

Beaufort County Community College

5337 Highway 264 East, Washington, NC 27889

Telephone 252-946-6194

www.beaufortccc.edu

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

Member of

American Association of Community Colleges North
Carolina Community College System

General Catalog 2015 - 2016 **Volume 36**

Last Update
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*Refer to the BCCC website for the official and most current
information. Go to www.beaufortccc.edu and click on Catalog.*

Beaufort County Community College is an Affirmative Action, Equal Opportunity, Section 504 Institution, and does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap.

If you believe you have been discriminated against, contact the following:

504 and Americans with Disabilities Act (ADA) Coordinator

Mark Nelson

Building 1, Room 208

252-940-6213

Affirmative Action Officer

Emily Woolard

Building 1, Room 211

252-940-6204

Title IX Coordinator

Crystal Ange

Building 1, Room 101C

252-940-6216

Students may also contact the Vice President of Student Services.

Specific institutional policies pertaining to alcohol and drug usage, communicable diseases, copyright (including computer software), sexual harassment, and smoking may be reviewed in the President's Office and the Office of Student Services.

Graduation/Completion rates are available in the Office of the Registrar.

This catalog supersedes all previous catalogs. Information about programs, fees, and regulations contained in earlier issues is now obsolete. The provisions of this publication are not to be regarded as an irrevocable contract between the student and Beaufort County Community College. The college reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary. Every effort will be made to minimize the inconvenience such changes might create for students.

Though accurate at the time of publication, information is subject to change. Refer to the BCCC website for the most current information. Go to www.beaufortccc.edu and click on Catalog. Please contact college personnel if you have any questions.

Portions of this catalog were written by the North Carolina Community College System (NCCCS) staff.

Revision History: Version Number: 36.0

Version Date: July 1, 2005, June 15, 2006, January 24, 2007, May 14, 2008,
May 14, 2009, January 20, 2010, June 21, 2010, June 20, 2011, June 28, 2012, June 30, 2013,
July 1, 2014, July 1, 2015

Academic Calendar 2015 – 2016

Summer Term 2015

March 31 to May 18, 2015	Summer Registration
April 20, 2015	Bills Mailed
May 18, 2015	100% Refund for Dropped Classes
May 19, 2015	Term Begins
May 25, 2015	Holiday
May 26, 2015	Last Day for 75% Refund /Dropped Classes
May 30, 2015	New Student Orientation Fall 2015
June 30, 2015	Last Day to Official Withdraw
July 2, 2015	Holiday
July 15, 2015	Semester Ends/Exams

Fall Semester 2015

March 31 to August 17, 2015	Registration
May 30, 2015	New Student Orientation
June 25, 2015	New Student Orientation
July 7, 2015	New Student Orientation
July 7, 2015	Bills Mailed
August 1, 2015	New Student Orientation
August 12, 2015	New Student Orientation
August 14, 2015	Faculty Work Day
August 17, 2015	Registration
August 17, 2015	100% Refund for Dropped Classes
August 18, 2015	First Day of Class (8:00 am to 6:00 pm)
August 27, 2015	Last Day for 75% Refund /Dropped Classes
September 7, 2015	Holiday
September 14 to October 19, 2015	Great 8 Registration
October 14, 2015	First Day of Class for Great 8
October 14, 2015	Faculty Workday/No Classes
November 10, 2015	Faculty Workday/No Classes
November 11, 2015	Holiday
November 17, 2015	Last Day to Officially Withdraw
November 25-27, 2015	Student/Faculty Vacation
December 16-18, 2015	Exams
December 18, 2015	Last Day of Fall Classes
December 21-Januray 1, 2016	Staff Student Faculty Vacation

Revised 06/10/15

General Information

History of Beaufort County Community College

Beaufort County Community College began with the operation of a practical nursing program in 1949, under the direction of the State Vocational and Adult Education Department. From 1962 to 1968, the College operated as extension units of Pitt and Lenoir Community Colleges.

In December, 1967, the College was officially chartered as Beaufort County Technical Institute. The vocational and technical programs of the College were complemented by a college parallel program which opened in 1968 in conjunction with East Carolina University. In 1979, community college status was granted, and since then, Beaufort County Community College has functioned as a comprehensive community college offering continuing education and awarding associate degrees, diplomas, and certificates.

Beaufort County Community College

Vision

Beaufort County Community College will continue to be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.

Reviewed &/or Revised, and Approved:

BCCC Mission Review Committee, 9-10-02, 9-22-04, 9-26-06, 9-30-08, 9-16-10, 1-22-13

BCCC Administrative Council, 9-25-02, 9-30-04, 9-27-06, 10-6-08, 9-29-10, 1-28-13

BCCC Board of Trustees, 10-01-02, 10-05-04, 10-03-06, 10-05-10, 2-4-13

Mission Statement

Beaufort County Community College is a public comprehensive community college committed to providing accessible and affordable quality education, effective teaching, relevant training, and lifelong learning opportunities for the people served by the College.

Reviewed &/or Revised, and Approved:

BCCC Mission Review Committee, 9-19-00, 9-10-02, 9-22-04, 9-26-06, 9-30-08, 9-16-10, 1-22-13

BCCC Administrative Council, 10-25-00, 9-25-02, 9-30-04, 9-27-06, 10-06-08, 9-29-10, 1-28-13

BCCC Board of Trustees, 10-03-00, 10-01-02, 10-05-04, 10-03-06, 10-07-08, 10-05-10, 2-4-13

Strategic Directions

Provide courses and support services for personal enrichment and lifelong learning centered around the community's civic, economic, and cultural needs.

Promote community awareness of programs and services through innovative and targeted marketing to increase enrollment, retention, and degree completion for underserved student populations.

Dedicate resources to support and maintain a reliable, robust, secure infrastructure to capitalize on current and emerging technologies and promote excellence in the teaching and learning environment and all facets of the college.

Support new and existing partnerships with employers, organizations, educational institutions, and economic development agencies to promote the College as a cost effective training resource.

Collaborate with business and industry leaders to introduce cutting edge technologies and provide educational programs which meet the demand for employees with multiple certifications, educational achievements, and soft skills.

Prepare students to succeed in a globally competitive work environment, recognizing the increased use of technology and multi-cultural awareness.

Develop and promote curricula, programs, courses, and prior learning assessments that provide flexibility in entry, exit, and modality to meet the dynamic educational needs and interests of our diverse populations.

Recruit and retain high quality faculty and staff who embrace technology and reflect the diversity of the community, and provide faculty and staff with a wide variety of professional development opportunities.

*Reviewed &/or Revised, and Approved: BCCC Senior Staff, 09-22-14
BCCC Board of Trustees, 10-07-14*

Curriculum Programs

Associate Degree Programs

Associate in Arts (A.A.)

Associate in Science (A.S.)

Associate in General Education (A.G.E.)

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

Agribusiness Technology

Associate Degree Nursing

Automotive Systems Technology

Biotechnology

Business Administration

Computer Information Technology

Computer Programming

Construction Equipment Systems Technology

Cosmetology

Criminal Justice Technology

Early Childhood Education

Electrical Engineering Technology

Electronics Engineering Technology

General Occupational Technology

Health and Fitness Science

Human Services Technology

Mechanical Engineering Technology

Medical Laboratory Technology

Medical Office Administration

Office Administration

Welding Technology

Diploma Programs

Applied Electrical Principles

Applied Electronic Principles

Automotive Technology
Business Administration
Construction Equipment Systems
Cosmetology
Criminal Justice
Dental Assisting
Early Childhood
Human Services Technology
Machinist
Practical Nursing
Therapeutic and Diagnostic Services: Nursing Assistant Pathway
Transfer Core Diploma*
Welding Technology

*A college may award a diploma under the A10100 or A10400 for completion of the entire general education core as outlined.

Certificate Programs

Agricultural Applications
Automotive Chassis
Automotive Drivetrains
Automotive Electrical & Electronics
Automotive Engines
Automotive Technology
Automotive Technology (Engines and Brakes)
Basic Electrical Wiring Methods
Basic Electronics
Basics of Criminal Justice
Basic Medical Office
Basic Office Skills
Business Administration
C++ Programming

Community Spanish Interpreter
Computer Hardware Repair & Trouble Shooting
Corrections
Cosmetology Instructor
Early Childhood Administration
Engine and Electrical
Essential Police Operations
Human Services Technology
Industrial Technology
Infant and Toddler
Machinist
Machinist (Advanced)
Manicuring/Nail Technology
Network Support
Power Train and Hydraulic
Software Applications Specialist
Special Education
Visual Basic Programming
Web Development and Design
Welding Technology
Welding – Basic MIG/TIG
Welding – Basic Pipe
Welding- Basic Welding
Welding – GTAW TIG (Plate/Pipe)
Welding – Stick and MIG
Welding – SMAW (Stick Plate/Pipe)
Word Processing Specialist

Smoking/Tobacco Free Campus Policy

Beaufort County Community College is committed to providing its employees and students with a safe and healthful environment. Beaufort County Community College also recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. Beaufort County Community College also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, Beaufort County Community College has set the following tobacco free campus policy, to be implemented on August 1, 2010.

Use of tobacco is prohibited by students, staff, faculty or visitors:

- in all campus buildings, facilities and vehicles owned by Beaufort County Community College;
- on campus grounds and property owned by Beaufort County Community College;
- at lectures, conferences, meetings, social and cultural events held on school property or school grounds.
- for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff.
- Beaufort County Community College also prohibits the use of electronic cigarettes (e-cigs or e-cigarettes), personal vaporizers, or electronic nicotine delivery systems (ENDS) on the BCCC campus.

Opportunities for cessation

Administration will consult with county health department and other health organizations to provide faculty, staff, and students with information and access to free programs and services to help them abstain from the use of tobacco products.

Implementation & Compliance

- A campus committee shall develop a plan for communicating the policy with students, staff, faculty and visitors and will insure appropriate campus signage.
- Smoking waste management products such as ashtrays shall be removed.
- Visitors who repeatedly violate the policy shall be asked to leave campus
- Staff and faculty who repeatedly violate the policy shall be referred to their supervisor and shall be given tobacco cessation materials. Repeated violations by staff or faculty can result in further personnel action.
- Enforcement of this policy for students shall include the provision of an oral warning for the first offense and a written for the second offense. The written

warning shall be filed with the Vice President of Student Services. The record shall be purged three years from the date of the last incident. If a student is observed in violation of this policy a third time, he/she may be disciplined by the Vice President of Student Services as a violation of the student conduct code.

Admissions

Beaufort County Community College (BCCC) maintains an open door admission policy. This policy provides admission to any person who has reached the age of 18 or whose high school class has graduated. Admission to the College does not imply immediate admission to the curriculum desired by the applicant. Placement in certain programs is limited, and admission to a specific program of study is based on guidelines developed to ensure the student's chances of success in the program. Applicants are admitted regardless of race, gender, age, religion, national origin, disability, or political affiliation. BCCC reserves the right to refuse admission to any student whose enrollment or continued presence is considered to create a risk for campus safety or disruption of the educational process.

A. General Admission Requirements:

1. An applicant must be a high school graduate or have a high school equivalency certificate (GED). Applicants who are not high school graduates may arrange to take the high school equivalency examination by contacting the Basic Skills Office in the Division of Continuing Education. Please note: BCCC does not offer the Ability to Benefit test. Exceptions may be made for certain programs. See Part B below for specifics.
2. Each applicant must submit a completed application for admission to the BCCC Admissions Office.
3. Each degree-seeking applicant must submit official high school/GED transcripts to the BCCC Admissions Office.
4. Official college transcripts from regionally accredited institutions shall be required if the applicant is:
 - a. Requesting transfer credit from a previous college/university (See *Advanced Standing* in BCCC Catalog)
 - b. Requesting to exempt from the College's Placement Test (See *Placement Testing* in BCCC Catalog)
 - c. Applying for allied health programs
 - d. Applying for financial aid programs
5. All applicants, unless exempt, must take a placement examination.
6. Each applicant must meet with a counselor and/or academic advisor prior to enrollment.

B. Exceptions to Requirements for General Admission:

1. A student may enroll as a special credit student without specifying an educational objective. To be admitted, the special credit student needs only to file an application. It is to the student's advantage to declare an educational objective and to complete all of

the admission procedures as soon as possible after enrollment. Special credit students are not eligible to receive financial aid or Veteran's benefits, and must meet all prerequisite requirements for each course enrolled.

2. A student may enroll in associate degree courses under special admission without meeting all requirements for general admission. However, no more than 12 credit hours may be earned without complying with the appropriate admission requirements.

3. A student may enter a diploma or certificate program without being a high school graduate or possessing an equivalency certificate unless required by a specific program. (Students applying for financial aid/veterans affairs benefits will need a high school transcript or equivalency certificate on file in any case.) In all cases, the final entrance eligibility of the applicant will be determined by the chair of the division in question.

4. An applicant who is a minor between the ages of 16 and 18 years may be considered as a person with special needs and admitted to appropriate courses or programs provided under these conditions:

(a) That the minor applicant has left the public schools no less than six calendar months prior to the last day of regular registration of the semester in the institution for which admission is sought.

(b) That the application of such minor is supported by a notarized petition of the minor's parents, legal guardian, or other person or agency having legal custody and control of such minor applicant, which petition certifies the place of residence and date of birth of the minor, the parental or other appropriate legal relationship of the petitioner to the minor applicant, and the date on which the minor applicant left the public schools. However, all or any part of the six-month waiting period may be waived by the superintendent of the public schools of the administrative unit in which the applicant resides.

(c) That such admission will not pre-empt College facilities and staff to such an extent as to render the College unable to admit all applicants who have graduated from high school or who are 18 years of age or older.

5. Selected high school students may be admitted under specific conditions:

(a) Be at least 16 years of age,

(b) Obtain written approval from his/her principal and superintendent, and

(c) Be enrolled in at least three courses at the high school or one-half of the school day.

6. Exceptions not addressed in items 2-5 must be considered on a case-by-case basis

by the Admissions Committee. High school students should discuss their interest in enrolling in the College with their principal before contacting the College.

7. Beaufort County Community College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, BCCC may refuse admission/continued enrollment to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. If BCCC refuses admission on the basis of a safety threat, BCCC shall document the following:

- (a) Detailed facts supporting the rationale for denying admission;
- (b) The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
- (c) The conditions upon which the applicant that is refused would be eligible to be admitted.
- (d) Applicants denied may appeal this determination utilizing the BCCC student appeals process.

8. There is an open door policy UNLESS BCCC is enrolling students from a state the college is not authorized to deliver instruction. BOT approved August 5, 2014.

The contact office is Beaufort County Community College VP of Students. *History Note: Authority G.S. 115D-1; 115D-5; 115D-20; SBCC Adoption January 21, 2011; Amended June 1, 2012. BOT approved August 7, 2012. Amended August 5, 2014. BOT approved August 5, 2014.*

C. Requirements for Home School Graduates

Home school graduates must complete the following procedures prior to their enrollment:

1. Home schooled students must provide evidence of attendance of a state approved home school program. For North Carolina home school students, this means that the home school administrator must have a school approval number, a charter for the school, or anything that denotes approval from the NC Department of Non-Public Instruction and provide copies of this information with the application.
2. The home school administrator must submit an official transcript from the home school.
3. If the home school does not have the proper certification, the student cannot register for classes at BCCC. Home school graduates without proper certification may enroll by obtaining the GED. The student may arrange to take the GED examination by contacting the BCCC Basic Skills Office in the Division of Continuing Education at 252-940-6298 or 252-940-6322.

D. Requirements for Transfer Students

1. Complete general admission and graduation procedures.
2. Refer to “Advanced Standing” for instructions on transferring credit from other institutions. BCCC does not penalize a transfer student who is on probation from another institution nor does the College practice provisional admission.

E. Additional Requirements for Allied Health Programs

Allied health programs have additional admission requirements. This is necessary because these programs are limited in the number of students that can be admitted each year. Students will be enrolled in the AGE program until accepted into the RN, LPN, or MLT program.

Note: A clinical site may require a criminal background check and/or drug testing prior to your participation in clinical training. If denied access to a clinical site, the student shall not progress in the program due to the inability to complete the clinical portion of the program.

Specific guidelines, requirements, and allied health applications for admission into the allied health programs may be obtained from the Allied Health Admissions Coordinator.

Minimum Requirements for Applicant Evaluation

1. Complete the Accuplacer Computerized Placement Test (CPT) with scores meeting the minimums for the college or qualify for testing waiver as outlined in the college catalog under *Placement Testing*. Successful completion of the recommended developmental courses will satisfy this requirement. *It is the responsibility of the student to submit verification of test scores, written approval of testing waiver, or transcript of developmental coursework to the Admissions Office.*
2. *Have completed a high school or college chemistry course with a grade of C or better.
3. The Associate Degree Nursing Program requires this chemistry to be completed within the past eight years. There is no chemistry time limit for applicants with a Bachelor’s degree or an AAS degree in an *approved* healthcare field. Medical Laboratory Technology Programs requires chemistry to be completed within five years.
4. Have high school transcript or official GED report sent to BCCC (college transcripts, if applicable).
5. A minimum GPA of 2.0 is required in specific allied health program curriculum courses from all colleges and BCCC. In addition, a minimum GPA of 2.0 is required in specific allied health curriculum courses completed at BCCC.

***Not required for Practical Nursing (PN)**

Application Deadlines

In addition to the general application to the college, a separate application packet for an allied health program is required. Completed application packets are taken and reviewed by appointment on a first-come, first-served basis with the Allied Health Admissions Coordinator. Incomplete application packets will not be considered.

Application Period

Nursing Programs August 1 - January 31

MLT Program August 1 - April 30

Evaluation Criteria

A point system will be used to determine applicant rank. Points are based on academic performance, GPA, and chemistry grade (if applicable) of the applicant. Refer to the Allied Health Admissions Website or *Nursing Programs Handbook* for a detailed explanation of the point system. Applicants who do not rank into the program will be alternates and notified according to the ranked order should space become available.

Applicants are only accepted each year for the following academic year. Students may reapply by updating their application with the Allied Health Admissions Coordinator. Beaufort County Community College does not utilize a “waiting list” for allied health programs.

Post Evaluation Requirements

These requirements are completed after a student has been evaluated for the program and is notified by the Admission’s Office.

1. Attend a mandatory information session with the allied health program faculty and the Allied Health Admissions Coordinator. Notification of available sessions will be based on weighted ranking of candidates that have completed all the above requirements.
2. Submit a physical examination report. (Use BCCC Physical Form)
3. Submit required documentation of screening and vaccines related to communicable diseases. (BCCC Physical Form)
4. Submit proof of current CPR (cardiopulmonary resuscitation) infant, child, and adult resuscitation, as well as the use of automated external defibrillators (AED’s). (Not required for MLT)

F. Additional Requirements for Basic Law Enforcement Training (BLET)

The following information is provided in an effort to inform you of the application procedures as well as the program requirements, policies and standards for Basic Law Enforcement Training (BLET). Please read through this information carefully and completely.

Policy Statement

Beaufort County Community College curriculum admission requirements apply to the Basic Law Enforcement Training (BLET) program. In addition, each applicant must meet minimum standards for employment as established by the North Carolina Criminal Justice Education and Training Standards Commission and/ or the North Carolina Sheriffs' Education and Training Standards Commission.

Admission Requirements

Applicants for admission to the Basic Law Enforcement training (BLET) Program must:

1. Have graduated from High School or have an Adult High School Diploma or have passed the GED with an equivalency certificate, which meets the minimum requirements set by the state of North Carolina.
2. Meet the minimum standards for employment as established by the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission which include:
 - a. Be a citizen of the United States;
 - b. Be at least 20 years of age (must be 20 years of age as of the first day of class or have prior written authorization from the Director of the Criminal Justice Standards Division if less than 20 years old);
 - c. Be of good moral character;
 - d. Be free of (1) any convictions of any crimes, civilian or military; and (2) be examined and certified by a licensed physician or surgeon to meet the physical requirements necessary to perform the functions of a law enforcement officer. Physical exam should not be completed until all admission requirements are met and an official Physical Exam packet is obtained from the BLET School Director.
 - e. Have not ever committed or been convicted of any of the following:
 - f. A felony;
 - g. A crime for which the punishment could have been imprisonment for more than two years;
 - h. A crime or unlawful act for which the punishment could have been imprisonment for more than six months but less than two years and the crime or unlawful act occurred within the last five years;
 - i. Four or more crimes or unlawful acts described in "C" above regardless
 - j. of the date of occurrence; or
 - k. Four or more crimes or unlawful acts for which the punishment could have been imprisonment for less than six months.
 - l. Have taken the college's placement tests and achieved minimal acceptable scores in reading.
 - m. Possess a valid North Carolina driver's license.

Note: Any applicant who is uncertain whether or not he/she meets the admissions requirements stated in 1-5 above should contact the BLET School Director as soon as possible.

Procedures for Admission

1. Obtain a BLET application packet from the BLET School Director. Complete the Application for Admission to Beaufort County Community College and return it to the Admissions Office.
2. Have a copy of your high school transcript sent directly from your high school to the Admissions Office. If you received the GED or graduated from Adult High School, please have those records sent to the Admissions Office.
3. Take the College's placement assessment to determine your eligibility to enroll in the BLET program. You may schedule your assessment by calling the Admissions Office.
4. Obtain a certified copy of your arrest and driver history record from the Office(s) of the Clerk of Court in every county in which you have resided since your 16th birthday. Submit this record to the BLET School Director.
5. Obtain sponsorship for the BLET program. A sponsorship form is included in this packet. Submit the completed form to the Admissions Office. (optional)
6. Upon receipt of the Application for Admission, high school/AHS/GED transcripts, arrest and driver history record, and a completed sponsorship form, **the BLET Director will contact you regarding an interview.**
7. Final approval to begin the program is contingent upon meeting admissions requirements, acceptable health certification and proof that you meet all minimum standards of the NC Criminal Justice Education and Training Standards Commission and/or the NC Sheriffs' Education and Training Standards Commission.

Admission Interview

Each applicant is interviewed by the BLET Director or Qualified Assistant. The interview is used to determine if the applicant meets minimum standards for employment as established by the NC Training Standards Commission and if the applicant is free of conviction of any crimes, civilian or military; driving while impaired or under the influence; or major motor vehicle law infractions and to determine if the disposition of such charges is pending.

Health Evaluation

Prior to enrollment in the BLET program, an accepted applicant must provide the BLET Director with a Medical Examination Report (Form F-1 and F-2) completed by a physician licensed to practice medicine in North Carolina. The Medical Examination

Report must include the Medical Release Form for Basic Law Enforcement Training School. Medical forms will be provided to applicants upon determination of their eligibility to enroll in the BLET program.

Tuition and Fees/Waiver Requirement

Tuition and fees are waived for applicants admitted to the BLET program if sponsored by a law enforcement agency.

Books and Supplies

Each student in the BLET program is required to provide for the following estimated BLET costs:

Books \$500.00 Uniforms \$350.00

Note: BLET students are encouraged to apply for financial aid to cover books and supplies. If you need additional information or an application, contact the BCCC Financial Aid Office as soon as possible.

G. Admission to Programs Designed for College Transfer

The AA and AS degrees follow the curriculum standards instituted by the state of North Carolina through the Comprehensive Articulation Agreement (CAA). The CAA was developed by the North Carolina Community College System and the University of North Carolina System in order to create a seamless transfer program within the North Carolina higher educational system. The CAA ensures that courses in the program of study are all approved for transfer between the state colleges without question upon completion of the general education core requirements with at least a grade of C in each course.

H. International Student Admissions

International students must meet all Beaufort County Community College admissions requirements and are required to observe the regulations of the United States Citizenship and Immigration Service (USCIS), as well as the College. Persons holding student visas cannot be classified as North Carolina residents for tuition purposes and will be required to pay out-of-state tuition. Legal residents with permanent visas (Alien Registration card holders) are admitted to BCCC under the same residency criteria and burden of proof required of United States citizens.

I. Readmission

Persons who have not attended for three (3) consecutive semesters no longer enjoy the benefits of student status. Persons who fit this criteria must reapply by completing an Application for Admission.

Curriculum students who have withdrawn in good academic standing may apply for readmission through normal registration procedures. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply. There are specific additional guidelines for re-entry into the health curriculums.

These guidelines may be obtained from the Admissions Office.

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

1. Update their application
2. Participate in an interview with an admissions counselor.
3. Be assigned a faculty advisor.
4. Satisfy all outstanding obligations to the College.

Readmission applications for students who have been suspended for disciplinary reasons will not be considered until the period of suspension has been completed. After the suspension period, readmission will be secured as stated above in requirements above.

J. Applicant to Student Status

An applicant to Beaufort County Community College officially becomes a student of Beaufort County Community College once they have successfully registered and attended their first class. Persons who have not attended for three (3) consecutive semesters have their student status removed.

Fees and Expenses

Beaufort County Community College receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition rates are set by the North Carolina General Assembly and the State Board of Community Colleges, and other fees are established by the Board of Trustees of Beaufort County Community College. The total expense consists of tuition, student activity fee, textbooks, technical fee, supplies and materials, uniforms, and malpractice insurance, if applicable. The cost of textbooks, supplies and materials, and uniforms varies according to the curriculum. All tuition and fees must be paid in full on registration day. Students who will be attending school on a scholarship or are being assisted by a private individual, company, club, or state agency should consult the section on College Expenses Paid By Outside Agencies to determine the information that must be furnished to the Business Office prior to registration. Students who are in need of financial assistance should consult the section on Financial Aid. The tuition schedule and all other fees are explained below.

Tuition

All students are charged tuition according to the following schedule, 2014-2015:

N.C. Resident

1 to 15 Semester Credit Hours	\$72.00 per semester hour
16 Semester Credit Hours and Over	\$1,152.00 per semester

Out-of-State

1 to 15 Semester Credit Hours	\$264.00 per semester hour
16 Semester Credit Hours and Over	\$4,224.00 per semester

Note: These rates are subject to change by action of the General Assembly.

Student Activity Fee

The Student Activity Fee is based upon the number of credit hours for which a student is enrolled (\$1.00 per credit hour) with a maximum of \$16.00 per semester. The funds collected by the activity fee are used to support social and athletic functions, special academic projects, cultural events, clubs, health- and diversity-related activities, accident insurance, graduation, and other student related activities.

Technology Fee

The Curriculum technology fee is based upon the number of credit hours for which a student is enrolled (\$3.00 per credit hour) with a maximum of \$20.00 per semester. The Continuing Education Technology fee is based upon a flat fee of \$5.00 per Occupational Extension computer course. The funds collected by the technology fee are used to support the cost associated with technology initiatives on our campus including computer labs, student email, and other related student technology initiatives.

Graduation Fee

The graduation fee covers the costs of the diploma or degree, cap and gown, and other graduation expenses. In order for a student to receive a diploma or degree and/or attend the graduation ceremony, the student must apply for graduation and pay the graduation fee. The graduation fee will be due and payable to the Business Office once a student has applied for graduation. The student should be sure he/she is eligible to graduate before applying.

Textbooks and Supplies

The cost of textbooks and supplies varies according to the curriculum but averages about \$300 per semester for a full-time student. Textbooks may be purchased from the bookstore on campus.

Uniforms

Uniforms are necessary for the Associate Degree Nursing, Nursing Assistant, Medical Laboratory Technology, Practical Nursing, Cosmetology, and BLET programs. Uniforms are purchased by the student.

Malpractice Insurance

Students enrolled in Associate Degree Nursing, Human Services Technology, Practical Nursing, Nurse Aide, Emergency Medical Tech, or Medical Laboratory Technology must purchase malpractice insurance. The Student Liability Insurance Program provides coverage at a minimum cost and is available through the College.

Refund Policy

1. **A 100 percent refund shall be made if the student officially withdraws prior** to the first day of class (es) of the academic semester as noted in the College calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
2. 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.
3. 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.
4. For contact hour classes, 10 calendar days from the first day of the class (es) is the determination date.
5. Student activity fees are not refundable unless a course or curriculum fails to materialize due to no fault of the student.

College Expenses Paid by Outside Agencies

Students who will have their expenses paid by a private individual, company, club, state agency, etc., must provide the Business Office with a letter of authorization prior to registration. Until the Business Office has this authorization in writing, the student will not be allowed to charge his/her fees.

The authorization should contain the following:

1. Name and address of the sponsor,
2. Person to contact,
3. Name of the recipient,
4. Period of time covered,
5. Names of students and what is covered by the authorization (tuition, activity fee, books, graduation fee, uniforms, malpractice insurance, etc.), and
6. Method by which payment will be made to the College.

If the sponsor makes payment directly to the recipient, the Business Office does not need a letter of authorization.

Student Residency Classification Policy

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for non-residents. Out-of-state students are admitted under the same regulations as others except for tuition charged.

General:

To qualify for in-state tuition, a legal resident must have maintained his or her domicile in North Carolina for at least 12 months immediately prior to his or her classification as a resident for tuition purposes.

To be eligible for such classification, the individual must establish that his or her presence in the state during such 12-month period was for the purpose of maintaining a bona fide domicile rather than for purposes of mere temporary residency incident to education.

Regulations concerning residency classification for tuition purposes are set forth in detail in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of State Residence Classification for Tuition Purposes*. Each enrolled student is responsible for knowing the contents of the Manual, which is the controlling administrative statement of policy on this subject. A copy of this manual is available for review in the Admissions Office or online at

http://www.northcarolina.edu/legal/residence/committee/manual/ResidenceManual_Aug_2010.pdf.

Learning Resources

The Learning Resources Center (LRC) at BCCC includes Media/Graphics, Audiovisuals/ Video Conferencing, and the Library. The purpose of the Learning Resources Center is to enrich the teaching/learning process of the College and the community by providing resources, instructional support, equipment, and qualified staff.

Library

The Library, located in Building 5, provides resources and services that support, facilitate, and enhance the information and learning needs of the college community. The collection consists of print and non-print materials in diverse formats. These resources include books, periodicals, newspapers, audiovisual materials, microforms, and access to online sources.

Services Available in the Library

- **CCLINC**- online access to a combined collection of several North Carolina community college library holdings.
- **NCLIVE** - a statewide electronic library project that provides access to multiple resources including:

E-Books & Audiobooks, Encyclopedias, Newspapers, Images & Maps Primary Source Documents, PBS Videos, Test Preparation, Magazines & Journals, Tools for Readers

- Assistive Technology is available for the hearing and visually impaired.
- ILL (Interlibrary Loan) – via computers and electronic transmissions, BCCC Library has the capability to borrow from and lend to various libraries throughout the United States. Materials available through this service include books and periodicals.
- DVD Collection – more than 700 curriculum and popular DVDs can be checked out from the library.
- Computer Lab and full Internet access
- A copy machine, a fax machine, and a scanner are available for patron use.
- Wireless laptops are available for use in the library.
- Proctoring Services are available in the library.

Patrons using the BCCC library must complete application cards and present proper identification before using the computers and checking out materials. Reference materials, newspapers, magazines, journals, and microfilm may be used in the library.

Library Hours

Monday – Thursday 8 a.m.-9:00 p.m.

Friday 8 a.m.-4:00 p.m.

Library hours are subject to change during holidays or summer term. For additional information, call 252-940-6282 or Fax 252-946-9575.

Media Graphics Department

The Media/Graphics Department provides support for faculty, staff, and students. Desktop publishing, presentations, signs, brochures, flyers, transparencies, digital photography, videography, and web page development are some of the many services offered in this area. Training for instructors in multimedia presentations and online course design is available upon request.

Audiovisual Department

Audiovisual support for faculty, staff, and students is available through the AV Department. Services include:

- Audiovisual equipment needs for the instructional classroom.
- Computer/data projection devices for instruction.
- Technical and AV equipment needs/services for functions held at the College.

Distance Learning

Distance Learning at BCCC includes videoconferencing, online and hybrid courses. Continuing Education offers online courses via *Education To Go*. Beaufort County Community College provides courses for people who want to continue their education but cannot attend classes on a traditional schedule. The admission requirements, placement scores, methods of evaluations and other conditions of eligibility are consistent with the state requirements for curriculum courses.

- **Video Conferencing – North Carolina Information Highway classroom (NCIH)**
NCIH Teleclassrooms provide a video and audio interactive learning environment between two to five classrooms simultaneously.
- **Online Courses** – BCCC offers curriculum online courses via the Internet. Curriculum distance learning courses are equivalent to the on campus sections of the same courses in terms of objectives, contact hours, rigor, and transferability.
- **Hybrid Courses** – The classes can be defined as instruction that mixes face-to-face classroom learning with distance education methods. Students taking hybrid courses will be required to spend time on campus and will be required to access their course online. A textbook and/or specific course material may be required. A computer lab in the Library is available for online courses.
- **Web-Enhanced Courses** – Courses that are traditional face-to-face classes that are augmented with online components. For example, students may check grades or view a syllabus online. Unlike hybrid courses, web-enhanced classes continue to hold all of their meetings on-campus.

The goals of distance education at BCCC include:

- Making educational opportunities more flexible
- Increasing student access by making courses easily available
- Increasing student access by making courses available in alternative formats
- Increasing independence in student learning
- Meeting the needs of local employers
- Increasing access to new audiences

The Division of Continuing Education offers online and Alpha Sprout courses through *Education To Go*. Courses are designed to meet students' needs and interests by enabling learners to take classes in the comfort of their own homes. Easy access to online courses offers the opportunity for adult learners to take courses at their convenience without traveling to campus.

Bookstore

The College operates a bookstore for the convenience of its students and faculty. All textbooks, instruments, and supplies necessary in the academic programs of the College are available for purchase. The bookstore is operated under the direction of the Vice President of Administrative Services. A schedule is posted on the door to show when the bookstore is open.

Campus Police

The BCCC Campus Police is a sanctioned, full-service law enforcement agency. Campus police officers have full powers of arrest within the jurisdictional area of the campus. They receive their agency commission status and authority via General Statute (G.S. 115D.21.1). Campus Police officers provide many services to the campus community that promote safety and security awareness. The Campus Police office is located in Building 1, Room 114, and can be reached by phone at 252-940-6444 or 252-943-8721.

Grading System

Final grades will be issued at the end of each semester. Grading the performance of students in course work is the responsibility of individual faculty members. Specific grading procedures, including a numerical scale, will be stated in each course syllabus. Divisional chairs are responsible for ensuring that grading policies are consistent within each division.

