112	Elementary Spanish II	3 SHC
	SPA 211	Intermediate Spanish I	3 SHC
	SPA 212	Intermediate Spanish II	3 SHC

C. Social/Behavioral Sciences (12 SHC)

Select FOUR courses from at least THREE of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. ONE COURSE MUST BE A HISTORY COURSE.

1.	ANT 210	General Anthropology	3 SHC
2.	ECO 251	Prin of Microeconomics	3 SHC
	ECO 252	Prin of Macroeconomics	3 SHC
3.	GEO 111	World Regional Geography	3 SHC
4.	HIS 111	World Civilizations I	3 SHC
	HIS 112	World Civilizations II	3 SHC

	HIS 121	Western Civilization I	3 SHC
	HIS 122	Western Civilization II	3 SHC
	HIS 131	American History I	3 SHC
	HIS 132	American History II	3 SHC
5.	POL 120	American Government	3 SHC
6.	PSY 150	General Psychology	3 SHC
	PSY 237	Social Psychology	3 SHC
	PSY 241	Developmental Psychology	3 SHC
	PSY 281	Abnormal Psychology	3 SHC
7.	SOC 210	Introduction to Sociology	3 SHC
	SOC 213	Sociology of the Family	3 SHC
	SOC 220	Social Problems	3 SHC
	SOC 225	Social Diversity	3 SHC
	SOC 230	Race & Ethnic Relations	3 SHC

D. Natural Sciences/Mathematics (14 SHC)

Natural Sciences (8 SHC)

Select TWO courses, including accompanying lab, from a.m.ong the biological and physical sciences.

1.	AST 111	Descriptive Astronomy	3 SHC
	AST 111A	Descriptive Astronomy Lab	1 SHC
2.	BIO 110	Principles of Biology	4 SHC
	BIO 111	General Biology I	4 SHC
	BIO 112	General Biology II	4 SHC
	BIO 130	Introductory Zoology	4 SHC
	BIO 140	Environmental Biology	3 SHC
	BIO 140A	Environmental Biology Lab	1 SHC
3.	CHM 131	Introduction to Chemistry	3 SHC
	CHM 131A	Introduction to Chemistry Lab	1 SHC
	CHM 132	Organic and Biochemistry	4 SHC
	CHM 151	General Chemistry I	4 SHC
	CHM 152	General Chemistry II	4 SHC
4.	PHY 151	College Physics I	4 SHC
	PHY 152	College Physics II	4 SHC
	PHY 251	General Physics I	4 SHC
	PHY 252	General Physics II	4 SHC

Mathematics (6 SHC)

Select at least ONE course in introductory mathematics; the other course may be selected from a.m.ong other quantitative subjects such as computer science.

1.	MAT 141	Mathematical Concepts I	3 SHC
	MAT 161	College Algebra	3 SHC
	MAT 171	Precalculus Algebra	3 SHC
	MAT 172	Precalculus Trigonometry	3 SHC
	MAT 271	Calculus I	4 SHC
2.	CIS 110	Introduction to Computers	3 SHC
	CIS 115	Into to Prog & Logic	3 SHC

II. OTHER REQUIRED HOURS (21 SHC)

Other required hours may be selected from the general education courses that were not used from the above list and the electives that are listed below. NOTE: While general education courses may be used as electives, electives may not be used to fulfill general education requirements.

ACA 111	College Student Success	1 SHC
	or	
ACA 122	College Transfer Success (preferred)	1 SHC
ACC 120	Prin of Financial Accounting	4 SHC
ACC 121	Prin of Managerial Accounting	4 SHC
ART 121	Design I	3 SHC
ART 122	Design II	3 SHC
ART 131	Drawing I	3 SHC
ART 132	Drawing II	3 SHC
BIO 163	Basic Anatomy & Physiology	5 SHC
BIO 168	Anatomy & Physiology I	4 SHC
BIO 169	Anatomy & Physiology II	4 SHC
BIO 175	General Microbiology	3 SHC
BIO 250	Genetics	4 SHC
BIO 275	Microbiology	4 SHC
BIO 280	Biotechnology	3 SHC
BUS 110	Introduction to Business	3 SHC
BUS 115	Business Law I	3 SHC
BUS 137	Principles of Management	3 SHC
CHI 181	Chinese Lab I	1 SCH
CHI 182	Chinese Lab II	1 SCH
CHM 130	Gen., Org., & Biochemistry	3 SHC
CHM 130A	Gen., Org., & Biochemistry Lab	1 SHC
CHM 251	Organic Chemistry I	4 SHC
CHM 252	Organic Chemistry II	4 SHC
CJC 111	Intro to Criminal Justice	3 SHC
CJC 121	Law Enforcement Operations	3 SHC
CJC 141	Corrections	3 SHC
CSC 134	C++ Programming	3 SHC
CSC 151	Java Programming	3 SHC
DRA 120	Voice for Performance	3 SHC
DRA 130	Acting I	3 SHC
DRA 131	Acting II	3 SHC
DRA 140	Stagecraft I	3 SHC
DRA 145	Stage Make-up	2 SHC
DRA 170	Play Production I	3 SHC
DRA 171	Play Production II	3 SHC
DRA 260	Directing	3 SHC
EDU 144	Child Development I	3 SHC
EDU 145	Child Development II	3 SHC
EDU 146	Child Guidance	3 SHC
EDU 216	Foundations of Education	4 SHC
EGR 150	Intro to Engineering	2 SHC
EGR 220	Engineering Statics	3 SHC
ENG 125	Creative Writing	3 SHC
ENG 126	Creative Writing II	3 SHC
ENG 132	Introduction to Drama	3 SHC
ENG 273	African-American Literature	3 SHC
FRE 181	French Lab 1	1 SHC
FRE 182	French Lab 2	1 SHC
FRE 281	French Lab 3	1 SHC
FRE 282	French Lab 4	1 SHC
HEA 110	Personal Health/Wellness	3 SHC
HEA 112	First Aid & CPR	2 SHC
HIS 116	Current World Problems	3 SHC
HIS 162	Women and History	3 SHC
HIS 221	African-American History	3 SHC
HIS 226	The Civil War	3 SHC
HIS 228	History of the South	3 SHC
HIS 236	North Carolina History	3 SHC
HUM 230	Leadership Development	3 SHC
JPN 181	Japanese Lab I	1 SHC
JPN 182	Japanese Lab II	1 SHC
JOU 110	Intro to Journalism	3 SHC
MAT 151	Statistics I	3 SHC
MAT 171A	Precalculus Algebra Lab	1 SHC
MAT 172A	Precalculus Trigonometry Lab	1 SHC
MAT 263	Brief Calculus	3 SHC
MAT 272	Calculus II	4 SHC
MAT 273	Calculus III	4 SHC
MAT 285	Differential Equations	3 SHC

MUS 111	Fundamentals of Music	3 SHC
MUS 121	Music Theory I	4 SHC
MUS 122	Music Theory II	4 SHC
MUS 131	Chorus I	1 SHC
MUS 132	Chorus II	1 SHC
MUS 133	Band I	1 SHC
MUS 134	Band II	1 SHC
MUS 141	Ensemble I	1 SHC
MUS 142	Ensemble II	1 SHC
MUS 151	Class Music I	1 SHC
MUS 152	Class Music II	1 SHC
MUS 161	Applied Music I	1 SHC
MUS 162	Applied Music II	1 SHC
MUS 212	American Musical Theatre	3 SHC
MUS 217	Elementary Conducting	2 SHC
MUS 221	Music Theory III	4 SHC
MUS 222	Music Theory IV	4 SHC
MUS 231	Chorus III	1 SHC
MUS 232	Chorus IV	1 SHC
MUS 233	Band III	1 SHC
MUS 234	Band IV	1 SHC
MUS 241	Ensemble III	1 SHC
MUS 242	Ensemble IV	1 SHC
MUS 251	Class Music III	1 SHC
MUS 252	Class Music IV	1 SHC
MUS 261	Applied Music III	2 SHC
MUS 262	Applied Music IV	2 SHC
PED 110	Fit and Well for Life	2 SHC
PED 113	Aerobics I	1 SHC
PED 117	Weight Training I	1 SHC
PED 120	Walking for Fitness	1 SHC
PED 121	Walk, Jog, Run	1 SHC
PED 122	Yoga I	1 SHC
PED 128	Golf-Beginning	1 SHC
PED 130	Tennis-Beginning	1 SHC
PED 131	Intermediate Tennis	1 SHC
PED 132	Racquetball-Beginning	1 SHC
PED 139	Bowling-Beginning	1 SHC
PED 148	Softball	1 SHC
PED 152	Swimming-Beginning	1 SHC
POL 130	State & Local Government	3 SHC
PSY 263	Educational Psychology	3 SHC
SOC 242	Sociology of Deviance	3 SHC
SPA 181	Spanish Lab 1	1 SHC
SPA 182	Spanish Lab 2	1 SHC
SPA 281	Spanish Lab 3	1 SHC
SPA 282	Spanish Lab 4	1 SHC

Associate In Science Program (A10400)

The Associate of Science Degree is for students desiring to enter science and/or math related fields.

Transfer Core Diploma - Science (D10400)

The Transfer Core Diploma - Science may be awarded to students who complete the following:

The 44-45 hour general education core of the Associate in Science program with a "C" or better in each course and ACA 122 or ACA 111 (see below).

Students who earn this diploma are awarded the Associate in Science degree upon completion of the 20 other required hours in that program.

I. Associate In Science A10400

General Education Core (44-45 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.

A. English Composition (6 SHC)

ENG 111	Expository Writing	3 SHC
ENG 113	Literature-Based Research	3 SHC

B. Humanities/Fine Arts (9 SHC)

Select THREE courses from THREE of the following discipline areas: music, art, drama, foreign language, interdisciplinary humanities, literature, philosopy and religion. ONE COURSE MUST BE A COMMUNICAITON COURSE AND ONE COURSE MUST BE A LITERATURE COURSE.

1.	COM 110	Intro to Commuication	3 SHC
	COM 120	Interpersonal Communication	3 SHC
	COM 140	Intro to Intercultural Communication	3 SHC
	COM 231	Public Speaking	3 SHC
2.	ENG 131	Intro to Literature	3 SHC
	ENG 231	American Literature I	3 SHC
	ENG 232	American Literature II	3 SHC
	ENG 241	British Literature I	3 SHC
	ENG 242	British Literature II	3 SHC
	ENG 261	World Literature I	3 SHC
	ENG 262	World Literature II	3 SHC
3.	ART 111	Art Appreciation	3 SHC
	ART 114	Art History Survey I	3 SHC
	ART 115	Art History Survey II	3 SHC
4.	DRA 111	Theatre Appreciation	3 SHC
	DRA 126	Storytelling	3 SHC
	DRA 211	Theatre History I	3 SHC
5.	HUM 110	Technology and Society	3 SHC
	HUM 115	Critical Thinking	3 SHC
	HUM 120	Cultural Studies	3 SHC
	HUM 121	The Nature of a.m.erica	3 SHC
	HUM 122	Southern Culture	3 SHC
	HUM 130	Myth in Human Culture	3 SHC
	HUM 211	Humanities I	3 SHC
6.	MUS 110	Music Appreciation	3 SHC
7.	PHI 215	Philosophical Issues	3 SHC
	PHI 240	Introduction to Ethics	3 SHC
8.	REL 110	World Religion	3 SHC
	REL 211	Into. to Old Testament	3 SHC
	REL 212	Into. to New Testament	3 SHC
	REL 221	Religion in a.m.erica	3 SHC

C. Social/Behavioral Sciences (9 SHC)

Select THREE courses from THREE of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. ONE COURSE MUST BE A HISTORY COURSE.

1.	ANT 210	General Anthropology	3 SHC
2.	ECO 251	Prin of Microeconomics	3 SHC
	ECO 252	Prin of Macroeconomics	3 SHC
3.	GEO 111	World Regional Geography	3 SHC
4.	HIS 111	World Civilizations I	3 SHC
	HIS 112	World Civilizations II	3 SHC
	HIS 121	Western Civilization I	3 SHC
	HIS 122	Western Civilization II	3 SHC
	HIS 131	American History I	3 SHC
	HIS 132	American History II	3 SCH
5.	POL 120	American Government	3 SHC

6.	PSY 150	General Psychology	3 SHC
	PSY 237	Social Psychology	3 SHC
	PSY 241	Developmental Psychology	3 SHC
	PSY 281	Abnormal Psychology	3 SHC
7.	SOC 210	Introduction to Sociology	3 SHC
	SOC 213	Sociology of the Family	3 SHC
	SOC 220	Social Problems	3 SHC
	SOC 225	Social Diversity	3 SHC
	SOC 230	Race & Ethnic Relations	3 SHC

D. Natural Sciences/Mathematics (20 SHC)

I. Natural Sciences (8 SHC)

Select a TWO-COURSE SEQUENCE, including accompanying lab, from a.m.ong the biological and physical sciences.

1.	BIO 111	General Biology I	4 SHC
	BIO 112	General Biology II	4 SHC
2.	CHM 151	General Chemistry I	4 SHC
	CHM 152	General Chemistry II	4 SHC
3.	PHY 151	College Physics I	4 SHC
	PHY 152	College Physics II	4 SHC
	PHY 251	General Physics I	4 SHC
	PHY 252	General Physics II	4 SHC

II. Mathematics (6 SHC)

Select at least ONE course in mathematics at the precalculus algebra level or above; the other course may be a higher level mathematics course.

1.	MAT 171	Precalculus Algebra	3 SHC
	MAT 172	Precalculus Trigonometry	3 SHC
2.	MAT 172	Precalculus Trigonometry	3 SHC
	MAT 271	Calculus I	4 SHC
3.	MAT 271	Calculus I	4 SHC
	MAT 272	Calculus II	4 SHC

III. Other Required Natural Science/Mathematics (5-6 SHC)

SELECT FIVE OR SIX ADDITIONAL SEMESTER HOURS COURSES FROM ANY OF THE ABOVE COURSES IN D I OR II THAT HAVE NOT ALREADY BEEN USED OR ANY OF THE FOLLOWING:

AST 111	Descriptive Astronomy	3 SHC
AST 111A	Descriptive Astronomy Lab	1 SHC
BIO 110	Principles of Biology	4 SHC
BIO 130	Introductory Zoology	4 SHC
BIO 140	Environmental Biology	3 SHC
BIO 140A	Environmental Biology Lab	1 SHC
CHM 131	Introduction to Chemistry	3 SHC
CHM 131A	Introduction to Chemistry lab	1 SHC
CHM 132	Organic and Biochemistry	4 SHC
MAT 151	Statistics I	3 SHC
MAT 263	Brief Calculus	3 SHC
MAT 273	Calculus III	4 SHC

OTHER REQUIRED HOURS (21 SHC)

A MINIMUM OF 14 SHC OF COLLEGE TRANSFER COURSES IN MATHEMATICS AND NATURAL SCIENCES IS REQUIRED. Other required hours may be selected from the general education courses that were not used from the above list and the electives that are listed below. NOTE: While general education courses may be used as electives, electives may not be used to fulfill general education requirements.