Letter		Grade Points
A	Excellent	4
B	Very Good	3
C	Satisfactory	2
D	Poor	1
F	Failing	0
AU	Audit	
CE	Credit by Examination	
I	Incomplete	
P	Pass	
R	Re-enroll	
W	Withdrawal	
WF	Withdrawal Failing	
NA	Never Attended	

Incompletes are assigned when a student fails to complete the work for a course due to unavoidable reasons. An incomplete which is not removed by the end of the next term becomes an *F*. **The *IP*, *R*, and *WF* grades are used only for developmental classes.**

Computation of Grade Point Average (GPA)

The letter grade in each curriculum course will be converted to a quality point equivalent. The quality points are then multiplied by the semester hours. The total quality points are then divided by the total hours to give the grade point average. Example:

Class	Grade	Quality Points		Credit	Quality Points
ENG	111	A	4.0	x	3 = 12
BIO	163	B	3.0	x	5 = 15
PSY	150	C	2.0	x	3 = 6
				Total	11 Total 33

Divide: $33/11 = 3.00$ (GPA)

*Note: GPA will vary if student takes developmental courses, receives credit by exam, or pass grade.

Academic Forgiveness

A student who has not been enrolled in curriculum courses at Beaufort County Community College for 60 consecutive months may request the registrar to reevaluate his or her academic record. Under this policy, the student may request that his or her previous grade(s) of “F” not be used in calculating the GPA.

Prior to the reevaluation:

- the student must be readmitted to the College,
- register for courses, and
- complete at least 12 credit hours of course work with a minimum quality point average of 2.0.

At the request of the student, the registrar will reevaluate his or her cumulative quality point average as provided above. A reevaluation is provided only once for each student.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits.

Audit Credit

Persons wishing to attend classes without earning credit may do so by registering as an audit student. The normal application and registration procedures must be followed. The level of an auditor’s participation in a class will be determined by the instructor and student at the beginning of the semester. Students auditing courses will be charged according to the published tuition rates. A student may repeat an audited course once within five (5) years.

Catalog of Record

A student who is in continuous attendance (summer term excepted) may graduate under the provisions of the catalog in effect on the date of entry, or choose 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 the last re-entry date, or a subsequent issue.

Work Based Learning

Work based learning education is designed to enable students to earn college credit for working on a job that is a learning experience and that is related to the curriculum in which they are enrolled. The on-the-job training is a vital component to the total learning experience, supplementing theory learned in the classroom. Job sites become laboratories where classroom concepts can be utilized and tested. Work based learning education is open to students in certain programs. College personnel will assist the student in securing a job that meets the criteria for eligibility. A student may also use the job in which he/she is presently employed if this job meets specified criteria. Numerous advantages accrue from such an approach to learning: career direction and financial assistance for participating students, a source of manpower for employers, and

an avenue to better relate the College to the community. A student may earn work based learning credit according to approved curriculum standards for his/her curriculum. Students should check with their advisor and/or the work based learning education coordinator for information on those guidelines.

Course Substitution

Students may substitute comparable higher level general education courses in A.A.S. degree programs if the faculty advisor and placement tests indicate success potential. Students desiring to substitute higher level general education courses should inform their advisor at the time of registration.

Substitution of one course for another may be considered when the action is in the best interest of the student and the substitution supports the educational goals and objectives of the student. Course substitutions must be approved by the lead instructor, Dean, and Vice President of Academics.

Credit Hour Load Policy

Students registering for more than 21 credit hours (more than 16 credit hours for summer term) must have a cumulative GPA of 2.5 or higher and the permission of their advisor and the Vice President of Academics. Any student enrolled in two or more colleges concurrently during a semester shall give each college complete enrollment information including the name of each college enrolled, the number of credit hours taken, the class schedules, and other relevant information.

Any student who exceeds 21 credit hours during a semester without prior approval of the home college or fails to give complete and accurate enrollment information shall be prohibited from taking courses at any community college for one academic year.

Repeating Course Work

A student who has previously passed a curriculum course with a grade of C or better may repeat that course once within five years. Additional repeats of courses must be approved by the appropriate chairperson and the Vice President of Academics. No course may be counted more than once in determining the total number of semester hour credit for graduation. In all cases of repeated courses, the final grade becomes the grade for the course. Any required course in which an F is received must be repeated and passed before the student can graduate.

Advanced Standing Transfer Credit from Other Institutions

All requests for transfer credit should be made before enrolling at Beaufort County Community College.

All students desiring to have credits transferred from another post-secondary institution to Beaufort County Community College must submit an official transcript to the Admissions Office. Transcripts from other post-secondary institutions should be submitted no later than six weeks into the term in which they are enrolled. Only those courses with a grade of C or higher will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering. Transcripts from regionally accredited institutions will be reviewed and transfer credit recommended by the appropriate faculty. The decision as to whether any transfer credit will be allowed, and if so, how much transfer credit will be allowed and how such transfer credit will be applied, are discretionary on the part of the College.

In order to obtain transfer credit evaluations, the student must supply the College with the appropriate transcripts as well as course descriptions or catalogs if the College requests them. The transcript will then be evaluated by the faculty and Vice President of Academics. Upon completion of the process, the student will be provided with a copy of the evaluation. Any transfer student who possess an associate or baccalaureate degree from a regionally accredited college will have satisfied the General Education and student success/orientation requirements for all programs of study.

Credit by Examination

Under certain conditions, a student may be awarded credit by taking a series of departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two weeks prior to the test administration. A student is eligible to take only one examination per course.

A student seeking credit by examination must follow this procedure:

1. Make application for Credit by Examination, giving evidence of adequate preparation for the examination. (Use Request for Special Examination form).
2. Obtain approval of instructor and Dean.
3. Register and pay fees for the course.
4. Take the examination within the first two weeks of the semester.

The course number, the number of credit hours, and the grade CE (credit by examination) will be entered on the student's record. Tuition paid for a challenged course is non-refundable.

A student who has registered for a course (including for audit) and has been a member

of the class for more than two weeks will no longer be eligible for credit by examination for that course.

Military Credit

The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Recommended credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should contact the Admissions Department to determine the appropriate military document required. Upon receipt of the required document, Admissions will forward the information to the appropriate faculty for evaluation. Questions concerning credit for military schools should be directed to the Admissions Office.

Any student who has completed Basic Training may present certification by DD 214 or DD 295 and receive credit for HEA 110 Personal Health/Wellness and PED 111 Physical Fitness. Certification must be presented to the Vice President of Academics.

College Level Examination Program (CLEP) Credit

CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. College-level competency may have been acquired through personal reading, formal study, job experience, non-credit course work, television-taped courses, correspondence courses, military training, adult courses, and advanced studies in high school. Contact the Admissions Office for information regarding the CLEP Testing Program.

Advanced Placement (AP) Credit

The College Entrance Examination Board (CEEB) sponsors an advanced placement program that enables high school students to complete college-level courses while still in high school, to demonstrate college-level achievement through examinations, and to receive college course credit when they matriculate to an institution of higher education. The CEEB examinations are offered in the high schools by the Educational Testing Service (ETS). Questions concerning score requirements and credit should be directed to the Registrar.

Tech Prep Advanced Placement

Graduates of school systems which have current Tech Prep Articulation agreements with Beaufort County Community College are eligible to apply for advanced placement upon the recommendations of their high school instructors. Details concerning specific requirements are available from counselors at the high school or the Office of Admissions at Beaufort County Community College.

Change in Course Study

Students who wish to change their program of study must complete appropriate forms from the Registrar's Office and will be effective the following semester. The dean of the receiving division has the prerogative to stipulate conditions for approving change. These will be communicated to the student and Vice President of Student Services.

Withdrawal from the College

Prior to the published last date to withdraw without penalty, a student may withdraw from school and receive the grade of W for courses in which he/she is enrolled. After that date, a student withdrawing from school shall receive a grade of F for all classes unless, in the judgment of the student's instructors and academic advisor, the need to withdraw was caused by circumstances beyond the student's control.

Drop/Add/Withdrawal Procedure

Courses may be added and dropped only during the period designated in the College calendar. Students who need to add or drop a course or to withdraw completely from the College should secure a drop/add/withdrawal form from the Registrar's Office or website. Students who withdraw from a class after the census date and before or on the withdrawal date will receive a grade of W and will not be eligible for a refund. Students who do not complete a class and do not officially withdraw will receive a grade of F for the class. Students are responsible for initiating the withdrawal process. Students who register early for classes requiring pre-requisites must drop those classes if they do not meet the pre-requisites (i.e. students must pass BIO168 in order to remain in BIO169).

To add or drop a course:

The student must:

1. Complete all required information on the drop/add form.
2. Have the instructor sign the completed form (last day of attendance required for drop).
3. Have the academic advisor, lead instructor, or dean sign the completed form.
4. Have the Financial Aid Office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to forward copy of the completed form to the Financial Aid Office and Blackboard Administrator.

To withdraw from course after the drop/add period:

I. Student initiated withdrawal:

The student must:

1. Complete all required information on the course withdrawal form.
<http://www.beaufortccc.edu/stdserve/registrars/forms.htm>
2. Have the instructor sign the completed form and record a last day of attendance.
3. Have the academic advisor, lead instructor or dean sign the completed form.
4. Have the financial aid office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to send scanned electronic copy of the completed form to the Financial Aid Office and Blackboard Administrator.

II. Instructor initiated administrative withdrawal:

The instructor must:

1. Complete all required information on the course withdrawal form.
2. Sign the completed form and record a last day of attendance.
3. Return the form to the Registrar's Office for final processing.

4. Registrar to send scanned electronic copy of the completed form to the Financial Aid Office and Blackboard Administrator.

To withdraw from an online course after the drop/add period:

The student must:

1. Complete all required information on the course withdrawal form.
2. Student must email the instructor the following information:
 - Student's full name
 - Student ID#
 - Course code and section#
 - Reason for withdrawing from the course
 - Request last day of attendance
3. Attach instructor email response to completed withdrawal form and return to the Registrar's Office for final processing.

To withdraw from school,

The student must:

1. Complete all required information on the course withdrawal form.
2. Have the instructor sign the completed form and record a last day of attendance.
3. Have the academic advisor, lead instructor or dean sign the completed form.
4. Have the financial aid office sign the completed form.
5. Return the form to the Registrar's Office for final processing.
6. Registrar to send scanned electronic copy of the completed form to the Financial Aid Office, Blackboard Administrator and Business Office.
7. Settle outstanding debt (i.e. tuition, bookstore, library, parking, laptops, calculators, etc.)

*The Registrar's Office will notify all instructors as necessary when a student drops a course or withdraws from school.

*A student may not drop a class after the published last day to drop without academic penalty for reasons other than those of documented medical or other emergency. The student must also obtain the permission of both the academic advisor and appropriate course instructor(s).

Approved by Senior Staff 3/9/15

Academic Probation Policy

The policy governing academic performance at Beaufort County Community College is intended to assist the student in successfully completing a chosen program of study. Since a 2.00 grade point average is required for graduation in all programs, a student is expected to maintain this average in order to be considered in good academic standing. Any student who falls below the graduation requirements of a 2.00 grade point average will be required to have periodic counseling. A period of adjustment is sometimes necessary for entering students. In recognition of this adjustment period, the following scale will be used to determine satisfactory progress toward an acceptable academic standing:

Hours Attempted in Program	Grade Point Average
0-12	1.00
13-24	1.50
25-36	1.75
37 and above	2.00

Any student who fails to achieve the necessary grade point average as prescribed above will be placed on academic probation for the following semester. During the drop-add period, the student will meet with his/her faculty advisor and a counselor to review the student's program of study. The faculty advisor and a counselor will recommend a reduced course load, remedial work, or a solution in keeping with the problem which caused the academic deficiency.

Students who fail to raise their cumulative grade point average to the prescribed average at the end of the semester of academic probation will be asked to leave the College for one semester, register as a part-time student, and/or change to an alternate curriculum. A change to an alternate curriculum requires the approval of the Office of Student Services and the chairperson of the division to which the student is transferring.

Some curriculums and students receiving financial aid require academic standards in addition to the above. The standards are published and distributed to students upon entry into that curriculum. It is the student's responsibility to become familiar with written policy.

Grade (quality) point calculations for probation are made at the end of each semester and each summer term. A student shall be placed on academic probation if the minimum academic requirements are not met.

Attendance Policy

Students are expected to attend all classes, laboratories, and shop sessions. They have full responsibility for accounting to their instructors for absences. Instructors have authority to drop students who have missed 10% of the classes as well as the authority to determine whether students shall be reinstated. Instructors may exercise this authority by submitting a drop form to the registrar's office. Attendance for distance learning students is calculated according to required assignments and a specified level of contact as determined by the instructor.

Board Approved 08-07-2012

Religious Observance

Beaufort County Community College shall authorize two excused absences each academic year for religious observances required by the faith of a student. BCCC requires that the student provide written notice of the request for an excused absence a minimum of one week prior to the religious observance absence. The student shall work with the instructor and be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

Student Classification

Full-time Student

One who is registered for 12 or more credit hours (9 hours during summer).

Part-time Student

One who is registered for less than 12 credit hours (6 hours during summer).

Special Student

Any student who is not seeking a certificate, diploma, or degree. This classification includes those who audit.

Freshman

One who has completed less than 33 credit hours in a two-year program or one who is enrolled in a one-year program

Sophomore

One who has completed 33 or more credit hours in a two-year program.

Licensing of Graduates

Beaufort County Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

Graduation Requirements

Students must apply for graduation one semester prior to the semester in which they expect to complete their work. Application must be made through the Registrar's Office.

In order to be eligible for graduation, a student must complete all prescribed courses for the curriculum. Students must have a minimum cumulative grade point average (GPA) of 2.00. Grade point averages are calculated by dividing the total number of grade points earned by the total number of credit hours attempted. Courses used in this calculation are those completed at Beaufort County Community College that are listed in the student's curriculum outline as minimum requirements and additional courses/substitutions approved by the appropriate lead instructor, Dean, and Vice President of Academics.

Students must complete a minimum of 25 percent of hours required for a degree, diploma, or certificate in residence at Beaufort County Community College.

In order to graduate, each student must fulfill all financial obligations to the College, including graduation fees. Graduation fees must be paid prior to graduation.

Usage of Standard English

BCCC places value in recognizing and preserving communication styles that reflect the unique heritage of the people in this region, state, and nation. In the competitive job market, however, business and industry have repeatedly stressed the fact that Standard English will be required in communications. Because the primary mission of the College is to prepare students for careers and career changes, it is imperative that the use of Standard English be required in each of its programs. The Standard English that is taught in English classes must be reinforced in all courses taught throughout the institution.

Developmental Education

The purpose of developmental education is to support the open door policy of Beaufort County Community College by providing a comprehensive education program with a commitment to excellence, a positive learning environment for a diverse population, opportunities for adults to master basic skills, and opportunities and services to enrich the quality of community life. The main objective is to provide students with the knowledge and skills needed to attain their personal, academic, and career goals. Courses provide students with special assistance in English, reading, study skills, and personal development. Integrated Reading and Writing courses are recommended based on placement test scores. Developmental courses are in addition to curriculum graduation requirements. Students needing two or more developmental courses are also advised to take ACA 118, College Study Skills, in lieu of ACA 111, College Student Success.

College Study Skills

Courses:

- DRE 096** Integrated Reading and Writing I
- DRE 097** Integrated Reading and Writing II
- DRE 098** Integrated Reading and Writing III
- Orientation** ACA 118, College Study Skills

Learning Enhancement Center (LEC)

The Learning Enhancement Center (LEC) is available to students enrolled in related developmental or curriculum courses. Students are referred on an individual basis for assistance and/or additional practice in specified areas.

The LEC consists of two major components:

- **Instructional Assistance and Tutoring** in English, reading, mathematics, and study skills
- **Assistance with the use of Technology** for course-related objectives.

The coordinator of the LEC is available throughout the day to offer additional instructional time in grammar, writing, reading, and study skills. Tutors are available to work individually with students enrolled in Developmental Reading and English (DRE) courses, and mathematics instructors are available on a limited basis each day.

Assistance with technology is available during all hours of operation. The coordinator or LEC assistant may work with students who need additional direction in accessing distance learning, in working with desktop applications, or in using online tutorial software.

The Learning Enhancement Center is located in Building 3, Room 122, and the phone number is 252-940-6338.

Prerequisite Procedures

Beaufort County Community College adheres to the prerequisite/corequisite requirements of the North Carolina Community College System's Combined Course Library (CCL). The college also requires students to meet any locally added prerequisite/corequisite requirements. Exceptions to these requirements may be allowed in the following circumstances:

A. Developmental prerequisites for curriculum level courses may be waived if:

1. A student receives transfer credit for appropriate developmental course work.
2. A student receives transfer credit for ENG 111 and or the first required curriculum mathematics course.
3. A student provides documentation of Math, Critical Reading, and Writing scores of 500 or greater on the SAT*.
4. A student provides documentation of an ACT* reading score of 20 or English score of 18 and Math score of 22 or higher.
5. A student holds an associate's degree or higher from a regionally accredited institution in which English was the language of instruction.

B. A student who believes he/she possesses the appropriate knowledge and skills to be successful in a course may request a waiver of the prerequisite by completing the Prerequisite Waiver Request form and presenting it to his/her advisor. If the advisor concurs, the advisor must sign the form and document the rationale for granting the waiver. The student should present the pink copy of the Prerequisite Waiver Request to the course instructor. The advisor should distribute the remaining copies of the Waiver Request as detailed on the form. The decisions of the advisor are final for all prerequisite waiver requests. (10-22-12)

* Scores are valid for 5 years.

LEARNING ENHANCEMENT CENTER

The Learning Enhancement Center (LEC), located in Bld. 3, room 122, provides BCCC students with tutoring services in multiple disciplines, especially writing/reading and mathematics. In addition, if students need assistance with classroom technology, they can find that assistance in the LEC. Trained tutors will conduct one-one assistance for any student. Students can schedule as many conferences as they need to improve their classroom performance in multiple disciplines. All BCCC students are encouraged to take advantage of the services of the LEC.

The LEC also provides faculty assistance in the design and assessment of instruction. For example, if any instructor needs assistance to integrate and assess critical thinking into classroom instruction, the LEC will provide that assistance. It will also assist faculty with the integration and assessment of writing/reading and computational skills as a component of classroom instruction. This assistance can be provided to individual faculty or to groups of faculty. A simple question asked by an instructor will assist the LEC to prepare staff development, and will assist instructors because their questions will be answered. Faculty benefit, the LEC benefits, and, most of all, BCCC students will benefit from enhanced instruction.

The LEC is, as the name states, a “center” for all students and all faculty to enhance the learning that occurs daily in BCCC classrooms.

Placement Testing

1. Placement testing is mandatory for all students taking curriculum level courses with a developmental prerequisite. Placement testing may be waived under the following conditions:

- The student receives transfer credit for appropriate developmental course work.
- The student receives transfer credit for ENG 111 and the first required curriculum mathematics course.
- SAT Critical Reading or SAT Writing Score of 500 or ACT Reading score of 22 or ACT English score of 18 waives English and Reading Placement test requirements.
- SAT Math Score of 500 or ACT Math score of 22 waives Math Placement test requirement.
- The student holds an associate's degree or higher from a regionally accredited institution in which English was the language of instruction.

2. Placement test, SAT, and ACT scores are valid for five (5) years from the date of the test.

3. Students may test twice within a calendar year on all or part of the placement tests.

Comprehensive Articulation Agreement

The Comprehensive Articulation Agreement (CAA) addresses the transfer of students between institutions in the North Carolina Community College System and from that system to constituent institutions of the University of North Carolina. The CAA was developed jointly by faculty and administrators of the North Carolina Community College System and the University of North Carolina based on the proposed transfer plan approved by both governing boards in February 1996. The CAA applies to all North Carolina community colleges and all constituent institutions of the University of North Carolina. The general education core transfer component described in the Associate in Arts and Associate in Science degree programs is included in the CAA.

The associate in arts and associate in science degree programs in the North Carolina Community College System require a total of 64-65 semester hour credit for graduation.

Within the overall total, the community college system and the university have developed a general education core transfer component. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower division, general education requirements for the baccalaureate degree. The general education transfer core includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition.

The general education core transfer component, if completed successfully by a student with a grade of C or better in each course, shall be portable and transferable as a block across the North Carolina Community College System and from that system to UNC institutions, whether or not the transferring student has earned the associate degree.

Transfer of Graduates of Associate in Arts and Associate in Science Degree Programs in the Community College System

The CAA may enable North Carolina community college graduates of two-year associate in arts and associate in science degree programs to transfer to constituent institutions of the University of North Carolina with junior status.

To be considered for junior status at one of the UNC institutions, community college transfer students must meet the same requirements set for native students in that university with respect to such things as grade point average and credit hours accumulated.

Community college graduates of associate in arts and science degree programs who have completed the general education transfer 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 will normally receive 64 semester hours of academic credit upon admission to a university. Under special circumstances, a university may choose to accept additional credit hours.

Admission to a university will not constitute admission to a professional school or a specific program.

Requirements for admission to some major programs may require additional specialty courses beyond the general education transfer core course 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.

Transfer of General Education Core Courses for Non-graduates

Upon admission to another public two-year institution or to a constituent institution of the University of North Carolina, students who have completed the general education core with the proper distribution of hours, but who have not completed the associate degree, will be considered to have fulfilled the institution-wide, lower-division, general education requirements of the receiving institution. To be eligible for inclusion in this policy, a student must have an overall grade point average (GPA) of 2.00 on a 4.00 scale at the time of transfer and a grade of C or better on all general education core courses. Upon transfer at the sophomore level, a non-graduate who has completed the general education core should be advised at the university to take pre-major or cognate courses based on the chosen major.

The transcripts of students who transfer before completing the general education core will be evaluated on a course-by-course basis by the receiving universities.

Transfer of Associate in Applied Science Degree Course Credits

Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an associate in applied science degree program and who completed all or part of the general education transfer core will receive credit for those general education courses which have been satisfactorily completed with a grade of C or better.

Private Institutions Endorsing the Comprehensive Articulation Agreement

To date, the eighteen private colleges and universities that have agreed to participate in the Comprehensive Articulation Agreement with the North Carolina Community College System are:

Barber-Scotia College	Livingstone College
Barton College	Louisburg College
Belmont Abbey College	Mars Hill College
Bennett College	Mount Olive College
Brevard College	Pfeiffer University
Campbell University	Queens College
Catawba College	St. Andrews College
Chowan College	Warren Wilson College
Johnson C. Smith University	Wingate University

Student Services

Registration

Beaufort County Community College offers two semesters and one summer term of work during each school year. Students must register at the beginning of each semester in which they plan to attend. Registration dates for each semester are announced (refer to academic calendar). Registration is permitted only on announced registration days except in programs which operate under open registration.

Registration is normally held several weeks before the semester begins. Registration allows the students and the advisors to evaluate progress and plan the courses to be taken during the following semester.

Any student who has overdue library materials or who is delinquent in the payment of any fees, fines, or other obligations to the College will not be permitted to complete the registration process until the student has satisfactorily resolved the situation.

Late Registration

A student may register after the registration period if the following conditions exist:

1. The class is not canceled or closed.
2. The new student who has not previously attended the College has completed all admission procedures.
3. The class is noted as having open registration.
4. The instructor gives permission.

Counseling Service

The counseling service provides professional assistance to all curriculum and continuing education students. Counselors are available each workday and Monday through Thursday evenings by appointment to assist students in assessing and understanding their abilities, aptitudes, interests, and personal characteristics. The counselors are informed of current employment trends and have information available concerning job opportunities in order that students may make more informed career decisions. As the career direction is determined, the counselors are able to assist students in understanding programs of study which will facilitate the achievement of long-range goals. The counselors specialize in the areas of financial assistance, career planning and placement, admissions and assessment, academics, and personal concerns.

Services for Students with Special Needs

Beaufort County Community College has a Special Populations Coordinator (SPC) available on a full-time basis to provide consulting and planning strategies for students who have documented special needs. The SPC will coordinate special services such as interpreters for the hearing impaired, note takers, auxiliary aids, testing modifications, and academic planning. A written plan with strategies for students to share with instructors will be developed. Students who feel that they are in need of these services should make an appointment and bring a copy of current psychological testing (usually from school records). The office is located in Building 9, Room 927A or call 252-940-6356.

Academic Advising

The Vice President of Student Services will appoint faculty advisors in conjunction with the Dean. Changes in assignments may be made when (1) the advisee or advisor requests a change through the Dean or counselor; (2) the advisor leaves the College; or (3) the student changes curriculums. The Office of Student Services will provide placement test scores, when applicable, and other pertinent information to advisors.

Testing Service

The counselors are professionally qualified to administer and interpret a variety of tests. These tests are administered and interpreted to students as the need arises during the counseling or admission process.

Student Records and Privacy Rights

The Family Education Rights and Privacy Act (PL 93-380), commonly referred to as the Buckley Amendment, sets forth requirements governing the protection of student privacy. To comply with and promote the intent of the Act, the College has adopted the following:

Student records are maintained for academic purposes. The materials therein allow the College to validate a student's academic performance. Therefore, the records are at the disposal of the student, faculty advisor, and the personnel responsible for the maintenance of those records. Other College staff are not allowed access to records without reason. Non-College personnel must have the student's written permission to review a student's record.

Student directory information may be released without the student's written consent. This directory information includes: name, address, email address, I.D., photo, telephone number, date and place of birth, major field of study, participation in Beaufort County Community College activities, dates of attendance at Beaufort County Community College, degrees, certificates and awards received, and the most recent previous educational institution attended. If you do not want your directory information released, you must complete a form requesting it not be released and file the form with the Registrar.

All records are generated in response to student needs. Students have access to their records upon written request. Records commonly maintained are in the student's permanent file, a financial aid file, and an admissions file. All are located in the Office of Student Services.

Students desiring a detailed explanation of the General Education Act, Section 438 should refer to the Federal Register Part II, published Monday, April 11, 1988. Copies are available in the library and the Office of Student Services.

Distance Education Statement of Privacy

Beaufort County Community College is committed to protecting your privacy through technology that gives you a powerful and safe online experience. This Statement of Privacy applies to Beaufort County Community College's website, and governs data collection and use at all Beaufort County Community College sites and services. Please read the complete Statement of Privacy to learn additional details about how some of these sites and services protect your personal information.

Personal Information

Beaufort County Community College will not disclose your personal information, except as required to do so by law, or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on Beaufort County Community College; (b) protect and defend the rights or property of Beaufort County Community College or (c) act under exigent circumstances to protect the personal safety of users of Beaufort County, its website, or the public.

Under the Federal Family Educational Rights and Privacy Act of 1974, a Student's academic and financial files at Beaufort County Community College will not be released to any third party without the written consent of the student.

Use of Cookies

Cookies may be used to identify a user, and they may be used to track individual preferences and other information about a web user. Blackboard products use this technology to provide secure learning experiences, track usage and manage application performance. Beaufort County Community College will not use cookies to run programs.

Content and tools used in conjunction with Blackboard products may install additional cookies on your computer. This third party content may include cookies from the content issuer. These third party sites have separate and independent privacy policies. Beaufort County Community College therefore has no responsibility or liability for the content and activities of these linked sites. For your protection, Beaufort County Community College suggests you review the privacy and security policies of the company websites for each link.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to experience fully the interactive features of Blackboard or other websites you visit.

Links to Other Websites

Beaufort County Community College provides links to other websites that may be useful for our students and/or customers. Beaufort County Community College cannot make any guarantee regarding the linked sites, their content or their security. For your protection, Beaufort County Community College suggests that you review the privacy and security policies of the company websites for each link.

Security of your Personal Information

Beaufort County Community College secures your personal information from unauthorized access, use or disclosure. Beaufort County Community College secures the personally identifiable information you provide on computer servers in a controlled environment protected from unauthorized access, use or disclosure. These measures include Secure Socket Layer (SSL) software during the transmission of your information, which encrypts this data. However, we cannot guarantee that your submissions to our website, any content residing on our servers, or any transmissions from our server will be completely secure.

Blackboard, email and the campus network can only be accessed in accordance with the current BCCC login procedure. All Students must use the BCCC's naming convention.

Changes to this Statement

Beaufort County Community College may occasionally update this Statement of Privacy, and encourages you to review this Statement periodically to remain informed of how Beaufort County Community College is protecting your information.

Distance Education Student Complaints Procedure Student Rights and Due Process

In cases of student grievance or disciplinary matters, where it is impractical for a distance education student to appear in person to be heard, to afford the student due process and expedient resolve of issues, special accommodations may be made such as: written statements, telephone conferences, electronic mail, video tape, video conference, or similar means of communication. Beaufort County Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Distance learning students should contact [state and federal agencies](#) if they have complaints regarding accreditation or licensing issues.

Beaufort County Community College is working to achieve compliance as established in HEOA 600.9 (c).

If an institution is offering post-secondary education through distance or correspondence education to students in a State in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, the institution must meet any State requirements for it to be legally offering post-secondary distance or correspondence education in that State. An institution must be able to document to the Secretary [of Education] the State's approval upon request. (Authority: 20 U.S.C. 1001 and 1002).

Individuals having questions may contact the Vice President of Student Services at 940-6417.

Computer Use Guidelines for Students/Patrons

- Individuals shall not create, display, transmit or make accessible any threatening, racist, sexist, obscene, offensive, annoying or harassing language and/or material, including broadcasting unsolicited messages and sending unwanted mail.
- The primary purpose of the Internet connection on the BCCC campus is to support research, education, and life-long learning.
- The use of the Internet access provided by BCCC for illegal, actionable, or criminal purposes are prohibited.
- The use of the Internet for product advertisement, commercial activities, or political lobbying is also prohibited.
- BCCC shall not be liable for any damages of any kind, including consequential or incidental damages, arising from submission, installation, maintenance, transmission, copying, modification, distribution or any use of any materials via the Internet.
- The College affirms the rights and responsibility of parents of underage children to determine and monitor children's use of materials and resources accessible on the Internet.
- The use of the Internet is a privilege, not a right.
- Users are not to tamper with computer hardware or software configurations.
- Students are not to copy, install, or save anything to the hard disk of a PC without approval. Any unauthorized copies are subject to periodic deletion.
- Malicious actions are subject to criminal and/or civil prosecution regardless of the official status of the offender.
- Compliance with all copyright laws is mandatory. The user is responsible for being aware of the licensing restrictions.
- Individuals shall not monopolize or misuse system resources.
- Computer users shall not intentionally interfere with the normal operation of the computer network.
- Individuals shall not engage in activities that damage or disrupt hardware or communication such as virus propagation, wasting system resources, and overloading networks with excessive data.
- Individuals are responsible for the proper use of their accounts.
- Children are not permitted in computer labs unless enrolled in a Continuing Education computer class.
- All users who utilize the College's computing and information resources must do so responsibly, respecting the integrity of the College, as well as, the integrity of the physical facilities.
- Users must respect the privacy and usage privileges of others.

- Food and drinks are not allowed in computer labs.
- Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Failure to follow this policy may result in the suspension or revocation of computer privileges and/or other College disciplinary action.

Transfer to Senior Institutions

Beaufort County Community College offers college transfer programs and selected technical programs with transferability to senior institutions.

The student planning to transfer to a four-year college or university will receive assistance from his/her faculty advisor and/or counselor in planning a transfer program; however, it is the responsibility of the student to become acquainted with the courses and credits that will transfer to the receiving institution.

The acceptance of individual courses from Beaufort County Community College is determined solely by the institution to which the student plans to transfer. The Comprehensive Articulation Agreement (see page 26) addresses the transfer of students between institutions in the North Carolina Community College System and to constituent institutions of the University of North Carolina.

The student who wishes to transfer should follow these steps:

1. Make an early decision as to which institution to attend and contact the Admissions Office of that institution for recommendations concerning transferable courses.
2. Obtain a current copy of the catalog of the receiving institution and become familiar with the entrance requirements.
3. Meet with a faculty advisor and/or counselor at Beaufort County Community College to discuss transfer plans.
4. One or two semesters before time of transfer, check to see that all necessary steps are being taken to complete the transfer process.

By following these steps, the student should have little or no difficulty in completing the transfer process.

Transcripts

Students may obtain copies of their transcript upon written request to the Registrar's Office. Transcripts will be released to other colleges, agencies, or employers only with written authorization of the student **within 48 hours of request, excluding registration and end of semester processing.**

All transcripts are \$2.00.

Grade Reports

A report of grades is sent to the student at his/her permanent home address as soon as they are determined at the end of each semester or summer term.

Student Support Services Program

Student Support Services (SSS) is a federally funded TRiO program. The program provides opportunities for academic development, assists with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

SSS helps to enrich the student's regular program of study with the following services:

- Counseling (academic, personal, and vocational)
- Assistance with basic skills
- Tutoring (peer tutors and academic specialists)
- College transfer assistance
- Study skills and personal development workshops
- Cultural enrichment activities
- Leadership development
- Assistance with seeking financial aid
- Loaner program for educational assistance tools
- Financial literacy information

These services are available at no cost to students who are accepted by the College and meet the eligibility requirements established by the U.S. Department of Education. Additional information and a program application may be obtained from the Student Support Services Department in Building 1, Room 120 and Building 9, Rooms 923 and 924.

Career Center

The Career Center assists students and graduates in finding meaningful employment within the service area of the College and throughout the state. In addition, the Career Center serves the local business and industrial community through a referral service for part-time and full-time positions.

All students are encouraged to seek guidance on problems of employment and career planning. There is no charge for any of the services of the Career Center. The Center is located in Building 9, Room 920 and the phone number is 252-940-6353.

Graduation Exercises

Graduation exercises are held once a year (see calendar). Students should be present at graduation. If it is impossible for a student to be present, the student should request (in writing) graduation in *absentia*. Such requests should be made to the Vice President of Student Services at least ten days prior to graduation.

Housing

The College does not provide housing facilities for students. The Office of Student Services will provide a list of local apartment rental agencies.

Health

Beaufort County Community College provides no health services other than first aid. Emergency treatment is available at Vidant Beaufort County Hospital.

First Aid Stations are located in the following areas:

- Building 1 Room 118 & switchboard
- Building 2 Suite 111
- Building 3 Room 111 (copier room)
- Building 4 Room 101
- Building 5 Learning Resources Center (main desk)
- Building 6 Maintenance Shop (non-academic and non-instructional)
- Building 7 Room 700 (wall to right of entrance door)
- Building 8 Room 804
- Building 8A South Classroom
- Building 9 Room 918
- Building 10 Room 18 (Breakroom)
- Building 11 Room 1105 (Conference Room)
- Building 12 Room 1221 (Entrance to Faculty Suite)

For additional sites or information, contact the Office of Student Services.

Communicable Disease Policy

1. Persons infected with communicable diseases shall not be excluded
2. from enrollment or employment, or restricted in their access to the college's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary for the welfare of the individual or the welfare of other members of the institution.
3. Persons who know that they are infected with a communicable disease are urged to share that information, on a confidential basis, with the Vice President of Student Services, so that the institution can respond appropriately to their health and educational needs.
4. Persons who know, or have reasonable basis for believing, that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge, for the protection of other members of the community.
5. Students in programs which require bodily contact when performing services must follow Standard Precautions. These programs include:

ADN Associate Degree Nursing

PN Practical Nursing

MLT Medical Laboratory Technology

NA Nursing Assistant

EMT Emergency Medical Technician

COS Cosmetology

Students in the above curriculums are required to receive the hepatitis vaccine series or sign a declination form which will be kept in the student's record. **Additional communicable disease screening and vaccines are required for the ADN, PN, and MLT programs.**

Note – Communicable diseases may include, but are not limited to:

Chicken Pox, Hepatitis, Measles, Tuberculosis, Meningitis, Mononucleosis, Whooping Cough, AIDS (Acquired Immune Deficiency Syndrome), AIDS-Related Complex, Zero-positive to AIDS, and other sexually transmitted diseases

Student Center and Food Service

The Student Center is located in the Student Services/Science Building (Building 9). It offers TV and other activities. A food service facility is located in Building 5.

Awards

Each year at the Graduate Recognition Ceremony those students who have outstanding achievements in the areas of scholarship, service to the school and community, and extracurricular activities are recognized.

The following areas of achievement are recognized at the graduation ceremony:

1. Highest academic average in a degree program
2. Who's Who Among Students in American Junior Colleges" National award for outstanding students

All A's and Dean's List

Beaufort County Community College encourages academic excellence by publicly recognizing those students who excel in their curriculum requirements.

Full-time students who achieve a 4.00 grade point average for the semester are placed on the All A's List for that semester. All full-time students who achieve between a 3.50 and 3.99 Grade point average with no grade lower than a C are placed on the Dean's List.

Students who receive an incomplete are not eligible for either the All A's List or the Dean's List. The All A's List and the Dean's List are mailed to area newspapers at the end of each semester.

Change of Name or Address

Students are responsible for notifying the Registrar's Office immediately of any change of name or address.

Guided Tours

Visitors are always welcome to the Beaufort County Community College campus. Tours are available Monday through Friday from 9 a.m. through 4 p.m. Interested persons should contact the Office of Admissions.

Information Service

Information pertaining to occupations, educational opportunities, and social issues is available in the library and the Office of Student Services.

Student Activities

Student Government Association

The Student Government Association provides an organized avenue of student involvement in the College. The SGA implements and plans activities that provide students with social and service projects, which interest them.

Each curriculum/club elects or selects representatives to serve in the SGA. Officers are elected by the student body in a general election during spring semester. An advisor, appointed by the Vice President of Student Services, serves as a representative of the administration and as a liaison for the SGA and the administration.

**SGA Constitution
Beaufort County Community College
Student Government Association Constitution**

Preamble

We, the students of Beaufort County Community College, in order to foster a spirit of cooperation among students, staff, and faculty; to coordinate and regulate student activities; to maintain a high standard for the college by upholding high standards of personal conduct; to promote and encourage activities for the best interests of the college; and to develop good citizens through experience in government; do hereby establish this constitution for the Student Government of Beaufort County Community College.

Article I — Name

This organization shall be named the Student Government Association of Beaufort County Community College. The membership shall consist of all enrolled curriculum students.

Article II — Purpose

The purpose of the Student Government Association shall be to promote good citizenship throughout the college. To plan and initiate, with the advice of the SGA Advisor, activities sponsored by the Student Government Association. It shall be the purpose of this organization also to stimulate interest in college life both on campus and in the community.

Article III — Membership

The Student Government Association shall be composed of seven executive council members, one representative, and an alternate from each club/organization recognized or chartered by the SGA. One representative and an alternate from each curriculum are members, too. The faculty head from each curriculum shall submit the names of the representatives to the SGA Advisor by the second full week of classes in the fall semester. It is up to the faculty head to notify the SGA Advisor of any changes.

Article IV — Membership Qualifications of the Student Government Association

Section I. Qualifications for all Executive Council Officers

In order for a student to hold an Executive Office in the SGA, he/she must maintain a 2.5 grade point average each semester and maintain full-time status.

Freshman representatives must be full-time students and have a 2.5 overall grade point average at the end of fall semester.

Section II. Qualifications for Club or Curriculum Representatives

Each club or curriculum representative who is a returning representative must have a minimum 2.5 grade point average, be a full-time student at the time of election, must maintain the GPA and full-time status during their tenure. Club representatives who are freshmen must have a minimum 2.5 GPA after fall semester and must maintain that minimum GPA and full-time status.

Article V — Meetings

Meeting of the Student Government Association may be called by the President at any time or upon request of the student body or by two-thirds of the Student Government Association. The number of meetings is not hereby specified; however, they shall be scheduled on the second and/or fourth Tuesdays of each month at 12:00 PM. The Student Government meeting shall be open to all students. Groups wishing to present business before the SGA should present a written notice of their business to the President or Secretary. This to be done by Thursday of the week before the meeting they wish to attend. The Secretary will then schedule said business on the agenda for the next meeting.

Article VI — Officers

Section I. Executive Council

The Officers of the Student Government Association shall be as follows:

- | | | |
|-----------------------|------------------------|--|
| President | Treasurer | Special Populations Chairperson |
| Vice President | Historian | |
| Secretary | Parliamentarian | |

Section II.

The specific duties of the Executive Council officers shall be as follows:

- A.** President- It shall be the duty of the President to preside at all SGA meetings and to appoint chairperson to various committees to provide cooperation between the student body and the SGA. The President shall also serve as a non-voting member on the Board of Trustees.
- B.** Vice President – It shall be the duty of the Vice President to assume the duties of the President in his/her absence. He/she will supervise all elections and assist the President in fulfilling the executive functions of the SGA.
- C.** Secretary – It shall be the duty of the Secretary to attend all meetings and to keep accurate minutes. He/she shall serve as Recording Secretary and Corresponding Secretary. The Secretary will also work with the SGA President to form their agenda for the next meeting. In addition, the secretary is required to have minutes typed and distributed to the executive officers and SGA expenditures of SGA advisor within four class days following each meeting.

D. Treasurer – It shall be the duty of the Treasurer to handle, with assistance of the SGA advisor, all financial affairs concerning the SGA. The Treasurer will report expenditures to the student body at each meeting as necessary. The SGA Advisor will sign all authorizations for the funds with the approval of the Vice President of Student Services.

E. Parliamentarian – It shall be the duty of the Parliamentarian to maintain parliamentary order at the Student Government Association meetings. It shall be his/her responsibility to have a workable knowledge of Robert's Rules of Order.

F. Historian - - It shall be the duty of the Historian to keep accurate records of all activities performed by the SGA.

G. Special Populations Chairperson – It shall be the duty of the Special Populations Chairperson to represent the needs and concerns of student, and those who have special needs.

Section III. Absences

Any Executive Officer absent for two (2) or more consecutive meetings can be asked to resign. This decision will be made by the SGA Advisor and/or the Vice President of Student Services.

Section IV. Election of Appointment Representatives

The chartered clubs and organizations shall elect their representatives. The club advisor shall submit the names of the SGA representatives by the second week of classes in fall semester.

Representatives will also be elected/selected by curriculum lead instructors to ensure representation from all students. The Representatives will meet the same qualification.

Article VII — Committees

Section I.

The chairperson of standing committees shall be appointed by the President, with approval of the association. The committee members are appointed by the Chairperson of each committee.

Section II.

The Committee chairperson and committee members shall be appointed within one week of that committee forming.

Article VIII — Temporary Appointments

Chairpersons of various temporary committees necessary for only a short time shall be appointed by the President of the SGA, subject to the association's approval. Chairpersons of temporary committees shall appoint the members of their committee from the student body.

Article IX — Absences of Representatives

Attendance at SGA meeting of designated representatives is required. If an appointee does not attend, the absence will be charged to the SGA representative.

Any member absent for more than two (2) meetings per semester will be dismissed. The organization or curriculum advisor shall be notified of the dismissal within (2) class days and a new representative shall be appointed.

Article X — Elections

Section I. Election Procedure

Elections for officers will take place the last Tuesday and Wednesday in April, spring semester. Requirements for office will be read at the March general meeting. Students from each club or curriculum will have an opportunity to run for SGA executive office. Students desiring to run have been enrolled the previous semester and have earned a minimum 2.5 GPA from Beaufort County Community College. Letters of Intent to run for SGA office are turned in by the first Tuesday in April to the SGA Advisor.

Election of SGA Executive Council will take place by vote of the student body the last Tuesday and Wednesday in April. The Vice-president will be responsible for elections. New officers are installed at the May general meeting. Any offices not filled are filled by a majority vote of SGA representatives and alternates at the first fall general meeting.

Section II. Procedures for Replacement of President

In the event the President, after being elected, cannot serve his/her term, the Vice-President shall become the President. Then one member of the SGA Executive Council will have the opportunity to move to the Vice-President position. Any member moving from Executive Council position to another will maintain their previous requirements until a replacement is found for their previous position.

Section III. Procedures for replacement of any office in the Executive Council

If any office in the Executive Council shall become vacant, other than that of the President, the position shall be filled by the Executive Council by a unanimous vote. If a unanimous vote is not achieved, an election will be held among the active Student Government Association members electing from the body an active member to office during the next meeting of the Student Government Association.

Section IV. Temporary Replacements

If any office in the Executive Council becomes vacant, then the advisor reserves the right to appoint a temporary replacement to the office until the office can be filled by a permanent replacement.

Article XI — Tuition Assistance

SGA officers may receive a stipend at the end of each semester they serve as executive officers if they participate in 90% of scheduled meetings and events. Officers must maintain full-time status and meet the academic requirements as stated in Article IV, Section I.

Article XII — Amendments

Amendments to the constitution may be proposed by members of the SGA or by ten (10) members of the student body. The proposed amendment shall be read at two (2) meetings of the SGA, with copies distributed to all members in attendance. The amendment shall be voted on after the second reading and will be ratified, if approved, by a two-thirds majority vote of the quorum present.

**SGA Constitution revised Spring, 2012
Adopted Fall, 2012**

Publications

Student publications are encouraged and developed with assistance from advisors. For instance, *Life on the Pamlico*, a cultural journal, is published as a part of HUM 120.

(Reminder: Check your student email for details)

Organizations/Clubs @ BCCC

Both the administration and the SGA encourage students to initiate and participate in any clubs which relate to their educational activities. Active clubs are as follows:

1. Student Government Association (SGA)
 - Theresa Edwards-Building 9-918 @ 252-940-6217
 - ✓ All enrolled Curriculum students
2. Students Striving to Succeed Through Leadership (SSSL)
 - Sandra Hunter-Building 1-120 @ 252-940-6487
 - ✓ TRIO participant
3. Beaufort County Association of Nursing Students (BCANS)
 - Sherry Glover-Building 12-1225 @ 252-940-6265
BCANS Advisor
 - Millie House-Building 12-1235 @ 252-940-6324
Freshman ADN
 - Jeanne Martin-Building 12-1229 @ 252-940-6493
Senior ADN
 - Aino Jackson-Building 12-1239 @ 252-940-6395
PN Class
 - ✓ Must be enrolled in ADN/LPN Nursing Program
4. BCCC Automotive Car Club
 - Bryan VanGyzen-Building 2-108B @ 252-940-6329
 - Richie Alligood-Building 2-108A @ 252-940-6371
 - ✓ Any student enrolled in the Automotive Technology that meets criteria
5. Cosmetology (Club Waves)
 - Velma Worsley-Building 11-04 @ 252-940-6230
 - Dora Scherer-Building 11-08 @ 252-940-6226
 - ✓ Any student enrolled in Cosmetology program
6. Gamma Beta Phi (GBP)
 - Erica Schatz-Building 12-1223 @ 252-940-6425
 - Co-Advisor-Theresa Edwards-Building 9-918 @ 252-940-6217
 - ✓ By invitation only
7. Medical Lab Technology (MLT Club)
 - Fashikie Smith- Building 12-1230 @ 252-940-6207
 - ✓ Any student enrolled in the MLT program
8. Gaming Club (Strategy U)
 - Brian Miller-Building 2-132A @ 252-940-6308
 - ✓ See Brian Miller for details
9. Men Of Success (3MP)
 - Michele Mayo-Building 9-910 @ 252-940-6233
 - ✓ Open to all minority males
 - ✓ See Michele Mayo for details
10. Running Club (Gulls on the Run)
 - Michele Mayo- Building 9-910 @ 252-940-6233
 - ✓ Open to BCCC Students/Faculty & Staff
 - ✓ See Michele Mayo for details

11. BCCC Study Abroad Program

- Suzanne Stotesbury- Building 3-107 @ 252-940-6339
 - ✓ See Suzanne Stotesbury for details

12. The Jeremiah 29 Club

- Brian Miller- Building 2-132A @ 252-940-6308
 - ✓ Open to BCCC/ECHS students
 - ✓ See Brian Miller for details

13. BCCC's LGBT Club

- Sandra Pinkham-Building 5-104F @ 252-940-6354
- Marshall Hall-Building 5-005 @ 252-940-6310
 - ✓ Open to BCCC students
 - ✓ See Sandra Pinkham or Marshall Hall for details

College Standing Committees

Standing committees recommend policies and procedures that affect the institution and the students we serve. The committees are composed of faculty, staff, and students. Any student interested in serving on one of these committees should contact the Vice President of Student Services in Building 9. The standing committees include the following:

In addition to student involvement in these committees, the Student Government Association president serves as a member of the Administrative Council and the Board of Trustees (nonvoting).

Social Life

Social, cultural, and educational enrichment is provided throughout the year in a number of activities. Students who pay the activity fee are eligible to participate in these activities.

Campus Watch

Campus Watch is a program designed to alert the campus community that a formal process for reporting crimes and safety hazards exists on campus. Individuals can report incidents to the Campus Police in person or by phone and remain anonymous if they desire. Students and employees have the option to notify and seek assistance from law enforcement and campus authorities of crimes and safety hazards that exist on campus. They may also choose not to report such crimes.

Any person that believes that they are the victim of domestic violence, sexual assault, stalking, etc. should contact Campus Police or the Beaufort County Sheriff's office who will assist you and direct you to the appropriate entity for seeking judicial no-contact, restraining and protective orders

College Colors

The official school colors are blue and white.

Campus Regulations

Electronic Devices in Classroom Policy (Cell Phones, iPods, Bluetooth Headsets, etc.)

All personal electronic devices (cell phones, iPods, Bluetooth headsets, etc.) must be turned off and put away during class. If there is a compelling reason why you must have access to your cell phone or other device during class, you must obtain prior permission from the instructor. Students who disregard this policy may be asked to leave the classroom, and continued abuse of this policy may lead to being dropped from the class.

Children on Campus

Minors under age sixteen (16), unless enrolled as BCCC students, must not be left unattended on campus at any time. Without prior authorization from a college administrator (i.e. Vice President or Director), minors under age sixteen (16) are not allowed in classrooms, labs, shops, or other instructional areas. This policy also applies to BCCC off-campus sites.

Conduct

Students enrolled in Beaufort County Community College (BCCC) are expected to conduct themselves as responsible adults. Failure to do so may result in expulsion. The campus police will make initial investigations of all non-academic breaches of proper conduct and violations of state, federal, and local law that jeopardize the academic mission of the College. All incidents will be referred to the Vice President of Student Services for review and disposal. Sanctions will be imposed on the student by the Vice President of Student Services if necessary. This does not exempt the student from facing criminal prosecution by the campus police for violations of law on campus property. The Vice President of Student Services will conduct a thorough investigation of all matters referred by the campus police as a result of information obtained in the initial investigation. The campus police will make initial investigations of the following prohibited acts:

1. Interruption of or interference with normal operations of the College,
2. Destruction, damage, or misuse of College property,
3. Possession, use, or distribution of alcoholic beverages, illegal drugs, or weapons inconsistent with North Carolina General Statutes and/or the [Weapons on College Property Policy](#),
4. Physical abuse of another person,
5. Abusive language,
6. Theft of another's property, and
7. Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Individuals requiring assistance in personal matters should contact members of the counseling staff at 252-940-6217.

Student Concern/Complaint Process Student Rights and Due Process

Student input regarding the programs, services, and operations of Beaufort County Community College (BCCC) are welcomed by the administration, faculty, and staff.

- Complaints regarding grades should follow the [grade appeal procedure](#).
- Complaints regarding disciplinary incidents should follow the [incident appeal procedure](#).
- Complaints regarding distance education students should follow the [distance education student complaints procedure](#).
- Complaints regarding accreditation should follow [student complaints about accreditation](#).
- Complaints concerning postsecondary institutions offering degree programs in North Carolina should follow [student complaints concerning the College](#).
- For all other general complaints, see below.

General Complaints

Students with concerns or complaints (either verbal or written) regarding programs, services, and operation of BCCC should contact the following individuals:

Continuing Education

Stacey Gerard 252.940.6241 stacey.gerard@beaufortccc.edu	Room 808A	Building 8
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Facilities & Maintenance

Wesley Adams 252.940.6226 wesley.adams@beaufortccc.edu	Room 209	Building 1
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Instruction

It is recommended that students discuss issues with their instructor(s) before proceeding to this step.

Allied Health & Professional Services

Erica Caracoglia 252.940.6425 erica.caracoglia@beaufortccc.edu	Room 23	Building 12
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Arts & Sciences

Lisa Hill
252.940.6223
lisa.hill@beaufortccc.edu

Room 110

Building 3

Business & Industrial Technology

Ben Morris
252.940.6374
ben.morris@beaufortccc.edu

Room 111C

Building 2

Learning Resources Center

Penny Sermons
252.940.6243
penny.sermons@beaufortccc.edu

Room 104D

Building 5

All written concerns/complaints submitted by students to the supervisory level of the College should be forwarded along with a description of the resolution by that supervisor to the Vice President of Student Services to be filed.

Student Incident Procedures Student Rights and Due Process

Faculty and staff members are reminded that it is their first responsibility to take such actions as are necessary to avoid or eliminate disruptive, aggravating, difficult, or dangerous situations. Argumentative and threatening statements shall not be made. No action should be taken which is prejudicial to the rights of the student or which may restrict the course of action that may later be taken by the college. Procedures for the handling of student disciplinary matters are listed below.

I. Reporting Incidents

A Beaufort County Community College student who violates a college regulation or any other policy of Beaufort County Community College as listed under Students Rights, Responsibilities, and Regulations in the BCCC Catalog and Faculty Staff Policy Manual is subject to disciplinary action. Any Beaufort County Community College student, faculty, or administrator may submit a complaint against a student accused of infractions of rules applying to student behavior. The complaint should be written on an incident report form as soon as practical but no later than two (2) college working days following the incident. Incident report forms are available on BCCC's web page, and from the Administrative Assistant, Student Services. An incident reported within two (2) college working days may be investigated by the Vice President of Student Services. The incident report form must also be submitted by the Vice President of Student Services to the following individuals or their designees:

II. For all Continuing Ed. Students:

Vice President of Continuing Education

III. For all Curriculum Students:

Vice President of Academics

The complainant shall submit an incident report form to the Vice President of Student Services that shall include the name of the accused, the date and time of the incident, a specific description of the alleged behavior, witnesses to the incident, and the rules violated by the alleged behavior. The Vice President of Student Services shall immediately schedule an appointment with the complainant and will decide with the complainant:

- A.** if the complaint can be resolved by a discussion between the complainant and the accused or
- B.** whether the complaint should be forwarded to the Student Appeal Committee. For complaints to be heard by the Student Appeal Committee, the complainant or the Vice President of Student Services must notify in writing to the appropriate Vice President of the complaint and also request that the Student Appeal Committee be convened to hear the charges.

IV. Sanctions

A. Reprimand:

A BCCC student committing minor misconduct will be counseled and reprimanded by the Vice President of Student Services. A copy of the incident report will be given to the student as an official written notice. The Vice President of Student Services will place a copy of the incident report in a student discipline file.

***The incident report and the reprimand will be recorded on the same form that is placed in the student's discipline file.

B. Conditional Status:

A BCCC student who has received a reprimand and then violates a college regulation may be placed on conditional status by the Vice President of Student Services. A student who violates a college regulation as listed under Students Rights, Responsibilities, and Regulations may be placed on conditional status without having previously received a reprimand. Conditional status may include a restriction from an area or service a student has abused (e.g. computer access in the library) or from the college campus entirely. Conditional status may include other requirements such as specific academic, attendance, or behavioral standards. BCCC Campus Police will be notified of and will enforce the student's conditional status. The appropriate Dean and Vice President of said program shall be notified as well. If any of the conditions of conditional status are violated, the student who is placed on conditional status may be subject to more severe sanctions up to and including dismissal.

C. Restitution:

A student who damages, misuses, destroys, or loses college property will be required to pay for the replacement of such property. Campus Police will investigate initially and will complete an incident report. The fair market value of the property will be calculated by Campus Police. The report shall be turned over to the Vice President of

Student Services for proper recourse. Other disciplinary procedure and criminal charges may be applied in addition to restitution. Students with an outstanding monetary balance are not allowed to register at BCCC, receive transcripts, etc.

D. Withdrawal from Class or Program:

Responsibility for classroom control and discipline rests with the instructor. Instructors are not expected to tolerate the continued presence of any student whose behavior adversely affects the progress of a class. An instructor who believes it is necessary to withdraw a student because of serious violation of college policy or other behavior which adversely influences the educational process should report the incident to the Dean. If both the Dean and the instructor decide that removal of the student from the class or

program is necessary, the student will be informed and a withdrawal form will be completed and processed. The Dean will inform the Vice President of Academics of the student's withdrawal from class and advise the student of his/her right to appeal to said Dean or through the Student Appeals Procedure.

E. Suspension/Banning:

A BCCC student who commits an act of misconduct which threatens the health or well-being of any member of the academic community or causes serious disruption at the college will be suspended/banned immediately from the college for no less than one semester. Examples of these incidents include but are not limited to

- Possession of weapon inconsistent with North Carolina General Statutes and/or the [Weapons on College Property Policy](#).
- Physical Assault
- Violation of court order
- Communication of threats (to campus employees or students whereby the perceived threat of physical harm is evidenced)
- Sexual Assault
- Non-affiliated loitering
- Possession/Consumption of alcohol
- Possession/Sale/Use/Consumption of illegal drugs

An incident report form shall be completed and submitted to the Vice President of Student Services. The Vice President of Student Services is responsible for investigating the incident and for implementing the suspension of a student from Beaufort County Community College's program under his/her respective purview. The student shall be notified of the suspension in writing immediately. Written notice shall be presented in person or by mail, providing the student with a list of the charges, the rules that were violated, the suspension decision, and Disciplinary Appeals Procedures. A student may be notified by phone of his/ her suspension/banning but written notice must also be given.

V. Incident Appeals Procedures

A. A student may appeal his/her withdrawal, suspension/banning, or dismissal to the Vice President of Student Services.

1. A notice of appeal must be made in writing to the Vice President of Student Services. The written appeal must be delivered within five (5) working days of the incident.

2. The Vice President of Student Services will notify the Student Appeal Committee and convene members of the committee to hear the student appeal. The hearing shall be held within three (3) college working days following receipt of the

appeal from the student except in unusual circumstances or with the consent of the student. The Student Appeal Committee members hearing the appeal shall not have initiated or been involved in the action(s) leading to the disciplinary action taken against the student or any administrative appeals by the student. The purpose of the Student Appeal Committee is to hear the appeals of disciplinary actions and to uphold, modify, or reverse a disciplinary action against a BCCC student. This committee may also conduct hearing to investigate charges against a student made by any BCCC student, faculty, or administrator of infractions of rules applying to student behavior; to judge the guilt or innocence of students so charged; and to decide upon the actions to be taken against students judged to be guilty of rules violations. The following process will be initiated after a written appeal is made or after a college official refers an incident to the Student Appeal Committee.

B. The Vice President of Student Services shall distribute copies of the appeal or complaint to the Student Appeal Committee members. For an appeal, the Vice President of Student Services will attempt to notify the college official who made the decision to implement the disciplinary action that a letter of appeal has been received. A copy of the incident report and documented investigative reports relevant to the case will be made available to committee members. For a complaint, the Vice President of Student Services will hand deliver or mail a copy of the complaint to the accused student. The Vice President of Student Services will request a written response to those charges to be submitted a minimum of (three) 3 days prior to the scheduled hearing.

C. The Vice President of Student Services will notify Student Appeal Committee members, the student making the appeal, or the complainant and the accused of the hearing date and time. No more than three (3) college working days will elapse between the receipt of the complaint and the hearing except in unusual circumstances or with the consent of the student. The Vice President of Student Services must be notified, in advance, if any party is unable to appear at the scheduled meeting for a valid reason. If this occurs, the hearing will be re-scheduled.

D. If any party fails to appear at the scheduled hearing without a valid reason, the committee may make its decision based upon any information received from parties of witnesses appearing at the hearing and/or the written documentation submitted prior to the hearing.

E. No member of the committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Vice President of Student Services except in the event of replacing the Student Government Association representative, whose replacement shall be another officer of the SGA.

F. The Student Appeal Committee Moderator shall preside over the hearing and follow established procedures for the hearing including:

1. Allowing the student to appear and be represented by counsel. The student or

the student's counsel may introduce evidence and the testimony of witnesses, may present arguments, and may cross examine witnesses;

2. Allowing any officer or employee of BCCC whose action or determination is being appealed, to appear and be represented by counsel, with the right to introduce evidence and the testimony of witnesses, to present arguments and to cross examine witnesses;

3. Establishing the order in which the sides shall present their information and establishing time frames;

4. Report the committee's decision; and

5. Making a record of the hearing, either tape or stenographic (other than the deliberation of the committee which shall be in private).

G. Copies of the committee's case summary shall be kept permanently in the Vice President of Student Services' office. A copy shall be mailed by certified mail to the student or hand delivered to the student with a staff member witnessing the act.

H. An appeal of a decision by the Student Appeal Committee may be made to the Senior Staff by writing the Vice President of Student Services within three (3) college working days after the student has received notice of the decision of the committee.

1. A Notice of Appeal to the Senior Staff shall identify the student appealing, the decision being appealed, and the reason the student feels the decision of the Student Appeal Committee is wrong.

2. Upon timely receipt of such appeal, the Vice President of Student Services will immediately notify the President of such appeal and provide a transcript of the former hearing to the President together with any material introduced into evidence at the hearing.

3. Within five (5) business days after the President has received the notice of appeal and transcript, the Senior Staff shall meet and consider whether to hear the appeal.

4. If the Senior Staff decides to entertain the student's appeal from the Student Appeal Committee, it will set a time, date, and place for such hearing within five (5) business days. The President shall immediately notify the student and all other parties named in the Notice of Appeal.

a. An appeal entertained by the Senior Staff shall be decided by majority vote (after private deliberation) of the members of the Senior Staff present at the hearing.

b. The decision of the Senior Staff shall be made within two (2) business days after the hearing, and the President will immediately provide the student with a summary of such decision.

5. If the Senior Staff decides not to entertain the appeal, it shall so notify the Vice President of Student Services who shall immediately notify the student.
 - a. The student may, within five (5) business days after receipt of such notification, request the Educational Committee of the Board of Trustees of the College, by letter to the President, to entertain such appeal.
 - b. The President will immediately transmit such letter, together with the notice of appeal and transcript of the former hearing to the chairperson of the Educational Committee of the Board of Trustees of the College.
 - c. The Educational Committee of the Board of Trustees shall decide whether to entertain such appeal within twenty business days after receipt of the student's letter requesting Board review by the President.
 - d. If the Educational Committee of the Board of Trustees declines to hear such appeal, the President will immediately notify the student that the student's extrajudicial remedies shall have been exhausted.

I. Appeals from decisions of the Senior Staff are made to the Educational Committee of the Board of Trustees. This is the third and final level of appeal.

1. The student shall file a notice of appeal to the Educational Committee of the Board of Trustees by giving a "Notice of Appeal" to the President within five (5) business days after notice of the decision of the Senior Staff.
2. A "Notice of Appeal" to the Educational Committee of the Board of Trustees shall identify the student appealing, the decision being appealed, and the reasons the student feels the decision of the Senior Staff is wrong.
3. Upon timely receipt of such appeal to the Educational Committee of the Board of Trustees, the Vice President of Student Services will immediately notify the President of such appeal and provide a transcript of the former hearing to the President, together with any material introduced and received into evidence at the former hearing.
4. Within ten business days after the President has received the Notice of Appeal and transcript, the Educational Committee of the Board of Trustees shall meet and consider whether to hear the appeal.
5. If the Educational Committee of the Board of Trustees decides to hear such appeal, it will set a time, date, and place for such hearing (which shall be within the next twenty (20) business days), and the President will immediately so notify the student and all other parties named in the Notice of Appeal.
 - a. An appeal entertained by the Educational Committee of the Board of Trustees shall be decided by majority vote (after private deliberation) of the members of the Educational Committee of the Board of Trustees present at the hearing.
 - b. The decision of the Educational Committee of the Board of Trustees shall be made within two (2) business days after the hearing, and the President will immediately provide the student with a summary of such decision.
 - c. Once the Educational Committee of the Board of Trustees' decision is made on the appeal, the student's extrajudicial remedies shall have been

exhausted.

6. If the Educational Committee of the Board of Trustees declines to hear such appeal, the President will immediately notify the student that the student's extrajudicial remedies shall have been exhausted.

J. Any hearing of an appeal before the Senior Staff or the Educational Committee of the Board of Trustees shall be upon the record of the former hearing(s) only. The student and BCCC or its appropriate employees or officers may be present and represented by counsel and may address arguments to the hearing body. No party to the appeal at such hearing may then introduce evidence or testimony unless the presiding member of the hearing body determines that such evidence or testimony was previously unavailable or could not have reasonably been produced at the hearing before Student Appeal Committee. In the event such evidence or testimony is admitted, the parties or their counsel shall have the right to examine and cross-examine witnesses only with regard to such new evidence or testimony and shall state the student's desire to so appeal.

K. Definitions:

- a. "Transcript" is a written summarization of all evidence and testimony presented upon hearing. Arguments of parties or their counsel shall not be a part of the "transcript" unless they are submitted to the hearing body appealed from in writing.
- b. "Business day" is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given shall be in writing and are deemed to be given if delivered to the person entitled to notice personally, or mailed to the address as reflected in the records of BCCC.

CAMPUS CONDUCT POLICY

All persons are expected to conduct themselves as responsible adults while on the Beaufort County Community College campus. Failure to do so may result in discipline, up to and including expulsion, or other legal action. The campus police will make initial investigations of all breaches of proper conduct and violations of state, federal, and local law that jeopardize the academic mission of the College.

All incidents involving students will be referred to the Vice President of Student Services for review and disposal. Sanctions will be imposed on the student by the Vice President of Student Services if necessary. This does not exempt the student from facing criminal prosecution by the campus police for violations of law on campus property. The Vice President of Student Services will conduct a thorough investigation of all matters referred by the campus police as a result of information obtained in the initial investigation. The campus police will make initial investigations of the following

prohibited acts:

1. Interruption of or interference with normal operations of the College.
2. Destruction, damage, or misuse of College property.
3. Possession, use, or distribution of illegal drugs, or alcoholic beverages inconsistent with the Alcohol/Substance Abuse Policy.
4. Possession, use or distribution of weapons inconsistent with North Carolina General Statutes and/or the Weapons on College Property Policy.
5. Physical abuse of another person.
6. Abusive language.
7. Theft of another's property.
8. Violation of Campus Sexual Violence Act/Violence Against Women Act (SaVE Act/VAWA).
9. When there is an articulable, imminent, and significant threat to the student or other individuals.
10. Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Individuals having questions may contact Rick Anderson, Vice President of Student Services at 252-940-6417 or the Vice President of Administrative Services at 252-940-6213.

Revised 10/6/15

Board Approved 10/6/15

SACS Reference 3.11.2

Note: A copy of the Campus Conduct Policy also appears in the General Policies and Procedures Manual.

V. Terminology

- A "Notice of Appeal" shall contain a concise statement of the action or determination appealed and the reasons the student feels such action or determination was wrongful. It shall name all persons known to the student who participated in such action or determination and shall state the student's desire to appeal.
- A "Notice of Appeal" from decisions of the Student Appeal Committee or Council shall identify the student appealing, the decision being appealed, and shall state the student's desire to so appeal.

- “Transcript” is a written summarization of all evidence and testimony presented in hearing. Arguments of parties or their counsel shall not be a part of the “transcript” unless they are submitted to the hearing body appealed to in writing.
- A “business day” is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given shall be in writing and are deemed to be given if delivered to the person entitled to notice personally, or mailed to the address as reflected in the records of BCCC.
- Moderator is chosen by the student appeals committee.

Student Appeal Committee shall be comprised of:

- i. Vice President of SGA or designee appointed by position Representative of Student Services appointed by Vice President of Student Services
- ii. Faculty appointed by President of Faculty Senate
- iii. Staff Association appointed by President of Staff Association
- iv. Students appointed by Vice President of Student Services

In an effort to achieve fairness and diversity, the Committee members for hearings shall be chosen from a Pool of Faculty:

- appointed from each of the division by President of Faculty Senate.
- appointed from chair of each of the divisions Pool of Staff.
- appointed by President of Staff Association Pool of Student Services Staff.
- appointed by Vice President of Student Services.

***Members of the Student Appeal Committee may not serve more than two consecutive years.

Individuals having questions may contact the Vice President of Student Services at 252-940-6417.

SACSCOC References: 3.11.2, 3.13. 4.5

Student Complaints About Accreditation Student Rights and Due Process

Students with complaints about non-compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation standards, policies or procedures should complete the Commission's [Complaint Form](#) and send two print copies to the President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097.

Student Complaints Concerning the College Student Rights and Due Process

Students with complaints concerning postsecondary institutions offering degree programs in North Carolina are provided an opportunity to express that complaint to the University of North Carolina General Administration or the North Carolina Community College System. To submit such a complaint regarding Beaufort County Community College please complete [Complaint Concerning a Postsecondary Institution Offering Degree Programs in North Carolina Form](#) and submit per the instructions provided.

Alcohol/Drug Abuse Information

Education Group:

1. Information will be provided during the “Health” segment of ACA 115, ACA 118, and ACA 111.
2. Workshops will be offered each semester.

Individual:

Information will be available through the counseling staff in the Student Services Office.