ACA 111	College Student Success	1 SHC
	or	
ACA 122	College Transfer Success (preferred)	1 SHC
ACC 120	Prin of Financial Accounting	4 SHC
ACC 121	Prin of Managerial Accounting	4 SHC
ART 121	Design I	3 SHC
ART 122	Design II	3 SHC
ART 131	Drawing I	3 SHC
ART 132	Drawing II	3 SHC
BIO 163	Basic Anatomy & Physiology	5 SHC
BIO 168	Anatomy & Physiology I	4 SHC
BIO 169	Anatomy & Physiology II	4 SHC
BIO 175	General Microbiology	3 SHC
BIO 250	Genetics	4 SHC
BIO 275	Microbiology	4 SHC
BIO 280	Biotechnology	3 SHC
BUS 110	Introduction to Business	3 SHC
BUS 115	Business Law I	3 SHC
BUS 137	Principles of Management	3 SHC
CHI 111	Elementary Chinese I	3 SHC
CHI 112	Elementary Chinese II	3 SHC
CHI 181	Chinese Lab I	1 SCH
CHI 182	Chinese Lab II	1 SCH
CHM 130	Gen., Org., & Biochemistry	3 SHC
CHM 130A	Gen., Org., & Biochemistry Lab	1 SHC
CHM 251	Organic Chemistry I	4 SHC
CHM 252	Organic Chemistry II	4 SCH
CIS 110	Introduction to Computers	3 SHC
CIS 115	Into. to Prog. & Logic	3 SHC
CJC 111	Intro to Criminal Justice	3 SHC
CJC 121	Law Enforcement Operations	3 SHC
CJC 141	Corrections	3 SHC
CSC 134	C++ Programming	3 SHC
CSC 151	Java Programming	3 SHC
DRA 120	Voice for Performance	3 SHC
DRA 130	Acting I	3 SHC
DRA 131	Acting II	3 SHC
DRA 140	Stagecraft I	3 SHC
DRA 145	Stage Make-up	2 SHC
DRA 170	Play Production I	3 SHC
DRA 171	Play Production II	3 SHC
DRA 260	Directing	3 SHC
EDU 144	Child Development I	3 SHC
EDU 145	Child Development II	3 SHC
EDU 146	Child Guidance	3 SHC
EDU 216	Foundations of Education	4 SHC
EGR 150	Intro to Engineering	2 SHC
EGR 220	Engineering Statics	3 SHC
ENG 125	Creative Writing	3 SHC
ENG 126	Creative Writing II	3 SHC
ENG 132	Introduction to Drama	3 SHC
ENG 273	African-American Literature	3 SHC
FRE 181	French Lab 1	1 SHC
FRE 182	French Lab 2	1 SHC
FRE 281	French Lab 3	1 SHC
FRE 282	French Lab 4	1 SHC
HEA 110	Personal Health/Wellness	3 SHC
HEA 112	First Aid & CPR	2 SHC
HIS 116	Current World Problems	3 SHC
HIS 162	Women and History	3 SHC
HIS 221	African-American History	3 SHC
HIS 226	The Civil War	3 SHC
HIS 228	History of the South	3 SHC
HIS 236	North Carolina History	3 SHC
HUM 230	Leadership Development	3 SHC
JPN 111	Elementary Japanese	3 SHC
JPN 112	Elementary Japanese II	3 SHC
JPN 181	Japanese Lab I	1 SHC
JPN 182	Japanese Lab II	1 SHC

JOU 110	Intro to Journalism	3 SHC
MAT 161	College Algebra	3 SHC
MAT 161A	College Algebra Lab	1 SHC
MAT 171A	Precalculus Algebra Lab	1 SHC
MAT 172A	Precalculus Trigonometry Lab	1 SHC
MAT 285	Differential Equations	3 SHC
MUS 111	Fundamentals of Music	2 SHC
MUS 121	Music Theory I	4 SHC
MUS 122	Music Theory II	4 SHC
MUS 131	Chorus I	1 SHC
MUS 132	Chorus II	1 SHC
MUS 133	Band I	1 SHC
MUS 134	Band II	1 SHC
MUS 141	Ensemble I	1 SHC
MUS 142	Ensemble II	1 SHC
MUS 151	Class Music I	1 SHC
MUS 152	Class Music II	1 SHC
MUS 161	Applied Music I	1 SHC
MUS 162	Applied Music II	1 SHC
MUS 212	American Musical Theatre	3 SHC
MUS 217	Elementary Conducting	2 SHC
MUS 221	Music Theory III	4 SHC
MUS 222	Music Theory IV	4 SHC
MUS 231	Chorus III	1 SHC
MUS 232	Chorus IV	1 SHC
MUS 233	Band III	1 SHC
MUS 234	Band IV	1 SHC
MUS 241	Ensemble III	1 SHC
MUS 242	Ensemble IV	1 SHC
MUS 251	Class Music III	1 SHC
MUS 252	Class Music IV	1 SHC
MUS 261	Applied Music III	2 SHC
MUS 262	Applied Music IV	2 SHC
PED 110	Fit and Well for Life	2 SHC
PED 113	Aerobics I	1 SHC
PED 117	Weight Training I	1 SHC
PED 120	Walking for Fitness	1 SHC
PED 121	Walk, Jog, Run	1 SHC
PED 122	Yoga I	1 SHC
PED 128	Golf-Beginning	1 SHC
PED 130	Tennis-Beginning	1 SHC
PED 131	Intermediate Tennis	1 SHC
PED 132	Racquetball-Beginning	1 SHC
PED 139	Bowling-Beginning	1 SHC
PED 148	Softball	1 SHC
PED 152	Swimming-Beginning	1 SHC
POL 130	State & Local Government	3 SHC
PSY 263	Educational Psychology	3 SHC
REL 110	World Religions	3 SHC
SOC 242	Sociology of Deviance	3 SHC
SPA 181	Spanish Lab 1	1 SHC
SPA 182	Spanish Lab 2	1 SHC
SPA 281	Spanish Lab 3	1 SHC
SPA 282	Spanish Lab 4	1 SHC

Course Descriptions

The following abbreviations after certain course descriptions indicate the semester in which those courses are usually offered:

F = Fall **Sp = Spring** **S = Summer**

"On Demand" will indicate courses offered only when there is sufficient demand to justify scheduling the course.

ACA - Academic Related

ACA 090 Study Skills 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Students scoring into ENG 080, Writing Fundamentals, or RED 080, Introduction to College Reading, must also complete ACA 090, College Study Skills before registering for ENG 111, Expository Writing. (F., Sp., S.)

ACA 111 College Student Success 1 0 0 1
Prerequisite: *None* Corequisite: *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 communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ACA 122 College Transfer 1 0 0 1
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

ACC - Accounting

ACC 115 College Accounting 3 2 0 4
Prerequisite: *None* Corequisite: *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. (F.)

ACC 120 Prin Of Financial Accounting 3 2 0 4
Prerequisite: *MAT 060 or MAT 061, RED 090 or RED 091, or ENG 095* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ACC 121 Prin of Managerial Accounting 3 2 0 4
Prerequisite: *ACC 120* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ACC 129 Individual Income Taxes 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ACC 130 Business Income Taxes 2 2 0 3
Prerequisite: *ACC 120 and ACC 129* Corequisite: *None*
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

ACC 140 Payroll Accounting 1 2 0 2
Prerequisite: *ACC 115 or ACC 120* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

ACC 150 Acct Software Application 1 2 0 2
Prerequisite: *ACC 115 or ACC 120* Corequisite: *None*
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. *This course is also available through the Virtual Learning Community (VLC).* (F.)

ACC 220 Intermediate Accounting I 3 2 0 4
Prerequisite: *ACC 120 (C or better) and ACC 121 (C or better)*
Corequisite: *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 an extensiive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards. *This course is also available through the Virtual Training Community (VLC).* (F.)

ACC 221 Intermediate Acct II 3 2 0 4
Prerequisite: *ACC 220* Corequisite: *None*
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (Sp.)

ACC 240 Gov & Not-for-Profit Acct 3 0 0 3
Prerequisite: *ACC 121* Corequisite: *None*
This course introduces principles and procedures applicable to governmental and not-for-profit organizations. Emphasis is placed on various budgetary accounting procedures and fund accounting. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. (F.)

ACC 268 Info Sys & Intrl Ctrls 3 0 0 3
Prerequisite: *ACC 121* Corequisite: *None*
This course covers the design and operation of accounting information systems, with emphasis placed upon transaction cycles and the necessary controls for reliable data. Topics include accounting procedures; authorizing, documentation, and monitoring; flowcharting, data flow diagrams, and scheduling; and some auditing concepts. Upon completion, students should be able to demonstrate an analytical problem-solving ability and to communicate effectively their analysis in written or oral presentations. (Sp.)

ACM - Animal Care and Management

ACM 111 Health Care for Animal 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic techniques of routine health care and emergency medical care of animals. Topics include handling of sick and injured animals, recognition of symptoms, and general health care concerns for animals. Upon completion, students should be able to recognize and discuss health needs and problems of a wide variety of animals. (Sp.)

AGR - Agriculture

AGR 110 Agricultural Economics 3 0 0 3
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

AGR 111 Basic Farm Maintenance 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment. (F.)

AGR 121 Biological Pest Mgmt 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases. (S.)

AGR 131 Market Garden Lab 0 6 0 2
Prerequisite: *None* Corequisite: *None*
This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for sustainable production. Emphasis is placed on irrigation, planting, fertilizing, pest control, equipment operation, harvest and post-harvest, and season extension. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the sustainable market garden. (S.)

AGR 139 Intro to Sustainable Ag 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices. (S.)

AGR 140 Agricultural Chemicals 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations, and demonstrate safe handling of pesticides. (F., Sp., S.)

AGR 150 Ag-O-Metrics 3 0 0 3
Prerequisite: *None* Corequisite: *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. (F., Sp.)

AGR 160 Plant Science 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems. (Sp.)

AGR 170 Soil Science 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles of soil fertilizing. Topics include liming, fertilization, management, and plant nutrients. Upon completion, students should be able to give nutrient and liming recommendations for soils. (F., Sp.)

AGR 210 Agricultural Accounting 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes. (F.)

AGR 212 Farm Business Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. (Sp.)

AGR 213 Ag Law & Finance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry. (F.)

AGR 214 Agricultural Marketing 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. (Sp.)

AGR 262 Weed ID & Control 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control. (Sp.)

AGR 265 Organic Crop Prod 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season. (Sp.)

AHR - Air Conditioning, Heating, and Refrigeration

AHR 110 Intro to Refrigeration 2 6 0 5
Prerequisite: *None* Corequisite: *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. (F.)

AHR 111 HVACR Electricity 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. (F.)

AHR 112 Heating Technology 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system. (Sp.)

AHR 113 Comfort Cooling 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation. (F.)

AHR 114 Heat Pump Technology 2 4 0 4
Prerequisite: *AHR 110 or AHR 113* Corequisite: *None*
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. (Sp.)

AHR 130 HVAC Controls 2 2 0 3
Prerequisite: *AHR 111 or ELC 111* Corequisite: *None*
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls. (Sp.)

AHR 160 Refrigerant Certification 1 0 0 1
Prerequisite: *None* Corequisite: *None*
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. (F.)

AHR 211 Residential System Design 2 2 0 3
Prerequisite: None Corequisite: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. (Sp.)

AHR 245 Chiller Systems 1 3 0 2
Prerequisite: *AHR 110* Corequisite: *None*
This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks. (S.)

AHR 247 Atypical System 1 3 0 2
Prerequisite: *AHR 110* Corequisite: *None*
This course introduces refrigeration systems utilizing non-fluorocarbon based refrigerants. Topics include mechanical compression a.m.monia systems, a.m.monia absorption systems, and other absorption type systems. Upon completion, students should be able to demonstrate an understanding of the operation of certain non-fluorocarbon based refrigeration systems. (S.)

ALT - Alternative Energy Technology

ALT 120 Renewable Energy Tech 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydo-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment. (Sp.)

ALT 220 Photovoltaic Sys Tech 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications. (F.)

ALT 240 Wind & Hydro Power 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source. (Sp.)

ANS - Animal Science

ANS 110 Animal Science 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock in North Carolina. (F.)

ANS 115 Animal Feeds & Nutrition 2 2 0 3
Prerequisite: *None* Corequisite: *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 a knowledge of nutritional requirements and feeding practices of farm animals. (F.)

ANS 120 Beef Production 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to the beef cattle industry. Topics include reproduction, cattle management, marketing, anatomy and physiology, and pasture management. Upon completion, students should be able to demonstrate a basic understanding of beef cattle production practices and the economic impact of the beef cattle industry in North Carolina. (Sp.)

ANS 130 Poultry Production 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic impact of the poultry industry in North Carolina. (F.)

ANS 140 Swine Production 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic impact of the swine industry in North Carolina. (Sp.)

ANS 141 Swine Herd Management 2 0 0 2
Prerequisite: *ANS 140* Corequisite: *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. (F.)

ANS 150 Animal Health Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces animal diseases and health management. Topics include identification, prevention, control, and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures. (S.)

ANS 160 Animal Waste Management 3 0 0 3
Prerequisite: *None* Corequisite: *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. (Sp.)

ANS 170 Sheep & Goat Production 2 2 0 3
Prerequisite: *None* Corequisite: *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. (Sp.)

ANS 180 Equine Production 3 2 0 4
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to the production of horses. Topics include anatomy and physiology, reproduction, genetics, selection, and basic management practices. Upon completion, students should be able to demonstrate a basic understanding of the production and management of horses. (Sp.)

ANS 210 Livestock Prod Issues 3 0 0 3
Prerequisite: *None* Corequisite: *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. (Sp.)

ANS 213 Animal Reproduction 2 2 0 3
Prerequisite: *None* Corequisite: *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. (F.)

ANS 230 Poultry Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to expand topics covered in ANS 130. Emphasis is placed on management techniques as they relate to brooding, growing, and housing poultry and the environmental needs of various types of poultry. Upon completion, students should be able to analyze and respond to management and production problems as they occur. (F., Sp.)

ANT - Anthropology

ANT 210 General Anthropology 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ART - Art

ART 111 Art Appreciation 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ART 114 Art History Survey I 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F.)

ART 115 Art History Survey II 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *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 an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC). (Sp.)*

ART 121 Design I 0 6 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (F.)*

ART 122 Design II 0 6 0 3
Prerequisite: *ART 121 (C or better) or IPO* Corequisite: *None*
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

ART 131 Drawing I 0 6 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (F.)*

ART 132 Drawing II 0 6 0 3
Prerequisite: *ART 131 (C or better) or IPO* Corequisite: *None*
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

AST - Astronomy

AST 111 Descriptive Astronomy 3 0 0 3
Prerequisite: *MAT 070 or MAT 071 or MAT 090 and RED 090 or RED 091 or ENG 095* Corequisite: *AST 111A*
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.* (On Demand)

AST 111A Descriptive Astronomy Lab 0 2 0 1
Prerequisite: *MAT 070 or MAT 071 or MAT 090 and RED 090 or RED 091 or ENG 095* Corequisite: *AST 111*
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (On Demand)

ATR - Automation and Robotics

ATR 280 Robotic Fundamentals 3 2 0 4
Prerequisite: *ELC 131* Corequisite: *None*
This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems. (Sp.)

AUB - Autobody

AUB 111 Painting & Refinishing I 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. (F.)

AUB 112 Painting & Refinishing II 2 6 0 4
Prerequisite: *AUB 111* Corequisite: *None*
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. (Sp.)

AUB 114 Special Finishes 1 2 0 2
Prerequisite: *AUB 111* Corequisite: *None*
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. (S.)

AUB 121 Non-Structural Damage I 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/ repairing/ replacing of body panels to accepted standards. (F.)

AUB 122 Non-Structural Damage II 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. (Sp.)

AUB 131 Structural Damage I 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. (F.)

AUB 132 Structural Damage II 2 6 0 4
Prerequisite: *AUB 131* Corequisite: *None*
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. (Sp.)

AUB 134 Autobody MIG Welding 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards. (F.)

AUB 136 Plastics & Adhesives 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. (S.)

AUB 150 Automotive Detailing 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle. (S.)

AUC - Auto Customizing Technology

AUC 112 Auto Custom Fabrication 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers modifications of existing vehicle components, as well as fabrication of new vehicle components. Emphasis is placed on basic customizing techniques used on factory original parts, as well as fabrication of custom components using machining processes and customizing techniques. Upon completion, students should be able to modify existing factory components and create custom-fabricated components using auto customizing techniques. (F.)

AUT - Automotive

AUT 110 Intro to Auto Technology 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics

include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment. (F.)

AUT 114 Safety Emissions 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections. (F.)

AUT 116 Engine Repair 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (F.)

AUT 116A Engine Repair Lab 0 3 0 1
Prerequisite: *None* Corequisite: *AUT 116*
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. (F.)

AUT 141 Suspension & Steering Sys 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (Sp.)

AUT 141A Susp & Steering Sys Lab 0 3 0 1
Prerequisite: *None* Corequisite: *AUT 141*
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. (Sp.)

AUT 151 Brake Systems 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (Sp.)

AUT 151A Brake Systems Lab 2 3 0 3
Prerequisite: *None* Corequisite: *AUT 151*
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. (Sp.)

AUT 161 Basic Auto Electricity 4 3 0 5
Prerequisite: *None* Corequisite: *None*
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. (F.)

AUT 163 Adv Auto Electricity 2 3 0 3
Prerequisite: *AUT 161* Corequisite: *None*
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. (Sp.)

AUT 171 Auto Climate Control 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information. (S.)

AUT 181 Engine Performance 1 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the introduction, theory, of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include

an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. (S.)

AUT 183 Engine Performance 2 2 6 0 4
Prerequisite: *AUT 181* Corequisite: *None*
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. (F.)

AUT 212 Auto Shop Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the principals of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint. (F.)

AUT 221 Auto Transm/Transaxles 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains. (Sp.)

AUT 221A Auto Transm/Transaxles Lab 0 3 0 1
Prerequisite: *None* Corequisite: *AUT 221*
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains. (Sp.)

AUT 231 Man Trains/Axles/DrTrains 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. (F.)

AUT 231A Man Trains/Axles/DrTrains Lab 2 3 0 3
Prerequisite: *None* Corequisite: *AUT 231*
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains. (F.)

AUT 281 Adv Engine Performance 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair. (Sp.)

AUT 283 Adv Auto Electronics 2 2 0 3
Prerequisite: *AUT 161* Corequisite: *None*
This course covers advanced electronic systems on automobiles. Topics include microcontrollers, on-board communications, telematics, hybrid systems, navigation, collision avoidance, and electronic accessories. Upon completion, students should be able to diagnose electronic systems using appropriate service information, procedures, and equipment and remove/replace/reprogram controllers, sensors, and actuators. (S.)

AVI - Aviation

AVI 110 Aviation Maint - General 10 15 0 15
Prerequisite: *None* Corequisite: *None*
This course introduces general subjects related to all aspects of aircraft maintenance. Topics include mechanic privileges/limitations; math and physics/basic electricity; aircraft drawings; maintenance forms; fluid lines/fittings; weight and balance; corrosion control; and ground operations. Upon completion, students should be prepared to pass the FAA knowledge, oral, and practical exams for the general portion of the mechanic's certificate with either the airframe or powerplant ratings. (F.)

AVI 120 Airframe Maintenance I 6 18 0 12
Prerequisite: *AVI 110* Corequisite: *None*
This course covers airframe structures, systems, and components with an emphasis on the different types of aircraft construction and repair methods. Topics include aircraft non-metallic (composite), sheet metal, and wood structures; welding; covering and finishes (dope and fabric); assembly and rigging; and communication and navigation systems. Students should gain the knowledge and skills in these areas to prepare them for the airframe rating for the FAA mechanic's certificate. (Sp.)

AVI 130 Airframe Maintenance II 6 9 0 9
Prerequisite: *AVI 110* Corequisite: *None*
This course deals entirely with airframe systems and components. Topics include aircraft electrical, hydraulic, pneumatic, landing gear, position, warning, and fuel systems. Upon completion of the course, the student should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's certificate. (S.)

AVI 230 Airframe Maintenance III 4 9 0 7
Prerequisite: *AVI 110* Corequisite: *None*
In this final course of the airframe series, the emphasis is on systems and components, culminating with the airframe inspection portion of the course. In addition to the inspection aspects, instrument, cabin environmental control, fire protection, and ice and rain control systems are covered. The student should be prepared to take the applicable portions of the written, oral, and practical examination for the airframe rating on the FAA mechanic's certificate. (F.)

AVI 240 Powerplant Maintenance I 3 9 0 6
Prerequisite: *AVI 110* Corequisite: *None*
This first course in the powerplant series covers theoretical and practical

aspects of the two major types of aircraft propulsion systems, piston and jet engines. Auxiliary power units are also covered, including their relationship to the systems they operate. Upon completion, the student should be knowledge of aircraft engines to include maintenance and operation at the lovel required by the FFA to qualify for a powerplant rating on a mechanic's certificate. (F.)

AVI 250 Powerplant Maintenance II 10 15 0 15
Prerequisite: *AVI 110* Corequisite: *None*
This course emphasizes engine systems and components. Topics include engine instruments and fire protection, electrical, lubrication, fuel, ignition, starting, and fuel metering systems. Students completing this course should be capable of passing appropriate portions of the FAA knowledge, oral, and practical testas for the powerplant rating. (Sp.)

AVI 260 Powerplant Maintenance III 5 12 0 9
Prerequisite: *AVI 110* Corequisite: *None*
This final course in the powerplant series covers engine systems and components; propellers and unducted fans; and induction, airflow, cooling, exhaust, and reverser systems. The course culminates with engine inspections. The student should be prepared to pass the applicable portions of the knowledge, oral, and practical exams for the powerplant rating at the completion of this course. (S.)

BIO - Biology

BIO 106 Intro to Anat/Phys/Micro 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. (F.)

BIO 110 Principles of Biology 3 3 0 4
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/mathematics.* (F. Sp., S.)

BIO 111 General Biology I 3 3 0 4
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

BIO 112 General Biology II 3 3 0 4
Prerequisite: *BIO 111* Corequisite: *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 organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BIO 130 Introductory Zoology 3 3 0 4
Prerequisite: *BIO 110 or BIO 111* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (On Demand)

BIO 140 Environmental Biology 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., On Demand)

BIO 140A Environmental Biology Lab 0 3 0 1
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (Sp, On Demand)

BIO 160 Introductory Life Science 2 2 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *None*
This course introduces scientific and biological concepts. Topics include basic chemistry, cell structure and function, cell division, basic genetic concepts, anatomical terminology, and metric-English measurements and conversions. Upon completion, students should be able to demonstrate an understanding of basic chemistry, cell biology, genetic concepts; anatomical terminology; and metric-English measurements and conversions. (F.)

BIO 161 Intro to Human Biology 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *None*
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology. (S.)

BIO 163 Basic Anat & Physiology 4 2 0 5
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *None*
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., On Demand)

BIO 168 Anatomy and Physiology I 3 3 0 4
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *None*
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 interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BIO 169 Anatomy and Physiology II 3 3 0 4
Prerequisite: *BIO 168* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (Sp., S.)

BIO 175 General Microbiology 2 2 0 3
Prerequisite: *BIO 110 or BIO 111 or BIO 163 or BIO 165*
Corequisite: *None*
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., On Demand)

BIO 250 Genetics 3 3 0 4
Prerequisite: *BIO 112* Corequisite: *None*
This course covers principles of procaryotic and eucaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome, structure, patterns of Mendelian and non-Medelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (F.)*

BIO 275 Microbiology 3 3 0 4
Prerequisite: *BIO 110 or BIO 112 or BIO 163 or BIO 165*
Corequisite: *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 of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (S., On Demand)

BIO 280 Biotechnology 2 3 0 3
Prerequisite: *BIO 111 or CHM 151* Corequisite: *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. *This course has been approved to satisfy the Comprehensive articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

BPR - Blueprint Reading

BPR 135 Schematics & Diagrams 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals. (F.)

BTC - Biotechnology

BTC 150 Bioethics 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues. (F.)

BTC 181 Basic Lab Techniques 3 3 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols. (This course is offered at Pitt Community College.) (Sp.)

BTC 250 Principles of Genetics 3 0 0 3
Prerequisite: *BIO 111* Corequisite: *None*
This course covers the basic principles of genetics. Topics will include Mendelian inheritance, gene mapping, molecular genetics, regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity. (This course is offered at Pitt Community College.) (F.)

BTC 270 Recombinant DNA Tech 3 3 0 4
Prerequisite: *BTC 250 and BTC 181* Corequisite: *None*
This course covers basic methods in biotechnology for the manipulation of nucleic acids. Emphasis is placed on topics concerning techniques used in recombinant DNA technology, including PCR, restriction digests, mapping, cloning, and forensics. Upon completion, students should have an understanding of the theory, practice, and application of recombinant DNA techniques. (This course is offered at Pitt Community College.) (Sp.)

BTC 281 Bioprocess Techniques 2 6 0 4
Prerequisite: *BTC 181* Corequisite: *None*
This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centerfugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing. (This course is offered at Pitt Community College.) (F.)

BTC 285 Cell Culture 2 3 0 3
Prerequisite: *BIO 175 or BIO 275* Corequisite: *None*
This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture. (This course is offered at Pitt Community College.) (F.)

BTC 286 Immunological Techniques 3 3 0 4
Prerequisite: *BTC 285* Corequisite: *None*
This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas. (This course is offered at Pitt Community College.) (Sp.)

BTC 288 Biotech Lab Experience 0 6 0 2
Prerequisite: *BIO 250 or BTC 270 and BTC 281, BTC 285 or BTC 286* Corequisite: *None*
This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process. (This course is offered at Pitt Community College.) (Sp.)

BUS - Business

BUS 110 Introduction to Business 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 115 Business Law I 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 116 Business Law II 3 0 0 3
Prerequisite: *BUS 115* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

BUS 121 Business Math 2 2 0 3
Prerequisite: *MAT 060 or MAT 061 or appropriate placement test score* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (This course is offered at Pitt Community College.) (Sp.)

BUS 135 Principles of Supervision 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon

completion, students should be able to apply supervisory principles in the work place. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 137 Principles of Management 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 151 People Skills 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns. (F.)

BUS 153 Human Resource Management 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (This course is offered at Pitt Community College.) (F.)

BUS 225 Business Finance 2 2 0 3
Prerequisite: *ACC 120* Corequisite: *None*
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. This course is also available through the Virtual Learning Community (VLC). (On Demand)

BUS 239 Bus Applications Seminar 1 2 0 2
Prerequisite: *ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, or ECO 251, or ECO 252*
Corequisite: *None*
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

BUS 240 Business Ethics 3 0 0 3
Prerequisite: *None* Corequisite: *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. (F., Sp.)

BUS 260 Business Communication 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *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 work place. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

BUS 280 Real Small Business 4 0 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. (F.)

CHI - Chinese

CHI 111 Elementary Chinese I 3 0 0 3
Prerequisites: None Corequisite: CHI 181
This course introduces the fundamental elements of the Chinese 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 Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

CHI 112 Elementary Chinese II 3 0 0 3
Prerequisites: CHI 111 Corequisite: CHI 182
This course includes the basic fundamentals of the Chinese language within a cultural context of the Chinese people and its history. 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 Chinese and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

CHI 181 Chinese Lab I 0 2 0 1
Prerequisites: None Corequisite: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese 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 Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

CHI 182 Chinese Lab II 0 2 0 1
Prerequisites: CHI 181 Corequisite: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese 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 increasing proficiency to spoken and written Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

CHM - Chemistry

CHM 090 Chemistry Concepts 4 0 0 4
Prerequisite: *None* Corequisite: *None*
This course provides a non-laboratory based introduction to basic concepts of chemistry. 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 necessary for success in college-level science courses. (On Demand)

CHM 121 Foundations of Chemistry 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed for those who have no previous high school chemistry or a grade of C or less in high school chemistry. Topics include matter, structure of the atom, nomenclature, chemical equations, bonding and reactions; mathematical topics include measurements, scientific notation, and stoichiometry. Upon completion, students should be able to demonstrate an understanding of chemical concepts and an ability to solve related problems in subsequent chemistry courses. (On Demand)

CHM 121A Foundations of Chem Lab 0 2 0 1
Prerequisite: *None* Corequisite: *CHM 121*
This course is a laboratory for CHM 121. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 121. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 121. (On Demand)

CHM 130 Gen, Org, & Biochemistry 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., On Demand)

CHM 130A Gen, Org, & Biochem Lab 0 2 0 1
Prerequisite: *None* Corequisite: *CHM 130*
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., On Demand)

CHM 131 Introduction to Chemistry 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (F., On Demand)

CHM 131A Introduction to Chemistry Lab 0 3 0 1
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F., On Demand)

CHM 132 Organic and Biochemistry 3 3 0 4
Prerequisites: *CHM 131 and CHM 131A or CHM 151*
Corequisite: *None*
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CHM 151 General Chemistry I 3 3 0 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, thermochemistry, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.* (F., Sp., S.)

CHM 152 General Chemistry II 3 3 0 4
Prerequisite: *CHM 151* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F., Sp., S.)

CHM 251 Organic Chemistry I 3 3 0 4
Prerequisite: *CHM 152* Corequisite: *None*
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

CHM 252 Organic Chemistry II 3 3 0 4
Prerequisite: *CHM 251* Corequisite: *None*
This course provides a continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, a.m.ines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of the organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

CIS - Information Systems

CIS 070 Fundamentals of Computing 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents, and perform basic application operations. (F., Sp.)

CIS 110 Introduction to Computers 2 2 0 3
Prerequisite: *CIS 070 or CTS 080, RED 080 or RED 081 or ENG 085* Corequisite: *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 completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive articulation agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

CIS 111 Basic PC Literacy 1 2 0 2
Prerequisite: *CIS 070 or CTS 080* Corequisite: *None*
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills. *This course is not approved as a transfer course in the Comprehensive Articulation Agreement and cannot be used to meet degree requirements by students in AA and AS programs requiring CIS 110. This course is also available through the Virtual Learning Community (VLC). (F., Sp.)*

CIS 115 Intro to Prog & Logic 2 3 0 3
Prerequisite: *CIS 070 or CTS 080, MAT 070 or MAT 071 or MAT090, RED 080 or RED 081 or ENG 085* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).* (Sp., On Demand)

CIS 165 Desktop Publishing I 2 2 0 3
Prerequisite: *CIS 110 or CIS 111 or OST 136*
Corequisite: *None*
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC - Criminal Justice

CJC 100 Basic Law Enforcement Trn 9 30 0 19
Prerequisite: *None* Corequisite: *None*
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course. (F., Sp.)

CJC 111 Intro to Criminal Justice 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., S.)

CJC 112 Criminology 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 113 Juvenile Justice 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 114 Investigative Photography 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the operation of digital photographic equipment and its application to criminal justice. Topics include the use of digital cameras, storage of digital images, the retrieval of digital images and preparation of digital images as evidence. Upon completion, students should be able to demonstrate and explain the role and use of digital photography, image storage and retrieval in criminal investigations. (F.)

CJC 120 Interviews/Interrogations 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. (F.)

CJC 121 Law Enforcement Operations 3 0 0 3
Prerequisite: *None* Corequisite: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F.)

CJC 131 Criminal Law 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 132 Court Procedure & Evidence 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 141 Corrections 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F.)

CJC 144 Crime Scene Processing 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.* (F.)

CJC 146 Trace Evidence 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.* (Sp.)

CJC 160 Terrorism: Underlying Issues 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: None
This course identifies the fundamental reasons why a.m.erica is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. (F.)

CJC 170 Critical Incident Mgt for Public Safety 3 0 0 3
Prerequisite: *None* Corequisite: None
This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents. (F.)

CJC 212 Ethics & Comm Relations 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 213 Substance Abuse 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. (F.)

CJC 215 Organization & Administration 3 0 0 3
Prerequisite: *None* Corequisite: *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. (F.)

CJC 221 Investigative Principles 3 2 0 4
Prerequisite: *None* Corequisite: *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. *This is also available through the Virtual Learning Community (VLC.)* (Sp.)

CJC 225 Crisis Intervention 3 0 0 3
Prerequisite: *RED 090* Corequisite: *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 citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution. (F.)

CJC 231 Constitutional Law 3 0 0 3
Prerequisite: *None* Corequisite: *None*
The course covers the impact of the Constitution of the United States and its a.m.endments on the criminal justice system. Topics include the structure of the Constitution and its a.m.endments, court decisions pertinent to contemporary 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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

CJC 232 Civil Liability 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. (S.)

CJC 245 Friction Ridge Analysis 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification, filing sequence, searching and referencing. Upon completion, students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.* (F.)

CJC 246 Adv Friction Ridge Analysis 2 3 0 3
Prerequisite: *CJC 245* Corequisite: *None*
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for valued determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.* (F.)

CJC 250 Forensic Biology I 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers important biological principles that are applied in the crime laboratory. Topics include forensic toxicology, forensic serology, microscopy, and DNA typing analysis, with an overview of organic and inorganic analysis. Upon completion students should be able to articulate how a crime laboratory process physical evidence submitted by law enforcement agencies. (Sp.)

CJC 251 Forensic Chemistry I 3 2 0 4
Prerequisite: *None* Corequisite: *None*
This course provides a study of the fundamental concepts of chemistry as it relates to forensic science. Topics include physical and chemical properties of substances, metric measurements, chemical changes, elements, compounds, gases, and atomic structure. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of forensic chemistry. (F.)

CJC 255 Issues in Crim Justice App 3 0 0 3
Prerequisite: *CJC 111, CJC 221, and CJC 231* Corequisite: *None*
This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer. (Sp.)

COE - Cooperative Education

COE 110 World of Work 1 0 0 1
Prerequisite: *None* Corequisite: *None*
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. (F., Sp., S.)

COE 111 Co-op Work Experience I 0 0 10 1
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

COE 112 Co-op Work Experience I 0 0 20 2
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COE 115 Work Exp Seminar I 1 0 0 1
Prerequisite: *None*
Corequisite: *COE 111 or COE 112 or COE 113 or COE 114*
This course description is available in individual departments.
(F., Sp., S.)

COE 121 Co-op Work Experience II 0 0 10 1
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COE 122 Co-op Work Experience II 0 0 20 2
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COE 125 Work Experience Seminar II 1 0 0 1
Prerequisite: *COE 115* Corequisite: *COE 121*
This course description is available in individual departments.
(F., Sp., S.)

COE 131 Co-op Work Experience III 0 0 10 1
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COE 132 Co-op Work Experience III 0 0 20 2
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COE 211 Co-op Work Experience IV 0 0 10 1
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COE 221 Co-op Work Experience V 0 0 10 1
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COE 231 Co-op Work Experience VI 0 0 10 1
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COM - Communication

COM 110 Introduction to Communication 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).* (On Demand)

COM 120 Intro Interpersonal Com 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. (F.)

COM 140 Intro Intercultural Com 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts (Substitute). (Sp.)