Weapons on College Property Policy

The possession and concealment of weapons on College property is against North Carolina law and campus policy. The following items are classified as weapons: guns (to include shotguns and rifles), stun guns, most knives, bow and arrow, dagger, dirk, throwing star, air rifle and air pistol, slingshot, leaded cane, blackjack, brass knuckles, and cross bow. It is important to remember that possession in any form is illegal. Hunting rifles and shotguns in plain view or concealed are still illegal on College property.

With the passage of amendments to [NCGS 14-269.2](#), it is no longer illegal to carry a concealed handgun on College property so long as the following requirements are met:

1. The firearm may be a handgun only. The amendment does not apply to any other weapon or firearm.
2. The person must have a valid concealed handgun permit issued in accordance with [Article 54B of Chapter 14 of the North Carolina General Statutes](#) or a permit considered valid under [NCGS 14-415.24](#).
3. The handgun must be in a closed compartment or container within that person's locked vehicle.
4. The person may unlock the vehicle for purposes of entrance/exit, but the vehicle must be locked immediately after entrance/exit.

All individuals in possession of a concealed handgun must comply with all other applicable state and federal regulations, including carrying proof of identification and providing same to law enforcement upon request.

Reviewed by Senior Staff: 8/10/2015

Approved by Board of Trustees: 10/1/2013

Effective: 10/1/2013

SACS Reference 3.11.2

Academic Dishonesty Procedure

Students enrolled at Beaufort County Community College are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty by any member of the institution.

Academic Dishonesty consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records or any other material that is relevant to the student's participation in any course, laboratory, or otherwise academic exercise or function. Attempts at academic dishonesty will be viewed as an attempt to defraud the College and may result in permanent expulsion.

Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, classwork, or required project (in part or in whole) and handing it in as one's own work; giving, receiving, offering, and/or soliciting information on a quiz, test, or exam; or plagiarism.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films, or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit and when one uses the ideas of another without giving proper credit. When three or more consecutive significant words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If upon investigation the administrator or instructor determines that a student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than zero on the work.
- The instructor will submit a written report of the incident to the Vice President of Student Services.
- The Vice President of Student Services will determine whether further disciplinary
- All decisions may be appealed for review by the Student Appeals Committee.

Smoking, Eating, and Drinking

Effective August 1, 2010, smoking and tobacco products are prohibited on campus grounds. Eating and drinking is prohibited in classrooms and labs with carpet or computers. Eating and drinking may be permitted in other classrooms, labs, and shops at the discretion of the instructor.

Enforcement of this policy for students shall include the provision of an oral warning for the first offense and a written warning for the second offense. The written warning shall be filed with the Vice President of Student Services. The record shall be purged three years from the date of the last attendance. If a student is observed in violation of the policy a third time, he/she may be disciplined by the Vice President of Student Services as a violation of the student conduct code.

Phone Calls

In the case of ***emergencies or urgent situations***, the Campus Police will contact the student and deliver the information. Students are asked to notify relatives and close friends that under such circumstances, they should contact the Campus Police and briefly state the nature of the emergency or urgent situation. The Campus Police will look up the student's schedule and contact him/her immediately. After 5 p.m., and on Saturdays, contact Campus Police at 252-940-6444 or 252-943-8721.

Lost and Found

The BCCC Campus Police retain lost and found items until they are claimed or returned to the proper owner.

Inclement Weather

A decision to close the College or to consider a delayed schedule will be announced in a timely manner on local radio and television stations, social media, and the BCCC website. Students are urged not to call College administrators or other College officials to obtain this information. No mention of BCCC operating schedules by the media means that all classes will meet on the normal schedule.

All curriculum class time missed due to inclement weather must be made up during the term by means established and announced by the College administration.

Traffic Regulations

The student, faculty, or staff member in whose name a vehicle is registered will be held responsible and accountable for any liability or damage claims (including violation of campus traffic rules and regulations) arising in connection with the possession or operation of motor vehicles on campus. Any person violating these regulations shall be guilty of a violation of school administrative parking and traffic policy as well as the appropriate law as stated in Chapter 20 of the General Statutes of North Carolina. The campus police officer has the option to charge an individual either on a campus citation or a uniform state citation. The following is a list of chargeable traffic offenses which are violations of both school policy and state law:

1. Driving in the wrong direction on one-way streets.
2. Blocking/impeding traffic.
3. Reckless driving.
4. Parking in fire lanes.
5. Unauthorized handicapped parking space.
6. Exceeding safe speed or exceeding posted speed limit (15 MPH).
7. Expired vehicle inspection.
8. Expired vehicle registration.
9. Failure to stop at a duly erected stop sign.
10. Seat belt violations.
11. Moving or removing barricades.
12. Failure to obey officer's signal.
13. Operating a motor vehicle without being properly licensed by the State of North Carolina.
14. Operating a motor vehicle while under the influence of an impairing substance.
15. Hit and run.

Please be aware that these are the most commonly charged offenses. All of the laws regarding traffic offenses in North Carolina (Chapter 20) will be enforced on campus. Offenses 13, 14, and 15 (above) can only be charged as a violation of law on a uniform state citation.

The regulations listed below are violations of the campus parking and traffic policy only:

1. Failure to display a valid BCCC parking decal.
2. Parking in the wrong parking lot.
3. Parking on the grass.
4. Parking on the shoulder of the road.
5. Parking in designated "No Parking Areas/Loading Zones."

6. Exceeding safe speed or exceeding posted speed limit (15 mph) (parking lots 5 mph).

7. Riding skateboards, roller skating, or in-line skating on any campus property (non-instructional or non-college sanctioned).

The fine for each offense is \$5.00 except for handicapped parking and moving violations which are \$15.00 per offense.

Emergency Evacuation

All academic buildings are equipped with an emergency overhead public address system. The following standardized message will be broadcast over this system if evacuation becomes necessary:

May I have your attention please!

May I have your attention please!

We are now under emergency evacuation procedures!

We are now under emergency evacuation procedures!

Please leave the building now by the nearest exit!"

This entire message would be repeated in 30 seconds.

You would not re-enter any of the buildings until you were told to do so by a campus police officer.

If only specific buildings need to be evacuated, the following message will be broadcast:

May I have your attention please!

May I have your attention please!

We are now under emergency evacuation procedures for (building *Number* / building *Numbers*)!

We are now under emergency evacuation procedures for (building *Number* / building *Numbers*)!

Please leave (the building / these buildings) now by the nearest exit! All other buildings continue normal business!"

This entire message would be repeated in approximately 30 seconds. You would not re-enter your particular building until you were told to do so by a campus police officer.

Grade Appeal Procedure Student Rights and Due Process

Students of Beaufort County Community College have the right to appeal determinations affecting their grades, eligibility to take courses, and/or participation in curricula or extracurricular programs and events.

A. If a student is dissatisfied with the final grade in the course, he/she may appeal the grade no later than ten (10) business days after the end of the semester through the following steps.

B. The student must first appeal the final grade in a course to his/her instructor.

C. If the student is not satisfied with the outcome of the meeting with the instructor, the student will meet and discuss his/her concern with the Dean of said department.

D. If the student is not satisfied with the outcome of the meeting with the Dean, the student should meet and discuss his/her concern with the Vice President of Academics

E. If the student is not satisfied with the outcome of the meeting with the Vice President of Academics, the student may appeal his/her grade to the Vice President of Student Services.

1. A notice of appeal must be made in writing to the Vice President of Student Services. The written appeal must be delivered within five (5) working days of the meeting with the Vice President of Student Services.

2. The Vice President of Student Services will notify the Student Appeal Committee and convene members of the committee to hear the student appeal. The hearing shall be held within three (3) college working days following receipt of the appeal from the student except in unusual circumstances or with the consent of the student. The Student Appeal Committee members hearing the appeal shall not have initiated or been involved in the action(s) leading to the appeal by the student. The following process will be initiated after a written appeal is made to the Vice President of Student Services.

3. The Vice President of Student Services shall distribute copies of the appeal or complaint to the Student Appeal Committee members. For an appeal, the Vice President of Student Services will notify the faculty member who assigned the grade that the letter of appeal has been received. A copy of the incident report and documented investigative reports relevant to the case will be made available to committee members.

4. The Vice President of Student Services will notify Student Appeal Committee members, the student making the appeal, and the instructor of the hearing date and time. No more than three (3) college working days will elapse between the receipt of the complaint and the hearing except in unusual circumstances or with the consent of the student. The Vice President of Student Services must be notified, in advance, if any party is unable to appear at the scheduled meeting for a valid reason. If this occurs, the hearing will be re-scheduled.

5. If any party fails to appear at the scheduled hearing without a valid reason, the committee may make its decision based upon any information received from parties or witnesses appearing at the hearing and/or the written documentation submitted prior to the hearing.

6. No member of the committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Vice President of Student Services except in the event of replacing the Student Government Association representative, whose replacement shall be another officer of the SGA.

7. The Student Appeal Committee Moderator shall preside over the hearing and follow established procedures for the hearing including:

- a. Allowing the student to appear and be represented by counsel. The student or the student's counsel may introduce evidence and the testimony of witnesses, may present arguments, and may cross examine witnesses;
- b. Allowing the instructor of BCCC whose academic action is being appealed, to appear and be represented by counsel, with the right to introduce evidence and the testimony of witnesses, to present arguments and to cross examine witnesses;
- c. Establishing the order in which the sides shall present their information and establishing time frames;
- d. Reporting, or selecting a Student Appeals Committee member to report, the committee's decision.
- e. Making a record of the hearing, either tape or stenographic (other than the deliberation of the committee which shall be in private). This recording will only be accessible only to the members of the Student Appeals Committee participating in the hearing and the President of the College.

F. Copies of the committee's case summary shall be kept permanently in the Vice President of Student Services' office. A copy shall be mailed by certified mail to the student or hand delivered to the student with a staff member witnessing the act. A copy shall be given to the instructor whose academic action is appealed.

G. A student or instructor may appeal the decision by the Student Appeal Committee. The appeal may be made to the Senior Staff by writing the Vice President of Student Services (for students), and Vice President of Academics (for faculty) indicating the grounds for the appeal within three (3) college working days after receipt of notice of the decision of the Student Appeals Committee.

1. A Notice of Appeal to the Senior Staff shall identify the student appealing, the decision being appealed, and the reason the student feels the decision of the Student Appeal Committee is wrong.
2. Upon timely receipt of such appeal, the Vice President of Student Services will immediately notify the President of such appeal and provide a transcript of the former hearing to the President together with any material introduced into evidence at the hearing.
3. Within five (5) business days after the President has received the notice of appeal and transcript, the Senior Staff shall meet and consider whether to hear the appeal.
4. If the Senior Staff decides to entertain the student's appeal from the Student Appeal Committee, it will set a time, date, and place for such hearing within five (5) business days. The President shall immediately notify the student and all other parties named in the Notice of Appeal.

- a. An appeal entertained by the Senior Staff shall be decided by majority

vote (after private deliberation) of the members of the Senior Staff present at the hearing.

b. The decision of the Senior Staff shall be made within two (2) business days after the hearing, and the President will immediately provide the student and faculty member with a summary of such decision.

c. A student or faculty member may appeal an adverse decision of the Senior Staff to the Educational Committee of the Board of Trustees by giving notice to the President within five (5) business days after the notice of the decision of the Senior Staff.

5. If the Senior Staff decides not to entertain the appeal, it shall so notify the Vice President of Student Services or Vice President of Academics who shall immediately notify the student or faculty member.

a. The student or faculty member may, within five (5) business days after receipt of such notification, request the Educational Committee of the Board of Trustees of the College, by letter to the President, to entertain such appeal.

b. The President will immediately transmit such letter, together with the notice of appeal and transcript of the former hearing to the chairperson of the Educational Committee of the Board of Trustees of the College.

c. The Educational Committee of the Board of Trustees shall decide whether to entertain such appeal within twenty business days after receipt of the student's letter requesting Board review by the President.

d. If the Educational Committee of the Board of Trustees declines to hear such appeal, the President will immediately notify the student or faculty member that all extrajudicial remedies shall have been exhausted.

H. Appeals from decisions of the Senior Staff are made to the Educational Committee of the Board of Trustees. This is the third and final level of appeal.

1. The student or faculty member shall file a notice of appeal to the Educational Committee of the Board of Trustees by giving a "Notice of Appeal" to the President within five (5) business days after notice of the decision of the Senior Staff.

2. A "Notice of Appeal" to the Educational Committee of the Board of Trustees shall identify the student or faculty member appealing, the decision being appealed, and the reasons the student or faculty member feels the decision of the Senior Staff is wrong.

3. Upon timely receipt of such appeal to the Educational Committee of the Board of Trustees, the Vice President of Student Services (for students) or Vice President of Academics (for faculty) will immediately notify the President of such appeal and provide a transcript of the former hearing to the President, together with any material introduced and received into evidence at the former hearing.

4. Within ten (10) business days after the President has received the Notice of Appeal and transcript, the Educational Committee of the Board of Trustees shall meet and consider whether to hear the appeal.

5. If the Educational Committee of the Board of Trustees decides to hear such appeal, it will set a time, date, and place for such hearing (which shall be within the next twenty (20) business days), and the President will immediately so notify

the student or faculty member, and all other parties named in the Notice of Appeal.

a. An appeal entertained by the Educational Committee of the Board of Trustees shall be decided by majority vote (after private deliberation) of the members of the Educational Committee of the Board of Trustees present at the hearing.

b. The decision of the Educational Committee of the Board of Trustees shall be made within two (2) business days after the hearing, and the President will immediately provide the student or faculty member with a summary of such decision.

c. Once the Educational Committee of the Board of Trustees' decision is made on the appeal, the student or faculty member's extrajudicial remedies shall have been exhausted.

6. If the Educational Committee of the Board of Trustees declines to hear such appeal, the President will immediately notify the student or faculty member that all extrajudicial remedies shall have been exhausted.

I. Any hearing of an appeal before the Senior Staff or the Educational Committee of the Board of Trustees shall be upon the record of the former hearing(s) only. The student and BCCC or its appropriate employees or officers may be present and represented by counsel and may address arguments to the hearing body. No party to the appeal at such hearing may then introduce evidence or testimony unless the presiding member of the hearing body determines that such evidence or testimony was previously unavailable or could not have reasonably been produced at the hearing before Student Appeal Committee. In the event such evidence or testimony is admitted, the parties or their counsel shall have the right to examine and cross-examine witnesses only with regard to such new evidence or testimony and shall state the student's desire to so appeal.

J. Definitions:

1. "Transcript" is a written summarization of all evidence and testimony presented upon hearing. Arguments of parties or their counsel shall not be a part of the "transcript" unless they are submitted to the hearing body appealed form in writing.
2. "Business day" is any weekday, exclusive of legal holidays and days during which BCCC is not open for business, without regard to whether classes are actually in session. All notices herein provided to be given in writing and are deemed to be given if delivered to the person entitled to notice personally, or mailed to the address as reflected in the records of BCCC

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Financial Aid

Beaufort County Community College (BCCC) provides assistance to students who are in need of financial aid to meet their educational expenses. The financial aid program consists of four major types of aid: grants, scholarships, loans, and student employment. An eligible student may receive one or more of these types of financial aid. Interested students should contact the Financial Aid Office.

In making award decisions, the Financial Aid Officer first determines the student's financial need for college attendance. The need is the difference between the resources of the student (and his or her parents if a dependent) and the costs of attending the school. Any student who has completed the financial aid application procedure is considered for all types of financial aid without regard to the student's sex, race, age, religion, national origin, or handicap. In all financial aid awards, the student has the right to accept, reject, or appeal the aid offered.

To receive financial aid, a student must be enrolled as a regular student in an eligible program. Students must have a high school diploma from a high school recognized by the Department of Education or G.E.D. certificate, be a U.S. citizen or an eligible non-citizen, show need, be making satisfactory progress, not be in default on an educational loan, not owe a refund on a federal grant, and be registered with the selective service if required to do so. The student must certify that he/she will use the money only for expenses related to attending school.

Applying for Financial Aid

Students should first apply for admission to BCCC. Then, to be considered for all need based aid, including institutionally administered scholarships, students must complete the Free Application for Federal Student Aid (FAFSA) on the Internet at www.fafsa.ed.gov. The FAFSA requires listing an institutional code for the school that the student plans to attend. BCCC's school code is 008558. The application process is completed when the Financial Aid Office receives an Institutional Student Information Report (ISIR) for the student. Electronic ISIR are transmitted to the Financial Aid Office from the Federal processor for students who list BCCC on their aid application.

Because of the time involved in processing applications, a student must have a completed file in the Financial Aid Office by June 1 to be assured of receiving financial aid by the beginning of Fall semester. Awards for students starting in the Spring, require

a completed file by November 1.

Special Circumstances

If a student has experienced a change in financial circumstances since completing a financial aid application, an appeal may be made to BCCC's Financial Aid Office. The student must submit a written request for reconsideration explaining the circumstances affecting the student and/or family's contribution towards college expenses for the current academic year. The student's application will be re-evaluated and additional aid awarded if the Financial Aid Office deems the circumstances warrant additional aid.

Verification Process

Federal Regulations stipulate that certain ISIRs as selected by the Federal Processor be verified. BCCC verifies only the required ISIRs (and corrected ISIRs if necessary) as per the Department of Education verification regulations.

Applicants are responsible for providing requested documentation within two weeks of notification. Should information on an application need correcting, the corrections are made electronically by the Financial Aid Office.

No financial aid awards are made until all verification procedures required by federal guidelines are met.

Award Decisions

In developing a financial aid award for a student who has a completed application on file, the financial aid officer will derive the financial need of the student by:

1. Assigning a cost of attendance;
2. Subtracting the expected family contribution;
3. Subtracting assistance awarded to the applicant by other agencies, organizations, and private donors.

This procedure will generate a financial need picture for the student. The financial aid officer will make every effort to help meet that need by utilizing the various aid programs for which the applicant qualifies.

The table below lists approximate budgets that have been established by the Financial Aid Office as reasonable budgets for typical students. When the financial aid officer deems it necessary to make adjustments, a budget will be established on an individual basis.

In State Campus-Based Student Financial Aid Budgets 2015 – 2016

Dependent		Dependent	
Without dependents living with parents		Not living at home	
Or		Or	
Independent		Independent	
Without dependents living with parents		Other	
Tuition & Fees	\$2368	\$2368	
Books	1706	1706	
Room & Board	4798	9595	
Transportation	1808	1808	
Misc. Expenses	2025	2025	
Totals	\$12,705	\$17,502	

Students will be notified of the award soon after the ISIR is received by the Financial Aid Office if:

1. The College has received its official Title IV funding figures from the U.S. Department of Education.
2. The Payment Schedule, from which the size of the award is determined, has been published by the U.S. Department of Education.

Award letters are based on full-time enrollment. The requirement for full time eligibility for Federal and State Grant Aid is 12 or more credit hours; $\frac{3}{4}$ time is 9, 10 or 11 credit hours; $\frac{1}{2}$ time is 6, 7, or 8 credit hours. The award will be reduced proportionately if the student attends less than full-time. Actual award amounts are based on the number of credit hours in which the student is enrolled that are applicable to the program of study the student is enrolled in. Students awarded the NC Community College Grant and/or the NC Education Lottery Scholarship must be enrolled at least one-half time. Courses completed through credit by exam are not eligible for financial aid.

The enrollment status of students in Practical Nursing, Basic Law Enforcement Technology as well as other certificates that are determined eligible for Title IV aid is determined differently and may affect the award amount. Federal regulations require that these programs use a formula based on the number of class hours in which the student is enrolled each week. As a result, the enrollment status will not be the same as students in associate degree programs.

Program of Study

To be eligible for financial aid a student must enroll in a program leading to a degree, eligible diploma or eligible certificate. Most diploma and certificate programs are not eligible for Federal or State funding. The financial aid will be based on one program of study. In addition, financial aid will not be considered for courses that are not program

requirements as listed in the student's catalog of record (academic year).

Award Disbursements & Book Purchases

The student's Federal, State and Institutional aid (including loans and scholarships) should appear on the Beaufort County Community College Cashier's Office computer record once the student has been awarded. Tuition and fees will be deducted from the student aid account.

*Developmental Courses and Late Start Classes (Modules and Mini-mesters) Students enrolling in developmental courses and classes with irregular start dates are awarded aid based on the credit hours actually attended at the beginning of the semester. The student will not receive the balance of their grant until after attending the class (usually mid-semester). Financial aid funds may be used to hold these classes, however, the student must register for the class prior to the term census date.

Books and supplies may be charged to the student's award account approximately two days prior to the beginning of the semester in the Bookstore the first week of classes. If purchasing books from an alternative source is more convenient, the College offers a service allowing students to buy books and supplies with grant money at off-campus locations. However, the student is limited to one vendor each semester (i.e., the student will not be allowed to purchase books and supplies at the BCCC Bookstore and an off-campus location). The following conditions apply:

- The student must request in writing to the Financial Aid Office 10 days prior to the first day of class that grant monies be used at an off-campus location.
- The student must provide the Financial Aid Office with an invoice from the off campus vendor or, if books are to be purchased on the Internet, a list or printout including ISBN(s) from the online vendor. The student must also provide an acceptable shipping address for the vendor. BCCC is not responsible for problems regarding shipping or quality of the merchandise.

After tuition/fees and bookstore purchases, checks for any remaining award balance will be disbursed to students. Check release dates are listed in the student's award package. Refund checks will be mailed unless otherwise posted.

Students who are participating in the Federal Work-Study Program will be paid the last working day of the month. The checks will cover the hours the students worked during the respective pay period.

NOTE: Any delay in the receipt of award letters or of financial aid checks to students because of an incorrect address is not the responsibility of the Financial Aid Office. The student is responsible for completing the Information Change Form with the Registrar's Office.

Withdrawals, Refunds, and Repayments

Federal regulations specify how BCCC must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are

covered by this law are: Federal Pell Grants, Federal Direct Student Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

When you withdraw during a period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or the College or your parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the College and/or you.

The amount of assistance that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. The College will automatically apply your post-withdrawal disbursement of grant funds against any outstanding balance of tuition and fees. The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the College.

If you receive (or the College or your parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of (1) your institutional charges multiplied by the unearned percentage of your funds, or (2) the entire amount of excess funds. The College must return this amount even if it didn't keep this amount of your Title IV program funds.

If BCCC is not required to return all of the excess funds, you must return the remaining amount. You must repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from the refund policy of the College. Therefore, you may still owe funds to the school to cover unpaid institutional charges. BCCC will also charge you for any Title IV program funds that it is required to return. You may contact the College Cashiers Office for information on the school's refund policy. The Registrar can also provide you with the requirements

and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800- 730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

Grants

Pell Grant

The Pell Grant is a federal aid program providing funds for qualified students enrolling in an eligible program at an eligible institution of higher education. The law requires that financial need for Pell Grants be assessed by a formula, which is reviewed by Congress each year and is applied uniformly to all applicants. This formula takes into account such indicators of family financial strength as income, assets, family size, and family educational expenses. The maximum Pell grant for academic year 2015-2016 is \$5775. Students with bachelor's degrees are not eligible. You are limited to a life-time Pell Grant eligibility of 12 full-time semesters (or its equivalent). The duration of your eligibility is determined by the U.S. Department of Education.

Federal Supplementary Educational Opportunity Grant (FSEOG)

The Supplemental Educational Opportunity Grant Program is designed specifically for students with exceptional financial need. Priority is given to Pell Grant recipients. Selection is based on financial need, enrollment status and application date. The program is federally funded, and the institution is responsible for selecting eligible students.

North Carolina Community College Grant

The North Carolina Legislature has established a need-based grant to help meet the educational costs of North Carolina residents attending a community college. To be eligible a student must be a North Carolina resident for tuition purposes, enroll for a least six credit hours per semester in an undergraduate curriculum program, meet the Satisfactory Academic Progress requirements of the institution and not be in default of any loan or overpayment of any grants. Applicants must complete the Free Application for Federal Student Aid (FAFSA) and have a determined estimated family contribution between \$1301 and \$8500. Students who have earned a bachelor's (four-year) degree are ineligible. An eligible student may not receive this for more than ten semesters or the equivalent thereof.

Scholarships

North Carolina Education Lottery Scholarship (NCELS)

The North Carolina Education Lottery Scholarship (NCELS) was created by the 2005 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible colleges and universities located within the state of North Carolina. To be eligible a student must be a North Carolina resident for tuition purposes, enroll for a least six credit hours per semester in an undergraduate curriculum program, meet the Satisfactory Academic Progress requirements of the institution and not be in default of any loan or overpayment of any grants. Applicants must complete the Free Application for Federal Student Aid (FAFSA) and have a determined estimated family contribution between \$2001 and \$5000. Students who have earned a bachelor's (four-year) degree are ineligible. An eligible student may not receive this for more than eight semesters or the equivalent thereof.

North Carolina Forgivable Loans for Service (FELS)

The FELS Program was established by the North Carolina General Assembly to provide assistance to qualified students who are committed to working in North Carolina in designated critical employment shortage professions. Current shortage areas include teaching, allied health, nursing and medicine. Students interested in receiving assistance through the FELS Program should read the loan forgiveness eligibility requirements for the educational programs and the FELS Program Rules prior to submitting an application. Students who do not fulfill the service requirements must repay the loan in cash, plus interest that begins to accrue upon disbursement of the loan. Additional information and program applications may be found at www.cfnc.org/fels. The application deadline is April 1 prior to the beginning of the school year beginning in August.

NC Reach (Child Welfare Postsecondary Support Program)

NC Reach, also known as the Child Welfare Postsecondary Support Program, was established by the 2007 General Assembly to provide funding for college students who aged out of North Carolina public foster care or whose adoption from North Carolina public foster care was finalized on or after their 12th birthday. Award amounts vary. Benefits are determined based on federal and state grants and scholarships, including the Pell Grant, the Education Training Voucher and state scholarships such as the North Carolina Education Lottery Scholarship, which are applied first to the predetermined costs of attendance at the qualifying school. The NC Reach Scholarship will pay up to the balance of the predetermined costs of attendance. To apply for this program, please visit www.ncreach.org. Additional information may be obtained by calling the NC Reach team at (800) 585-6112.

Wells Fargo Technical Scholarship

Wells Fargo Bank has made available to students enrolled at BCCC one scholarship annually in the amount of \$500. To qualify as a candidate for this scholarship, a student would have to meet the following criteria: be a full-time student enrolled in the second year of a two-year educational/technical program, demonstrate financial need, demonstrate scholastic promise, and use the scholarship to pay for books, tuition, and transportation.

BCCC Foundation Scholarships

Many students are assisted each year with funds contributed to the College by friends, corporations, and organizations and the BCCC Foundation. Awards are usually based on academics and financial need. Some scholarships are restricted to students meeting certain criteria (residence, field of study, etc.) A scholarship selection committee selects recipients. Additional information may be obtained from the BCCC web site at www.beaufortccc.edu. To be considered, students must complete a BCCC Foundation Scholarship Application in addition to the Free Application for Federal Student Aid (FAFSA).

Loans

Beaufort County Community College will cease participation in the Federal Direct Student Loan Program effective July 1, 2015, the end of academic year 2014-2015. As a result, BCCC will not originate any new Federal student loans after that date. Beaufort County Community College will still be accepting Alternative Student Loans from private lenders as a payment for tuition, fees, books and supplies. These funds can also be refunded to you after the charges due to the college are deducted during the regular refund dates of the semester. These funds can be used towards your cost of attendance expenses (housing, transportation, personal expenses, etc.) while attending

BCCC. You may find that you still are in need of additional funds beyond the grants and/or scholarships that you may be awarded by through the federal or state government. If so, you have the option of applying for these types of loans. Should you need further assistance with funding, follow the link below which will take you to [The Smart Student Guide to Financial Aid](#). It is our responsibility to notify you that these alternative loan options require a credit check and/or co-signer and that the interest rate may be higher than the Federal Student Loan program you may have participated in earlier. Once you have submitted your application to the lender, BCCC will be notified to certify your eligibility. You must have completed the Free Application for Federal Student Aid and completed a Financial Aid file with BCCC prior to certification by the college. If approved, the funds will be sent to BCCC for distribution. You will be able to use these funds to hold your tuition and fees in addition to charging your books and supplies in our bookstore if all requirements are met.

<http://www.finaid.org/loans/privatestudentloans.phtml#loanchart>

Outside Scholarship Listings and Websites

Finding funds to pay for college can be challenging. In addition to Federal grants and loans offered through your Financial Aid Office to eligible students, you can find countless websites that offer what we call ‘outside scholarships’. What this means is that BCCC is, as a general rule, not involved in the application or selection process. BCCC’s Financial Aid Office is available should you have general questions on how to begin, however, students are given the information and are to follow-up on their own.

Outside scholarships or resources are funds from high schools, civic organizations, churches, educational foundations, Vocational Rehabilitation programs and other organizations external to the college. You must notify the FAO (Financial Aid Office) as soon as you learn that you will receive outside aid since these funds may affect your eligibility for other aid. You must send us a copy of the notification letter. If your award does not list all of your outside resources, notify the FAO immediately. We will revise your financial aid award if necessary.

Go to our website at www.beaufortccc.edu for a list of current scholarships and websites.

Student Employment

Part-time jobs on campus are available for students who wish to earn money for part of their college expenses. Employment includes jobs in the library, laboratories, supply room, and offices. Funds for these student jobs are provided by the Federal government through its Federal Work Study Program and the rate of pay is regulated by the Federal minimum wage law. The average student job requires about 14 hours per week, and average yearly earnings are approximately \$3248. Priority is given to students with the greatest financial need and jobs are awarded according to application date. Students should consider academic responsibilities before assuming the obligation of part-time work.

Workforce Investment Opportunity Act (WIOA)

Services offered by the enactment of the Workforce Investment Act (WIOA) 2014 are being implemented through JobLink, a One-Stop Career Center, located at 1385 John Small Avenue. Beaufort County Community College is a partner agency with JobLink. Financial assistance for specialized training may be obtained provided eligibility factors are met. All services through JobLink are free to the public. Individuals seeking WIA services should report to JobLink or call 252-946-3116 to speak to a representative.

Vocational Rehabilitation

In order to qualify, a student must have a mental or physical disability, which is a handicap to employment. There must also be a reasonable expectation that as a result of vocational rehabilitation services, the person may become gainfully employed. Each program is designed individually with the student. The amount of the award is based on need and the type of program in which the individual is enrolled. It generally pays for tuition, fees, and for some books and supplies. In some cases, supportive services such as interpreters, attendants, and transportation are covered.

Additional information may be obtained by contacting the Vocational Rehabilitation Office nearest the student's home, or the student may contact the NC Division of Vocational Rehabilitation Services, PO Box 26053, 805 Ruggles Drive, Raleigh, NC 27611-6053 or 919-733-3364.

North Carolina Division of Services for the Blind

Services may be provided for those who are legally blind or have a progressive eye condition which may lead to blindness. The amount of the grant varies according to need but may contribute to tuition, fees, reader services and in some cases, room and board. Eligibility is determined by an interview with a rehabilitation counselor.

Additional information may be obtained by writing to Visually Handicapped, Deputy Chief of Rehabilitation, Division of Services for the Blind, 309 Ashe Avenue, Raleigh, NC 27602.

Financial Aid Satisfactory Progress Standards Policy

Eligibility of Title IV aid is based on maintaining satisfactory progress while attending BCCC and is not affected by whether or not the student previously received such aid. In order to receive aid, all financial aid recipients are required to maintain satisfactory progress toward completing a degree, diploma, or certificate. The following standards are applicable to all financial aid programs including the federally sponsored Title IV programs.

Grade Point Average

To maintain satisfactory academic progress, students must earn a cumulative GPA according to the number of semester hours for which they have attempted as indicated

in the table below to receive assistance. This policy went into effect on 10/2/2013.

Hours Attempted	Grade Point Average
0 – 12	1.00
13 – 24	1.50
25 – 36	1.75
37 and above	2.00

Maximum Time Frame Limitation

The maximum time allowed for program completion is one and one-half times the number of program hours as outlined in the College catalog required of full-time students to complete a curriculum. If the curriculum attempted has not been completed within the allowable time, then satisfactory progress is not being maintained and financial aid will be terminated. The time frame begins when the student first attends the College and continues until that student successfully completes a program of study regardless of the number of years that may elapse between enrollment periods. Since the time frame is cumulative, students may lose financial aid eligibility by switching programs before successfully completing a program of study.

Once a student completes a program successfully, the student becomes eligible for a new time frame if he/she plans to pursue a second certificate, diploma, or degree. Transferable credit hours from the completed program are counted toward the time frame for a new course of study.

Credit hours for course incompletes, withdrawals after the 10% point of the semester, and repeated courses will be counted as hours attempted toward the maximum time frame. Developmental coursework as determined by placement testing is not counted toward the maximum time frame. However, federal regulations limit students to 30 hours of developmental coursework which may be paid with Federal funds.

Completion Rate

Students must successfully complete 67% of the total credit hours attempted, including developmental coursework, in order to maintain satisfactory academic progress. Completed credit hours include: A, B, C, D, CE, and P (passing). Audits (AU), withdrawals (W), failures (F), withdrawn/failed (WF), re-enrolls (R), in progress (IP) and incompletes (I) are not considered a successful completion of coursework. Students failing to maintain satisfactory progress are ineligible for aid until the required number of credit hours are completed.

Treatment of Incompletes, Withdrawals, Repeated Coursework and Transfer Credit

Withdrawals and Incompletes are not included in GPA computation however, they are included in hours attempted in GPA satisfactory academic program scale. According to institutional policy, incomplete grades not removed by the student by the end of the following semester (excluding summer session) will revert to an "F". In determining

completion rates, “W” and “I” grades are considered and count toward the maximum time frame for completing a program of study.

Students are permitted to repeat courses and only the most recent course grade is counted in the GPA calculation. All repeated hours are counted as attempted. However, completed hours are counted only once as completed, unless the program requirements make retaking a previously passed course mandatory. Example: an outdated computer course.

Transfer credits from other postsecondary institutions will be used to determine quantitative satisfactory academic progress for completion rate, attempted hours in GPA satisfactory academic progress scale and maximum time frame.

Financial Aid Academic Warning

At the end of each semester the Financial Aid Office will determine whether students receiving financial aid are making satisfactory academic progress. Both grade point average and rate of completion are measured. Students failing to make academic progress receive a Financial Aid Academic Warning.

Financial aid recipients on academic warning will be granted a one semester period, following their first semester of failure, to regain satisfactory progress. During this warning period, students can continue to receive financial aid provided they are otherwise eligible.

To regain aid eligibility, the student must achieve the minimum required standards during the warning period: the minimum required grade point average according to the Satisfactory Academic Progress scale and a 67% overall completion rate. If, at the end of the financial aid warning period, the student is able to re-establish satisfactory academic progress, the warning is lifted. Students who fail to regain satisfactory academic progress during the warning semester are ineligible for aid until their progress is again satisfactory.