COM 231 Public Speaking 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *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 audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

COS - Cosmetology

COS 111 Cosmetology Concepts I 4 0 0 4
Prerequisite: *None* Corequisite: *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. (F., Sp.)

COS 112 Salon I 0 24 0 8
Prerequisite: *None* Corequisite: *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. (F., Sp.)

COS 113 Cosmetology Concepts II 4 0 0 4
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COS 114 Salon II 0 24 0 8
Prerequisite: None Corequisite: *COS 113*
This course provides experience in a 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. (F., Sp., S.)

COS 115 Cosmetology Concepts III 4 0 0 4
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COS 116 Salon III 0 12 0 4
Prerequisite: *None* Corequisite: *COS 115*
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. (F., Sp., S.)

COS 117 Cosmetology Concepts IV 2 0 0 2
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COS 118 Salon IV 0 21 0 7
Prerequisite: *None* Corequisite: *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. (F., Sp., S.)

COS 250 Computerized Salon Ops 1 0 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting. (On Demand)

CSC - Computer Science

CSC 151 JAVA Programming 2 3 0 3
Prerequisite: *CIS 070, or CTS 080, MAT 070 or MAT 071 or MAT 090, RED 080 or RED 081 or ENG 085*
Corequisite: *None*
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on even-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the comprehensive Articulation agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

CTS - Computer Information Technology

CTS 080 Computing Fundamentals 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers fundamental functions and operations of the computer. Topics include identification of components and basic computer operations including introduction to operating systems, the Internet, web browsers, and communication using World Wide Web. Upon completion, students should be able to operate computers, access files, print documents and perform basic applications operations. (F., Sp.)

CTS 118 IS Professional Comm 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course prepares the information systems professional to communicate with corporate personnel from management to end-users. Topics include information systems cost justification tools, awareness of personal hierarchy of needs, addressing these needs, and discussing technical issues with non-technical personnel. Upon completion, students should be able to communicate information systems issues to technical and non-technical personnel. (F.)

CTS 120 Hardware/Software Support 2 3 0 3
Prerequisite: *CIS 110 or CIS 111 or CIS 115* Corequisite: *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. (Sp.)

CTS 130 Spreadsheet 2 2 0 3
Prerequisite: *CIS 110 or CIS 111 or OST 137 and MAT 060 or MAT 061* Corequisite: *None*
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. (Sp.)

CTS 230 Advanced Spreadsheet 2 2 0 3
Prerequisite: *CTS 130* Corequisite: *None*
This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. (F.)

CTS 285 Systems Analysis & Design 3 0 0 3
Prerequisite: *CIS 115* Corequisite: *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. (F.)

CTS 287 Emerging Technologies 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems. (Sp.)

CTS 289 System Support Project 1 4 0 3
Prerequisite: *CTS 285 and DBA 115* Corequisite: *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. (Sp.)

DBA - Database Management

DBA 110 Database Concepts 2 3 0 3
Prerequisite: *CIS 070 or CTS 080 and MAT 060 or MAT 061* Corequisite: *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. (Sp.)

DBA 115 Database Applications 2 2 0 3
Prerequisite: *DBA 110* Corequisite: *None*
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements. (F.)

DDF - Design Drafting

DDF 211 Design Process I 1 6 0 4
Prerequisite: *DFT 112 and DFT 152* Corequisite: *None*
This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product. (S.)

DDF 212 Design Process II 1 6 0 4
Prerequisite: *DDF 211* Corequisite: *None*
This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project. (F.)

DDF 213 Design Process III 1 6 0 4
Prerequisite: *DDF 212* Corequisite: *None*
This course provides an opportunity to produce a complete design project. Topics include materials, production means, analysis, documentation, calculations, and specifications. Upon completion, students should be able to produce a completed design project. (Sp.)

DDF 214 Tool Design 2 4 0 4
Prerequisite: *DFT 112, DFT 152* Corequisite: *None*
This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling. (Sp.)

DDT- Developmental Disabilities

DDT 110 Developmental Disabilities 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. (On Demand)

DEN - Dental

DEN 100 Basic Orofacial Anatomy 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. (F.)

DEN 101 Preclinical Procedures 4 6 0 7
Prerequisite: *None* Corequisite: *DEN 100, DEN 111, DEN 102*
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. (F.)

DEN 102 Dental Materials 3 4 0 5
Prerequisite: *None* Corequisite: *None*
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. (F.)

DEN 103 Dental Sciences 2 0 0 2
Prerequisite: *None* Corequisite: *DEN 106*
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. (Sp.)

DEN 104 Dental Health Education 2 2 0 3
Prerequisite: *None* Corequisite: None
This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. (Sp.)

DEN 105 Practice Management 2 0 0 2
Prerequisite: *None* Corequisite: *DEN 106*
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. (Sp.)

DEN 106 Clinical Practice I 1 0 12 5
Prerequisite: *BIO 106, DEN 101 and DEN 111*
Corequisite: *DEN 103, DEN 104, DEN 105, and DEN 112*
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. (Sp.)

DEN 107 Clinical Practice II 1 0 12 5
Prerequisite: *DEN 106* Corequisite: *None*
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. (S.)

DEN 110 Orofacial Anatomy 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene. (F.)

DEN 111 Infection/Hazard Control 2 0 0 2
Prerequisite: *None* Corequisite: *DEN 101*
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. (F.)

DEN 112 Dental Radiography 2 3 0 3
Prerequisite: *None*
Corequisite: *DEN 106, DEN 100 or DEN 110 and DEN 111*
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. (F., Sp.)

DEN 120 Dental Hyg Preclinic Lec 2 0 0 2
Prerequisite: *None* Corequisite: *DEN 121*
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation. (F.)

DEN 121 Dental Hygiene Precl Lab 0 6 0 2
Prerequisite: *None* Corequisite: *DEN 110, DEN 111, DEN 120*
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures. (F.)

DEN 123 Nutrition/Dental Health 2 0 0 2
Prerequisite: *CHM 130, CHM 130A* Corequisite: *DEN 131*
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health. (Sp.)

DEN 124 Periodontology 2 0 0 2
Prerequisite: *DEN 110* Corequisite: *None*
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management. (Sp.)

DEN 130 Dental Hygiene Theory I 2 0 0 2
Prerequisite: *DEN 120* Corequisite: *DEN 124, DEN 131, DEN 223*
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis. (Sp.)

DEN 131 Dental Hygiene Clinic I 0 0 9 3
Prerequisite: *DEN 121* Corequisite: *DEN 123, DEN 124, DEN 130, DEN 223*
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (Sp.)

DEN 140 Dental Hygiene Theory II 1 0 0 1
Prerequisite: *DEN 130* Corequisite: *DEN 141*
This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, advanced radiographic interpretation, and ergonomics. Upon completion, students should be able to differentiate necessary treatment modifications, effective ergonomic principles, and radiographic abnormalities. (S.)

DEN 141 Dental Hygiene Clinic II 0 0 6 2
Prerequisite: *DEN 131* Corequisite: *DEN 140*
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (S.)

DEN 220 Dental Hygiene Theory III 2 0 0 2
Prerequisite: *DEN 140* Corequisite: *DEN 221*
This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients. (F.)

DEN 221 Dental Hygiene Clinic III 0 0 12 4
Prerequisite: *DEN 141* Corequisite: *DEN 220, DEN 222, DEN 224*
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (F.)

DEN 222 General & Oral Pathology 2 0 0 2
Prerequisite: *BIO 168 and BIO 169* Corequisite: *None*
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students

should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis. (F.)

DEN 223 Dental Pharmacology 2 0 0 2
Prerequisite: *CHM 130, CHM 130A* Corequisite: *BIO 168*
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures. (Sp.)

DEN 224 Materials and Procedures 1 3 0 2
Prerequisite: *DEN 111* Corequisite: *None*
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chairside functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chairside functions. (F.)

DEN 230 Dental Hygiene Theory IV 1 0 0 1
Prerequisite: *DEN 220* Corequisite: *DEN 231*
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations. (Sp.)

DEN 231 Dental Hygiene Clinic IV 0 0 12 4
Prerequisite: *DEN 221* Corequisite: *DEN 230*
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment. (Sp.)

DEN 232 Community Dental Health 2 0 3 3
Prerequisite: *None* Corequisite: *DEN 231*
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program. (Sp.)

DEN 233 Professional Development 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws. (Sp.)

DFT - Drafting

DFT 111 Technical Drafting I 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices. (F., Sp.)

DFT 112 Technical Drafting II 1 3 0 2
Prerequisite: *DFT 111 and DFT 151* Corequisite: *None*
This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings. (Sp.)

DFT 151 CAD I 2 3 0 3
Prerequisite: *CIS 070* Corequisite: *None*
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. (F., Sp.)

DFT 152 CAD II 2 3 0 3
Prerequisite: *DFT 151* Corequisite: *None*
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. (Sp.)

DRA - Drama/Theatre

DRA 111 Theatre Appreciation 3 0 0 3
Prerequisite: *RED 090* Corequisite: *None*
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (F.)

DRA 120 Voice for Performance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F. - Odd Year)

DRA 126 Storytelling 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduce the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories form the world's repertory of traditional lore. *This*

course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. (Sp.)

DRA 130 Acting I 0 6 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

DRA 131 Acting II 0 6 0 3
Prerequisite: *DRA 130* Corequisite: *None*
This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

DRA 140 Stagecraft I 0 6 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and vocational roles in technical theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

DRA 145 Stage Make-up 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

DRA 170 Play Production I 0 9 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

DRA 171 Play Production II 0 9 0 3
Prerequisite: *DRA 170* Corequisite: *None*
This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

DRA 211 Theatre History I 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the development of theatre from its origin to the closing of the British theatre in 1642. The history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (F.)

DRA 260 Directing 0 6 0 3
Prerequisite: *DRA 130* Corequisite: *DRA 140*
This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

ECO - Economics

ECO 251 Prin of Microeconomics 3 0 0 3
Prerequisite: *ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* ***and*** *MAT 060 or MAT 061* Corequisite: *None*
This course introduces economic analysis of individual, business, and industry 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 efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ECO 252 Prin of Macroeconomics 3 0 0 3
Prerequisite: *ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* ***and*** *MAT 060 or MAT 061* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

EDU - Education

EDU 114 Intro to Family Childcare 3 0 0 3
Prerequisite: *ENG 080 or ENG 081 and RED 080 or RED 081* ***or*** *ENG 085 and MAT 060 or MAT 061* Corequisite: *None*
This course introduces the student to family child care home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family child care handbook that reflects a healthy, respectful, supportive, and stimulating learning environment. (Sp.)

EDU 118 Princ & Prac of Inst Asst 3 0 0 3
Prerequisite: *ENG 080 or ENG 081 and RED 080 or RED 081* ***or*** *ENG 085* Corequisite: *None*
This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy. (F.)

EDU 119 Intro to Early Child Educ 4 0 0 4
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community* (VLC). (F.)

EDU 131 Child, Family, & Commun 3 0 0 3
Prerequisite: *ENG 080 or ENG 085 or ENG 081 and RED 080 or RED 081* Corequisite: *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, supporting, 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. *This course is also available through the Virtual Learning Community* (VLC). (F.)

EDU 144 Child Development I 3 0 0 3
Prerequisite: *ENG 080 or ENG 085 or ENG 081 and RED 080 or RED 081* Corequisite: *None*
This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments. *This course is also available through the Virtual Learning Community (VLC).* (F.)

EDU 145 Child Development II 3 0 0 3
Prerequisite: *ENG 080 or ENG 085 or ENG 081 and RED 080 or RED 081* Corequisite: *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 domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course is also available through the Virtual Learning Community* (VLC). (Sp.)

EDU 146 Child Guidance 3 0 0 3
Prerequisite: *ENG 080 or ENG 085 or ENG 081 and RED 080 or RED 081* Corequisite: *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. *This course is also available through the Virtual Learning Community* (VLC). (Sp., S.)

EDU 151 Creative Activities 3 0 0 3
Prerequisite: *ENG 080 and RED 080 or ENG 095 or ENG 090 or ENG 091 and RED 090 or RED 091*
Corequisite: *EDU151A*
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. *This course is also available through the Virtual Learning Community* (VLC). (Sp.)

EDU 151A Creative Activities 3 0 0 3
Prerequisite: *ENG 080 and RED 080 or ENG 095 or ENG 090 or ENG 091 and RED 090 or RED 091*
Corequisite: *EDU 151*
This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities. (Sp.)

EDU 153 Health, Safety & Nutrit 3 0 0 3
Prerequisite: *ENG 080 and RED 080, ENG 080 and RED 080 or ENG 095 or ENG 090 or ENG 091 and RED 090 or RED 091* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

EDU 162 Observ & Assess in ECE 3 0 0 3
Prerequisite: *ENG 080 and RED 080, ENG 080 and RED 080 or ENG 095 or ENG 090 or ENG 091 and RED 090 or RED 091* Corequisite: *None*
This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families. (F.)

EDU 163 Classroom Mgt & Instruct 3 0 0 3
Prerequisite: *ENG 080 or ENG 081 and RED 080 or RED 081* ***or*** *ENG 085* Corequisite: *None*
This course covers management and instructional techniques with school-age populations. 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. (Sp.)

EDU 184 Early Child Intro Pract 1 3 0 2
Prerequisite: *EDU 119 and ENG 080 or ENG 081 and RED 080 or RED 081* ***or*** *ENG 085* Corequisite: *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. (Sp.)

EDU 216 Foundations of Education 4 0 0 4
Prerequisite: *ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. *This course is also available through the Virtual Learning Community* (VLC). (On Demand)

EDU 221 Children with Exceptional 3 0 0 3
Prerequisite: *EDU 144, EDU 145 and ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *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/professionals to plan/implement, and promote best practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only. This course is also available through the Virtual Learning Community* (VLC). (S.)

EDU 222 Learn w/ Behav Disord 3 0 0 3
Prerequisite: *EDU 144, EDU 145 and ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *None*
This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems. Class Lab Credit *Combined Course Library September 23, 2008* EDU - 22 (F., Sp.,)

EDU 223 Specific Learning Disab 3 0 0 3
Prerequisite: *EDU 144, EDU 145 and ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *None*
This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families. (Sp.)

EDU 234 Infants, Toddlers, and Twos 3 0 0 3
Prerequisite: *EDU 144, EDU 145 and ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *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. (Sp.)

EDU 235 School-Age Development and Program 3 0 0 3
Prerequisite: *ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *None*
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles 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. (Sp.)

EDU 247 Sensory & Physical Disab 3 0 0 3
Prerequisite: *EDU 144, EDU 145 and ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *None*
This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities. (Sp.)

EDU 248 Developmental Delays 3 0 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091 EDU 144 and EDU 145*
Corequisite: *None*
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families. (Sp.)

EDU 251 Exploration Activities 3 0 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091* Corequisite: *None*
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children. (F.)

EDU 256 Inst Strat/Social Studies 2 2 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091* Corequisite: *None*
This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study. (Sp.)

EDU 257 Inst Strat/Math 2 2 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091and MAT 060* Corequisite: *None*
This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking and numerical concepts. Upon completion, students should be able to assess, plan, implement and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study. (F.)

EDU 258 Inst Strategies/Science 2 2 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091* Corequisite: *None*
This course covers objectives, content, materials, and instructional approaches to natural sciences for elementary through middle grades. Topics include classroom and laboratory science experiences, research/study techniques, and critical thinking. Upon completion, students should be able to assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study. (Sp.)

EDU 259 Curriculum Planning 3 0 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091and EDU 119* Corequisite: *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 to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments. (Sp.)

EDU 261 Early Childhood Admin I 3 0 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091 and EDU 119* Corequisite: *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 program 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. *This course is also available through the Virtual Learning Community (VLC).* (F.)

EDU 262 Early Childhood Admin II 3 0 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091 and EDU 119 EDU 261*
Corequisite: *None*
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/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. *This course is also available through the Virtual Learning Community (VLC). (Sp.)*

EDU 271 Educational Technology 2 2 0 3
Prerequisite: *CIS 110, ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091* Corequisite: *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. (F.)

EDU 280 Language & Literacy Exp 3 0 0 3
Prerequisite: *ENG 090 or ENG 095 or ENG 091 and RED 090 or RED 091* Corequisite: *EDU 280A*
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. *This course is also available through the Virtual Learning Community (VLC). (F.)*

EDU 280A Literacy Exp Lab 0 2 0 1
Prerequisite: *ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *EDU 280*
This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences. (F.)

EDU 281 Instruc Strat/Read & Writ 2 2 0 3
Prerequisite: *ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (F.)

EDU 282 Early Childhood Lit 3 0 0 3
Prerequisite: *ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *None*
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques. (Sp.)

EDU 284 Early Child Capstone Prac 1 9 0 4
Prerequisite: *EDU 119, EDU 144, EDU 145, EDU 146, EDU 151 and ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *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. (Sp.)