Academic Appeals and Probation

Students with mitigating circumstances are encouraged to use the appeals process. The circumstances being appealed must be properly documented and will be evaluated by the Director of Financial Aid.

The Director of Financial Aid shall inform the student in writing of financial aid termination. If the student desires to appeal the termination of financial aid, an appeal package must be submitted to the Director of Financial Aid within ten (10) school days of the date of the letter informing the student of the termination. The student must give the reasons why he/ she did not make satisfactory progress and why financial aid should not be terminated (examples: extended illness, hospitalization, accident, death of immediate family member). Documentation to support the appeal is required. In addition to the other information students must provide to appeal termination of financial aid, students

must also state what has changed in their situation that will now allow them to make SAP. Examples of non-appealable reasons are immaturity of the student in past years, being a single parent, repeated transportation issues, lack of childcare, pregnancy or registering for more classes than you are capable of completing. The Federal government does not recognize these as extenuating circumstances. A student may only be approved for one probationary appeal during the entire time they are enrolled as a student at BCCC.

The Director of Financial Aid will review the appeal to determine whether or not termination of aid is justified. Students who successfully appeal are placed on probation and are eligible for financial aid during the probationary semester. Students on probation are required to achieve a 2.25 GPA and complete two-thirds of their attempted coursework for that semester and/or may be required to fulfill specific terms and/or conditions such as taking a reduced load. The student will be advised in writing of the decision, terms and/or conditions.

The student must complete an academic success plan if it is determined during the appeal process that the student will require more than one semester of a 2.25 GPA and 67% completion rate to successfully establish the required cumulative GPA and completion rate. Continued probationary eligibility for financial aid is contingent on meeting the requirements of the academic plan.

A student wishing to appeal the decision of the Director of Financial Aid may do so by writing to the Director of Financial Aid, c/o the Financial Aid Office within five school days of receipt of the decision. Subsequent appeals may be made to the Vice President of Student Services and finally through the student Due Process Procedure, if deemed necessary by the student.

Reinstatement of Financial Aid Eligibility

Should a student have his/her financial aid eligibility terminated for failing to meet the satisfactory academic progress definition, termination will continue until the student enrolls for subsequent academic terms at his/her own expense, completes the term, and satisfies the satisfactory progress definition. Once the satisfactory academic progress definition is met, eligibility is reinstated for the subsequent academic term. In addition, financial aid eligibility will immediately be reinstated for all appeals upheld. Retroactive payments of financial aid for terms when students were on suspension are prohibited by Federal regulations.

Developmental Course Work Limitation

Federal regulations limit students to 30 hours of developmental coursework which may be paid with federal student funds. Awards will be adjusted for any remedial course work taken in excess of 30 credit hours.

Repeated Course Work Limitation

Federal regulations limit students to receiving financial aid for a specific course with earned passed credit two times. If the course is taken a third time, this will not be

included in the student's financial aid enrollment status for payment.

Student Rights

1. You have the right to know what financial aid programs are available at Beaufort County Community College.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
4. You have the right to know how your financial need was determined. This includes how costs for tuition, fees, room, board, transportation, books, supplies, and personal and miscellaneous expenses are considered in your budget.
5. You have the right to know what resources such as parental contribution; other financial aid, your assets, etc. were considered in the calculation of your need.
6. You have the right to know how much of your financial need as determined by the Financial Aid Office has been met.
7. You have the right to request an explanation of various programs in your student aid package.
8. You have the right to know what portion of the financial aid you received must be repaid and the payment procedures.
9. You have the right to know the refund policy of the College.
10. You have the right to know how the Financial Aid Office determines whether or not you are making satisfactory academic progress and what happens if you are not.

Student Responsibilities

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense, which could result in indictment under the U.S. Criminal Code.
3. You must return all additional documentation, verifications, corrections, and/or new information requested by either the Financial Aid Office or the agency to which you submitted your application.

4. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them.
5. You must accept responsibility for all agreements that you sign.
6. You must perform the work that is agreed upon in accepting Federal Work Study assignments.
7. You must be aware of and comply with the deadline for application for aid.
8. You should be aware of the College's refund policy.
9. All schools must provide information to prospective students about the school's program and performance. You should review this information carefully before Deciding which College you wish to attend.

Veteran Affairs

The Veterans Administration provides assistance to veterans discharged under conditions other than dishonorable in any branch of the United States Armed Forces. General information on current education benefits is provided below. To obtain more information on these benefits please visit the Department of Veterans Affairs website at <http://www.gibill.va.gov>.

When a veteran enrolls in a program approved for training, he/she must pursue the exact curriculum outlined in the College catalog. Veterans will not be certified until all academic transcripts have been received and evaluated. The veteran must maintain satisfactory academic progress. Records of progress are kept by the College on both veteran and non- veteran students. Progress records are furnished to all students at the end of each scheduled college term.

Veterans Educational Programs

Chapter 35: Eligible Dependent Benefits

The purpose of this program is to provide educational assistance for the eligible dependents of veterans with VA established disability of 100%, or less than a 100% but totally disabled for work purposes, or due to service-connected deaths, or death after release or discharge from active duty of service connected disability, or having been listed as missing in action, captured, detained or interred in line of duty by a foreign government or power for more than 90 days. Eligibility and period of eligibility will be determined by the VA Regional Office.

Chapter 30: Montgomery GI Bill

The Montgomery GI Bill, Chapter 30, (which also provides for an educational entitlement program for members of the Selected Reserves, Chapter 1606 Title 10, United States codes) provides Educational Assistance Benefits to individuals who just became members of the Armed Forces or first entered on active duty after June 30, 1985. Eligibility will be determined with the Veterans Administration. The VA will determine entitlement and amounts of educational assistance to be paid.

Chapter 1606: Educational Assistance for Members of Selected Reserve and National Guard Units

The purpose of Chapter 1606 is to provide educational assistance and to encourage membership in selected Reserve and National Guard Units. The Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, Army National Guard, and Air National Guard are included. Eligible reservists are entitled to 36 months of educational assistance based upon full-time training.

Chapter 1607: Educational Assistance for Members of Selected Reserve and National Guard Units (REAP)

The purpose of Chapter 1607 is to provide educational assistance for National Guard and Reservists called or ordered to active duty in response to a war or national emergency as declared by the President or Congress. This program makes certain those activated for at least 90 days after September 11, 2001 are either eligible for education benefits or eligible for increased benefits (based on time deployed).

North Carolina National Guard Tuition Assistance Program

Active North Carolina National Guard members may be eligible for tuition assistance. Persons desiring information or applications for this assistance should contact their unit representative.

Scholarships for Children of Certain Deceased, Disabled, or POW/MIA Veterans

The North Carolina Division of Veterans Affairs provides scholarships for the children of certain categories of deceased or severely disabled war veterans. For additional information and an application, write to N.C. Division of Veterans Affairs, 1315 Mail Service Center, Raleigh, NC 27699-1315.

Chapter 33: Post-9/11 GI Bill

The purpose of the Post-9/11 GI Bill is to provide educational assistance for individuals who served on active duty after 9/10/01. To be eligible, the individual must have either served on active duty for an aggregate period of at least 90 days or served at least 30 continuous days and received a service-connected disability discharge.

Academic Programs
Offered for the Academic Year 2015-2016

Academic Transfer Programs

Arts

Associate in Arts A10100

Science

Associate in Science A10400

Agribusiness Technology

Associate in Applied Science Degree..... A15100

Agricultural Application Certificate

Associate Degree Nursing

Associate in Applied Science Degree..... A45110

Practical Nursing Diploma

Therapeutic and Diagnostic Services

Nursing Assistant Pathway Diploma D45930

Automotive Systems Technology

Associate in Applied Science Degree..... A60160

Automotive Technology Diploma

Automotive Technology Certificate

Automotive Technology Engines and Brakes Certificate

Automotive Engine Certificate

Automotive Chassis Certificate

Automotive Electrical & Electronics Certificate

Automotive Drivetrains Certificate

Basic Law Enforcement Certificate C55120

Business Administration

Associate in Applied Science Degree..... A25120

*Business Administration Diploma

*Business Administration Certificate

Community Spanish Interpreter Certificate

Computer Information Technology

*Associate in Applied Science Degree A25260

*Computer Hardware Repair & Troubleshooting Certificate

*Networking Support Certificate

*Web Development and Design Certificate

Computer Programing

- *Associate in Applied Science DegreeA25130
 - *C++Programing Certificate
 - *Visual Basic Programing Certificate

Construction Equipment Systems Technology

- Associate in Applied ScienceA60450
 - Construction Equipment Systems Diploma
 - Engine and Electrical Certificate
 - Power Trains and Hydraulic Certificate

Cosmetology

- Associate in Applied ScienceA55140
 - Cosmetology Diploma
 - Cosmetology Instructor Certificate
 - Manicuring/Nail Technology Certificate

Criminal Justice Technology

- *Associate of Applied Science.....A55180
 - *Criminal Justice Diploma
 - *Basics of Criminal Justice Certificate
 - Essential Police Operation Certificate
 - *Corrections Certificate

Dental Assisting DiplomaD45240

Early Childhood Education

- Associate in Applied ScienceA55220
 - Early Childhood Diploma
 - Early Childhood Certificate
 - Special Education Certificate
 - Infant and Toddler Certificate
 - Early Childhood Administration Certificate

Electrical Engineering Technology

- Associate in Applied ScienceA40180
 - Applied Electrical Principles Diploma
 - Basic Electrical Wiring Methods Certificate

Electronic Engineering Technology

- Associate in Applied ScienceA40200
 - Applied Electronic Principles Diploma
 - Basic Electronics Certificate

General Education

- Associate in General EducationA10300

General Occupational Technology

Associate in Applied ScienceA55280

Health and Fitness Science

Associate in Applied ScienceA45630

Human Services Technology

Associate in Applied ScienceA45380

Human Services Technology Diploma

Human Services Technology Certificate

Mechanical Engineering Technology

Associate in Applied ScienceA40320

Machinist Diploma

Machinist Certificate

Machinist Advanced Certificate

Industrial Technology Certificate

Medical Laboratory Technology

Associate in Applied ScienceA45420

Medical Office Administration

*Associate in Applied ScienceA25310

Basic Medical Office Certificate

Office Administration

Associate in Applied ScienceA25370

Basic Office Skills Certificate

Word Processing Specialist Certificate

Software Applications Specialist Certificate

Welding Technology

Associate in Applied Science A50420

Welding Technology Diploma

Welding Technology Certificate

Basic MIG/TIG Welding Certificate

GWTAW TIG Welding Certificate (Plate/Pipe)

Basic Pipe Welding Certificate

Basic Welding Certificate(Stick and MIG)

SMAW(Stick) Certificate

Articulated Programs

Crosswalk Programs with North Carolina Wesleyan College

Business Administration	A25120
Computer Information Technology	A25260
Medical Office Administration	A25310
Office Administration	A25370
Psychology	A10100

High School Programs-Career and College Promise

College Transfer Pathways for High School Students

Technical Careers Certificates and Diplomas for High School Students

1) Agricultural Applications Certificate	C15100CP
2) Automotive Technology Diploma	D60160CP
3) Associate in Arts Career & College Promise College Transfer Pathway	P10112C
4) Associate in Science Career & College Promise College Transfer Pathway	P1042C
5) Health and Fitness Science Certificate	C45630CP
6) Networking Technology Certificate	C25340CP
7) Nursing Assistant Certificate	C45480CP

Norwich University College of Graduate and Continuing Studies

Criminal Justice	A55180
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***Distance Learning Programs**

Associate in Arts**A10100**

The Associate in Arts (AA) is part of the Comprehensive Articulation Agreement (CAA) developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. All courses in the programs of study leading to the AA are courses drawn from the CAA approved course list.

The Associate in Arts degree is the degree appropriate for those students who wish to transfer to senior institutions to become teachers, social workers, accountants, lawyers, and professionals in a number of other areas.

In addition to the sixteen public universities in North Carolina, numerous private colleges and universities honor the Comprehensive Articulation Agreement. Completion of the AA degree prepares the student to transfer from Beaufort County Community College with junior standing to a baccalaureate program at a four-year college or university; however, transfer requirements for senior colleges or universities vary.

The transfer courses in the model shown below should be regarded only as suggested courses. Each student is responsible for planning a program of study to meet the requirements of the senior college or university to which the student expects to transfer. A student planning to transfer the first two years from BCCC to a senior college or university should obtain a copy of that institution's catalog.

Course and Hour Requirements**General Education Requirements¹**

English Composition.....	6
ENG 111 Writing & Inquiry	
ENG 112 Writing/Research in the Disciplines	
Humanities/Fine Arts (Select three from at least two different disciplines)	9
ART (Art) 111, 114, 115; COM (Communication) 231; ENG (English) 231, 232;	
MUS (Music) 110, 112; PHI (Philosophy) 215, 240	
Social/Behavioral Sciences (Select three from at least two different disciplines)9	
ECO (Economics) 251, 252; HIS (History) 111, 112, 131, 132; POL (Political Science) 120; PSY (Psychology) 150; SOC (Sociology) 210	
Mathematics	(3-4)
Choose one course from:	
MAT (Math) 143, 152, 171	

Natural Sciences 4
 AST (Astronomy) 111 and 111A, 151 and 151A; BIO (Biology) 110, 111; CHM (Chemistry) 151; GEL (Geology) 111; PHY (Physics) 110 and 110A

Additional General Education Hours 13-14
 An additional 13-14 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Other Required Hours

Electives 15
 An additional 14 SHC of courses should be selected from courses classified as pre major, elective or general education courses within the comprehensive articulation agreement. Student should select these courses based on their intended major and transfer university.

Academic Transition.....1*
 ACA 122 College Transfer Success

Total Credit Hours Required for AA Degree60-61*

* One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.

Students must meet the receiving university’s foreign language requirements, if applicable, prior to or after transfer to the senior institution.

Associate in General Education A10300

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 these 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.

Course and Hour Requirements

General Education Core (15 SHC)

The general education core includes study in the areas of English/communications, humanities and fine arts, social and behavioral science, and natural sciences and mathematics.

English Composition.....(6 SHC)

Select courses from the following discipline: ENG 111 Writing & Inquiry, and ENG 112 Writing/Research in the Disciplines OR ENG 114 (not recommended for transfer)

Social/Behavioral Sciences(3 SHC)

Select from the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

Humanities/Fine Arts.....(3 SHC)

Select courses from the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

Natural Sciences/Mathematics(3 SHC)

Mathematics

Select from the following discipline areas: college algebra, trigonometry, calculus, computer science, and statistics.

OR

Natural Sciences

Select courses from the following discipline areas: astronomy, biology, chemistry, earth sciences, physics, and/or general science.

OTHER REQUIRED HOURS (49-50 SHC)
Other required hours include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours. ACA 111, ACA 118, or ACA 122 required.

Total Credit Hours Required For AGE Degree 64-65 SHC

Associate in Science A10400

The Associate in Science (AS) degree is part of the Comprehensive Articulation Agreement (CAA) developed by the North Carolina Community College System and the University of North Carolina System to address the transfer needs of students between systems. All courses in the program of study leading to the AS are courses drawn from the CAA approved course list.

The Associate in Science degree is the degree appropriate for those students who wish to transfer to senior institutions to become scientists, engineers, doctors, pharmacists, etc.

In addition to the sixteen public universities in North Carolina, numerous private colleges and universities honor the Comprehensive Articulation Agreement. Completion of the AS degree prepares the student to transfer from Beaufort County Community College with junior standing to a baccalaureate program at a four-year college or university; however, transfer requirements for senior colleges or universities vary.

The transfer courses in the model shown below should be regarded only as suggested courses. Each student is responsible for planning a program of study to meet the requirements of the senior college or university to which the student expects to transfer. A student planning to transfer the first two years from BCCC to a senior college or university should obtain a copy of that institution's catalog.

Course and Hour Requirements

General Education Requirements¹

English Composition.....	6
ENG 111 Writing and Inquiry	
ENG 112 Writing/Research in the Disciplines	
Communications/Humanities/Fine Arts (Select two courses from two different disciplines).....	6
ART (Art) 111, 114, 115; COM (Communication) 231; ENG (English) 231, 232; MUS (Music) 110, 112; PHI (Philosophy) 215, 240.	
Social/Behavioral Sciences (Select two courses from two different disciplines). 6	
ECO (Economics) 251, 252; HIS (History) 111, 112, 131, 132; POL (Political Science) 120; PSY (Psychology) 150; SOC (Sociology) 210.	
Math (Select two courses).....	8
MAT (Math) 171, 172, 263, 271	

Natural Sciences	8
A two-course sequence in general biology, general chemistry, or general physics is required.	
AST (Astronomy) 151 and 151A; BIO (Principles of Biology) 110, BIO (General Biology) 111 and 112; CHM (General Chemistry) 151 and 152; GEL (Introductory Geology) 111; PHY (Conceptual Physics) 110 and 110A, PHY (College Physics) 151 and 152, PHY 251 (General Physics) and 252	
Additional General Education Hours	11
An additional 11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.	
Electives	15
An additional 14 SHC of courses should be selected from courses classified as pre major, elective or general education courses within the comprehensive articulation agreement. Student should select these courses based on their intended major and transfer university.	
Academic Transition.....	1*
ACA 122 College Transfer Success	
Total Credit Hours Required for AS Degree	60-61*

****One semester hour of credit may be included in a 61 SHC associate in science program of study. The transfer of this hour is not guaranteed.***

Students must meet the receiving university's foreign language requirements, if applicable, prior to or after transfer to the senior institution.

Agribusiness Technology
Associate in Applied Science Degree
A15100

The Agribusiness Technology curriculum is designed to provide 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 fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. 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 management; farm operations, and office management of agricultural products marketing firms.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument Based Research	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
	*Humanities/Fine Arts (Select One)	3	0	0	3
	**Social/Behavior Sci.	3	0	0	3
	Totals:	15	2	0	16

Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	4
AGR 110	Agricultural Economics	3	0	0	3
AGR 139	Intro to Sustainable Agriculture	3	0	0	3
AGR 140	Agricultural Chemicals	2	2	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
AGR 160	Plant Science	2	2	0	3
AGR 170	Soil Science	2	2	0	3
AGR 212	Farm Business Management	3	0	0	3
AGR 213	Ag Law and Finance	3	0	0	3
AGR 214	Agricultural Marketing	3	0	0	3
AGR 261	Agronomy	3	0	0	3
ANS 110	Animal Science	3	0	0	3
ANS 150	Animal Health Management	3	0	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 111	Basic PC Literacy ¹	1	2	0	2

Academics

WBL 111	Work Based Learning I	1	0	0	1
	Totals:	47	8	0	52

Total Credit Hours Required for AAS Degree 68

*ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, HUM 115, HUM 120, HUM 121, HUM 160, MUS 110, MUS 210, PHI 215, PHI 240, REL 110, REL 212

** ECO 151, ECO 251, ECO 252, GEO 111, PSY 118, POL 130, PSY 150, SOC 210

¹ CIS 110 may be substituted.

Student may substitute 1 hour of Work Based Learning.

**Agricultural Applications Certificate
C15100**

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
AGR 139	Intro to Sustainable Agricultural	3	0	0	3
AGR 170	Soil Science	2	2	0	3
AGR 150	Ag-O-Metrics	3	0	0	3
AGR 160	Plant Science	2	2	0	3
Totals:		10	4	0	12

Total Credit Hours Required for Certificate..... 12

**Associate Degree Nursing
(Registered Nursing) Associate in Applied Science Degree
A45110**

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

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

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

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
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General Education Requirements

BIO 168	Anatomy & Physiology I	3	0	0	4
ENG 111	Writing & Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc ¹	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts (Select One) ²		3	0	0	3
Totals:		15	0	0	16

Major Requirements

NUR 111	Intro to Health Concepts	4	6	6	8
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
Totals:		23	9	51	43

Other Major Requirements

BIO 169	Anatomy and Physiology II	3	3	0	4
CIS 110	Introduction to Computers	0	2	0	3
NUR 117	Pharmacology	1	3	0	2
PSY 241	Developmental Psych	3	0	0	3

Practical Nursing Diploma Program D45660

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

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

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
Take 1 of 2 Groups					
Group 1					
BIO 163	Basic Anat & Physiology	4	2	0	5
Group 2					
BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
ENG 111	Writing & Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
Totals:		9	2	0	11
Major Requirements					
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	7	0	9	10
NUR 103	Practical Nursing III	6	0	9	9
Totals:		20	6	24	30
Other Major Requirements					
Take 1 of 2 Groups					
Group 1					
PSY 110	Life Span Development	3	0	0	3
Group 2					
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
Totals:		3	0	0	3
Other Requirements					
ACA 111	College Student Success ¹	1	0	0	1
Totals:		1	0	0	1
Total Credit Hours Required for Diploma					45

¹ACA 115, 118, or 122 may be substituted.

Students at Beaufort County Community College that are considering the Associate Degree Nursing Program, are encouraged to take BIO-168 and BIO-169. Students entering to the Associate Degree Nursing Program, are encouraged to take PSY-150 and PSY-241.

Automotive Systems Technology
Associate in Applied Science Degree
A60160

Automotive Systems Technology is a program under the Mobile Equipment Maintenance and Repair pathway to prepare individuals for employment as entry level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/ suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

The course work prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Graduates of the curriculum should qualify for entry-level employment opportunities at businesses which repair construction equipment. Entry and advancement levels depend on the amount of training completed, knowledge and ability levels, work performance, and ethics.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
	Humanities/Fine Arts (Select One) ¹	3	0	0	3
	Social/Behavioral Science Elective ²	3	0	0	3
	Totals:	15	2	0	16
Major Courses					
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 141	Suspension & Steering System	2	3	0	3
AUT 141A	Suspension & Steering Syst. Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	2	6	0	4
AUT 183	Engine Performance 2	0	3	0	1
AUT 213	Automotive Servicing 2 ³	1	3	0	2

AUT 221	Auto Transmission/Transaxles	2	3	0	3
AUT 221A	Auto Transmission/Transaxles Lab	0	3	0	1
AUT 231	Manual Trans/Transaxles & Drivetrains	2	3	0	3
AUT 231A	Man. Trans/Transaxle & Drivetrain Lab	0	3	0	1
AUT 281	Advance Engine Performance	2	2	0	3
TRN 110	Intro to Transport Tech ⁴	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 120A	Basic Transp Electricity Lab	0	3	0	1
TRN 140	Transp Climate Control	1	2	0	2
TRN 140A	Transp Climate Control Lab	1	2	0	2
TRN 145	Adv Transp Electronics	2	3	0	3
TRN 170	Pc Skills for Transp ⁵	1	2	0	2

Choose from one of the following:

AUT 212	Auto Shop Management ⁶	3	0	0	3
OR					
AUT 114	Safety and Emissions ⁶	1	2	0	2
AND					
AUT 114A	Safety and Emissions Lab ⁶	0	2	0	1
OR					
TRN 130	Intro to Sustainable Transp. ⁶	2	2	0	3
	Totals:	30	64	0	53

Total Credit Hours Required for AAS Degree..... 69

¹ART 111, ART 114, ART 115, DRA111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 210, REL 110, REL 211, REL 212

²ANT 210, ANT 221, ECO 151, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 115, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 118, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

³ WBL 132 or WBL 212 may be substituted.

⁴ WBL 112 may be substituted.

⁵ CIS 110 CIS 111, CIS 113 may be substituted.

⁶ WBL 113 or WBL 123 may be substituted.

**Automotive Technology Diploma
D60160**

The Automotive Technology diploma provides individuals with the training to prepare them for entry-level employment as automotive technicians. Emphasis is placed on theory and application in areas such as suspensions, brakes, engine performance, drive trains, and advanced electronic diagnosis.

Upon completion of this diploma, students should be prepared to begin work in automotive dealerships and repair shops.

All courses in this diploma program may be applied toward the completion of the Associate of Applied Science degree in Automotive Systems Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 141	Suspension & Steering System	2	3	0	3
AUT 141A	Suspension & Steering System Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
AUT 213	Automotive Servicing 2	1	3	0	2
AUT 221	Auto Transmission/Transaxles	2	3	0	3
AUT 221A	Auto Transmission/Transaxles Lab	0	3	0	1
AUT 231	Man Trans/Transaxles & Drivetrains	2	3	0	3
AUT 231A	Man Trans/Transaxles & Drivetrains Lab	0	3	0	1
ENG 111	Writing & Inquiry	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 120A	Basic Transp Electricity Lab	0	3	0	1
TRN 170	PC Skills for Transp.	1	2	0	2
Totals:		24	51	0	42

Total Credit Hours Required for Diploma..... 42

**Automotive Technology Certificate
C60160**

The Automotive Technology certificate program is designed to train individuals in the basics of engines, brakes, and automotive electrical and electronic systems.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive System Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
AUT 213	Automotive Servicing ²	1	3	0	2
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 181	Engine Performance ¹	2	3	0	3
AUT 181A	Engine Performance 1Lab	0	3	0	1
TRN 110	Intro to Transport Tech	1	2	0	2
Totals:		6	16	0	12

Total Credit Hours Required for Certificate..... 12

**Automotive Technology Engines and Brakes Certificate
C60160A**

The Engines and Brakes certificate program is designed to train students to troubleshoot and repair automotive engines and brakes.

Graduates should qualify for entry level employment in the automotive equipment industry. All courses in this certificate program may be applied toward the completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive Systems Technology.

This certificate may be completed in one semester plus one extra course in the spring semester.

Prefix & Number	Description	Class	Lab Clinical/ Shop		Credit
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
Totals:		6	18	0	12

Total Credit Hours Required for Certificate..... 12

**Automotive Engines Certificate
C60160B**

The Automotive Technology certificate program is designed to train individuals in the basics of engine repairs and diagnostics.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive System Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 170	PC Skills for Transport	1	2	0	2
<i>Totals:</i>		6	16	0	12

Total Credit Hours Required for Certificate..... 12

**Automotive Chassis Certificate
C60160C**

The Automotive Technology certificate program is designed to train individuals in the basics of steering suspension and brakes.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive System Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
AUT 141	Suspension & Steering Systems	2	3	0	3
AUT 141A	Suspension & Steering Systems Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brake Systems Lab	0	3	0	1
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 170	PC Skills for Transport	1	2	0	2
Totals:		6	16	0	12

Total Credit Hours Required for Certificate..... 12

**Automotive Electrical & Electronics Certificate
C60160D**

The Automotive Technology certificate program is designed to train individuals in the basics and advanced skills of electric and advanced electronics.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive System Technology.

Prefix & Number Description	Class	Lab Clinical/Shop		Credit
TRN 120 Basic Transp. Electricity	4	3	0	5
TRN 120A Basic Transp. Electricity Lab	0	3	0	1
TRN 145 Adv. Transp. Electronics	2	3	0	3
TRN 110 Intro to Transport Tech	1	2	0	2
TRN 170 PC Skills for Transport	1	2	0	2
Totals:	8	13	0	13

Total Credit Hours Required for Certificate..... 12

**Automotive Drivetrains Certificate
C60160E**

The Automotive Technology certificate program is designed to train individuals in the basics and drive transmission automatic, manual and rear axles, and differential.

Upon completion of the certificate program, students should be able to perform basic troubleshooting of automotive systems.

All courses in this certificate program may be applied toward completion of the Automotive Technology diploma and the Associate of Applied Science degree in Automotive System Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
AUT 221	Automotive Transmission/Transaxles	2	3	0	3
AUT 221A	Automotive Trans/Transaxles Lab	0	3	0	1
AUT 231	Manual Trans/ Transaxles and Drivetrains	2	3	0	3
AUT 231A	Manual Trans/ Transaxles Drivetrain Lab	0	3	0	1
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 170	PC Skills for Transport	1	2	0	2
	Totals:	6	16	0	12

Total Credit Hours Required for Certificate..... 12

**Basic Law Enforcement Training
Certificate Program C55120**

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

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

Students must successfully complete and pass all units of study 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.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
CJC 100	Basic Law Enforcement Training	9	30	0	19

Total Credit Hours Required for Certificate..... 19

Biotechnology
Associate in Applied Science
A20100

In collaboration with Pitt Community College

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 technicians/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.

The Biotechnology degree is awarded by Pitt Community College in a collaborative agreement with Beaufort County Community College. Students may complete a significant portion of their courses at BCCC and the remaining courses at Pitt Community College. The following Courses may be completed at Beaufort County Community or Pitt Community College.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
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General Education Courses

ACA 111	College Student Success				1
ENG 111	Expository Writing				3
	Communication Elective ¹				3
	Humanities/Fine Arts Elective ²				3
	Mathematics Elective ³				3-4
	Social/Behavioral Science Elective ⁴				3
Totals:					16-17

Major Courses

BIO 111	General Biology I				4
BIO 112	General Biology II				4
BIO 275	Microbiology				4
BTC 181	Basic Lab Techniques				4
BTC 250	Principles of Genetics				3
	or				
BIO 250	Genetics				4
CHM 132	Organic and Biochemistry				4
CIS 110	Introduction to Computers				3
	Chemistry Elective ⁵				4
	Science Electives ⁶				8
Totals:					38

Total Credit Hours Required for AAS Degree..... 54-55

- 1 ENG 112 or ENG 113 or ENG 114
- 2 HUM 115 or MUS 110 or ART 111
- 3 MAT 110 or MAT 115 or MAT 161/161A or MAT 175/175A
- 4 PSY 150 or POL 120 or SOC 210 or SOC 213
- 5 CHM 131 and CHM 131A or CHM 151
- 6 Consult with Biotechnology Advisory, for elective options

The following courses must be completed at Pitt Community College.

BTC 270	Recombinant DNA Tech	4
BTC 281	Bioprocess Techniques	4
BTC 285	Cell Culture	3

Business Administration
Associate in Applied Science Degree A25120

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

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

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

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
MAT 110	Mathematical Measurements & Literacy ¹	2	2	0	3
PSY 118	Interpersonal Psychology ²	3	0	0	3
Humanities/Fine Arts (Select One) ³		3	0	0	3
Totals:		15	2	0	16

Major Courses

ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 122	Principles of Financial Accounting II	3	0	0	3
ACC 129	Individual Income Tax	2	2	0	3
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 147	Business Insurance	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 260	Business Communication	3	0	0	3
CIS 111	Basic PC Literacy ⁴	1	2	0	2
CTS 130	Spreadsheet	2	2	0	3
ECO 252	Principles of Macroeconomics ⁵	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
MKT 220	Advertising and Sales Promotion	3	0	0	3
Totals:		51	14	0	58

Total Credit Hours Required for AAS Degree 75-76

- 1 MAT 143 or MAT 171 may be substituted.
- 2 PSY 150 may be substituted.
- 3 ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 210, REL 110, REL 211, REL 212
- 4 CIS 110 may be substituted.
- 5 ECO 151 or ECO 251 may be substituted.

Business Administration Associate in Applied Science Degree A25120, has been approved as a Crosswalk program for North Carolina Wesleyan College, Bachelor of Science in Organizational Administration effective Spring 2014. See the Dean of Business and Industrial Technology for more information.

Business Administration Diploma D25120

The Business Administration diploma provides individuals with the training to prepare them for entry-level employment in a variety of businesses. Emphasis is placed on theory and application in areas such as business, accounting, marketing law, insurance, taxes, management, and communication.

Upon completion of this diploma, students should be prepared to begin work in entry-level business and management positions.

All courses in this diploma program may be applied toward the completion of the Associate of Applied Science degree in Business Administration.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
General Education Courses					
ENG 111	Writing & Inquiry	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
Totals:		6	0	0	6
Major Courses					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 147	Business Insurance	3	0	0	3
BUS 260	Business Communication	3	0	0	3
BUS 285	Business Management Issues	2	2	0	3
CIS 111	Basic PC Literacy	1	2	0	2
ECO 151	Survey of Economics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
Totals:		29	8	0	33

Total Credit Hours Required for Diploma..... 39

**Business Administration Certificate
C25120**

The Business Administration certificate is designed to introduce students to the basic principles and practices of contemporary business.

All courses in this certificate program may be applied toward the completion of the Associate of Applied Science degree in Business Administration.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 137	Principles of Management	3	0	0	3
BUS 147	Business Insurance	3	0	0	3
BUS 285	Business Management Issues	2	2	0	3
CIS 111	Basic PC Literacy ¹	1	2	0	2
MKT 120	Principles of Marketing ²	3	0	0	3
Totals:		15	6	0	18

Total Credit Hours Required for Certificate..... 18

¹ CIS 110 may be substituted

² MKT 220 may be substituted

**Community Spanish Interpreter Certificate
C55370**

The Community Spanish Facilitator curriculum prepares individuals to work as entry-level professionals in basic Spanish communication skills who will provide communication access in interview and interaction settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills for education, social settings, and the workplace.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community, particularly that of Latin America; and acquisition of communication skills.

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

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elementary Spanish II	3	0	0	3
SPA 211	Intermediate Spanish I	3	0	0	3
SPA 212	Intermediate Spanish I	3	0	0	3
SPA 141	Culture and Civilization ¹	3	0	0	3
SPA 221	Spanish Conversation ²	3	0	0	3
Totals:		18	0	0	18

Total Credit Hours Required for Certificate..... 18

¹ SPA 161 may be substituted

² SPI 113 may be substituted.

Computer Information Technology
Associate in Applied Science Degree
A25260

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information system's needs.

Course work includes computer systems terminology and operations, logic, operating systems, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
ECO 252	Prin of Macroeconomics ¹	3	0	0	3
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting ²	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
Humanities/Fine Arts (Select One) ³		3	0	0	3
Totals:		14	2	0	15
Major Requirements					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Intro to Prog & Logic	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	System Analysis & Design	3	0	0	3
CTS 289	System Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	2	2	0	3
Totals:		24	28	0	36
Other Major Requirements					
Choose 5 from one of the following:					
CTS 130	Spreadsheet	2	2	0	3

Academics

NET 126	Routing Basics	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 187	Prog for Mobile Devices	2	2	0	3
					Take 15 credits

Other Requirements

ACA 111	College Student Success ⁴	1	0	0	1
Totals:		1	0	0	1

Total Credit Hours Required for AAS Degree..... 67

- ¹ ECO 251 may be substituted.
- ² ENG 112 or 113 may be substituted.
- ³ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, PHI 215, PHI 240, MUS 210, REL 110, REL 211, REL 212
- ⁴ ACA 115, 118, or 122 may be substituted.

Computer Information Technology Associate in Applied Science Degree A25260, has been approved as a Crosswalk program for North Carolina Wesleyan College, Bachelor of Science in Organizational Administration effective Spring 2014. See the Dean of Business and Industrial Technology for more information.

**Web Development and Design Certificate
C25260**

This Web Development and Design Certificate is designed for individuals interested in acquiring advanced technical skills and knowledge in Web Design including creating web pages, using Internet protocols, search engines, programming for the Web, and creating databases.

All courses in this certificate program may be applied toward completion of the Applied Science degree in Computer Information Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
<i>General Education Courses</i>					
CIS 110	Intro to Computers	2	2	0	3
CIS 115	Introduction to Prog & Logic	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup & Scripting	2	2	0	3
WEB 187	Prog for Mobile Devices	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
<i>Totals</i>		<i>12</i>	<i>14</i>	<i>0</i>	<i>18</i>

Total Credit Hours Required for Certificate..... 18

**Computer Hardware Repair & Troubleshooting Certificate
C25340A**

This Computer Hardware Repair & Troubleshooting certificate is designed for individuals interested in acquiring advanced technical skills and knowledge to maintain and repair personal computers. Students gain skills in buying parts, upgrading, building, and configuring personal computers. Major hands-on topics include documentation, troubleshooting techniques, PC architectures, disk drives and controller cards, memory management, add-on boards, and communications devices.

Completion of this certificate provides comprehensive preparation for the A+ Certification examinations offered through the Computer Technology Industry Association (CompTIA).

All courses in this certificate program may be applied toward completion of the Associate of Applied Science Degree in Computer Information Technology or Computer Programming.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
	Totals:	11	16	0	18

Total Credit Hours Required for Certificate..... 15

Networking Support Certificate C25340B

This Networking Support certificate is designed to prepare students for positions in networking and computer-related fields. The curriculum is structured entirely around the OSI model. Selected topics include cabling, network topologies and design, IP addressing, router configuration and protocols, switching theory, virtual LANS, WANS, and threaded case studies.

This certificate prepares a student to test for CompTIA Net+ certification and provides a foundation for continued studies for Cisco CCNA certification.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Computer Information Technology.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
CIS 110	Introduction to Computers	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 110	Operating System Concepts	2	2	0	3
NOS 130	Windows Single User ¹	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
Totals:		11	14	0	18

Total Credit Hours Required for Certificate..... 18

¹ Nos 120 Linux/UNIX Single User may be substituted

Computer Programming

Associate in Applied Science Degree A25130

The Computer Programming curriculum prepares individuals for employment as computer programmers and related positions through study and applications in computer concepts, logic, programming procedures, languages, generators, operating systems, networking, data management, and business operations.

Students will solve business computer problems through programming techniques and procedures, using appropriate languages and software. The primary emphasis of the curriculum is hands-on training in programming and related computer areas that provide the ability to adapt as systems evolve.

Graduates should qualify for employment in business, industry, and government organizations as programmers, programmer trainees, programmer/analysts, software developers, computer operators, systems technicians, database specialists, computer specialists, software specialists, or information systems managers.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
ECO 251	Prin of Microeconomics ¹	3	0	0	3
ENG 111	Writing & Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc ²	3	0	0	3
MAT 143	Quantitative Literacy	2	2	0	3
Humanities/Fine Arts (Select One) ³		3	0	0	3
Totals:		14	2	0	15

Required Courses

CIS 115	Intro to Prog & Logic	2	3	0	3
CSC 289	Programming Capstone Project	1	4	0	3
CTS 285	System Analysis & Design	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating Systems Concepts	2	3	0	3
SEC 110	Security Concepts	2	2	0	3
Totals:		12	15	0	18

Required Major Courses

BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CSC 234	Advanced C++ Programming	2	3	0	3
CSC 239	Advanced Visual BASIC Prog	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
Totals:		16	20	0	24

Other Required Courses

WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 182	PHP Programing	2	2	0	3
Totals:		6	6	0	9

Other Requirements

ACA 111	College Student Success ⁴	1	0	0	1
Totals:		1	0	0	1

Total Credit Hours Required for AAS Degree..... 67

- ¹ ECO 252 may be substituted.
- ² ENG 113 or 114 may be substituted.
- ³ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212
- ⁴ ACA 115, 118, or 122 may be substituted.

C++ Programming Certificate C25130A

This C++ Programming certificate is designed to provide the student with the programming skills necessary to create and implement C++ programs by developing proficiency in an object-oriented programming language. Instruction in C++ programming includes techniques for storing and manipulating data internally and externally, and includes object-oriented programming topics (classes, inheritance, and polymorphism) as well as procedural programming topics (data types, control structures, functions, arrays, pointers and strings).

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Computer Programming.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Prog & Logic	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
CSC 234	Adv C++ Programming	2	3	0	3
<i>Totals:</i>		10	14	0	15

Total Credit Hours Required for Certificate..... 15

Visual Basic Programming Certificate C25130B

This Visual Basic Programming certificate offers programming skills necessary to design and implement Visual BASIC programs. The student will learn how to design Visual BASIC programs using event-driven programming techniques, implement current interface design standards, create reusable code, and manipulate records in both a file-based system and a database system. Emphasis is placed on proper program design techniques.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Computer Programming.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Prog & Logic	2	3	0	3
CSC 139	Visual BASIC Prog	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
CSC 239	Advanced Visual Basic	2	3	0	3
<i>Totals:</i>		<i>10</i>	<i>14</i>	<i>0</i>	<i>15</i>

Total Credit Hours Required for Certificate..... 15

Construction Equipment Systems Technology
Associate in Applied Science Degree
A60450

Construction Equipment Systems is a program under the Mobile Equipment Maintenance and Repair pathway to prepare individuals for employment as entry level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field.

Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/ suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen.

The course work prepares individuals to apply technical knowledge and skills in the field maintenance and repair of construction equipment, and in the general maintenance and overhaul of such equipment. Includes instruction in inspection, maintenance, and repair of tracks, wheels, brakes, operating controls, pneumatic and hydraulic systems, electrical circuitry, engines and in techniques of welding and brazing.

Graduates of the curriculum should qualify for entry-level employment opportunities at businesses which repair construction equipment. Entry and advancement levels depend on the amount of training completed, knowledge and ability levels, work performance, and ethics.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting ¹	3	0	0	3
MAT 110	Math Measurement & Literacy ²	2	2	0	3
PSY 118	Interpersonal Psychology ³	3	0	0	3
Humanities/Fine Arts (Select One) ⁴		3	0	0	3
Totals		14	2	0	15
Major Requirements					
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HYD 134	Hyd/Hydrostatic Const	2	4	0	4
PME 117	Equipment Braking Systems	2	3	0	3
PME 118	Undercarriage Components	1	2	0	2
PME 221	Const Equip Servicing	1	2	0	2
TRN 110	Intro to Transport Tech	1	2	0	2
TRN 120	Basic Transp Electricity	4	3	0	5
TRN 140	Transp Climate Control	1	2	0	2
Totals:		14	21	0	23

Other Major Requirements

CIS 111	Basic PC Literacy ⁵	1	2	0	2
HET 110	Diesel Engines	3	9	0	6
HET 114	Power Trains	3	6	0	5
HYD 210	Advanced Hydraulics	1	3	0	2
MEC 111	Machine Processes I	1	4	0	3
TRN 120A	Basic Transp Electrical Lab	0	3	0	1
TRN 140A	Transp Climate Control Lab	1	2	0	2
WBL 112	Work-Based Learning I ⁶	0	0	20	2
WBL 122	Work-Based Learning II	0	0	20	2
WLD 112	Basic Welding Processes	1	3	0	2
Totals:		11	32	20	27

Other Requirements

ACA 111	College Student Success	1	0	0	1
Totals:		1	0	0	1

Total Credit Hours Required for AAS Degree..... 66

- ¹ ENG 112 or 113 may be substituted.
- ² MAT 143, 152, 121, or 171 may be substituted.
- ³ PSY 150 may be substituted.
- ⁴ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 210, REL 110, REL 211, REL 212
- ⁵ CIS 110 may be substituted.
- ⁶ HET 115, HET 125, or MEC 112 may be substituted.

Construction Equipment Systems Diploma D60450

The Construction Equipment Systems diploma program is designed to provide individuals with knowledge and skills needed to troubleshoot and repair equipment in the construction industry.

Coursework includes inspection, maintenance, and repair of tracks, wheels, brakes, operating controls, pneumatic and hydraulic systems, electrical circuitry, and engines.

Graduates should qualify for entry-level employment or advancement in the construction equipment industry.

All courses* in this diploma program may be applied toward completion of the Associate of Applied Science degree in Construction Equipment Systems Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ENG 111	Writing & Inquiry	3	0	0	3
HET 110	Diesel Engines	3	9	0	6
HET 114	Power Trains	3	6	0	5
HYD 134	Hydraulic/Hydrostatic Constr.	2	4	0	4
HYD 210	Advanced Hydraulics	1	3	0	2
PME 117	Equipment Braking systems	2	3	0	3
PME 118	Undercarriage Components	1	2	0	2
PME 221	Construction Equipment Servicing	1	2	0	2
TRN 110	Intro to Transp. Electricity	1	2	0	2
TRN 120	Basic Transp. Electricity	4	3	0	5
TRN 120A	Basic Transp. Electricity Lab	0	3	0	1
TRN 140	Transp. Climate Control	1	2	0	2
TRN 140A	Transp. Climate Control	1	2	0	2
Select One ¹		3	0	0	3
Totals		26	41	0	42

Total Credit Hours Required for Diploma..... 42

¹ART111, ART114, ART 115, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, REL 110, REL 211, REL 212

Engine and Electrical Certification C60450

The Engine and Electrical certificate is designed to provide individuals with knowledge and skills to troubleshoot and repair equipment in the construction industry.

Coursework includes diesel engines and basic transport electricity. Students should be able to complete this certificate in one semester and qualify for entry-level employment in the construction equipment industry.

All courses in this certificate may be applied toward completion of the Associate of Applied Science degree in Construction Equipment Systems Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
HET 110	Diesel Engines	3	9	0	6
TRN 110	Intro to Transp. Electricity	1	2	0	2
TRN 120	Basic Transp. Electricity	4	3	0	5
TRN 120A	Basic Transp. Electricity Lab	0	3	0	1

Total Credit Hours Required for Certificate..... 14

**Power Train and Hydraulic Certificate
C60450A**

The Power Train and Hydraulic certificate is designed to provide individuals with knowledge and skills to troubleshoot and repair equipment in the construction industry.

Coursework includes power trains, mobile hydraulics systems, and advanced hydraulics. Students should be able to complete this certificate in one semester and qualify for entry-level employment or advancement in the construction equipment industry.

All courses in this certificate may be applied toward completion of the Associate of Applied Science degree in Construction Equipment Systems Technology.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
HET 114	Power Trains	3	6	0	5
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
HYD 134	Hydraulic/Hydrostatic Construction	2	4	0	4
HYD 210	Advanced Hydraulics	1	3	0	2

Total Credit Hours Required for Certificate..... 14

Cosmetology
Associate in Applied Science
A55140

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

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

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

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting ¹	3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
PSY 118	Interpersonal Psychology ²	3	0	0	3
	Humanities/Fine Arts ³	3	0	0	3
	Totals:	15	2	0	16
Major Courses					
BUS 121	Business Math ⁴	2	2	0	3
CIS 111	Basic PC Literacy ⁵	1	2	2	0
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
COS 224	Trichology & Chemistry	1	3	0	2
COS 240	Contemporary Design	1	3	0	2
COS 250	Computerized Salon Ops	1	0	0	1
	Totals:	20	91	0	51

Total Credit Hours Required for AAS Degree 67

- 1 COM 231 may be substituted.
- 2 PSY 150 may be substituted.
- 3 ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 210, REL 110, REL 211, REL 212
- 4 BUS 147 may be substituted.
- 5 CIS 110 may be substituted.

**Cosmetology Diploma
D55140**

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

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

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

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
<i>General Education Courses</i>					
ACA 111	College Student Success	1	0	0	1
ENG 111	Writing & Inquiry	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
	<i>Totals</i>	<i>7</i>	<i>0</i>	<i>0</i>	<i>7</i>
<i>Major Courses</i>					
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
	<i>Totals:</i>	<i>14</i>	<i>81</i>	<i>0</i>	<i>41</i>

Total Credit Hours Required for Diploma..... 48

**Cosmetology Instructor Certificate
C55160**

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

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

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

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
COS 271	Instructor Concepts I	5	0	0	5
COS 272	Instructor Practicum I	0	21	0	7
COS 273	Instructor Concepts II	5	0	0	5
COS 274	Instructor Practicum II	0	21	0	7
	Totals:	10	42	0	24

Total Credit Hours Required for Certificate..... 24

**Manicuring/Nail Technology Certificate
C55400**

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

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

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

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
COS 121	Manicure/Nail Technology I	4	6	0	6
COS 222	Manicure/Nail Technology II	4	6	0	6
Totals:		8	12	0	12

Total Credit Hours Required for Certificate..... 12

Criminal Justice Technology
Associate in Applied Science Degree
A55180

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

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

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

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Pro Research and Reporting ¹	3	0	0	3
MAT 143	Quantitative Literacy ²	2	2	0	3
PSY 118	Interpersonal Psychology ³	3	0	0	3
Humanities/Fine Arts (Select One) ⁴		3	0	0	3
Totals:		14	2	0	15
Major Requirements					
CJC 111	Intro to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Comm Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
Totals:		21	2	0	22
Other Major Requirements					
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 223	Organized Crime	3	0	0	3
CJC 255	Issues in Crim Justice App	3	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	3
Take 9 credits					
CJC 121	Law Enforcement Operations	3	0	0	3

CJC 122	Community Policing	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 233	Correctional Law	3	0	0	3
WBL 113	Work-Based Learning I	0	0	30	3
WBL 123	Work-Based Learning II	0	0	30	3
CIS 111	Basic PC Literacy ⁵	1	2	0	2
POL 130	State & Local Government ⁶	3	0	0	3
	Totals:	22	2	60	29

Other Requirements

ACA 111	College Student Success ⁷	1	0	0	1
	Totals:	1	0	0	1

Total Credit Hours Required for AAS Degree..... 67

¹ ENG 112 or 113 may be substituted.

² MAT 110 or 171 may be substituted.

³ PSY 150 may be substituted.

⁴ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

⁵ CIS 110 may be substituted.

⁶ SOC 210, SOC 220, or SOC 225 may be substituted.

⁷ ACA 115, 118, or 122 may be substituted.

Beaufort County Community College and Norwich University College of Graduate and Continuing Studies have an articulation agreement that the Criminal Justice Technology Associate in Applied Science Degree A55180 may transfer up to (60) credits toward a Bachelor of Science in Criminal Justice Program effective Spring 2014. See the dean of Business and Industrial Technology for more information.

Students are encouraged to take CJC-121, Law Enforcement Operations but they may substitute 3 credits of Work-Based Learning and/or CJC-141, Corrections but they may substitute 3 credits of Work-Based Learning.

**Criminal Justice Diploma
D55180**

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
General Education Courses					
ENG 111	Expository Writing	3	0	0	3
PSY 118	Interpersonal Psychology ²	3	0	0	3
Totals:		6	0	0	6
Core Courses					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3
Totals:		21	2	0	22
Other Major Hours					
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
Totals:		12	0	0	12
Total Credit Hours Required					40

Basics of Criminal Justice Certificate

C55180B

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
Totals:		12	0	0	12

Total Credit Hours Required for Certificate..... 12

**Essential Police Operations Certificate
C55180A**

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 212	Ethics and Community Relations	3	0	0	3
<i>Totals:</i>		12	2	0	13

Total Credit Hours Required for Certificate..... 13

**Corrections Certificate
C55180C**

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
CJC 141	Corrections	3	0	0	3
CJC 233	Correctional Law	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 223	Organized Crime	3	0	0	3
Totals:		12	0	0	13

Total Credit Hours Required for Certificate..... 12

**Dental Assisting
Diploma Program D45240**

Beaufort County Community College/Martin Community College

The following courses can be taken at BCCC and transferred into the Dental Program at Martin Community College.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
ACA 115	Success and Study Skills	0	2	0	1
CIS 111	Basic PC Literacy	1	2	0	2
ENG 102	Applied Communications II	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
Totals:		7	4	0	9

Total Credit Hours Required for Diploma..... 9

Students may enroll in BIO 163, Basic Anatomy and Physiology and BIO 175, General Microbiology at BCCC in lieu of BIO 106, Introduction to Anatomy/Physiology/Microbiology.

RED 090, ENG 090, and MAT 070 which are prerequisites to all DEN courses, may be taken at BCCC.

Martin Community College (MCC) agrees to accept two students from Beaufort County Community College (BCCC) who meet the admission requirements of MCC as well as BCCC. Applicants from BCCC should submit applications along with official transcripts to MCC by March 1 each year.

Early Childhood Education
Associate in Applied Science Degree A55220

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

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

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

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting ¹	3	0	0	3
MAT 110	Math Measurement & Literacy ²	3	2	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts (Select One) ³		3	0	0	3
Totals:		15	2	0	15
Major Requirements					
EDU 119	Intro to Early Child Educ	4	0	0	4
EDU 131	Child, Family, & Comm	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrit	3	0	0	3
EDU 221	Children With Exceptional	3	0	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Exp	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
Totals:		234	11	0	38
Other Major Requirements					
CIS 111	Basic PC Literacy ⁴	1	2	0	2
EDU 157	Active Play	2	2	0	3
EDU 184	Early Childhood Intro Pract	1	3	0	2
EDU 235	School-Age Dev & Program	3	0	0	3
EDU 252	Math & Sci Activities ⁵	3	0	0	3

EDU 261	Early Childhood Admin I	3	0	0	3
Early Childhood Electives					
Take 3 credits					
COM 231	Public Speaking	3	0	0	3
EDU 216	Foundations of Education	4	0	0	4
EDU 262	Early Childhood Admin II	3	0	0	3
HEA 110	Personal Health/Wellness	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of the Family	3	0	0	3
SOC 225	Social Diversity	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
	Totals:	16	7	0	19

Other Requirements					
ACA 111	College Student Success ⁶	1	0	0	1
	Totals:	1	0	0	1

Total Credit Hours Required for AAS Degree..... 73

¹ ENG 112 or 113 may be substituted.

² MAT 143 may be substituted.

³ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

⁴ CIS 110 may be substituted.

⁵ BIO 110 or BIO 111 may be substituted.

⁶ ACA 115, 118, or 122 may be substituted.

Students planning to transfer into a four year university, need to contact their advisor for specific courses.

**Early Childhood Diploma
D55220**

The Early Childhood Diploma prepares individuals to work in licensed child care settings, regulated home day care settings, child development centers, church play schools, after-school settings, camps, and recreational centers. Diploma graduates will have the necessary credential to be an administrator/director in a childcare setting. This diploma provides instruction in child development, behavior management, lesson planning, health and safety issues, and working with special needs children.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Early Childhood Education.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 184	Early Child Intro Pract	1	3	0	2
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 157	Active Play22		0	3	
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
PSY 150	Introduction to Psychology	3	0	0	3
Totals:		42	3	10	43

Total Credit Hours Required for Diploma..... 43

**Early Childhood Certificate
C55220**

The Early Childhood Certificate prepares individuals to work entry-level employment in licensed child care centers, regulated home day care settings, child development centers, church play schools, camps, and recreational centers. This certificate provides instruction in basic issues relating to preschool children and their families, such as child development and health and safety guidelines.

All courses in this certificate program may be applied toward a diploma in Early Childhood or the Associate of Applied Science degree in Early Childhood Education.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community ¹	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
Totals:		17	0	0	17

Total Credit Hours Required for Certificate..... 17

¹ EDU 146 may be substituted.

**Special Education Certificate
C55220A**

The Special Education Certificate prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children. Employment opportunities include child care programs, regulated home day care settings, child development centers, church play schools, camps, and recreational centers.

All courses in this certificate may be applied toward a diploma in Early Childhood or the Associate of Applied Science degree in Early Childhood Education.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community ¹	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 221	Children with Special Needs	3	0	0	3
	Totals:	17	0	0	17

Total Credit Hours Required for Certificate..... 17

¹ EDU 146 or EDU 153 may be substituted.

**Infant and Toddler Certificate
C55220B**

The Infant and Toddler Certificate prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

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

All courses with the exception of EDU 234 in this certificate may be applied toward the diploma in Early Childhood Education. All courses may be applied to the Associate of Applied Science degree in Early Childhood Education.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 234	Infants, Toddlers & Twos	3	0	0	3
Totals:		17	0	0	17

Total Credit Hours Required for Certificate..... 17

**Early Childhood Administration Certificate
C55220D**

The Early Childhood Administration Certificate prepares individuals to manage early childhood programs. Course work covers policies, procedures, financial management, marketing, hiring, supervision, guidance strategies and professional development responsibilities for the management of early childhood education programs.

Employment opportunities include licensed child care settings, regulated home child care settings, child development centers, church play schools, after-school programs, camps, and recreational centers.

All courses in this certificate may be applied to a diploma or Associate of Applied Science degree in Early Childhood Education.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ACA 111	College Student Success	1	0	0	1
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family & Community ¹	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
Totals:		17	0	0	17

Total Credit Hours Required for Certificate..... 17

¹ EDU 259 may be substituted.

Electrical Engineering Technology
Associate in Applied Science Degree
A40180

Electrical engineering Technology is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Electrical Engineering Technology prepares the student to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems, analysis and testing, systems maintenance, instrument calibration, and report preparation. Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting ¹	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
	Social/Behavior Science (Select One) ²	3	0	0	3
	Humanities/Fine Arts (Select One) ³	3	0	0	3
	Totals:	14	2	0	15
Major Requirements					
ELC 113	Residential Wiring	2	6	0	4
ELC 128	Intro to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
	Totals:	13	18	0	19
Other Major Requirements					
ELC 114	Commercial Wiring	2	6	0	4
ELC 131A	Circuit Analysis I Lab	0	3	0	1

Academics

ELC 132	Electrical Drawings	1	3	0	2
ELC 135	Electrical Machines	2	2	0	3
ELC 136	Electrical Machines II	3	3	0	4
ELC 231	Electric Power Systems	3	2	0	4
MAT 122	Algebra/Trigonometry II ⁴	2	2	0	3
PCI 162	Instrumentation Controls ⁵	2	3	0	3
PHY 131	Physics-Mechanics	3	2	0	4
PHY 133	Physics-Sound & Light	3	2	0	4
SEL 192	Selected Topics in ____ ⁶	2	6	0	2
	Totals:	23	34	0	34

Other Requirements

ACA 111	College Student Success	1	0	0	1
	Totals:	1	0	0	1

Total Credit Hours Required for AAS Degree..... 69

¹ ENG 112 or 113 may be substituted.

² ANT 210, ANT 221, ECO 151, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 115, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

³ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

⁴ MAT 171 may be substituted.

⁵ WBL 113 may be substituted.

⁶ SEL-192 is ELC-192 Selected Topics in Electrical Engineering Technology.

Applied Electrical Principles Diploma D40180

The Applied Electrical Principles Diploma is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and commercial facilities.

Training, most of which is hands-on, will include such topics as wiring practices, motors and controls, the National Electrical Code and other subjects as local needs require. Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation and maintenance of residential and commercial systems.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Electrical Engineering Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 128	Intro. To PLC	2	3	0	3
ELC 131	Circuit Analysis	3	3	0	4
ELC 131A	Circuit Analysis Lab	0	3	0	1
ELC 135	Electrical Machines I	2	2	0	3
ELC 136	Electrical Machines II	3	3	0	4
ELC 231	Electrical Power Systems	3	2	0	4
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ENG 111	Writing & Inquiry	3	0	0	3
MAT 121	Algebra and Trigonometry	2	2	0	3
PCI 162	Instrumentation Controls	2	3	0	3
<i>Totals:</i>		30	36	0	44

Total Credit Hours Required for Diploma..... 44

**Basic Electrical Wiring Methods Certificate
C40180**

The Basic Electrical Wiring Methods Certificate is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential and industrial facilities.

Training, most of which is hands-on, will include such topics as basic residential wiring practices, the National Electrical Code and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation and maintenance of electrical systems.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Electrical Engineering Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ELC 113	Residential Wiring	2	6	0	4
ELC 114	Commercial Wiring	2	6	0	4
ELC 132	Electrical Drawing	1	3	0	2
ELC 135	Electrical Machines I	2	2	0	3
	Totals:	7	17	0	13

Total Credit Hours Required for Certificate..... 13

Electronics Engineering Technology
Associate in Applied Science Degree
A40200

Electronics Engineering Technology is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Electronics Engineering Technology A course of study that prepares the students to apply basic engineering principles and technical skills 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. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, construction technicians and managers, industrial and technology managers, or research technicians.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting ¹	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
	Social/Behavior Science (Select One) ²	3	0	0	3
	Humanities/Fine Arts (Select One) ³	3	0	0	3
	Totals:	14	2	0	15
Major Requirements					
ELC 128	Intro to PLC	2	3	0	3
ELC 131	Circuit Analysis I	3	3	0	4
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 232	Intro to Microprocessors	3	3	0	4
ELN 234	Communication Systems	3	3	0	4
	Totals:	17	18	0	23

Other Major Requirements

EGR 285	Design Project	0	4	0	2
ELC 131A	Circuit Analysis I Lab	0	3	0	1
ELC 132	Electrical Drawings	1	3	0	2
ELN 132	Analog Electronics II	3	3	0	4
ELN 233	Microprocessor Systems	3	3	0	4
MAT 122	Algebra/Trigonometry II ⁴	2	2	0	3
PCI 162	Instrumentation Controls ⁵	2	3	0	3
PHY 131	Physics-Mechanics	3	2	0	4
PHY 133	Physics-Sound & Light	3	2	0	4
SEL 192	Selected Topics in ____ ⁶	2	6	0	2
	Totals:	19	31	0	29

Other Requirements

ACA 111	College Student Success	1	0	0	1
	Totals:	1	0	0	1

Total Credit Hours Required for AAS Degree..... 68

¹ ENG 112 or 113 may be substituted.

² ANT 210, ANT 221, ECO 151, ECO 251, ECO 252, GEO 111, HIS 111, HIS 112, HIS 115, HIS 131, HIS 132, POL 110, POL 120, POL 220, PSY 150, PSY 239, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240

³ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

⁴ MAT 171 may be substituted.

⁵ WBL 113 may be substituted.

⁶ SEL-192 would be ELC-192 Selected Topics in Electrical Engineering Technology.

**Applied Electronic Principles Diploma
D40200**

The Applied Electronics Principles diploma provides the student with a program of study necessary for developing basic electronic skills. The student will gain an understanding of DC/AC basic circuits, digital circuits and basic electronic devices. Graduates should qualify for a variety of jobs in the electronics field as an on-the-job trainee or apprentice.

All courses in this diploma may be applied to the Associate in Applied Science degree in Electronics Engineering Technology.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
EGR 285	Design Project	0	4	0	2
ELC 128	Intro to PLC	2	3	0	3
ELC 131	Circuit Analog I	3	3	0	4
ELC 131A	Circuit Analysis Lab	0	3	0	1
ELC 132	Electrical Drawings	1	3	0	2
ELC 192	Sel Topics in Electronics Egr. Tech	0	6	0	2
ELN 131	Analog Electronics I	3	3	0	4
ELN 132	Analog Electronics II	3	3	0	4
ELN 232	Intro. to Microprocessors	3	3	0	4
ELN 233	Microprocessor System	3	3	0	4
ENG 111	Writing & Inquiry	3	0	0	3
MAT 121	Algebra and Trigonometry	2	2	0	3
PCI 162	Instrumentation Controls	2	3	0	3
Totals:		25	39	0	39

Total Credit Hours Required for Diploma..... 39

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111.

Basic Electronics Certificate
C40200

The Basic Electronics certificate provides the student with a program of study necessary for developing the basic electronic skills. The student will gain an understanding of DA/AC basic circuits, digital circuits and basic electronics devices. Graduates should qualify for a variety of jobs in the electronics field as an on-the-job trainee or apprentice.

All courses in this certificate program may be applied toward a diploma in Applied Electronic Principles or the Associate in Applied Science degree in Electronics Engineering Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ELC 131	Circuit Analysis I	3	3	0	4
ELC 131A	Circuit Analysis Lab	0	3	0	1
ELC 132	Electrical Drawings	1	3	0	2
ELN 131	Analog Electronics I	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
MAT 121	Algebra and Trigonometry	2	2	0	3
<i>Totals:</i>		12	17	0	18

Total Credit Hours Required for Certificate..... 18

**General Occupational Technology
Associate in Applied Science Degree A55280**

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 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 employment opportunities.

Course and Hour Requirements General Education Courses

Students take a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts; social/behavioral sciences; natural sciences/ mathematics; and a minimum of 6 semester hours of communications.

Major Courses

Select 18 SHC from a combination of core courses for curriculums approved to be offered by the College.

Select from prefixes for major courses for curriculums approved to be offered by the College.

Minimum General Education Hours.....	15
Minimum Major Course Hours.....	49
ACA 111 College Student Success	1
Total Hours for AAS Degree	65-76

WBL Option: Qualified students may elect to take up to eight (8) credit hours of Work Based Learning provided they acquire approval from their advisor and the WBL

Coordinator.....
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Human Services Technology

Associate in Applied Science Degree A45380

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 areas.

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. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institution.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting ¹	3	0	0	3
Humanities/Fine Arts (Select One) ²		3	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
Totals:		14	2	0	15
Major Requirements					
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3
SOC 220	Social Problems	3	0	0	3
Totals:		21	8	0	25
Other Major Requirements					
CIS 111	Basic PC Literacy ³	1	2	0	2
HSE 220	Case Management	2	2	0	3
HSE 240	Issues In Client Services	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SPA 111	Elementary Spanish I	3	0	0	3
SWK 113	Working With Diversity	3	0	0	3

Academics

WBL 111	Work Experience I	0	0	10	1
WBL 115	Work Experience Seminar I	1	0	0	1
	Totals:	22	4	10	25

Other Requirements

ACA 111	College Student Success ⁴	1	0	0	1
	Totals:	1	0	0	1

Total Credit Hours Required for AAS Degree..... 66

¹ ENG 112 or 113 may be substituted.

² ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

³ CIS 110 may be substituted.

⁴ ACA 115, 118, or 122 may be substituted.

**Human Services Technology Diploma
D45380**

The Human Services Technology diploma program is designed to provide entry-level employment training. The program requires thirty-seven semester credit hours and can usually be completed by a full-time student within two semesters and one summer session.

All courses within this diploma program may be applied toward completion of the Associate of Applied Science degree in Human Services Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
ACA 111	College Student Success ¹	1	0	0	1
CIS 111	Basic PC Literacy ²	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
HSE 110	Introduction to Human Service	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 210	Human Services Issues	2	0	0	2
HSE 220	Case Management	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 220	Social Problems	3	0	0	3
SWK 113	Working With Diversity	3	0	0	3
Totals:		33	8	0	37

Total Credit Hours Required for Diploma..... 37

¹ ACA 118 or 122 may be substituted.

² CIS 110 may be substituted.

**Human Services Technology Certificate
C45380**

The Human Services Technology certificate program is designed to provide short-term focused entry-level employment training. The program requires twelve semester credit hours and can usually be completed in two semesters by a full-time student.

All courses in this certificate program may be applied toward a diploma in Human Services Technology or the Associate of Applied Science degree in Human Services Technology.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
HSE 110	Introduction to Human Service	2	2	0	3
HSE 112	Group Process ¹	1	2	0	2
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SWK 113	Working With Diversity	3	0	0	3
Totals:		12	4	0	14

Total Credit Hours Required for Certificate..... 14

Mechanical Engineering Technology
Associate in Applied Science Degree
A40320

The Mechanical Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology. Mechanical Engineering Technology is a course of study that prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype, and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the 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.

Graduates of the curriculum will find employment opportunities in the diversified branches of the mechanical field. Mechanical engineering technicians are employed in many types of manufacturing, fabrication, research and development, and government and service industries.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting ¹	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
PSY 118	Interpersonal Psychology ²	3	0	0	3
Humanities/Fine Arts (Select One) ³		3	0	0	3
Totals:		14	2	0	15
Major Requirements					
DFT 151	CAD I	2	3	0	3
DFT 154	Intro Solid Modeling	2	3	0	3
EGR 250	Statics/Strength of Mater	4	3	0	5
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 145	Mfg. Materials	2	3	0	3
PHY 131	Physics - Mechanics	3	2	0	4
Totals:		15	17	0	21
Other Major Requirements					
BPR 111	Print Reading	1	2	0	2
EGR 285	Design Project	0	4	0	2

MAC 111	Machining Technology I	2	12	0	6
MAC 121	Intro to CNC	2	0	0	2
MAT 122	Algebra/Trigonometry II	2	2	0	3
MEC 231	Comp. Aided Manufacturing I	1	4	0	3
CIS 113	Computer Basics ⁴	0	2	0	1
Totals:		8	26	0	19

Take 12 credits from the following choices:

DDF 211	Design Process I	1	0	6	4
DDF 212	Design Process II	1	6	0	4
DFT 111	Technical Drafting I	1	3	0	2
DFT 111A	Technical Drafting I Lab	0	3	0	1
DFT 112	Technical Drafting II	1	3	0	2
DFT 112A	Technical Drafting II Lab	0	3	0	1
DFT 152	CAD II	2	3	0	3
DFT 161	Pattern Design & Layout	1	2	0	2
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	1	4	0	3
MEC 112	Machine Processes II	2	3	0	3
MEC 128	CNC Machining Processes ⁴	2	4	0	4
MEC 145	Mfg. Materials I	2	3	0	3
MEC 161	Manufacturing Processes I ⁵	3	0	0	3
MEC 161A	Manufacturing Proc I Lab ⁵	0	3	0	1
MEC 231	Comp-Aided Manufact	1	4	0	4
MEC 261	Manufacturing Process II	2	4	0	4
WBL 112	Work-Based Learning I	0	0	20	2
WBL 114	Work-Based Learning I	0	0	40	4
WBL 122	Work-Based Learning II	0	0	20	2
WBL 124	Work-Based Learning II	0	0	40	4

Total of 31 credits

Other Requirements

ACA 111	College Student Success	1	0	0	1
Totals:		1	0	0	1

Total Credit Hours Required for AAS Degree..... 68

Students at Beaufort County Community College are allowed only 8 semester hours of Work-Based Learning in the Associate in Applied Science Degree.

¹ ENG 112 or 113 may be substituted.

² PSY 150 may be substituted.

³ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212

⁴ CIS 110 or 111 may be substituted.