EDU 285 Internship Exp-School Age 1 9 0 4
Prerequisite: *EDU 118, EDU 144, EDU 145, EDU 163 and ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *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 environments 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 indicated by assignments and onsite faculty visits. (Sp.)

EDU 287 Leadership/Early Child Ed 3 0 0 3
Prerequisite: *EDU 119, EDU 131, EDU 144, EDU 145 and ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *None*
This course is designed to facilitate and guide the development of early childhood professionals preparing for leadership roles in improving community early childhood services. Topics include principles of social change, characteristics of effective leaders, techniques of action research, childcare funding mechanisms, quality initiatives, and key issues in early care. Upon completion, students should be able to identify key issues; develop strategic plans; establish relationships with community leaders; and identify opportunities and barriers for advocacy. (Sp.)

EDU 289 Adv Issues/School Age 2 0 0 2
Prerequisite: *ENG 090 or ENG 091 and RED 090 or RED 091* ***or*** *ENG 095* Corequisite: *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. (F.)

EGR - Engineering

EGR 110 Intro to Engineering Tech 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals. *This course is available through the Virtual Learning Community (VLC).* (F.)

EGR 150 Intro to Engineering 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communica-

tion, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

EGR 220 Engineering Statics 3 0 0 3
Prerequisite: *PHY 251* Corequisite: *MAT 272*
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ELC - Electricity

ELC 116 Telecom Cabling 3 0 0 2
Prerequisite: *CIS 070* Corequisite: *None*
This course introduces the theory and practical application of both copper and fiber cabling for telecom systems. Topics include transmission theory, noise, standards, cable types and systems, connectors, physical layer components, installation, and ground/shielding techniques. Upon completion, students should be able to choose the correct cable, install, test, and troubleshoot cabling for telecom. (On Demand)

ELC 120 Intro to Wiring 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level. (Sp.)

ELC 125 Diagrams and Schematics 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics. (F.)

ELC 127 Software for Technicians 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces computer software which one can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics related applications. (F.)

ELC 128 Intro to PLC 2 3 0 3
Prerequisite: *ELN 133* Corequisite: *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 install PLCs and create simple programs. *This course is also available through the Virtual Learning Community (VLC).* (F.)

ELC 131 DC/AC Circuit Analysis 4 3 0 5
Prerequisite: *None* Corequisite: *None*
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment. (F.)

ELC 233 Energy Management 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources. (Sp.)

ELN - Electronics

ELN 133 Digital Electronics 3 3 0 4
Prerequisite: *ELC 131* Corequisite: *None*
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

ELN 137 Electr Devices & Circuits 4 3 0 5
Prerequisite: *ELC 131* Corequisite: *None*
This course covers diodes, transistors, linear integrated circuits, and IC voltage regulators. Topics include power supplies, switching circuits, a.m.plifiers, oscillators, active filters, and other related topics. Upon completion, students should be able to analyze and troubleshoot circuits using schematic diagrams, appropriate test equipment, and manufacturer's data sheets. (Sp.)

ELN 231 Industrial Controls 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (F.)

ENG - English

ENG 080 Writing Foundations 3 2 0 4
Prerequisite: *Appropriate score on placement test (AW = 23-35, COMPASS = 1-23)* Corequisite: *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. Students scoring into ENG 080 must also complete ACA 090 Study Skills, before registering for ENG 111, Expository Writing. (F., Sp., S.)

ENG 081 Fast Track Writing Found 1 0 0 1
Prerequisite: *Appropriate score on placement test*
Corequisite: *None*
This course provides an intensive review of selected ENG 080-level writing skills. Topics include the following writing skills: forming correct sentences and composing coherent paragraphs. Upon completion, students should be able to write correct sentences and coherent paragraphs. (On Demand)

ENG 085 Reading & Writing Found 5 0 0 5
Prerequisites *Appropriate score on placement test*
Corequisite: *None*
This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs.(F., Sp., S.)

ENG 085AReading & Writing Fnd Lab 0 2 0 1
Prerequisite: *Appropriate score on placement test*
Corequisite: *ENG 085*
This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.(F., Sp., S.)

ENG 090 Composition Strategies 3 0 0 3
Prerequisites: *ENG 080 or ENG 081 or ENG 085 (C or better) or appropriate score on placement test (AW = 36-43, COMPASS = 24-70)*
Corequisite: *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. (F., Sp., S.)

ENG 090A Comp Strategies Lab 0 2 0 1
Prerequisite: *ENG 080 or ENG 081 or ENG 095(C or better) or appropriate score on placement test (AW = 36-43, COMPASS - 24-70)*
Corequisite: *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 completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. (F., Sp., S.)

ENG 091 Fast Track Comp Strateg 1 0 0 1
Prerequisite: *ENG-080 or ENG-085 (C or better) or appropriate score on placement tests.*
Corequisite: *None*
This course provides an intensive review of selected ENG 090-level writing skills. Topics include the following writing skills: composing coherent paragraphs and writing effective essays. Upon completion, students should be able to write coherent paragraphs and effective essays.(On Demand)

ENG 095 Reading & Comp Strategies 5 0 0 5
Prerequisite: *ENG-080 and RED-080; or ENG-085 (C or better) or appropriate score on placement tests.*
Corequisite: *None*
This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. (F., Sp., S.)

ENG 095A Reading & Comp Strat Lab ENG-095A 0 2 0 1
Prerequisite: *ENG 080 and RED 080; or ENG 085 (C or better) or appropriate score on placement tests.*
Corequisite: *Take ENG 095*
This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing. (F., Sp., S.)

ENG 102 Applied Communications II 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. (F., S.)

ENG 111 Expository Writing 3 0 0 3
Prerequisite: *ENG 090 or ENG 091 or ENG 095 (C or better) or appropriate score on placement test (AW = 41+, COMPASS = 70+ CPT = 86 + ENG 131, ENG 132) and RED 090 (C or better) or appropriate score on placement test (AR = 41+, COMPASS = 81+ CPT = 80+)*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ENG 113 Literature-Based Research 3 0 0 3
Prerequisite: *ENG 111 (C or better)* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ENG 114 Prof Research & Reporting 3 0 0 3
Prerequisite: *ENG 111 (C or better)* Corequisite: *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 professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

ENG 125 Creative Writing I 3 0 0 3
Prerequisite: *ENG 111* (C or better) Corequisite: *None*
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on fiction, writing, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

ENG 126 Creative Writing II 3 0 0 3
Prerequisite: *ENG 125* Corequisite: *None*
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (On Demand)*

ENG 131 Introduction to Literature 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *ENG 113 or ENG 114*
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. (.)

ENG 132 Introduction to Drama 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *ENG 113 or ENG 114*
This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. (.)

ENG 231 American Literature I 3 0 0 3
Prerequisite: *ENG 113 or ENG 114 (C or better)*
Corequisite: *None*
This course covers selected works in American literature from its beginnings 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. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F., S.)

ENG 232 American Literature II 3 0 0 3
Prerequisite: *ENG 113 or ENG 114 (C or better)*
Corequisite: *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. *This course has been designated as writing-intensive. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ENG 241 British Literature I 3 0 0 3
Prerequisite: *ENG 113 or ENG 114 (C or better)*
Corequisite: *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. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ENG 242 British Literature II 3 0 0 3
Prerequisite: *ENG 113 or ENG 114* (C or better)
Corequisite: *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. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (Sp.)

ENG 261 World Literature I 3 0 0 3
Prerequisite: *ENG 113 or ENG 114 (C or better)*
Corequisite: *None*
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the a.m.ericas from their literary beginnings 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. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

ENG 262 World Literature II 3 0 0 3
Prerequisite: *ENG 113 or ENG 114 (C or better)*
Corequisite: *None*
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the a.m.ericas 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. *This course has been designated as writing-intensive. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

ENG 273 African-American Literature 3 0 0 3
Prerequisite: *ENG 113 or ENG 114 (C or better)*
Corequisite: *None*
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC). (On Demand)*

ENV - Environmental Science

ENV 110 Environmental Science 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the environmental problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment. (F.)

EPT - Emergency Preparedness

EPT 120 Sociology of Disaster 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long term disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior. (F.)

EPT 130 Mitigation & Preparedness 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan. (F.)

EPT 150 Incident Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the fully integrated incident management system for EMS response to high impact incidents. Topics include mass casualty incidents, terrorists events, communications, training, triage, law and fire incident command. Upon completion, students should be able to implement and operate within the National Incident Management System. (Sp.)

EPT 210 Response & Recovery 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic concepts and operational procedures and authorities involved in responding to major disasters. Topics include Federal, State, and local roles and responsibilities in major disaster recovery work with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster plan and assess the needs of those involved in a major disaster. (F.)

EPT 220 Terrorism and Emer. Mgt. 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is covers preparing for, responding to and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident. (Sp.)

EPT 275 Emergency OPS Center Mgt 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides students with the knowledge and skills to effectively manage and operate an EOC during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center. (Sp.)

FIP - Fire Protection

FIP 120 Intro to Fire Protection 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field. *This course is also available through the Virtual Learning Community (VLC).* (F.)

FIP 128 Detection & Investigation 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent, meeting NFPA 1021. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

FIP 176 HazMat: Operations 4 0 0 4
Prerequisite: *None* Corequisite: *None*
This course is designed to increase first responder awareness of the type, nature, physiological effects of, and defensive techniques for mitigation of HazMat incidents. Topics include recognition, identification, regulations and standards, zoning, resource usage, defensive operations, and other related topics. Upon completion, students should be able to recognize and identify the presence of hazardous materials and use proper defensive techniques for incident mitigation. (S.)

FIP 228 Local Gov. Finance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department. (F.)

FIP 236 Emergency Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate a knowledge of comprehensive emergency management and the integrated emergency management system. (Sp.)

FIP 256 Municipal Public Relations 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage the public relations functions of a fire service organization, which meet elements of NFPA 1021 for Fire Officer I and II. (Sp.)

FIP 276 Managing Fire Services 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of fire department operative services. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles, meeting NFPA 1021. (F.)

FOR - Forest Management

FOR 121 Dendrology 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses. (F.)

FOR 131 Forest Measurements 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment. (Sp.)

FOR 161 Safety & Woodsmanship 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces potential life threatening or serious injury situations that may occur during outdoor activities and basic orienteering. Topics include injuries by mechanical equipment, plants, animals, and climatic conditions and the proper treatment for each situation. Upon completion, students should be able to respond to emergency situations which may occur in a forest environment. (F.)

FOR 171 Intro to Forest Resources 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind. (F.)

FOR 173 Soils & Hydrology 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality. (Sp.)

FOR 175 Wildlife/Environ Studies 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States. (F.)

FOR 212 Forest Surv & Aerial Ine 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs.

Upon completion, students should be able to use basic surveying equipment and aerial photographs for forest land measurements. (Sp.)

FOR 215 Intro to GIS/GPS 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications. (S.)

FOR 225 Silvics & Silviculture 3 3 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques. (S.)

FOR 232 Forest Mensuration 2 6 0 4
Prerequisite: *FOR 131* Corequisite: *None*
This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands. (S.)

FOR 241 Forest Fire Management 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the nature of wildfire and the uses of prescribed burning in a forest or urban interface setting. Topics include prevention, detection, suppression, causes, and the ecological and economic effects of fire. Upon completion, students should be able to use fire as a management tool and participate in the suppression of wildfire. (Sp.)

FOR 243 Insects/Diseases 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course provides information on forest insects, diseases, and related control methods. Topics include insect and disease classification, herbicides, pesticides, and promoting forest health through sound silviculture practices. Upon completion, students should be able to identify the most common forest insects and diseases and recommend biological, cultural, silvicultural, and chemical controls. (S.)

FOR 273 Forest Mgt Issues 0 6 0 2
Prerequisite: *FOR 225 and FOR 232* Corequisite: *None*
This course is designed as a capstone course in the application of land management and procurement skills. Emphasis is placed on formulating a comprehensive land management plan, including a complete timber cruise. Upon completion, students should be able to locate timber tracts and identify timber, water, wildlife, and recreation options for the landowner. (Sp.)

FOR 285 Logging & Marketing 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation. (F.)

FRE - French

FRE 111 Elementary French I 3 0 0 3
Prerequisite: *None* Corequisite: *FRE 181*
This course introduces the fundamental elements of the French 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 French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

FRE 112 Elementary French II 3 0 0 3
Prerequisite: *FRE 111 (C or better)* Corequisite: *FRE 182*
This course is a continuation of FRE 111 focusing on the fundamental elements of the French 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 French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

FRE 181 French Lab 1 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

FRE 182 French Lab 2 0 2 0 1
Prerequisite: *FRE 181 (C or better)* Corequisite: *None*
This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

FRE 211 Intermediate French I 3 0 0 3
Prerequisite: *FRE 112* Corequisite: *None*
This course provides a review and expansion of the essential skills of the French 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

FRE 212 Intermediate French II 3 0 0 3
Prerequisite: *FRE 211* Corequisite: *None*
This course is a continuation of FRE 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.* (On Demand)

FRE 281 French Lab 3 0 2 0 1
Prerequisite: *FRE 182* Corequisite: *None*
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

FRE 282 French Lab 4 0 2 0 1
Prerequisite: *FRE 281* Corequisite: *None*
This course provides an opportunity to enhance the review and expansion of the essential skills of the French language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of supplementary learning media and materials. 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 for transferability as a pre-major and/or elective course requirement.* (On Demand)

FWL - Fish and Wildlife

FWL 142 Wildlife Management 2 3 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the principles of wildlife management, including basic concepts, terminology, and techniques important to wildlife managers. Topics include a review of the history of wildlife management, ecological principles, an introduction to wildlife habitat requirements, and population dynamics. Upon completion, students should be able to understand and discuss the life history, management techniques, and habitat requirements of North American species. (Sp.)

GRD - Graphic Design

GRD 121 Drawing Fundamentals I 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. (This course is offered at Wake Technical Community College) (F.)

GEO - Geography

GEO 111 World Regional Geography 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

GRO - Gerontology

GRO 120 Gerontology 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *None*
This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects. (Sp. or On Demand)

HEA - Health

HEA 110 Personal Health/Wellness 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

HEA 112 First Aid & CPR 1 2 0 2
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp., S.)

HIS - History

HIS 111 World Civilizations I 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* (F.)

HIS 112 World Civilizations II 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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 a.m.ericas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* (Sp.)

HIS 116 Current World Problems 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *None*
This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

HIS 121 Western Civilization I 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

HIS 122 Western Civilization II 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

HIS 131 American History I 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the a.m.ericas, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

HIS 132 American History II 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

HIS 162 Women and History 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *None*
This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

HIS 221 African-American History 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

HIS 226 The Civil War 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic, and cultural developments in the United States during the era of Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

HIS 228 History of the South 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

HIS 236 North Carolina History 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from a.m.erica'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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

HOR - Horticulture

HOR 150 Intro to Horticulture 2 0 0 2
Prerequisite: *None* Corequisite: *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. (S.)

HSE - Human Services

HSE 110 Intro to Human Services 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. *This course is also available through the Virtual Learning Community (VLC).* (F. or On Demand)

HSE 112 Group Process I 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. (F. or On Demand)

HSE 123 Interviewing Techniques 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. (Sp. or On Demand)

HSE 125 Counseling 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. (F. or On Demand)

HSE 210 Human Services Issues 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. *This course is also available through the Virtual Learning Community (VLC).* (F. or On Demand)

HSE 225 Crisis Intervention 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. (F. or On Demand)

HUM - Humanities

HUM 110 Technology and Society 3 0 0 3
Prerequisite: *RED 090 RED 090 or RED 091 or ENG 095*
Corequisite: *None*
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

HUM 115 Critical Thinking 3 0 0 3
Prerequisite: *ENG 090 or ENG 091 or ENG 095 and RED 090 or RED 091* Corequisite: *None*
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

HUM 120 Cultural Studies 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (Sp.)

HUM 121 The Nature of a.m.erica 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions,

and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.* (F.)

HUM 122 Southern Culture 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

HUM 130 Myth in Human Culture 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

HUM 211 Humanities I 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *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 cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. This course has been designated as writing-intensive. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (Sp.)

HYD - Hydraulics

HYD 110 Hydraulics/Pneumatics I 2 3 0 3
Prerequisite: *None* Corequisite: *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. (F.)

HYD 121 Hydraulics/Pneumatics II 1 3 0 2
Prerequisite: *HYD 110* Corequisite: *None*
This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems. (Sp.)

ISC - Industrial Safety

ISC 112 Industrial Safety 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

ISC 121 Environment Health & Safety 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety issues. (F., Sp.)