**Machinist Diploma
D40320**

The Machinist diploma is designed to develop skills in the safe use of hand tools, power machinery, computerized equipment, and precision measuring instruments.

Students will learn to interpret blueprints, set-up manual and computer numerical controlled machining equipment, perform basic machining operations, and to ensure product quality is maintained.

Student should gain necessary skills to obtain entry-level employment in manufacturing industries, government agencies, and specialty machine shops.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Mechanical Engineering Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
BPR 111	Print Reading	1	2	0	2
DFT 151	CAD I	2	3	0	3
EGR 285	Design Project	0	4	0	2
ENG 102	Applied Communications I*	3	0	0	3
MAC 111	Machining Technology I	2	12	0	6
MAC 121	Introduction to CNC	2	0	0	2
MAT 110	Math Measurement & Literacy*	2	2	0	3
MEC 128	CNC Machining Processes	2	4	0	4
MEC 145	Manufacturing Materials	2	3	0	3
MEC 161	Manufacturing Processes I ¹	3	0	0	3
MEC 161A	Manufacturing Processes I Lab1	0	3	0	1
MEC 231	Comp. Aided Manufacturing	1	4	0	3
MEC 261	Manufacturing Process II ²	2	4	0	4
Totals:		22	41	0	39

Total Credit Hours Required for Diploma..... 39

¹ Students may substitute 4 hours of Work Based Learning.

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111 Writing & Inquiry and MAT 121 Algebra/Trigonometry I.

**Machinist Certificate
C40320**

The Machinist certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments.

Students will gain basic knowledge in blueprint reading, technical drafting, engine lathe and milling machine operations, precision grinding, and precision measuring.

Student should gain necessary skills to obtain entry-level jobs in manufacturing industries and specialty machine shops.

All courses in this certificate program may be applied toward completion of the Machinists diploma and the Associate of Applied Science degree in Mechanical Engineering Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
BPR 111	Print Reading	1	2	0	2
MAC 111	Machining Technology I	2	12	0	6
MAC 121	Introduction to CNC	2	0	0	2
MEC 161	Manufacturing Process I	3	0	0	3
MEC 161A	Manufacturing Process I Lab	0	3	0	1
Totals:		8	17	0	14

Total Credit Hours Required for Certificate..... 14

Machinist Advanced Certificate C40320B

The Machinist Advanced certificate is designed to develop basic skills in the safe use of machine tools both conventional and computer numerical control. This certificate incorporates skills learned in a design project selected by the student and approved by the instructor.

Students should gain necessary skills to obtain entry-level employment in manufacturing and machining industries.

All courses in this certificate program may be applied toward completion of the Machinists diploma and the Associate of Applied Science degree in Mechanical Engineering Technology.

NOTE: The Machinist certificate must be completed before enrolling in the Machinist Advanced certificate.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
DFT 154	Intro Solid Modeling	2	3	0	3
MAC 121	Introduction to CNC	2	0	0	2
MEC 128	CNC Machining Process	2	4	0	4
MEC 145	Mfg. Materials	2	3	0	3
MEC 161	Manufacturing Processes I	3	0	0	3
MEC 161A	Manufacturing Processes I Lab	0	3	0	1
Totals:		11	13	0	16

Total Credit Hours Required for Certificate..... 16

Industrial Technology Certificate C40320C

The Industrial Technology certificate is designed to develop basic skills in the safe use of hand tools, machine tools, and precision measuring instruments.

Students will gain basic knowledge in blueprint reading, technical drafting, engine lathe and milling machine operations, materials selection, and computer aided drafting.

Students should gain necessary skills to obtain entry-level jobs in manufacturing industries.

All courses in this certificate program may be applied toward completion of the Machinist diploma and the Associate of Applied Science degree in Mechanical Engineering Technology.

This certificate may be completed in one semester.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
BPR 111	Print Reading	1	2	0	2
DFT 151	CAD I	2	3	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
MEC 161	Manufacturing Process I	3	0	0	3
MEC 161A	Manufacturing Process I Lab	0	3	0	1
Totals:		8	11	0	12

Total Credit Hours Required for Certificate..... 12

CAD Operator Certificate C4032AB

The CAD Operator certificate program prepares technicians to produce CAD drawings of mechanical parts, working drawings, CAM operations, and parametric design.

Course work includes mechanical drafting, CAD, CAD/CAM, and parametric design. Proper drawing documentation is stressed.

Graduates should qualify for employment in area where CAD is used in manufacturing, fabrication, research and development, and service industries requiring CAD skills.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Mechanical Engineering Technology/Drafting and Design.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
BPR 111	Print Reading	1	2	0	2
DFT 151	CAD I	2	3	0	3
DFT 154	Intro to Solid Modeling	2	3	0	3
MEC 111	Machine Process I	2	4	0	3
MEC 231	Comp. Aided Manufacturing I	1	4	0	3
<i>Totals:</i>		8	16	0	14
Certificate Total					14

Basic Drafting Technology Certificate C4032AC

The Basic Drafting Technology certificate prepares the student to produce drawings and components in the mechanical field.

Course work includes mechanical drafting, CAD, machine processes, and manufacturing materials. Concepts such as machine shop processes and basic materials selection as they relate to the design process are also included. Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

All courses in this certificate program may be applied toward the completion of the Mechanical Drafting and Design diploma and Associate of Applied Science degree in Mechanical Engineering Technology/Drafting and Design.

Prefix & Number	Description	Class	Lab	Clinical/ Shop	Credit
BPR 111	Blueprint Reading	1	2	0	2
DFT 151	CAD I	2	3	0	3
MEC 111	Machine Processes I	1	4	0	3
MEC 180	Engineering Materials	2	3	0	3
MEC 261	Comp. Aided Manufacturing I	1	4	0	3
<i>Totals:</i>		7	16	0	14
Certificate Total					14

Medical Laboratory Technology
Associate in Applied Science Degree
A45420

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance, and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take examinations given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists or the Certifying Agency. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

Prefix & Number	Description	Class	Lab	Clinical/Shop	Credit
General Education Courses					
ACA 111	College Student Success	1	0	0	1
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
MAT 143	Quantitative Literacy ²	2	2	0	3
PSY 150	General Psychology	3	0	0	3
Humanities/Fine Arts (Select One) ¹		3	0	0	3
Totals:		15	2	0	16

Major Courses

BIO 163	Basic Anatomy & Physiology ²	4	2	0	5
CHM 151	General Chemistry I	3	3	0	4
CHM 152	General Chemistry II	3	3	0	4
CIS 111	Basic PC Literacy	1	2	0	2
MLT 110	Intro to Medical Lab Tech	2	3	0	3
MLT 111	Urinalysis/Body Fluids	1	3	0	2
MLT 120	Hematology/Hemostasis I	3	3	0	4
MLT 125	Immunohematology I	4	3	0	5
MLT 130	Clinical Chemistry I	3	3	0	4
MLT 215	Professional Issues	1	0	0	1
MLT 271	MLT Practicum III	0	0	3	1
MLT 283	MLT Practicum I	0	0	39	13

Take one of the sets

Set 1

MLT 141	General Clinical Micro/	2	2	0	3
BIO 175	General Microbiology	2	2	0	3

Set 2

MLT 140	Intro to Microbiology/	2	3	0	3
MLT 240	Special Clin Microbiology	2	3	0	3
Totals:		29	29-31	42	54

Total Credit Hours Required for AAS Degree..... 70

¹ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 210, REL 110, REL 211, REL 212

² BIO 168/169 may be substituted.

Students in Medical Laboratory Technology program must achieve a “C” or above in all curriculum courses. This includes all MLT and non-MLT courses in the Associate Degree Medical Laboratory Technology curriculum.

Medical Office Administration
Associate in Applied Science Degree A25310

This 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.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting ¹	3	0	0	3
MAT 110	Math Measurement & Literacy ²	2	2	0	3
PSY 118	Interpersonal Psychology ³	3	0	0	3
Humanities/Fine Arts (Select One) ⁴		3	0	0	3
Totals:		14	2	0	15
Major Requirements					
CIS 111	Basic PC Literacy ⁵	1	2	0	2
OST 130	Comprehensive Keyboarding	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 141	Med Terms I-Med Office	3	0	0	3
OST 142	Med Terms II-Med Office	3	0	0	3
OST 148	Med Coding Billing & Insu	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 243	Med Office Simulation	2	2	0	3
OST 289	Administrative Office Mgt	2	2	0	3
Totals:		24	10	0	29
Other Major Requirements					
BIO 161	Intro to Human Biology	3	0	0	3
BUS 121	Business Math	2	2	0	3
OST 134	Text Entry & Formatting ⁶	2	2	0	3
OST 236	Adv Word/Information Proc	2	2	0	3
OST 241	Med Ofc Transcription I	1	2	0	2
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 286	Professional Development	3	0	0	3
Totals:		15	12	0	21
Other Requirements					
ACA 111	College Student Success ⁷	1	0	0	1
Totals:		1	0	0	1

Total Credit Hours Required for AAS Degree..... 66

- 1 ENG 112 or 113 may be substituted.
- 2 MAT 143 may be substituted.
- 3 PSY 150 may be substituted.
- 4 ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212
- 5 CIS 110 or OST 137 may be substituted.
- 6 WBL 113, 123, or 133 may be substituted.
- 7 ACA 115, 118, or 122 may be substituted.

Medical Office Administration Associate in Applied Science Degree A25310, has been approved as a Crosswalk program for North Carolina Wesleyan College, Bachelor of Science in Organizational Administration effective Spring 2014. See the Dean of Business and Industrial Technology for more information.

**Basic Medical Office Certificate
C25310**

The Basic Medical Office certificate gives students the basic knowledge necessary for entry-level employment in the medical office. The certificate program covers medical terminology, legal and ethical issues, medical billing and insurance, keyboarding, and document formatting.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Medical Office Administration. Graduates should qualify for employment in entry-level positions in medical and other health-care related offices.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
OST 130	Comprehensive Keyboarding	2	2	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 141	Medical Terms I - Medical Office	3	0	0	3
OST 142	Medical Terms II - Medical Office	3	0	0	3
OST 148	Medical Coding Billing & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
<i>Totals:</i>		16	4	0	18

Total Credit Hours Required for Certificate 18

Office Administration
Associate in Applied Science Degree
A25370

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

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

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

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab</i>	<i>Clinical/Shop</i>	<i>Credit</i>
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disc ¹	3	0	0	3
MAT 110	Math Measurement & Literacy ²	2	2	0	3
PSY 118	Interpersonal Psychology ³	3	0	0	3
Humanities/Fine Arts (Select One) ⁴		3	0	0	3
Totals:		14	2	0	15
Major Requirements					
OST 134	Text Entry & Formatting	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3
OST 289	Administrative Office Mgt	2	2	0	3
Totals:		9	6	0	12
Other Major Requirements					
BUS 121	Business Math	2	2	0	3
BUS 260	Business Communication ⁵	3	0	0	3
CIS 111	Basic PC Literacy ⁶	1	2	0	2
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
OST 130	Comprehensive Keyboarding	2	2	0	3
OST 135	Adv Text Entry & Format	3	2	0	4
OST 136	Word Processing	2	2	0	3
OST 153	Office Finance Solutions	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 236	Adv Word/Information Proc	2	2	0	3
OST 286	Professional Development	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

Totals:	28	23	0	38
Other Requirements				
ACA 111 College Student Success ⁷	1	0	0	1
Totals:	1	0	0	1
Total Credit Hours Required for AAS Degree.....				66

- ¹ ENG 113 or 114 may be substituted.
- ² MAT 143 may be substituted.
- ³ PSY 150 may be substituted.
- ⁴ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212
- ⁵ WBL 113 or 213 may be substituted.
- ⁶ CIS 110 or OST 137 may be substituted.
- ⁷ ACA 115, 118, or 122 may be substituted.

Office Administration Associate in Applied Science Degree A25370, has been approved as a Crosswalk program for North Carolina Wesleyan College, Bachelor of Science in Organizational Administration effective Spring 2014. See the Dean of Business and Industrial Technology for more information.

**Basic Office Skills Certificate
C25370A**

The Basic Office Skills certificate gives students the basic skills necessary for general office support in entry-level employment in today's modern office. Students will gain basic skills in keyboarding, computer applications, document formatting, document editing, records management, and word processing.

The courses in this certificate can be applied toward the Associate of Applied Science degree in Office Administration. Graduates should qualify for employment in entry-level positions in business, government, and industry.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
OST 137	Office Software Applications	2	2	0	3
OST 130	Comprehensive Keyboarding	2	2	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 164	Text Editing Applications ¹	3	0	0	3
OST 184	Records Management	2	2	0	3
Totals:		13	10	0	18

Total Credit Hours Required for Certificate..... 18

¹ Students need to take the English placement exam before taking this course.

**Word Processing Specialist Certificate
C25370B**

The Word Processing Specialist certificate is designed for persons interested in acquiring knowledge and skills in word processing. Students in this program learn basic document formatting and editing skills. Upon completion of this certificate, students will be able to use word processing software to prepare business correspondence, reports, memorandums, and publications.

The courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Office Administration. Graduates should qualify for employment in entry-level positions in business, government, and industry.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
OST 137	Office Software Applications	2	2	0	3
OST 130	Comprehensive Keyboarding	2	2	0	3
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 164	Text Editing Applications ¹	3	0	0	3
OST 236	Advanced Word/ Information Processing	2	2	0	3
Totals:		13	10	0	18

Total Credit Hours Required for Certificate..... 18

¹ Students must take the English placement exam before taking this course.

**Software Applications Specialist Certificate
C25370C**

The Software Applications Specialist certificate provides students with the basic knowledge of computer software usage to enable them to function effectively in an office environment using the touch keying system. Students will have skills in word processing, database, spreadsheet, and electronic mail applications.

All courses in this certificate program may be applied toward completion of the Associate of Applied Science degree in Office Administration. Graduates should qualify for employment in entry-level positions in business, government, and industry.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
OST 137	Office Software Applications	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
OST 130	Comprehensive Keyboarding	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/ Information Processing	2	2	0	3
Totals:		12	13	0	18

Total Credit Hours Required for Certificate 18

Welding Technology
Associate in Applied Science Degree
A50420

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

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

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.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
General Education Requirements					
ENG 111	Writing & Inquiry	3	0	0	3
ENG 114	Prof Research and Reporting	3	0	0	3
MAT 110	Math Measurement & Literacy ¹	2	2	0	3
PSY 118	Interpersonal Psychology ²	3	0	0	3
Humanities/Fine Arts (Select One) ³		3	0	0	3
Totals:		14	2	0	15
Major Requirements					
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (TIG) Plate	2	6	0	4
WLD 141	Symbols & Specifications	2	2	0	3
Totals:		9	26	0	18
Other Major Requirements					
CIS 113	Computer Basics ⁴	0	2	0	1
DFT 151	CAD I ⁵	2	3	0	3
MEC 111	Machine Processes I	1	4	0	3
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 151	Fabrication I	2	6	0	4
WLD 251	Fabrication II	1	6	0	3
WLD 262	Inspection and Testing	2	2	0	3
WLD 265	Automated Welding/Cutting	2	6	0	4
Take 7 credits					
ISC 112	Industrial Safety	2	0	0	2
WBL 112	Work-Based Learning I	0	0	20	2

Academics

WBL 113	Work-Based Learning I	0	0	30	3
WBL 122	Work-Based Learning II	0	0	20	2
WBL 123	Work-Based Learning II	0	0	30	3
WLD 132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD 212	Inert Gas Welding	1	3	0	2
Totals:		24	73	100	32

Other Requirements

ACA 111	College Student Success	1	0	0	1
Totals:		1	0	0	1

Total Credit Hours Required for AAS Degree..... 66

- ¹ MAT 121 or 171 may be substituted.
- ² PSY 150 may be substituted.
- ³ ART 111, ART 114, ART 115, DRA 111, ENG 131, ENG 231, ENG 232, ENG 241, ENG 242, HUM 115, HUM 120, HUM 121, HUM 122, HUM 150, HUM 160, MUS 110, MUS 112, MUS 210, PHI 215, PHI 240, REL 110, REL 211, REL 212
- ⁴ CIS 110 or CIS 111 may be substituted.

Students are encouraged to take ISC-112, Industrial Safety, but they may substitute 2 hours of Work-Based Learning.

Students are encouraged to take WLD-132, GTAW (TIG) Plate/Pipe, but they may substitute 3 hours of Work-Based Learning.

Students at Beaufort County Community College are allowed only 8 semester hours of Work-Based Learning in the Associate of Applied Science Degree.

Welding Technology Diploma D50420

The Welding Technology diploma is designed to train or upgrade individuals in the theories and application of the major welding and testing procedures in the metal welding industry.

Students will learn technical skills in areas such as inspection and testing, cutting processes, plate and pipe welding in Stick, MIG, and TIG welding applications.

Upon completion of this diploma, students should have the skills to gain entry-level employment in the welding industry.

All courses in this diploma program may be applied toward completion of the Associate of Applied Science degree in Welding Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ENG 111	Writing & Inquiry	3	0	0	3
ISC 112	Industrial Safety	2	0	0	2
MAT 110	Math Measurement & Literacy	2	2	0	3
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 132	GTAW (Tig) Plate/Pipe	1	6	0	3
WLD 141	Symbols and Specifications	2	2	0	3
WLD 262	Inspection and Testing	2	2	0	3
Totals:		20	45	0	36

Total Credit Hours Required for Diploma..... 36

* Students planning to pursue the Associate in Applied Science Degree should enroll in ENG 111 Expository Writing.

**Welding Technology Certificate
C50420**

The Welding Technology certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn basic cutting processes, plate-welding processes in Stick, MIG, and TIG welding applications.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Associate of the welding Technology diploma and the Applied Science degree in Welding Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
<i>Totals:</i>		9	26	0	18

Total Credit Hours Required for Certificate..... 18

**Basic MIG/TIG Welding Certificate
Plate
C50420A**

The Basic MIG/TIG Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn basic cutting processes and plate welding processes in MIG and TIG welding applications.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

This certificate may be completed in one semester plus one extra course in the spring semester.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ISC 112	Industrial Safety	2	0	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
<i>Totals:</i>		9	17	0	15

Total Credit Hours Required for Certificate..... 15

**GTAW TIG Welding Certificate
Plate/Pipe
C50420B**

The GTAW TIG Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn plate and pipe welding processes in TIG (GTAW) welding applications. They will also study symbols and specifications, and basic fabrication techniques.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
ISC 112	Industrial Safety	2	0	0	2
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 132	GTAW (Tig) Plate/Pipe	1	6	0	3
WLD 141	Symbols and Specifications	2	2	0	3
WLD 151	Fabrication I	2	6	0	4
Totals:		9	20	0	16

Total Credit Hours Required for Certificate..... 16

**Basic Pipe Welding Certificate
C50420C**

The Basic Pipe Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn plate and pipe welding processes in Stick (SMAW) and TIG (GTAW) welding applications.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ISC 112	Industrial Safety	2	0	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 132	GTAW (Tig) Plate/Pipe4	1	6	0	3
	Totals:	6	24	0	14

Total Credit Hours for Required Certificate..... 14

**Basic Welding Certificate
Stick and MIG
C50420D**

The Basic Welding certificate provides students with a basic knowledge and skill of standard welding procedures.

Coursework will include basic cutting processes, Stick (SMAW) welding on both plate and pipe, and MIG welding on plate.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

Prefix & Number	Description	Class	Lab Clinical/Shop		Credit
ISC 112	Industrial Safety	2	0	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
Totals:		8	27	0	17

Total Credit Hours Required for Certificate..... 17

**SMAW (Stick) Certificate
Plate/Pipe
C50420E**

The SMAW (Stick) certificate provides students with a basic knowledge and skill of standard welding procedures.

Students will learn basic cutting processes, plate, and pipe welding processes in Stick (SMAW) welding applications and beginning fabrication techniques.

Upon completion, students should qualify for entry-level employment in metal welding industries.

All courses in this certificate program may be applied toward completion of the Welding Technology diploma and the Associate of Applied Science degree in Welding Technology.

<i>Prefix & Number</i>	<i>Description</i>	<i>Class</i>	<i>Lab Clinical/Shop</i>		<i>Credit</i>
ISC 112	Industrial Safety	2	0	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 151	Fabrication I	2	6	0	4
Totals:		8	27	0	17

Total Credit Hours Required for Certificate..... 17

Continuing Education Division General Information

The basic philosophy underlying Beaufort County Community College's Continuing Education programs is that education is a lifelong process - education does not stop with the completion of formal schooling at an early age, but continues throughout life. Rapid changes in our modern society have necessitated a continuing education program. The needs of the adult population help determine the scope of the program.

Programs offered by the College provide occupational retraining and upgrading in vocational and professional areas, help raise the educational levels of adults, and make available instruction in home and family education and leisure activities.

Nature of Courses

The continuing development of adult programs is based upon the community's particular and varied needs in areas of formal academic learning, cultural advancement, vocational improvement, and creative personal interest. Adult education may vary in length and setting. Workshops, programmed instruction, lab or shop experience, and lecture demonstrations reflect the scope of instruction. Appropriate courses may be offered to an adult group provided a qualified instructor is available, necessary equipment is available, and sufficient number of students register for the course.

Online Classes

These courses are designed to meet student needs and interests by enabling learners to take classes in the comfort of their own homes and study at a time that is most convenient for them, without the need for attending classes on campus. Students not having the necessary equipment for online courses and live in the Beaufort County Community College service area may use Brown Library in Washington, Pettigrew Library in Plymouth and Tyrrell County Library in Columbia as well as BCCC library to take these courses. BCCC's Project PLACE (Public Library Access to College Education), provides internet ready equipment available for accessing online classes.

Classes are available in a wide variety of subject areas that meet requirements for teacher recertification, employment requirements for continuing education, computer applications, or general interest courses. There are non-curriculum courses available online that meet the requirements for students to sit for national certification exams in many career-training programs. For additional information on continuing online education programs check out our website at www.beaufortccc.edu and go to the drop down box on the left, select Distance Learning, then *Education To Go* or Alpha Sprout online classes.

Admission Requirements

Persons who wish to enter any general adult extension or no curriculum course must meet the following requirements:

1. Persons must be eighteen years of age or older or their high school class must have graduated. (For exceptions to admission requirements see page 4, Exceptions to Requirements for General Admission.)
2. In some instances, individual classes will have a specific entrance requirement. In this case, the requirement will be stated in the class publicity.

Class Locations

The College has a definite commitment to extend its services into the local community, business, and industry. Although classes are offered continually on campus, they have been offered on a regular basis in Aurora, Bath, Belhaven, Columbia, Engelhard, Pantego, Plymouth, and Swan Quarter. Every effort will be made to make courses easily accessible. Classes may be offered in any geographic area whenever a sufficient number of citizens indicate an interest in having a class brought to a particular location. Interested persons or parties should contact the Continuing Education Division.

Registration

Interested persons are invited to register for any Continuing Education class and be added to the class roster when they pay the registration fee. Students may register in person, by mail, or by phone at 252-940-6375. Cash, checks, and credit cards (MasterCard, Visa, and Discover) are accepted. Any persons not paying the registration fee will not be added to the class roster.

Attendance

Classes may meet at any time convenient for interested persons. Classes generally meet once or twice on weekday evenings for two or three hours. Classes may also be organized to meet in the morning hours. Adults are encouraged to maintain a regular class attendance. Students must register prior to the 10% point of the class. (See Refund Policy)

Student Conduct Policy

Students enrolled in Beaufort County Community College (BCCC) are expected to conduct themselves as responsible adults. Failure to do so may result in discipline, up to and including expulsion. The campus police will make initial investigations of all non-academic breaches of proper conduct and violations of state, federal, and local law that jeopardize the academic mission of the College. All incidents will be referred to the Vice President of Student Services for review and disposal. Sanctions will be imposed on the student by the Vice President of Student Services if necessary. This does not exempt the student from facing criminal prosecution by the campus police for violations of law on campus property. The Vice President of Student Services will conduct a thorough investigation of all matters referred by the campus police as a result of information obtained in the initial investigation. The campus police will make initial investigations of the following prohibited acts:

1. Interruption of or interference with normal operations of the College.

2. Destruction, damage, or misuse of college property.
3. Possession, use, or distribution of alcoholic beverages, illegal drugs, or weapons inconsistent with North Carolina General Statutes and/or the [Weapons on College Property Policy](#).
4. Physical abuse of another person.
5. Abusive language.
6. Theft of another's property.
7. Violation of Campus Sexual Violence Act/Violence Against Women Act (SaVE Act/VAWA).
8. When there is an articulable, imminent, and significant threat to the student or other individuals. Any other violation of college rules, regulations, and policies pertaining to conduct issues, as well as any other violation of state, federal, and local law not listed above.

Withdrawals

Students wishing to withdraw from a Continuing Education class must notify their instructor and the Continuing Education Division of their decision.

Refund Policy

The Continuing Education refund policy is mandated by the State. A refund shall not be made except in the following circumstances:

1. A student who officially withdraws from an extension class (es) prior to the first class meeting will be eligible for a 100 percent refund. Also, a student is eligible for a 100 percent refund if an applicable class fails to "make" due to insufficient enrollment.
2. After the respective class begins, a 75 percent refund shall be made 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.
3. Note: This rule is applicable regardless of the number of times the class meets or the number of hours the class is scheduled to meet.
4. For self-supporting classes, refunds are prohibited.
5. Where a student, having paid the required registration for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all registration fees for that semester may be refunded to the estate of the deceased.

Student Records and Privacy Rights

The Family Education Rights and Privacy Act (PL 93-380) commonly referred to as the Buckley Amendment, sets forth requirements governing the protection of student privacy. To comply with and promote the intent of the Act, the College has adopted *Policy 3.20 Access to Student Records*:

Student records are maintained for academic purposes. The materials therein allow the College to validate a student's academic performance. Therefore, the records are at the disposal of the student, faculty advisor, and the personnel responsible for the maintenance of those records. Other College staff are not allowed access to records without reason. Non-College personnel must have the student's written permission to review a student's record. (*Beaufort County Community College Faculty and Staff Manual E 23.*)

All records are generated in response to student needs. Students have access to their records upon written request. Records commonly maintained are in the student's permanent file. These records are maintained in the Office of Continuing Education.

Transcripts

Students may obtain copies of their transcript upon written request to the Office of Continuing Education. Transcripts will be released only with written authorization of the student.

Seminars and Conferences

The College is host to a number of local and state groups that conduct seminars and conferences. The campus is ideal for one-day or weeklong conferences. Lodging facilities and restaurants are located nearby for out-of-town visitors.

Small Business Center

The underlying objective of the Small Business Center Network in the NC Community College System is to increase the success rate and number of small businesses in North Carolina.

Business and Industry Service Programs through the Small Business Center are classes designed for education of the potential and existing entrepreneur. The program calls for the SBC to provide the following range of services:

1. Seminars, workshops, one-on-one, free confidential counseling, and an entrepreneurial core curriculum.
2. Direct to small business owners and prospective owners.
3. Network of linkages with chambers of commerce, volunteer consultants, business associations, economic development agencies, Certified Public Accountants, educational consultants and instructors, and other groups.
4. A resource and information center for small business owners or prospective owners.

Customized Training Program

One of the basic objectives of Beaufort County Community College is to stimulate the creation of more challenging and rewarding jobs for the people of the service area by providing a customized training service to industries. Subject to minimal limitations, the College in cooperation with the Economic and Workforce Development Division of the North Carolina Community College System, will design and administer special programs for training.

These programs include the following services:

1. Consultation in determining job description; defining areas of training; and prescribing appropriate course outlines, training schedules, and materials.
2. Selecting and training of instructors. These instructors may be recruited from the company and from outside sources.
3. Payment of instructor's wages for the duration of the training program.
4. Assumption of installation costs of equipment in the temporary training facility. These programs are further designed to improve and enhance people's skills and competencies in their job, as well as their relationships with others. Programs can be customized and developed to meet existing needs and can be held on the campus or within an individual plant or organization. Qualified instructors are provided without charge to the employer.

Occupational Extension

Occupational extension courses vary in scope and content and are designed to enhance employee skills on the job and provide skills for those who wish to learn new skills. Classes are offered on campus, in local industrial plants, as well as various locations throughout our service area and online. Courses incorporate a variety of instructional methods that emphasize a combination of classroom, shop, and hands-on instruction in practical educational settings.

The following are examples of occupational courses:

- | | |
|---|-------------------------------------|
| Automotive Training | Computer Applications |
| Computer Training | Detention officer Certification |
| Heating and Air Conditioning | Marine Captain's License |
| Water Plant Operators | Welding |
| Waste Water Treatment | PC Upgrading and Troubleshooting |
| Online Courses | Law Enforcement In-service Programs |
| Internet Basics | Digital Photography |
| Pharmacy Technician & Health Unit Coordinator | |

Students who take an occupational extension course more than twice within a five-year period shall pay the full cost of the course. This cost is determined by the current hourly cost, multiplied by the total number of hours in the class. This rule does not apply to Fire Service, Law Enforcement, or Health and Safety courses, which require certification.

Fees

State Board of Community Colleges hereby fixes fees for continuing education occupational extension courses charged to students for the 2013-2014 academic year (for courses beginning August 15, 2013). Fees continue to be based on the course length, consistent with the following schedule:

Course Length	Registration Fee
0-24 Hours	\$70
25-50 Hours	\$125
50+ Hours	\$180

Self-Supporting Program

By providing self-supporting courses, the College is able to offer programs that are not readily available through other state funds.

All students attending a self-supporting course are required to pay an equal registration amount. There are no senior citizen fee waivers. Employees of the College must also pay the registration fee.

The following are examples of some of the courses offered through the Self-Supporting Program:

- | | |
|------------------|---------------------|
| Art | Flower Arranging |
| Cake Decorating | Sewing |
| College for Kids | Small Engine Repair |
| Cooking Classes | |

Public Service Programs

These courses are especially designed as in-service and pre-service training for Fire Service and Health Service education. These classes are often taken directly to the communities to provide opportunities for updating individuals in their profession. The following are examples of these courses:

CPR – First Aid	Hazardous Material
DPS – Adult Correction – Mandated Nonmandated	Law Enforcement (In- Service) Mandated, Nonmandated
Emergency Medical Technician (EMT)	Medical Responder
Advanced Emergency Medical Technician (Intermediate)	Medical Responder
ERT (Emergency Rescue Technician)	Nurse Aide – Level I & II
Fire Arms Training	Teacher Recertification Training
Firefighter Certification I & II	

Basic Skills Program

Adult Basic Education (ABE) & General Educational Development (GED)

Adults with less than a high school education may enroll in classes scheduled at a variety of times and places. Students performing from non-reader through eighth grade will start at their level of proficiency and will be allowed to proceed at their speed as far as they choose to progress. Those students performing on the high school level will review high school materials, including mathematics, reading, writing skills, science, and social studies, preparing them to take the General Educational Development (GED) tests.

The program operates year round with enrollment open at all times for new students to enter. No registration fee is required, and materials are provided by the College. All materials used have been specially prepared with emphasis on individual needs and interests.

The ABE program is in Building 8, Room 814 and the phone number is 252-940-6325.

High School Equivalency Tests General Education Development (GED)

Beaufort County Community College is an official testing center for the Tests of General Educational Development (GED) of the American Council on Education. Students who achieve satisfactory scores on the Tests of General Educational Development will receive a High School Diploma Equivalency awarded by the State Board of Community Colleges. In order to successfully complete the battery, persons must do the following:

1. Complete the application blank.

2. (a) Be eighteen years of age, or their high school class must have graduated; or
(b) Sixteen years of age, out of the public schools for at least six months and submit a notarized petition from their legal guardian requesting service; or
(c) Sixteen years old, submit a notarized petition from their legal guardian, and receive written permission from the appropriate Superintendent of Public Schools.
3. Pay a \$35.00 testing fee as required by the North Carolina Community College System. There will be a charge of \$2.50 for each retest of the Writing Skills Test.
4. Make a standard score of at least 410 on each of the five tests and a total score of 2250.

The GED is given by the chief GED examiner. The test requires approximately six hours for completion. A person who wishes to study prior to taking the test may enroll, at no cost, in a class offered by the Basic Skills division of Continuing Education.

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 English-speaking environment.

Basic Skills Lab

This lab is designed to help students in reading, composition, and mathematics in order to obtain or improve scores for a GED. The lab is also available to anyone who would like to learn a foreign language, learn English as a second language, or upgrade skills for a higher position in business or industry.

Continuing Education Divisions

Human Resources Development Program (HRD)

The Human Resources Development (HRD) program assists individuals who are unemployed or underemployed. HRD provides skill assessment services, employability skills training, and career development counseling to individuals in transition and in the emerging workforce.

The courses taught in this program address six core components:

1. Assessment of an individual's assets and limitations
2. Development of a positive self-concept
3. Development of employability skills
4. Development of communication skills
5. Development of problem-solving skills; and
6. Awareness of the impact on information technology in the workplace.

The HRD program offers Employability Labs along with individual classes such as Computer Skills for the Workplace and Career Readiness for Nurse Aides.

Registration fees range from \$65 to \$175. However, a fee waiver does apply for qualified individuals. To be eligible for a fee waiver, an individual must meet one of the following:

1. Currently unemployed
2. Received a notification for a pending layoff
3. Working and eligible for the Federal Income Tax Credit
4. Working and earning wages at or below the two hundred percent federal poverty guidelines.

A waiver form can be obtained from the Continuing Education Office with federal poverty guidelines.

Career Readiness Certification (CRC)

North Carolina's CRC certifies core employability skills required across multiple industries and occupations. The CRC is a nationally recognized portable credential that promotes career development and skill attainment for the individual, and confirms to employers that an individual possesses basic workplace skills in reading, applied math, and locating information - skills that most jobs require.

The CRC is awarded on three levels: Bronze, Silver, and Gold. Contact the Division of Continuing Education for more information on how to obtain your CRC.

The Continuing Education Unit

Beaufort County Community College, through its Continuing Education Division, offers many noncredit courses for which Continuing Education Units (CEU's) may be awarded. The Continuing Education Unit (CEU) was designed to recognize and record individual participation in non-traditional courses and activities. The Continuing Education Unit was adopted to provide a method of accumulating a uniform record available for future reference.

Continuing Education Units (CEU's) are awarded upon completion of all non-degree occupational training courses offered by the College. These courses are planned and recorded according to the *Continuing Education Unit: Criteria and Guidelines*. The planning of courses awarding CEU's includes developing the course as a planned educational experience and having the course approved by the appropriate individuals and/or organizations. All occupational courses must be approved by the North Carolina Community College System and listed on the Master Course Listing.