ISC 128 Industrial Leadership 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflict, group dynamics, team building, counseling, motivation, and communication. Upon completion, students should be able to understand and apply leadership and management principles in work situations. (On Demand)

ISC 130 Introduction to Quality Control 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management. (On Demand)

ISC 131 Quality Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques. (On Demand)

ISC 132 Manufacturing Quality Control 2 3 0 3
Prerequisite: *MAT 070 or MAT 071 or MAT 090, RED 090 or RED 091 or ENG 095* Corequisite: *None*
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. (F., Sp.)

ISC 210 Prod and Operational Planning 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095 and MAT 070 or MAT 071 or MAT 090* Corequisite: *None*
This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand manage-

ment, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.* (F., Sp.)

ISC 220 Lean Manufacturing 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business. (S.)

ISC 221 Statistical Qual Control 3 0 0 3
Prerequisite: *MAT 070 or MAT 071 or MAT 090*
Corequisite: *None*
This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production. (F., Sp.)

ISC 222 Project Planning/Control 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers how to plan, schedule and control projects typical in manufacturing and services industries. Topics include fundamental project management concepts and hands-on computer application experience with process flow charting and PERT/CPM project managers. Upon completion, students should be able to plan, schedule and control projects using state-of-the-art computer application programs. (F., Sp.)

JPN- Japanese

JPN 111 Elementary Japanese I 3 0 0 3
Prerequisites: None Corequisite: JPN 181
This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

JPN 112 Elementary Japanese II 3 0 0 3
Prerequisites: JPN 111 Corequisite: JPN 182
This course continues the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

JPN 181 Japanese Lab I 0 2 0 1
Prerequisites: None Corequisite: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Japanese 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 Japanese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

JPN 182 Japanese Lab II 0 2 0 1
Prerequisites: JPN 181 Corequisite: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Japanese 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 increasing proficiency to spoken and written Japanese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

JOU - Journalism

JOU 110 Intro to Journalism 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (F., Sp.)*

JOU 111 Publication Workshop I 1 3 0 2
Prerequisite: *JOU 110* Corequisite: *None*
This course introduces the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. (F., Sp.)

JOU 112 Publication Workshop II 1 3 0 2
Prerequisite: *JOU 111* Corequisite: *None*
This course is a continuation of the basic techniques of producing a publication. Emphasis is placed on writing, editing, layout, design, and printing. Upon completion, students should be able to demonstrate competence in the various phases of publication production. (F., Sp.)

MAC - Machining

MAC 114 Intro to Metrology 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. (On Demand)

MAC 121 Intro to CNC 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. (F.)

MAC 122 CNC Turning 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers. (Sp.)

MAC 124 CNC Milling 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers. (Sp.)

MAC 131 Blueprint Reading/Mach I 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches. (F.)

MAC 132 Blueprint Reading/Mach II 1 2 0 2
Prerequisite: *MAC 131* Corequisite: *None*
This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints. (Sp.)

MAC 141 Machining Applications I 2 6 0 4
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments. (F.)

MAC 142 Machining Applications II 2 6 0 4
Prerequisite: *MAC 141* Corequisite: *None*
This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish. (Sp.)

MAC 143 Machining Appl III 2 6 0 4
Prerequisite: *MAC 141* Corequisite: *None*
This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process. (F.)

MAC 151 Machining Calculations 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations. (F.)

MAC 152 Adv Machining Calc 1 2 0 2
Prerequisite: *MAC 151* Corequisite: *None*
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. (Sp.)

MAC 160 Coordinate Measuring Mach 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces methods in the setup and operation of coordinate measuring machines. Emphasis is placed on the programming of coordinate measuring machines and the measurement of complex parts. Upon completion, students should be able to demonstrate skills in programming, operation, and setup of coordinate measuring machines. (F.)

MAC 171 Measure/Material & Safety 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices. (F.)

MAC 172 Job Plan, Bench & Layout 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the basics of job process planning, sawing, and manual operations including benchwork and layout. Topics include deciphering blueprints and/or schematics, dimensions, design and using various instruments required in the layout of various components. Upon completion, students should be able to demonstrate an understanding of job plans, dimensions, design, transfer and layout common to the machining industry. (F.)

MAC 222 Advanced CNC Turning 1 3 0 2
Prerequisite: *MAC 122* Corequisite: *None*
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers. (S.)

MAC 224 Advanced CNC Milling 1 3 0 2
Prerequisite: *MAC 124* Corequisite: *None*
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers. (S.)

MAC 233 Appl in CNC Machining 2 12 0 6
Prerequisite: *MEC 231 and MAC 124 or MAC 122*
Corequisite: *None*
This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools. (Sp.)

MAC 247 Production Tooling 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool grades based on manufacturing requirements and troubleshoot carbide tooling problems. (Sp.)

MAT- Mathematics

MAT 050 Basic Math Skills 3 2 0 4
Prerequisite: *None* Corequisite: *None*
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems. (F., Sp.)

MAT 060 Essential Mathematics 3 2 0 4
Prerequisite: *MAT 050 or appropriate scores on placement tests.* Corequisite: *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 applications 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. (F., Sp., S.)

MAT 061 Fast Track Essential Math 1 0 0 1
Prerequisite: *MAT 050 (C or better) or appropriate scores on placement tests* Corequisite: *None*
This course is designed to offer a fast-paced, intensive review of skills taught in MAT 060. Emphasis is placed on working with signed numbers, problems involving proportions and per cents, as well as simplifying expressions and solving equations in algebra. Upon completion, students should be able to demonstrate mastery of pre-algebra computations and to solve relevant, multi-step problems. (On Demand)

MAT 070 Introductory Algebra 3 2 0 4
Prerequisite: *MAT 060 or MAT 061(C or better) or appropriate scores on placement tests*
Corequisite: *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 is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

MAT 071 Fast Track Intro Algebra 1 0 0 1
Prerequisite: *MAT 060 (C or better) or appropriate scores on placement tests* Corequisite: *RED 080 or ENG 085*
This course is designed to offer a fast-paced, intensive review of skills taught in MAT 070. Emphasis is placed on working with exponents, order of operations, simplifying algebraic expressions, solving linear equations and inequalities, graphing, formulas, polynomials, and factoring. Upon completion, students should be able to demonstrate mastery of introductory algebra concepts and apply these principles in solving problems. (On Demand)

MAT 080 Intermediate Algebra 3 2 0 4
Prerequisite: *MAT 070 or MAT 071 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *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; inequalities; 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. (F., Sp., S.)

MAT 081 Fast Track Intermed Alg 1 0 0 1
Prerequisite: *MAT 070 (C or better) or appropriate scores on placement tests* Corequisite: *RED 080 or ENG 085*
This course is designed to offer a fast-paced review of skills taught in Intermediate Algebra, MAT 080. Topics include factoring; graphing; functions; geometry; solving systems of equations and inequalities; and evaluating, simplifying, and solving rational, radical, and polynomial expressions and equations. Upon completion, students should be able to demonstrate mastery of intermediate algebra concepts and apply these principles in solving problems. (On Demand)

MAT 090 Accelerated Algebra 3 2 0 4
Prerequisite: *MAT 060 (C or better) or appropriate scores on placement tests* Corequisite: *RED 080 or ENG 085*
This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology. (On Demand)

MAT 101 Applied Mathematics I 2 2 0 3
Prerequisite: *MAT 060 or MAT 061 (C or better) or appropriate scores on placement tests*
Corequisite: *None*
This course is a comprehensive review of arithmetic with basic algebra

designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. (Sp.)

MAT 110 Mathematical Measurement 2 2 0 3
Prerequisite: *MAT 070 or MAT 071 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *None*
This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data. (F., Sp., S.)

MAT 115 Mathematical Models 2 2 0 3
Prerequisite: *MAT 070 or MAT 071 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *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, 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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

MAT 120 Geometry and Trigonometry 2 2 0 3
Prerequisite: *MAT 070 or MAT 071 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *None*
This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology. (F., Sp.)

MAT 121 Algebra/Trigonometry I 2 2 0 3
Prerequisite: *MAT 070 or MAT 071 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *None*
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results. (On Demand)

MAT 122 Algebra/Trigonometry II 2 2 0 3
Prerequisite: *MAT 121* Corequisite: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results. (F.)

MAT 140 Survey of Mathematics 3 0 0 3
Prerequisite: *MAT 070 or MAT 071 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

MAT 141 Mathematical Concepts I 3 0 0 3
Prerequisite: *MAT 080 or MAT 081 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *None*
This course is the first of a two course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirements in natural sciences/ mathematics.* (On Demand)

MAT 151 Statistics I 3 0 0 3
Prerequisite: *MAT 080 or MAT 081 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option). This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

MAT 155 Statistical Analysis 3 0 0 3
Prerequisite: *MAT 080or MAT 081 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *None*
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypotheses testing, correlations, regressions, and multinominal experiments. Upon

completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).* (This course is offered at Pitt Community College.) (Sp.)

MAT 161 College Algebra 0 2 0 1
Prerequisite: *MAT 080or MAT 081 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *MAT 161*
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics for Associate in Arts degrees. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

MAT 161A College Algebra Lab 3 0 0 3
Prerequisite: *MAT 080 or MAT 081 or MAT 090 (C or better) or appropriate scores on placement tests*
Corequisite: *MAT 161*
This course is a laboratory for 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. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (On Demand)

MAT 171 Precalculus Algebra 3 0 0 3
Prerequisite: *MAT 080 or MAT 081 or MAT 090 (C or better) or appropriate scores on placement tests (Students taking MAT 171 must take MAT 172 for precalculus credit)* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. (F., Sp., S.)*

MAT 171A Precalculus Algebra Lab 0 2 0 1
Prerequisite: *MAT 080 or MAT 081 or MAT 090*
Corequisite: *MAT 171*
This is course 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

MAT 172 Precalculus Trigonometry 3 0 0 3
Prerequisite: *MAT 171 (C or better)* Corequisite: *None or appropriate scores on placement tests*
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, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.* (F., Sp., S.)

MAT 172A Precalculus Trig Lab 0 2 0 1
Prerequisite: *MAT 171* Corequisite: *MAT 172*
This is course 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

MAT 263 Brief Calculus 3 0 0 3
Prerequisite: *MAT 161 or MAT 171* Corequisite: *None (C or better) or appropriate scores on placement tests*
This course is designed for students needing only 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F., On Demand)

MAT 271 Calculus I 3 2 0 4
Prerequisite: *MAT 172 (C or better)* Corequisite: *None or appropriate scores on placement tests*
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (On Demand)

MAT 272 Calculus II 3 2 0 4
Prerequisite: *MAT 271 (C or better)* Corequisite: *None*
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F., Sp.)

MAT 273 Calculus III 3 2 0 4
Prerequisite: *MAT 272 (C or better)* Corequisite: *None*
This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F.)

MAT 285 Differential Equations 3 0 0 3
Prerequisite: *MAT 272 (C or better)* Corequisite: *None*
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

MEC - Mechanical

MEC 111 Machine Processes I 1 4 0 3
Prerequisite: *None* Corequisite: *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. (Sp.)

MEC 231 Comp-Aided Manufact I 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications. (F.)

MEC 232 Comp-Aided Manufact II 1 4 0 3
Prerequisite: *MEC 231* Corequisite: *None*
This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software. (Sp.)

MEC 250 Statics & Strength of Mat 4 3 0 5
Prerequisite: *MAT 122* Corequisite: *None*
This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components. (Sp.)

MED - Medical Assisting

MED 110 Orientation to Med Assist 1 0 0 1
Prerequisite: *None* Corequisite: *None*
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. (F.)

MED 118 Medical Law and Ethics 2 0 0 2
Prerequisite: *None* Corequisite: *None*
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

MED 121 Medical Terminology I 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *This course is also available through the Virtual Learning Community (VLC).* (F.)

MED 122 Medical Terminology II 3 0 0 3
Prerequisite: *MED 121* Corequisite: *None*
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

MED 130 Admin Office Proc I 1 2 0 2
Prerequisite: None Corequisite: *None*
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. (Sp.)

MED 131 Admin Office Proc II 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. (F.)

MED 134 Medical Transcription 2 2 0 3
Prerequisite: *MED 121* Corequisite: *None*
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation.

Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription. (Sp.)

MED 140 Exam Room Procedures I 3 4 0 5
Prerequisite: *MED 122* Corequisite: *None*
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. (S.)

MED 150 Laboratory Procedures I 3 4 0 5
Prerequisite: *MED 122* Corequisite: *None*
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/ skills based on course topics. (S.)

MED 232 Medical Insurance Coding 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement. (Sp., S.)

MED 240 Exam Room Procedures II 3 4 0 5
Prerequisite: *MED 140* Corequisite: *None*
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. (F.)

MED 250 Laboratory Procedures II 3 4 0 5
Prerequisite: *MED 150* Corequisite: *None*
This course is designed to expand and build on skills presented in MED 150. Emphasis is placed on increasing proficiency in laboratory skills used in the medical setting. Upon completion, students should be able to demonstrate enhanced competence in selected medical laboratory procedures. (F.)

MED 260 MED Clinical Practicum 0 0 15 5
Prerequisite: *None* Corequisite: *None*
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. (Sp.)

MED 264 Med Assisting Overview 2 0 0 2
Prerequisite: *None* Corequisite: *MED 260*
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. (Sp.)

MED 272 Drug Therapy 3 0 0 3
Prerequisite: None Corequisite: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. (F.)

MKT - Marketing & Retailing

MKT 120 Principles of Marketing 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

MKT 122 Visual Merchandising 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. (F.)

MKT 123 Fundamentals of Selling 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

MKT 125 Buying and Merchandising 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course includes an analysis of the organization for buying-what, when and how to buy-and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. (Sp.)

MKT 220 Advertising and Sales Promotion 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

MKT 225 Marketing Research 3 0 0 3
Prerequisite: *MKT 120* Corequisite: *None*
This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on

marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).* (Sp.)

MKT 226 Retail Applications 3 0 0 3
Prerequisite: None Corequisite: None
This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program. This course is also available through the Virtual Learning Community (VLC).* (F.)

MNT - Maintenance

MNT 110 Intro to Maint Procedures 1 3 0 2
Prerequisite: *None* Corequisite: *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. (S.)

MNT 165 Mechanical Industrial Sys 1 3 0 2
Prerequisite: *None* Corequisite: *None*
This course covers mechanical components used in industrial machine operation. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment. (S.)

MUS - Music

MUS 110 Music Appreciation 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095* Corequisite: *None*
This 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

MUS 111 Fundamentals of Music 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp., S.)

MUS 121 Music Theory I 3 2 0 4
Prerequisite: *MUS 111* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F.)

MUS 122 Music Theory II 3 2 0 4
Prerequisite: *MUS 121* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

MUS 131 Chorus I 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 132 Chorus II 0 2 0 1
Prerequisite: *MUS 131* Corequisite: *None*
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 133 Band I 0 2 0 1
Prerequisite: *Band Experience* Corequisite: *None*
This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 134 Band II 0 2 0 1
Prerequisite: *MUS 133* Corequisite: *None*
This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Com-*

prehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. (F., Sp.)

MUS 141 Ensemble I 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 142 Ensemble II 0 2 0 1
Prerequisite: *MUS 141* Corequisite: *None*
This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 151 Class Music I 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 152 Class Music II 0 2 0 1
Prerequisite: *MUS 151* Corequisite: *None*
This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 161 Applied Music I 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 162 Applied Music II 1 2 0 2
Prerequisite: *MUS 161* Corequisite: *None*
This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 212 American Musical Theatre 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the origins and development of the musical from *Show Boat* to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

MUS 217 Elementary Conducting 1 2 0 2
Prerequisite: *MUS 111* Corequisite: *None*
This course introduces the basic patterns and skills for conducting instrumental and vocal groups. Emphasis is placed on conducting beat patterns, expressive gestures, fermatas, accents, tempos, and rehearsal techniques. Upon completion, students should be able to demonstrate the above skills by conducting vocal and/or instrumental groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

MUS 221 Music Theory III 3 2 0 4
Prerequisite: MUS 122 Corequisite: None
This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F.)

MUS 222 Music Theory IV 3 2 0 4
Prerequisite: *MUS 221* Corequisite: *None*
This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (Sp.)

MUS 231 Chorus III 0 2 0 1
Prerequisite: *MUS 132* Corequisite: *None*
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 232 Chorus IV 0 2 0 1
Prerequisite: *MUS 231* Corequisite: *None*
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 233 Band III 0 2 0 1
Prerequisite: *MUS 134* Corequisite: *None*
This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 234 Band IV 0 2 0 1
Prerequisite: *MUS 233* Corequisite: *None*
This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 241 Ensemble III 0 2 0 1
Prerequisite: *MUS 142* Corequisite: *None*
This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 242 Ensemble IV 0 2 0 1
Prerequisite: *MUS 241* Corequisite: *None*
This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 251 Class Music III 0 2 0 1
Prerequisite: *MUS 152* Corequisite: *None*
This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 252 Class Music IV 0 2 0 1
Prerequisite: *MUS 251* Corequisite: *None*
This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 261 Applied Music III 1 2 0 2
Prerequisite: *MUS 162* Corequisite: *None*
This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

MUS 262 Applied Music IV 1 2 0 2
Prerequisite: *MUS 261* Corequisite: *None*
This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

NET - Networking Technology

NET 113 Home Automation Systems 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the design, installation, testing, troubleshooting, and customer service of a fully automated home. Emphasis is placed on a structured wiring system that integrates the home phone, TV, home theater, audio, video, computer network, lighting, security systems, and automation systems into a pre-wired, remote controlled system. Upon completion, students should be able to design, install, and maintain home automation systems. (F., Sp.)

NET 125 Networking Basics 1 4 0 3
Prerequisite: *CIS 070 or CTS 080, and RED 080 or RED 081 or ENG 085* Corequisite: *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. (F., On Demand)

NET 126 Routing Basics 1 4 0 3
Prerequisite: *NET 125* Corequisite: *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. (Sp., On Demand)

NET 225 Routing and Switching I 1 4 0 3
Prerequisite: *NET 126* Corequisite: *None*
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Eternet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. (F., On Demand)

NET 226 Adv. Routing and Switching II 1 4 0 3
Prerequisite: *NET 225* Corequisite: *None*
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, channels, and function groups, describe the Spanning Tree protocol. (Sp., On Demand)

NET 289 Networking Project 1 4 0 3
Prerequisite: *None* Corequisite: *NET 226*
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. (Sp.)

NOS - Network Operating Systems

NOS 110 Operating System Concepts 2 3 0 3
Prerequisite: *CIS 070 or CTS 080 and RED 080 or RED 081 or ENG 085* Corequisite: *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. (F.)

NOS 120 Linux/UNIX Single User 2 2 0 3
Prerequisite: *NOS 110* Corequisite: *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. (Sp., On Demand)

NOS 130 Windows Single User 2 2 0 3
Prerequisite: *NOS 110* Corequisite: *None*
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and maintaining 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. (Sp.)

NOS 230 Windows Admin I 2 2 0 3
Prerequisite: *NOS 130* Corequisite: *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. (F.)

NOS 231 Windows Admin II 2 2 0 3
Prerequisite: *NOS 230* Corequisite: *None*
This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment. (Sp.)

NUR - Nursing

NUR 101 Practical Nursing I 7 6 6 11
Prerequisite: *Admission to PN Program* Corequisite: *None*
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. (F.)

NUR 102 Practical Nursing II 8 0 12 12
Prerequisite: *NUR 101 and BIO 163* Corequisite: *None*
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. (Sp.)

NUR 103 Practical Nursing III 6 0 12 10
Prerequisite: *NUR 102, NUR 117 and PSY 150*
Corequisite: *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. (S.)

NUR 111 Intro to Health Concepts 4 6 6 8
Prerequisite: *Admission to ADN Program* Corequisite: *None*
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. (F.)

NUR 112 Health-Illness Concepts 3 0 6 5
Prerequisites: *NUR 111, NUR 117, and BIO 168* 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 acid-base, 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. (Sp.)

NUR 113 Family Health Concepts 3 0 6 5
Prerequisites: *NUR 111, NUR 114 and PSY 241* 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 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. (F.)

NUR 114 Holistic Health Concepts 3 0 6 5
Prerequisites: *NUR 111, NUR 211 BIO 169, and PSY 150* 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, 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. (S.)

NUR 117 Pharmacology 1 3 0 2
Prerequisite: *Admission to ADN or PN Program or Instructor Permission* Corequisite: *None*
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, Pharmocokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely. (F., Sp.)

NUR 211 Health Care Concepts 3 0 6 5
Prerequisite: *NUR 111, NUR 112, NUR 117, and BIO 168* Corequisite: *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. (Sp.)

NUR 212 Health System Concepts 3 0 6 5
Prerequisites: *NUR 111, and 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 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. (F.)

NUR 213 Complex Health Concepts 4 3 15 10
Prerequisites: *NUR 111, NUR 112, NUR 113, NUR 114, NUR 117, NUR 211, NUR 212 and BIO 175* Corequisites: *None*
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of 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. (Sp.)

NUR 214 Nsg Transition Concepts 3 0 3 4
Prerequisites: *Unencumbered license to practice as an LPN in N.C. and BIO 168* Corequisites: *None*
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (On Demand)

OMT - Operations Management

OMT 110 Intro to Operations Mgt 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *None*
This course provides an overview of the operations management field. Topics include production and operations planning, materials management, environmental health and safety, and quality management. Upon completion, students should be able to demonstrate an understanding of the operations management functions. (F., Sp.)

OMT 112 Material Management 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. *This course is a unique concentration requirement of*

the Operations Management concentration in the Business Administration program. (F., Sp.)

OMT 135 FDA GMP Compliance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the current version of the Food and Drug Administration's Good Management Practices. Emphasis is placed on how and why medical equipment and pharmaceutical manufacturers should comply with these standards. Upon completion, students should be able to understand and implement good management practices in a facility to comply with the FDA standards. (F.)

OMT 156 Problem-Solving Skills 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving. (F.)

OMT 218 Dev Team Performance 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course provides a foundation for enhancing team effectiveness and performance. Topics include clarification of team responsibilities, techniques for keeping the team on course, being a team player, and playing a vital role in team decisions. Upon completion, students should be able to understand the advantage of teamwork in a workplace environment and understand their role in being an effective team member. (F.)

OMT 222 Project Management 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course covers fundamental concepts associated with multi-task management and coordination. Topics include flow diagrams, process and operations charts, network scheduling, Gantt charts, and PERT and Critical Path Methods as tools in project management. Upon completion, students should be able to understand and apply project management tools and methods. (Sp.)

OMT 260 Issues in Operations Mgt 3 0 0 3
Prerequisite: *ISC 121, ISC 210, OMT 112, and ISC 130, ISC 131, ISC 132, or ISC 221* Corequisite: *None*
This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.* (F., Sp.)

OST - Office Systems Technology

OST 131 Keyboarding 1 2 0 2
Prerequisite: *None* Corequisite: *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. (Sp.)

OST 132 Keyboard Skill Building 1 2 0 2
Prerequisite: *None* Corequisite: *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. (F.)

OST 134 Text Entry & Formatting 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course is designed to provide 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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

OST 136 Word Processing 2 2 0 3
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

OST 137 Office Software Applicat 2 2 0 3
Prerequisite: *CIS 110* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

OST 138 Advanced Software Appl 2 2 0 3
Prerequisite: *OST 137 or CIS 111 or CIS 110* Corequisite: *None*
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications. *This course is also available through the Virtual Learning Community (VLC).* (F.)

OST 148 Med Coding Billing & Insu 3 0 0 3
Prerequisite: *None* Corequisite: *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 insurance claim. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

OST 149 Med Legal Issues 3 0 0 3
Prerequisite: *None* Corequisite: *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. (F., Sp.)

OST 153 Office Finance Solutions 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office. (F.)

OST 164 Text Editing Applications 3 0 0 3
Prerequisite: *ENG 080 (C or better)* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (F.)

OST 181 Intro to Office Systems 2 2 0 3
Prerequisite: *None* Corequisite: *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. (F.)

OST 184 Records Management 2 2 0 3
Prerequisite: *None* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (Sp.)

OST 201 Medical Transcription I 3 2 0 4
Prerequisite: *OST 136 and OST 164 (C or better)*
Corequisite: *MED 122 or OST 142*
This course introduces dictating equipment and typical medical dictation. Emphasis is placed on efficient use of equipment, dictionaries, PDRs, and other reference materials. Upon completion, students should be able to efficiently operate dictating equipment and to accurately transcribe a variety of medical documents in a specified time. (Sp.)

OST 202 Medical Transcription II 3 2 0 4
Prerequisite: *OST 201* Corequisite: *None*
This course provides additional practice in transcribing documents from various medical specialties. Emphasis is placed on increasing transcription speed and accuracy and understanding medical procedures and terminology. Upon completion, students should be able to accurately transcribe a variety of medical documents in a specified time. (S.)

OST 223 Admin Office Transcription I 2 2 0 3
Prerequisite: *OST 164 (C or better); and OST 134 or OST 136* Corequisite: *None*
This course provides experience in transcribing mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents. (Sp.)

OST 236 Adv Word/Information Proc 2 2 0 3
Prerequisite: *OST 136* Corequisite: *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. *This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

OST 241 Med Ofc Transcription I 1 2 0 2
Prerequisite: *MED 121 or OST 141 and OST 164 (C or better)* Corequisite: *None*
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. (Sp.)

OST 242 Med Ofc Transcription II 1 2 0 2
Prerequisite: *OST 241* Corequisite: *None*
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents. (S.)

OST 243 Med Office Simulation 2 2 0 3
Prerequisite: *OST 148 and Keyboarding Proficiency* Corequisite: *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. (F., Sp.)

OST 244 Med Document Production 1 2 0 2
Prerequisite: *OST 134* Corequisite: *None*
This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents. (F.)

OST 247 CPT Procedure Coding 1 2 0 2
Prerequisite: *MED 121* Corequisite: *None*
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in a.m.bulatory settings. (Sp.)

OST 248 Diagnostic Coding 1 2 0 2
Prerequisite: *MED 121* Corequisite: *None*
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD Coding System. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office. (Sp.)

OST 249 CPC Certification 3 2 0 4
Prerequisite: *OST 247 and OST 248* Corequisite: *None*
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam. (F.)

OST 284 Emerging Technologies 1 2 0 2
Prerequisite: *None* Corequisite: *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. (Sp.)

OST 286 Professional Development 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. (F.)

OST 289 Admin Office Management 2 2 0 3
Prerequisite: *OST 164 and either OST 134 or OST 136* Corequisite: *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. (F., Sp.)

PBT - Phlebotomy

PBT 100 Phlebotomy Technology 5 2 0 6
Prerequisite: *None* Corequisite: *PBT 101*
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. (Sp.)

PBT 101 Phlebotomy Practicum 0 0 9 3
Prerequisite: *None* Corequisite: *PBT 100*
This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. (Sp.)

PCI - Process Control Instrumentation

PCI 162 Instrumentation Controls 2 3 0 3
Prerequisite: *ELC 131* Corequisite: *None*
This course surveys industrial process control instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems. (S.)

PCI 264 Process Control with PLCs 3 3 0 4
Prerequisite: *None* Corequisite: *None*
This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices. (Sp.)

PED - Physical Education

PED 110 Fit and Well for Life 1 2 0 2
Prerequisite: *None* Corequisite: *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 program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

PED 113 Aerobics I 0 3 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

PED 117 Weight Training I 0 3 0 1
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp., S.)

PED 120 Walking for Fitness 0 3 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 121 Walk, Jog, Run 0 3 0 1
Prerequisite: *None* Corequisite: *None*
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

PED 122 Yoga I 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. (.)

PED 128 Golf-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *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 a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 130 Tennis-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 131 Tennis-Intermediate 0 2 0 1
Prerequisite: *PED 130* Corequisite: *None*
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. (On Demand)*

PED 132 Racquetball-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 139 Bowling-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 148 Softball 0 2 0 1
Prerequisite: *None* Corequisite: *None*
This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PED 152 Swimming-Beginning 0 2 0 1
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F.)

PHM - Pharmacy

PHM 110 Introduction to Pharmacy 3 0 0 3
Prerequisite: *Admission to the Program*
Corequisite: *PHM 111, PHM 115, and BIO 163*
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references. (F)

PHM 111 Pharmacy Practice I 3 3 0 4
Prerequisites: *Admission to the Program*
Corequisites: *PHM 110, PHM 115, and BIO 163*
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. (F)

PHM 115 Pharmacy Calculations 3 0 0 3
Prerequisites: *Admission to the Program*
Corequisites: *PHM 110, PHM 111, and BIO 163*
This course provides an introduction to the metric, avoirdupois, and

apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order. (F)

PHM 118 Sterile Products 3 3 0 4
Prerequisites: *PHM 110 and PHM 111* Corequisites: *PHM 135*
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy. (Sp)

PHM 120 Pharmacology I 3 0 0 3
Prerequisites: *PHM 110, PHM 111* Corequisites: *None*
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. (Sp)

PHM 125 Pharmacology II 3 0 0 3
Prerequisites: *PHM 120* Corequisites: *None*
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names. (S)

PHM 132 Pharmacy Clinical 0 0 6 2
Prerequisites: *PHM 110, PHM 111* Corequisites: *None*
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers. (S)

PHM 135 Pharmacy Clinical 0 0 15 5
Prerequisites: *PHM 110, PHM 111* Corequisites: *PHM 118*
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers. (Sp)

PHM 140 Trends in Pharmacy 2 0 0 2
Prerequisites: *PHM 110, PHM 111* Corequisites: *None*
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed. (S)

PHM 165 Pharmacy Prof Practice 2 0 0 2
Prerequisites: *PHM 110, PHM 111* Corequisites: *None*
This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination. (Sp)

PHI - Philosophy

PHI 215 Philosophical Issues 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *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, determination 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

PHI 240 Introduction to Ethics 3 0 0 3
Prerequisite: *ENG 111* Corequisite: *None*
This course introduces theories about the nature and foundations of moral judgements 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts. This course is also available through the Virtual Learning Community (VLC). (Sp.)*

PHY - Physics

PHY 131 Physics-Mechanics 3 2 0 4
Prerequisite: *MAT 121 or MAT 161 and RED 090 or RED 091 or ENG 095* Corequisite: *None*
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. (On Demand)

PHY 151 College Physics I 3 2 0 4
Prerequisite: *MAT 161 or MAT 171 and RED 090 or RED 091 or ENG 095* Corequisite: *None*
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving abil-

ity for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F., On Demand)

PHY 152 College Physics II 3 2 0 4
Prerequisite: *PHY 151* Corequisite: *None*
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (Sp., On Demand)

PHY 251 General Physics I 3 3 0 4
Prerequisite: *MAT 271 and RED 090 or RED 091 or ENG 095* Corequisite: *MAT 272*
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (F.)

PHY 252 General Physics II 3 3 0 4
Prerequisite: *MAT 272 and PHY 251* Corequisite: *None*
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (Sp.)

PLU - Plumming

PLU 140 Intro to Plumbing 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes. (S.)

POL - Political Science

POL 120 American Government 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *None*
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (On Demand)

POL 130 State & Local Government 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

PSY - Psychology

PSY 101 Applied Psychology 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. (On Demand)

PSY 141 Psych of Death and Dying 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying. (On Demand)

PSY 150 General Psychology 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

PSY 183 Psychology of Addiction 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course covers historical and theoretical perspectives on addictive behavior and the genetic, familial, and sociocultural influences on addiction. Topics include addictions to eating, gambling, alcohol, drugs, relationships, work, and sex. Upon completion, students should be able

to demonstrate a knowledge of the theories of addiction and the factors underlying addictive behaviors. (On Demand)

PSY 237 Social Psychology 3 0 0 3
Prerequisite: *PSY 150 or SOC 210* Corequisite: *None*
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* (On Demand)

PSY 241 Developmental Psych 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp.)

PSY 263 Educational Psychology 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F.)

PSY 265 Behavioral Modification 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *None*
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others. (Sp.)

PSY 281 Abnormal Psychology 3 0 0 3
Prerequisite: *PSY 150* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (S.)

RED - Reading

RED 080 Intro to College Reading 3 2 0 4
Prerequisite: *Appropriate score on placement test (AR = 35 or below, COMPASS = 60 or below)*
Corequisite: *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. Students scoring into RED 080 must also complete ACA 090 College Study Skills before registering for ENG 111, Expository Writing. (F., Sp., S.)

RED 081 Fast Track Intro Coll Rdg 1 0 0 1
Prerequisite: *RED 070 or ENG 075 (C or better) or appropriate scores on placement test.* Corequisite: *None*
This course provides an intensive review of selected RED 080-level reading strategies. Topics include the following reading strategies at the RED 080 level: reading study system, major question types, main idea, patterns of organization, vocabulary, and inference. Upon completion, students should be able to apply selected RED 080 reading strategies to various texts. (On Demand)

RED 090 Improved College Reading 3 2 0 4
Prerequisite: *RED 080 or RED 081 or ENG 085 or appropriate score on placement test (AR = 36-41, COMPASS = 61-79)* Corequisite: *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. (F., Sp., S.)

RED 091 Fast Track Imprv Coll Rdg 1 0 0 1
Prerequisite: *RED 080 or ENG 085 (C or better) or appropriate scores on placement test.* Corequisite: *None*
This course provides an intensive review of selected RED 090-level reading strategies. Topics include the following reading strategies at the RED 090 level: critical thinking, major question types, main idea, patterns of organization, vocabulary, and inference. Upon completion, students should be able to apply selected RED 090 reading strategies to various texts. (On Demand)

REL - Religion

REL 110 World Religions 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is available through the Virtual Learning Community (VLC).* (On Demand)

REL 211 Intro to Old Testament 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (F.)

REL 212 Intro to New Testament 3 0 0 3
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (Sp.)

REL 221 Religion in a.m.erica 3 0 0 3
Prerequisite: *None* Corequisite: *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 a.m.erica. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.* (On Demand)

SAB - Substance Abuse

SAB 110 Substance Abuse Overview 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventative measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. (F., or On Demand)

SAB 120 Intake and Assessment 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. (Sp., or On Demand)

SAB 125 SAB Case Management 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. (F., or On Demand)

SAB 135 Addictive Process 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. (S., or On Demand)

SAB 210 Sub Abuse Counseling 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. (F., or On Demand)

SAB 240 SAB Issues in Client Serv 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. (Sp., or On Demand)

SEC - Information Systems Security

SEC 110 Security Concepts 3 0 0 3
Prerequisite: *CIS 070 or CTS 080 and RED 090 or RED 091 or ENG 095* Corequisite: *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 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. (F.)

SEC 150 Secure Communications 2 2 0 3
Prerequisite: *SEC 110 and NET 110 or NET 125 or RED 091 or ENG 095* Corequisite: *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. (Sp.)

SEC 160 Secure Admin I 2 2 0 3
Prerequisite: *SEC 110 and NET 110 or NET 125*
Corequisite: *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. (Sp.)

SEC 210 Intrusion Detection 2 2 0 3
Prerequisite: *SEC 160* Corequisite: *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. (F.)

SEC 220 Defense-In-Depth 2 2 0 3
Prerequisite: *None* Corequisite: *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. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums. (Sp.)

SEC 289 Security Capstone Project 1 4 0 3
Prerequisite: *DBA 115 and SEC 220* Corequisite: *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. This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums. (Sp.)

SGD - Simulation and Game Development

SGD 111 Introduction to SGD 2 3 0 3
Prerequisites: *CIS 070 or CTS 080* Corequisite: *None*
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. (F.)

SGD 112 SGD Design 2 3 0 3
Prerequisites: *CIS 070 or CTS 080* Corequisite: *None*
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games. (Sp.)

SGD 113 SGD Programming 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. (Sp.)

SGD 114 3D Modeling 2 3 0 3
Prerequisites: *CIS 070 or CTS 080* Corequisite: *None*
This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools. (Sp.)

SGD 116 Graphic Design Tools 2 2 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software. (F.)

SGD 117 Art for Games 2 3 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces students to the basic principles of art and how they apply to simulations and games. Emphasis is placed on learning to develop industry quality concept art for characters and other assets, as well as techniques needed to create such art. Upon completion, students should be able to create their own industry standard concept art for use in SGD projects. (On Demand)

SGD 134 SG Quality Assurance 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an introduction to software quality assurance as it relates to simulation and game development. Emphasis is placed on designing testing tools, bug databases, and on learning methodologies required for systematic, detail-oriented testing procedures for the simulation and game industry. Upon completion, students should be able to demonstrate the proper skills to obtain a job as a quality assurance tester in the simulation/game industry. (F.)

SGD 158 Business Management 3 0 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills.. Upon completion, students should be able to understand how a game evolves from concept to the customer. (F.)

SGD 162 SG 3D Animation 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards. (On Demand)

SGD 164 SG Audio/Video 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course introduces various aspects of audio and video and their application in simulations and games. Topics include techniques for producing and editing audio and video for multiple digital mediums. Upon completion, students should be able to produce and edit audio and video for simulations and games. (Sp.)

SGD 171 Flash SG Programming 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course introduces the Flash programming environment for use in simulation and game development. Topics include timeline effects, extensibility layers, alias text, globalization tools, ActionScript and lingo programming. Upon completion, students should be able to create a simple simulation or game using Flash. (On Demand)

SGD 172 Virtual SG Environments 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment. (Sp.)

SGD 174 SG Level Design 2 3 0 3
Prerequisites: *None* Corequisite: *None*
This course introduces the tools used to create levels for real-time simulation and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools. (F.)

SGD 212 SGD Design II 2 3 0 3
Prerequisite: *SGD 112* Corequisite: *None*
This course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game. (F.)

SGD 214 3D Modeling II 2 3 0 3
Prerequisite: *SGD 114* Corequisite: *None*
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools. (On Demand)

SGD 274 SG Level Design II 2 3 0 3
Prerequisite: *SGD 174* Corequisite: *None*
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level guide and architecture theory, concepts related to “critical path” and “flow,” game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools. (On Demand)

SGD 289 SGD 2 3 0 3
Prerequisite: *SGD 212, Project or SGD 214*
Corequisite: *None*
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.(Sp.)

SOC - Sociology

SOC 210 Introduction to Sociology 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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 a.m.ong individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC).* (F., Sp., S.)

SOC 213 Sociology of the Family 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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 the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is also available through the Virtual Learning Community (VLC). (F., Sp.)*

SOC 220 Social Problems 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course is available through the Virtual Learning Community (VLC). (F., Sp.)*

SOC 225 Social Diversity 3 0 0 3
Prerequisite: *RED 090 or RED 091 or ENG 095*
Corequisite: *None*
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences, evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation agreement general education core requirement in social/behavioral sciences.* (On Demand)

SOC 230 Race and Ethnic Relations 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships a.m.ong racial and ethnic groups within the larger society. *This course has been approved to satisfy the Comprehensive Articulation agreement general education core requirement in social/behavioral sciences.* (F.)

SOC 242 Sociology of Deviance 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* (On Demand)

SPA - Spanish

SPA 111 Elementary Spanish I 3 0 0 3
Prerequisite: *None* Corequisite: *SPA 181*
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 awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).* (F., S.)

SPA 112 Elementary Spanish II 3 0 0 3
Prerequisite: *SPA 111 (C or better)* Corequisite: *SPA 182*
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (F., Sp.)

SPA 120 Spanish for the Workplace 3 0 0 3
Prerequisite: *None* Corequisite: *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. (On Demand)

SPA 181 Spanish Lab 1 0 2 0 1
Prerequisite: *None* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

SPA 182 Spanish Lab 2 0 2 0 1
Prerequisite: *SPA 181 (C or better)* Corequisite: *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 increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (F., Sp.)

SPA 211 Intermediate Spanish I 3 0 0 3
Prerequisite: *SPA 112* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* (On Demand)

SPA 212 Intermediate Spanish II 3 0 0 3
Prerequisite: *SPA 211* Corequisite: *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.* (On Demand)

SPA 281 Spanish Lab 3 0 2 0 1
Prerequisite: *SPA 182* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

SPA 282 Spanish Lab 4 0 2 0 1
Prerequisite: *SPA 281* Corequisite: *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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.* (On Demand)

SST - Sustainability Technologies

SST 110 Intro to Sustainability 3 0 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts. (F.)

SST 120 Energy Use Analysis 2 2 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption. (Sp.)

SST 130 Modeling Renewable Energy 2 2 0 3
Prerequisites: *None* Corequisites: *None*
This course introduces software and other technologies used for modeling renewable energy systems. Topics include renewable energy modeling software applications, data analysis, renewable energy sources, and cost of renewable energy systems. Upon completion, students should be able to use appropriate technology to model the effectiveness of renewable energy systems. (Sp.)

SST 140 Green Building Concepts 1 3 0 2
Prerequisites: *None* Corequisites: *None*
This course introduces green building design, LEED® (Leadership in Energy and Environmental Design) and comparable certifications, and their significance in modern building construction. Topics include LEED certification or similar rating systems, energy efficiency, indoor environmental quality, and sustainable building materials. Upon completion, students should be able to incorporate ecological awareness and sustainable principles within the context of design and construction. (Sp.)

SST 210 Issues in Sustainability 3 0 0 3
Prerequisites: *SST 110* Corequisites: *None*
This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts. (Sp.)

TRF - Turfgrass Management

TRF 110 Intro Turfgrass Cult & ID 3 2 0 4
Prerequisite: *None* Corequisite: *None*
This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas. (Sp.)

TRF 120 Turfgrass Irrigat & Design 2 4 0 4
Prerequisite: *None* Corequisite: *None*
This course covers the basic techniques involved in the design, layout, installation, and use of turfgrass irrigation systems. Topics include types of irrigation systems, components of the systems, materials available for use, and economic considerations. Upon completion, students should be able to complete a functional design for a turfgrass irrigation system. (Sp.)

TRF 152 Landscape Maintenance 2 2 0 3
Prerequisites: None Corequisite: None
This course introduces the tasks of landscape maintenance. Emphasis is placed on lawns, shrubs, trees, flowers, and ground covers. Upon completion, students should be able to maintain a landscape area on a year-round schedule. (F.)

TRF 210 Turfgrass Eqmt Mgmt 1 4 0 3
Prerequisite: *None* Corequisite: *None*
This course covers the operation and maintenance of specialized turfgrass management equipment. Topics include small engine use and repair; operation, maintenance, and repair of turfgrass management equipment; organization of shop areas; and safety considerations. Upon completion, students should be able to operate and maintain turfgrass management equipment. (F.)

TRF 230 Turfgrass Mgmt Apps 1 2 0 2
Prerequisite: *None* Corequisite: *None*
This course introduces specific sports field design, installation, and maintenance. Topics include natural grass croquet courts and baseball, soccer, and football fields. Upon completion, students should be able to perform specific tasks in layout, field marking, and preparing for tournament play. (Sp.)

TRF 240 Turfgrass Pest Control 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course covers detection and identification of turfgrass pests with emphasis on methods of control or eradication. Topics include weeds, insects, diseases, and nematodes identification with an understanding of pesticides used, application procedures, and costs involved in control programs. Upon completion, students should be able to identify turfgrass pests, select the proper pesticide, develop pest control programs, and/or use integrated pest management. (Sp.)

TRF 260 Adv Turfgrass Mgmt 3 2 0 4
Prerequisite: *TRF 110* Corequisite: *None*
This course covers the principles and practices involved in turfgrass management. Topics include choosing the best management practice in mowing, pest control, fertilization, irrigation, traffic control, air control, budgeting, and materials procurement. Upon completion, students should be able to demonstrate knowledge of the principles covered and select and apply the best practices in turfgrass management. (Sp.)

WEB - Web Technologies

WEB 110 Internet/Web Fundamentals 2 2 0 3
Prerequisite: *None* Corequisite: *None*
This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using internet protocols, search engines, file compression/decompression, FTP, email, listservers, and other related topics. Upon completion, students should be able to deploy a website created with basic markup language, retrieve/decompress files, email, FTP, and utilize other internet tools. (This course is offered at Pitt Community College) (F.)

WEB 140 Web Development Tools 2 2 0 3
Prerequisite: *CIS 070 or CTS 080, and RED 080 or RED 081 or ENG 085* Corequisite: *None*
This course provides and introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets. (Sp.)

WLD - Welding

WLD 110 Cutting Processes 1 3 0 2
Prerequisite: *None* Corequisite: *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. (F.)

WLD 112 Basic Welding Processes 1 3 0 2
Prerequisite: *None* Corequisite: *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. (Sp., F.)

WLD 115 SMAW (Stick) Plate 2 9 0 5
Prerequisite: *None* Corequisite: *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. (F.)

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 4
Prerequisite: *WLD 115* Corequisite: *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. (Sp.)

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 4
Prerequisite: *None* Corequisite: *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. (F., Sp.)

WLD 122 GMAW (MIG) Plate/Pipe 1 6 0 3
Prerequisite: *WLD 121* Corequisite: *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. (F., Sp.)

WLD 131 GTAW (TIG) Plate 2 6 0 4
Prerequisite: *None* Corequisite: *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. (F., Sp.)

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 3
Prerequisite: *WLD 131* Corequisite: *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. (On Demand)

WLD 141 Symbols & Specifications 2 2 0 3
Prerequisite: *None* Corequisite: *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. (Sp., S.)

WLD 212 Inert Gas Welding 1 3 0 2
Prerequisite: *None* Corequisite: None
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. (Sp.)

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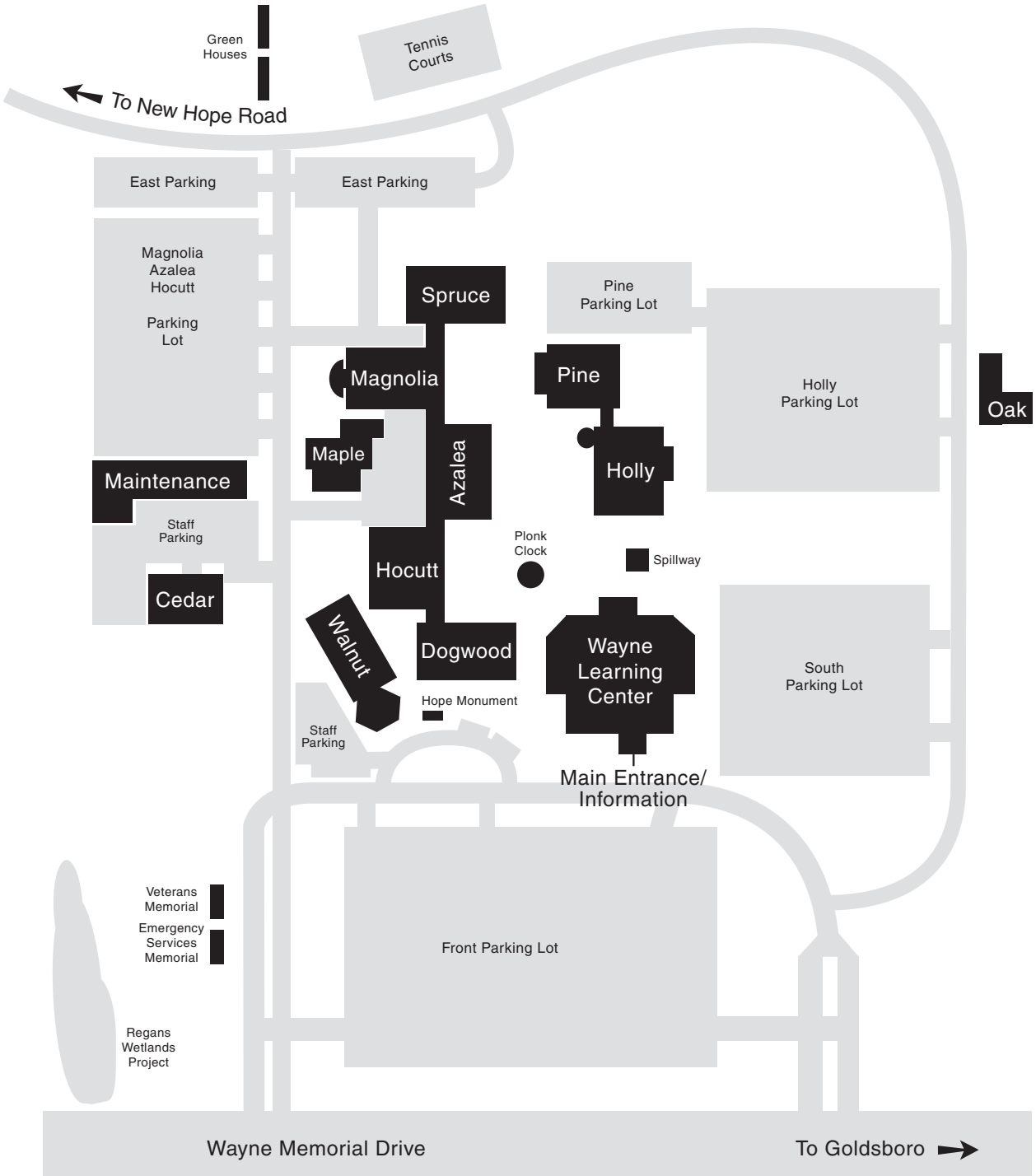

Azalea: Mechanical and Social Studies
Cedar: Energy Plant
Dogwood: Administration, Arts, Business Office, College Transfer, and Mathematics
Hocutt: Auto, Engineering, Welding, and WEMCHS
Holly: Dental Clinic and Science
Magnolia: Agriculture, Automotive, and Open Computer Lab
Maple: Auto Body Shop
Oak: Child Care Center
Pine: Allied Health and Public Safety
Spruce: Business and Computer Technologies, CAD Drafting, and Mechanical Engineering
Walnut: Continuing Education, Basic Skills, Occupational Extension, Military Business Center, and Small Business Center
Wayne Learning Center (WLC): Bookstore, Cafeteria, College Transfer Advising Center, Library, Pre-curriculum, Student Services, and Wayne Occupational Readiness Keys for Success (W.O.R.K.S.)

WAYNE COMMUNITY COLLEGE

Where Futures Grow

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