At BCCC, one CEU is awarded for each ten-contact hours of participation. Continuing Education Units are designed only to provide a standard of measurement and cannot be changed into credit hours. Continuing Education classes are developed in response to an identified community need. The instructor for each course submits to the Continuing Education Division a course outline containing content, methodology, and objectives. The Continuing Education Division is responsible for all courses for which CEU's are earned. The number of CEU's is clearly identified prior to course advertisement and registration.

Course Descriptions

Three numbers following course titles indicate hours for class, lab, and credit.

Four numbers following course titles indicate hours for class, lab, shop/clinic or cooperative work experience, and credit.

Academic Related

ACA 111 College Student Success **1 0 1**

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.

ACA 115 Success & Study Skills **0 2 1**

This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 118 College Study Skills **1 2 2**

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan. This course includes additional emphasis on orienting students to campus and community resources.

Students needing two or more developmental classes should take ACA 118 in lieu of ACA 111.

ACA 122 College Transfer Success **0 2 1**

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 for transfer under the CAA as a premajor and/or elective course requirement.*

Accounting

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

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.*

ACC 121 Principles of Managerial Acct **3 2 4**

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.*

Prerequisites: ACC 120

ACC 122 Principles of Financial Acct II **3 0 3**

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

Prerequisites: ACC 120

ACC 129 Individual Income Taxes **2 2 3**

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes **2 2 3**

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the 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.

Prerequisites: ACC 129

ACC 140 Payroll Accounting 1 2 2

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.

Prerequisites: ACC 115 or ACC 120

ACC 149 Intro to Accounting Spreadsheets 1 2 2

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

Prerequisites: ACC 120, ACC 121, CIS 111 or CIS 110, CTS 130

ACC 150 Accounting Software Applications 1 2 2

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.

Prerequisites: ACC 115 or ACC 120

ACC 220 Intermediate Accounting I 3 2 4

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

Prerequisites: ACC 120

ACC 221 Intermediate Accounting II 3 2 4

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.

Prerequisites: ACC 220

ACC 225 Cost Accounting

3 0 3

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. 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.

Prerequisites: ACC 121

ACC 240 Gov. & Not-For-Profit Acct

3 0 3

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.

Prerequisites: ACC 121

AGR 160 Plant Science 2 2 3

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.

AGR 170 Soil Science 2 2 3

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

Competencies

Student Learning Outcomes

1. Identify the biological properties of soil.
2. Describe sustainable land care practices and how they impact soil quality.
3. Select and apply fertilizers according to sustainable practices.

AGR 212 Farm Business Management 3 0 3

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.

AGR 213 Ag Law & Finance 3 0 3

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.

AGR 214 Agricultural Marketing 3 0 3

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.

AGR 261 Agronomy 2 2 3

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices.

Animal Science

ANS 110 Animal Science

3 0 3

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

Competencies

Student Learning Outcomes:

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

ANS 115 Animal Health Management

3 0 3

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

Competencies

Student Learning Outcomes:

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

Anthropology

ANT 210 General Anthropology

3 0 3

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 science.*

ANT 221 Comparative Cultures

3 0 3

This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural past. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.*

Art

ART 111 Art Appreciation

3 0 3

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.*

ART 114 Art History Survey I

3 0 3

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*

ART 115 Art History Survey II

3 0 3

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.*

ART 118 Art by Women

3 0 3

This course provides an analytical study of the works of representative female artists. Emphasis is placed on the historical and cultural contexts, themes, and aesthetic features of individual works. Upon completion, students should be able to interpret, analyze, and discuss selected works.

College Transfer: This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ART 121 Two-Dimensional Design

0 6 3

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 for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

Astronomy

AST 111 Descriptive Astronomy **3 0 3**

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.*

Corequisites: AST 111A

AST 111A Descriptive Astronomy Lab **0 2 1**

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.*

Corequisites: AST 111

AST 151 General Astronomy I **3 0 3**

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Corequisites: AST 151A

AST 151A General Astronomy I Lab **0 2 1**

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Corequisites: AST 151

AST 152 General Astronomy II **3 0 3**

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including

cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Prerequisites: AST 151

Corequisites: AST 152A

AST 152A General Astronomy II

0 2 1

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

Prerequisites: AST 151

Corequisites: AST 152

Corequisites: AUT 116

AUT 141 Suspension & Steering Systems 2 3 3

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.

Corequisites: AUT 141A

AUT 141A Suspension & Steering Lab 0 3 1

This course is an optional lab to be used as an alternative to Work Based Learning 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.

Corequisites: AUT 141

AUT 151 Brake Systems 2 3 3

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.

Corequisites: AUT 151A

AUT 151A Brake Systems Lab 0 3 1

This course is an optional lab to be used as an alternative to Work Based Learning 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.

Corequisites: AUT 151

AUT 171 Auto Climate Control**2 4 4**

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.

AUT 181 Engine Performance 1**2 3 3**

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 drivability problems using appropriate test equipment/service information.

Corequisites: AUT 181A

AUT 181A Engine Performance 1 Lab**0 3 1**

This course is an optional lab to be used as an alternative to Work Based Learning placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

Corequisites: AUT 181

AUT 183 Engine Performance 2**2 6 4**

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.

Prerequisites: AUT 181

AUT 211 Automotive Machining 2 6 4

This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment.

AUT 212 Auto Shop Management 3 0 3

This course covers the principles 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.

AUT 213 Automotive Servicing 2 1 3 2

This course is a lab used as an alternative to Work Based Learning placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221 Auto Transmission/Transaxles 2 3 3

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.

Corequisites: AUT 221A

AUT 221A Auto Transmission/Transaxles Lab 0 3 1

This course is an optional lab to be used as an alternative to Work Based Learning 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.

Corequisites: AUT 221

AUT 231 Manual Trans/Axles/Drivetrains 2 3 3

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, 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.

Corequisites: AUT 231A

AUT 231A Manual Trans/Axles/Drivetrains Lab

0 3 1

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a Work Based Learning 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.

Corequisites: AUT 231

AUT 281 Adv Engine Performance

2 2 3

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.

Prerequisites: AUT 183

Biology

BIO 110 Principles of Biology **3 3 4**

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 requirement in natural sciences/mathematics.*

Prerequisites: RED 090 or DRE 098 or Placement Test Score; MAT 080 or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070 and DMA 080 or Placement Test Score

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

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.*

Prerequisites: RED 090 or DRE 098 or Placement Test Score; MAT 080 or DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070 and DMA 080 or Placement Test Score

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

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.*

Prerequisites: BIO 111

BIO 120 Introductory Botany **3 3 4**

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Prerequisites: BIO 110 or BIO 111

BIO 155 Nutrition 3 0 3

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 161 Introduction to Human Biology 3 0 3

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.

BIO 163 Basic Anatomy and Physiology 4 2 5

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 pre-major and/or elective course requirement.*

Prerequisites: DRE 098 or Placement Test Score

BIO 165 Anatomy and Physiology I 3 3 4

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. 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 pre-major and/or elective course requirement.*

Prerequisites: DRE 098 or Placement Test Score

BIO 275 Microbiology**3 3 4**

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 premajor and/or elective course requirement.*

Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168

Blueprint Reading

BPR 111 Print Reading

1 2 2

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

Competencies:

Student Learning Outcomes

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

BPR 121 Blueprint Reading: Mech

1 2 2

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

Prerequisites: BPR 111 or MAC 131

Business

BUS 110 Introduction to Business **3 0 3**

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 pre-major and/or elective course requirement.*

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

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 pre-major and/or elective course requirement.*

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

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.

Prerequisites: BUS 115

BUS 121 Business Math **2 2 3**

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

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

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 premajor and/or elective course requirement.*

BUS 139 Entrepreneurship I **3 0 3**

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, and sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

Prerequisites: BUS 110

BUS 147 Business Insurance 3 0 3

This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

BUS 153 Human Resource Management 3 0 3

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

BUS 225 Business Finance 2 2 3

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.

Prerequisites: ACC 120

BUS 251 Business Psychology 2 0 2

This course provides an overview of organizational psychology in a business setting. Topics include employee motivation, organizational structure, leadership, conflict resolution, and job satisfaction. Upon completion, students should be able to interact effectively within a business organization.

BUS 260 Business Communication 3 0 3

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.

Prerequisites: ENG 111

BUS 285 Business Management Issues 2 2 3

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

Prerequisites: BUS 137

CHM 132 Organic and Biochemistry 3 3 4

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.*

Prerequisites: CHM 131 and CHM 131A or CHM 151

CHM 151 General Chemistry I 3 3 4

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 fundamentals, 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/mathematics.*

Prerequisites: High School Chemistry, CHM 090, or CHM 115

CHM 152 General Chemistry II 3 3 4

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.*

Prerequisites: CHM 151

CJC 121 Law Enforcement Operations 3 0 3

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.

CJC 122 Community Policing 3 0 3

This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community-policing strategies solve problems, and compare community policing to traditional policing.

CJC 131 Criminal Law 3 0 3

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 3 0 3

This course covers judicial structure/process/procedure from incident to disposition, kind 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.

CJC 141 Corrections 3 0 3

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 pre-major and/or elective course requirement.*

CJC 212 Ethics & Community Relations 3 0 3

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 demonstrate the ability to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3 0 3

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.

CJC 215 Organization & Administration 3 0 3

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.

CJC 221 Investigative Principles 3 2 4

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 223 Organized Crime 3 0 3

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention 3 0 3

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.

CJC 231 Constitutional Law 3 0 3

This course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to 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.

CJC 233 Correctional Law 3 0 3

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241 Community-Based Corrections 3 0 3

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

CJC 255 Issues in Criminal Justice 3 0 3

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.

Prerequisites: CJC 111, CJC 221, and CJC 231

Communication

COM 231 Public Speaking

3 0 3

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 audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

COS 120 Esthetics Salon I 0 18 6

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121 Manicure/Nail Technology I 4 6 6

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/ safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 125 Esthetics Concepts II 2 0 2

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II 0 18 6

This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II 4 6 6

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

Prerequisites: COS 121

COS 223 Contemp Hair Coloring 1 3 2

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

Prerequisites: COS 111 and COS 112

COS 224 Trichology & Chemistry 1 3 2

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 240 Contemporary Design 1 3 2

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 250 Computerized Salon Ops 1 0 1

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.

COS 271 Instructor Concepts I 5 0 5

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

Corequisites: COS 272

COS 272 Instructor Practicum I 0 21 7

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

Corequisites: COS 271

COS 273 Instructor Concepts II 5 0 5

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

Prerequisites: COS 271 and COS 272

Corequisites: COS 274

COS 274 Instructor Practicum II

0 21 7

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. This is a certificate-level course.

Prerequisites: COS 271 and COS 272

Corequisites: COS 273

Computer Science

CSC 134 C++ Programming **2 3 3**

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Prerequisites: CIS 110 or CIS 111 or CIS 113; and CIS 115

CSC 139 Visual BASIC Prog **2 3 3**

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Prerequisites: CIS 110, CIS 111, or CIS 113; and CIS 115

CSC 151 JAVA Programming **2 3 3**

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, and debug JAVA language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Prerequisites: CIS 110, CIS 111, or CIS 113; and CIS 115

CSC 234 Adv C++ Programming **2 3 3**

This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, and sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

Prerequisites: CSC 134

CSC 239 Adv Visual BASIC Prog 2 3 3

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Prerequisites: CSC 139

CSC 289 Programming Capstone Proj 1 4 3

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

Prerequisites: CTS 285

CTS 289 System Support Project

1 4 3

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.

Prerequisites: CTS 285

Database

DBA 110 Database Concepts

2 3 3

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.

Prerequisites: CIS 110 or CIS 111

Design Drafting

DDF 211 Design Process I **1 6 4**

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.

Prerequisites: DFT 112

DDF 212 Design Process II **1 6 4**

This course stresses the integration of various drafting and design practices. Emphasis is placed on creation of an original design. Upon completion, students should be able to apply drafting and design procedures to a design project of their choosing. *This course is a unique concentration requirement of the Drafting and Design concentration in the Mechanical Engineering program.*

Prerequisites: DDF 211

DDF 213 Design Process III **1 6 4**

This course provides an opportunity to produce all the documentation needed to complete a project for the manufacture of a product. Topics include materials, manufacturing processes, analysis, production drawings, calculations, and specifications. Upon completion, students should be able to research and produce all information needed to complete a project for manufacture. *This course is a unique concentration requirement of the Drafting and Design concentration in the Mechanical Engineering program.*

Prerequisites: DDF 212

DFT 152 CAD II 2 3 3

This course is a continuation of DFT 151. Topics include advanced two- dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.

Prerequisites: DFT 151

DFT 154 Intro Solid Modeling 2 3 3

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

DFT 161 Pattern Design & Layout 1 2 2

This course covers the layout of sheet metal and pipe fittings. Topics include the development of patterns and templates for metalworking industries. Upon completion, students should be able to develop, sketch, produce, and angle layouts.

Developmental Mathematics

DMA 010 Operations with Integers **0.75 0.50 1**

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean Theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

Prerequisites: BSP-2000 or placement test scores

DMA 020 Fractions and Decimals **0.75 0.50 1**

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

Prerequisites: DMA 010 or placement test scores

DMA 030 Proper/Ratio/Rate/Percent **0.75 0.50 1**

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

Prerequisites: DMA 010 and DMA 020 or placement test scores

DMA 040 Express/Lin Equal/Inequal **0.75 0.50 1**

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

Prerequisites: Placement Test Scores or Take One Set:
 Set 1: DMA 010, DMA 020 and DMA 030
 Set 2: MAT 060

DMA 080 Radical Expressions/Equations**0.75 0.50 1**

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

Prerequisites:

Placement Test Scores or Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, and DMA 070

Set 2: DMA 060, DMA 070, MAT 060, and MAT 070

Set 3: DMA 040, DMA 050, DMA 060, DMA 070, and MAT 060

Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070, and MAT 070

DRE 099 Integrated Reading Writing III

2 0 2

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

Prerequisites: DRE 097 or placement test scores.

Corequisites: ENG 111

Drama/Theatre

DRA 111 Theatre Appreciation

3 0 3

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.*

Economics

ECO 151 Survey of Economics 3 0 3

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 Principles of Microeconomics 3 0 3

This course introduces economic analysis of individual, business, and industry choices in 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.*

ECO 252 Principles of Macroeconomics 3 0 3

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.*

Education

EDU 119 Intro to Early Childhood Education 4 0 4

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

EDU 131 Child, Family, & Community 3 0 3

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.

Corequisite: DRE 097

EDU 144 Child Development I 3 0 3

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on 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.

Corequisite: DRE 097

EDU 145 Child Development II 3 0 3

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.

Corequisite: DRE 097

EDU 146 Child Guidance**3 0 3**

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.

Corequisite: DRE 097

EDU 151 Creative Activities**3 0 3**

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.

Corequisite: DRE 097

EDU 153 Health, Safety, & Nutrition**3 0 3**

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.

Corequisite: DRE 097

EDU 157 Active Play**2 2 0 3**

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

State Prerequisites: None

State Corequisites: Take DRE-097

College Transfer: N/A

National ID (CIP) 13.1210 Early Childhood Education and Teaching

EDU 184 Early Childhood Intro Practicum 1 3 2

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.

Prerequisites: EDU 119

Corequisite: DRE 097

EDU 221 Children With Exceptionalities 3 0 3

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.

Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245

Corequisite: DRE 098

EDU 234 Infants, Toddlers, & Twos 3 0 3

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.

Prerequisite: EDU 119

Corequisite: DRE 098

EDU 235 School-Age Dev. & Program 3 0 3

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.

Corequisite: DRE 098

EDU 252 Math & Science Activities 3 0 3

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.

Corequisite: DRE 098

EDU 259 Curriculum Planning 3 0 3

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.

Prerequisites: EDU 119

Corequisite: DRE 098

EDU 261 Early Childhood Administration I 3 0 3

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.

Corequisites: EDU 119, and DRE 098

EDU 262 Early Childhood Administration II 3 0 3

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.

Prerequisites: EDU 261

Corequisites: EDU 119, and DRE 098

EDU 271 Educational Technology 2 2 3

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.

Corequisites: DRE 098

EDU 280 Language & Literacy Exp 3 0 3

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.

Corequisites: DRE 098

EDU 284 Early Child Capstone Prac 1 9 4

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.

Prerequisites: Take One Set
 Set 1: EDU 119, EDU 144, EDU 145, EDU 146, EDU 151
 Set 2: EDU 119, PSY 244, PSY 245, EDU 146, EDU 151
 Set 3: EDU 119, PSY 245, EDU 144, EDU 146, EDU 151
 Set 4: EDU 119, PSY 244, EDU 145, EDU 146, EDU 151

Corequisite: DRE 098

Electrical

ELC 113 Residential Wiring I 2 6 4

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 Commercial Wiring II 2 6 4

This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 Industrial Wiring 2 6 4

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 122 Industrial Wiring 2 4 4

This course introduces advanced topics in residential electrical installations including the requirements of the National Electrical Code (NEC). Topics include NEC, special purpose outlets, telephone and low voltage signal systems, swimming pool electrical systems, home automation systems, standby power systems and residential utility-interactive photovoltaic systems. Upon completion, students should be able to properly install conduits, wiring, electrical distribution equipment, low voltage, standby power, automated systems, and utility-interactive photovoltaic systems associated with advanced residential electrical installations.

Competencies

Student Learning Outcomes

1. Identify and demonstrate safe practices and procedures with tools, materials and industry accepted test equipment covered in the course
2. Demonstrate appropriate use of test equipment, evaluate circuit performance and apply appropriate troubleshooting techniques to advanced residential electrical circuits.
3. Draw, plan and interpret electrical plans and symbols used in advanced residential applications.

4. Identify, size, and install wiring and electrical distribution equipment and devices associated with advanced residential electrical installations in accordance with the National Electrical Code.

Prerequisites: ELC 113

ELC 128 Introduction to PLC **2 3 3**

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 PLC's and create simple programs.

ELC 131 Circuit Analysis I **3 3 4**

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 other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 131A Circuit Analysis I Lab **0 0 1**

This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 132 Electrical Drawings **1 3 2**

This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

ELC 135 Electrical Machines I **2 2 3**

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

ELC 136 Electrical Machines II**3 3 4**

This course covers DC/AC machine fundamentals including applications and control. Topics include control devices, induction single and polyphase AC motors, DC motors, stepper, and special purpose motors. Upon completion, students should be able to perform regulation and efficiency calculations and apply motor theory to practical control applications.

ELC 192 Selected Topics in Electrical**0 6 2**

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

Engineering

EGR 250 Statics/Strength of Mater

4 3 5

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

Competencies

Student Learning Outcomes

1. Calculate reaction forces in a structure using equations of Equilibrium.
2. Draw free body diagrams of two dimensional force systems.
3. Calculate stresses and deflections in axial/torsional/bending systems.
4. Calculate centroids and moments of inertia for areas.
5. Apply engineering best practices and standards to design safe and efficient mechanical and structural components.

Prerequisites: MAT 121, MAT 161, MAT 171, OR MAT 175

EGR 285 Design Project

0 4 2

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

ELN 236 Fiber Optics and Lasers

3 2 4

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals.

English

ENG 060 Speaking English Well **2 0 2**

This course is designed to improve oral communication skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to converse comfortably in a variety of situations. *This course does not satisfy the developmental reading and writing Prerequisites for ENG 111.*

Prerequisites: Instructor Recommendation

ENG 070 Basic Language Skills **2 2 3**

This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111.*

Prerequisites: Placement Test Score

Corequisites: Appropriate Reading Course or Placement Test Score

ENG 080 Writing Foundations **3 2 4**

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This does not satisfy the developmental reading and writing Prerequisites for ENG 111.*

Prerequisites: ENG 070 or English Placement Test Score and RED 070 or Reading Placement Test Score

Corequisites: RED 080 or RED 090, or Placement Test Score

ENG 090 Composition Strategies **3 0 3**

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. All paragraphs and essays will be drafted, revised, and edited on computers in the classroom. *This course satisfies the developmental writing requirement for ENG 111.*

Prerequisites: ENG 080 or English Placement Test Score

Corequisites: ENG 090A and Appropriate Reading Course or Reading Placement Test Score

ENG 090A Composition Strategies Lab 0 2 1

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.

Prerequisites: ENG 080 or ENG 085

Corequisites: ENG 090

ENG 101 Applied Communications I 3 0 3

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. This is a diploma-level course.

Prerequisites: DRE 097 or Placement Test Score

ENG 102 Applied Communications II 3 0 3

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. This is a diploma-level course.

Prerequisites: ENG 080 and DRE 097 or Placement Test Score

ENG 111 Writing and Inquiry 3 0 3

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.*

Prerequisites: ENG 090 or Placement Test Scores; DRE 097, DRE 098, DRE 099 or Placement Test Score

ENG 112 Writing and Research in the Disciplines 3 0 3

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

Prerequisites: ENG 111

ENG 113 Literature-Based Research 3 0 3

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.*

Prerequisites: ENG 111

ENG 114 Professional Research and Reporting 3 0 3

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 professionally written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

Prerequisites: ENG 111

ENG 112 or ENG 113 may be substituted for ENG 114 in all curriculums.

ENG 125 Creative Writing I 3 0 3

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, 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.*

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

ENG 131 Introduction to Literature 3 0 3

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

ENG 132 Introduction to Drama 3 0 3

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Prerequisites: ENG 111

Corequisites: ENG 112, ENG 113, or ENG 114

ENG 231 American Literature I 3 0 3

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 approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 232 American Literature II 3 0 3

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 approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 241 British Literature I 3 0 3

This course covers selected works in British literature from its beginning 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 approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 242 British Literature II 3 0 3

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 approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 272 Southern Literature 3 0 3

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: ENG 112, ENG 113, or ENG 114

ENG 273 African-American Literature

3 0 3

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 approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: ENG 112, ENG 113, or ENG 114

Geography

GEO 110 Introduction to Geography 3 0 3

This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

GEO 111 World Regional Geography 3 0 3

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.*

Heavy Equipment and Transport Technology

- HET 110 Diesel Engines** **3 9 6**
 This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.
- HET 114 Power Trains** **3 6 5**
 This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.
- HET 115 Electronic Engines** **2 3 3**
 This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturer's specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.
- HET 125 Preventive Maintenance** **1 3 2**
 This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.
- HET 218 Tractor Project** **1 12 5**
 This course provides an opportunity to demonstrate competencies learned by completely rebuilding a tractor to meet dealer specifications. Emphasis is placed on diagnosis and repair of engine, hydraulic, electrical/electronic, air conditioner, brake, and steering systems to ready a used tractor for sale. Upon completion, students should be able to diagnose and perform the necessary repairs on a used tractor to prepare it for sale. *This course is a unique concentration requirement of the Agricultural Systems concentration in the Medium/Heavy Duty Vehicle Systems Technology program*

HIS 132 American History II 3 0 3

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.*

HIS 145 The Second World War 3 0 3

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 162 Women and History 3 0 3

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. The focus of this writing-intensive course will be the United States from the late 18th Century to the present. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement*

HIS 164 History of Sports 3 0 3

This course surveys the history of sports in human society. Topics include the development of sports in their social, cultural, and historical contexts. Upon completion, students should be able to analyze the significance of sports in human culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HIS 221 African-American History 3 0 3

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 pre-major and/or elective course requirement.*

HIS 226 The Civil War**3 0 3**

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 impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 236 North Carolina History**3 0 3**

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

HSE 220 Case Management 2 2 0 3

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

Prerequisites: HSE 110

HSE 225 Crisis Intervention 3 0 3

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.

HSE 240 Issues in Client Services 3 0 3

This course introduces systems of professional standards, values, and issues in the helping professions. 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.

Humanities

HUM 115 Critical Thinking **3 0 3**

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *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.*

Prerequisites: ENG 111

HUM 120 Cultural Studies **3 0 3**

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.*

Prerequisites: ENG 111

HUM 121 The Nature of America **3 0 3**

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 approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 122 Southern Culture **3 0 3**

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.*

HUM 150 American Women's Studies 3 0 3

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160 Introduction to Film 2 2 3

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Prerequisites: ENG 111

HUM 180 Internet Cultural Exploration 2 3 3

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Industrial Science

ISC 110 Workplace Safety

1 0 1

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 112 Industrial Safety

2 0 2

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.

Machining

MAC 112 Machining Technology II **2 12 6**

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 121 Introduction to CNC **2 0 2**

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.

Mathematics

MAT 110 Mathematical Measurement & Literacy **2 2 3**

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

Competencies

Student Learning Outcomes:

1. Demonstrate estimation skills and justify results
2. Use dimensional analysis to convert units of measurement.
3. Employ fractions, percentages and proportions to solve contextual problems.
4. Compute geometric measurements of perimeter, area, volume and angles.
5. Use technology to analyze and interpret elements of personal finance.
6. Compare and contrast measures of center and measures of dispersion.
7. Interpret tables, charts, and graphs and communicate results.

Prerequisites:

Placement Test Score or:

Take All: DMA 010, DMA 020, DMA 030 and DRE097

MAT 121 Algebra/Trigonometry I **2 2 3**

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 the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Competencies

Student Learning Outcomes:

1. Use geometric principles to solve industrial application problems involving perimeter, area, and volume.
2. Employ basic algebraic operations to simplify, evaluate, and solve proportions, radical and other algebraic functions, equations, and inequalities.
3. Perform basic algebraic operations involving complex numbers.
4. Solve applied problems using trigonometric principles involving right triangles.
5. Solve applied problems using systems of equations involving two and three variables.
6. Use technology to solve practical problems and communicate results.

Prerequisites: Placement Test Score or:
Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050,
DMA 060, and DRE 097

MAT 122 Algebra/Trigonometry II **2 2 3**

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

Competencies

Student Learning Outcomes:

1. Solve relevant contextual problems involving exponential and logarithmic functions.
2. Interpret and create transformations of functions.
3. Utilize the Law of Sines and Law of Cosines to solve oblique triangles and their applications.
4. Define vectors and compute vector operations
5. Apply vector concepts to solve applications.
6. Employ basic statistical concepts to summarize and present data and draw conclusions.

Prerequisites: Take MAT 121

MAT 140 Survey of Mathematics **3 0 3**

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may 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 Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

Prerequisites: Placement Test Score or Take One Set:
Set 1: DMA 010, DMA020, DMA 030, and DMA 040; RED 090 or
DRE 098
Set 2: MAT 070 or higher; RED 090 or DRE 098

Corequisites: MAT 140A

MAT 140A Survey of Mathematics Lab **0 2 1**

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement*

Corequisites: MAT 140

MAT 143 Quantitative Literacy **2 2 3**

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Competencies

Student Learning Outcomes:

1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity.
2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement.
3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs.
4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing.
5. Describe, analyze and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies.
6. Determine probabilities and expected values and use them to assess risk and make informed decisions.
7. Analyze civic and/or societal issues and critique decisions using relevant mathematics.

Prerequisites: Placement Test Score or:
Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

MAT 152 Statistical Methods I **3 2 4**

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Competencies

Student Learning Outcomes:

1. Organize, display, calculate, and interpret descriptive statistics
2. Apply basic rules of probability
3. Identify and apply appropriate probability distributions
4. Perform regression analysis
5. Analyze sample data to draw inferences about a population parameter
6. Communicate results through a variety of media

Prerequisites: Placement Test Scores or:
Take All: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050,
DMA 060, DMA 070, DMA 080 and DRE 098

MAT 155 Statistical Analysis **3 0 3**

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial 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.*

Prerequisites: Placement Test Score or Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA
060, DMA 070, and DMA 080; RED 090 or DRE 098
Set 2: MAT 080 or higher; RED 090 or DRE 098

Corequisites: MAT 155A

MAT 155A Statistical Analysis Lab **0 2 1**

This course is a laboratory for MAT 155. 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 pre-major and/or elective course requirement.*

Corequisites: MAT 155

MAT 161 College Algebra 3 0 3

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.*

Prerequisites: Placement Test Score or Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080; RED 090 or DRE 098
Set 2: MAT 080 or higher; RED 090 or DRE 098

Corequisites: MAT 161A

MAT 161A College Algebra Lab 0 2 1

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in 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.*

Corequisites: MAT 161

MAT 162 College Trigonometry 3 0 3

This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem-solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.*

Prerequisites: MAT 161

Corequisites: MAT 162A

MAT 162A College Trigonometry Lab 0 2 1

This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

Corequisites: MAT 162

MAT 171 Precalculus Algebra **3 2 4**

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Competencies

Student Learning Outcomes:

1. Use analytical, graphical, and numerical representations to solve absolute value, radical, polynomial, rational, exponential, and logarithmic equations with both real and complex solutions.
2. Use analytical, graphical, and numerical representations to solve absolute value, polynomial and rational inequalities with real solutions.
3. Use analytical, graphical, and numerical representations to analyze absolute value, radical, polynomial, rational, exponential and logarithmic functions with both real and complex zeroes.
4. Use multiple methods to solve problems involving systems of equations and apply to decomposing partial fractions.
5. Construct the composition and inverse of functions.
6. Use polynomial, exponential and logarithmic functions to model various real world situations in order to analyze, draw conclusions, and make predictions.

Prerequisites: Placement Test Score or Take One Set:
 Set 1: DMA 010, DMA 020, and DMA 030, DMA 040, DMA 050,
 DMA 060, DMA 070, DMA 080 and DRE 098
 Set 2: MAT 121

MAT 172 Precalculus Trigonometry **3 2 4**

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Competencies

Student Learning Outcomes:

1. Use the unit circle and right triangle definitions to evaluate and graph trigonometric functions and their inverses, to derive trigonometric identities, and to

simplify trigonometric expressions.

2. Use multiple methods to solve problems involving trigonometric equations, right triangles, and oblique triangles.
3. Demonstrate knowledge of vector definitions and perform vector operations.
4. Convert equations and graphs between rectangular and polar coordinate systems, and apply to complex numbers.
5. Use multiple representations to define, construct and analyze conic sections.
6. Create, graph, and analyze parametric equations.

Prerequisites: MAT 171

MAT 175 Precalculus **4 0 4**

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. 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.*

Prerequisites: Placement Test Score or Take One Set:
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080; RED 090 or DRE 098
Set 2: MAT 080 or higher; RED 090 or DRE 098

Corequisite: MAT 175A

MAT 175A Precalculus Lab **0 2 1**

This course is a laboratory for MAT 175. 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.*

Corequisites: MAT 175

MAT 223 Applied Calculus **2 2 3**

This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.

Prerequisites: MAT 122

MAT 263 Brief Calculus**3 2 4**

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include 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.*

Competencies

Student Learning Outcomes:

1. Calculate limits and verify using graphical, numerical and analytical methods.
2. Interpret the derivative as a rate of change.
3. Analyze and interpret the derivative of algebraic, exponential, and logarithmic functions.
4. Evaluate antiderivatives and definite integrals of algebraic, exponential, and logarithmic functions.
5. Apply derivatives and integrals to business, economics, and biological and behavioral sciences contexts.
6. Use appropriate technology and communicate results through a variety of media.

Prerequisites: MAT 171

MAT 271 Calculus I**3 2 4**

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology.

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.

Competencies

Student Learning Outcomes:

1. Apply the definition of limit to evaluate limits by multiple methods and use it to derive the definition and rules for differentiation and integration.
2. Use derivatives to analyze and graph algebraic and transcendental functions.
3. Select and apply appropriate models and differentiation techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving optimization and related rates.
4. Apply the definition of indefinite integral to solve basic differential equations.
5. Apply the definition of definite integral to evaluate basic integrals.
6. Use the fundamental theorem of calculus to evaluate integrals involving algebraic and transcendental functions.

Prerequisites: Take: MAT 172

MAT 272 Calculus II**3 2 4**

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the 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 select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Competencies

Student Learning Outcomes:

1. Select and apply appropriate models and integration techniques to solve problems involving algebraic and transcendental functions; these problems will include but are not limited to applications involving volume, arc length, surface area, centroids, force and work.
2. Evaluate proper and improper integrals using various integration techniques.
3. Analyze the convergence and divergence of infinite sequences and series and find the Taylor and McLaurin representations for transcendental functions.
4. Use differentiation and integration to analyze the graphs of polar form equations and parametric form equations.
5. Solve separable and first-order linear differential equations.
6. Analyze and graph conic sections using calculus techniques.

Prerequisites: Take: MAT 271

MAT 273 Calculus III**3 2 4**

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Competencies

Student Learning Outcomes:

1. Perform operations with vectors in two and three dimensional space and apply to analytic geometry.
2. Differentiate and integrate vector-valued functions and apply calculus to motion problems in two and three dimensional space.
3. Determine the limits, derivatives, gradients, and integrals of multivariate functions.
4. Solve problems in multiple integration using rectangular, cylindrical, and spherical coordinate systems.

5. Select and apply appropriate models and techniques to define and evaluate line and surface integrals; these techniques will include but are not limited to Green's, Divergence, and Stoke's theorems.
6. Demonstrate proficiency in using CAS technology to analyze, solve and interpret the various applications.

Prerequisites: Take MAT 272

Mechanical

MEC 111 Machine Processes I **1 4 3**

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 manufacture a simple part to a specified tolerance.

MEC 112 Machine Processes II **2 3 3**

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to safely machine simple parts to specified tolerances.

Prerequisites: MEC 111

MEC 128 CNC Machining Processes **2 4 4**

This course covers programming, setup, and operations of CNC turning, milling, and other CNC machines. Topics include programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning and milling centers.

Prerequisites: MAC 121

MEC 145 Mfg. Materials **2 3 3**

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

Competencies

Student Learning Outcomes

1. Identify the physical and mechanical properties of ferrous and non-ferrous materials.
2. Identify the physical and mechanical properties of plastics, ceramics, and composites.
3. Compare and contrast various primary metal work.
4. Compare and contrast material finishing operations.
5. Discuss various testing procedures and results of each on various materials.
6. Apply and demonstrate OSHA safety procedures with the various manufacturing processes and testing procedures.

MEC 161 Manufacturing Processes I 3 0 3

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.

Competencies

Student Learning Outcomes:

1. Distinguish various primary metal working processes.
2. Compare and contrast various welding processes.
3. Compare and contrast various material finishing.
4. Compare and contrast testing techniques.

Corequisites: MEC 161

MEC 161A Manufacturing Proc I Lab 0 3 1

This course is a laboratory for MEC 161. Emphasis is placed on experiences that enhance the materials presented in MEC 161. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in MEC 161.

Corequisites: MEC 161

MEC 231 Comp-Aided Manufacturing I 1 4 3

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.

MEC 261 Manufacturing Processes II 2 4 4

This course covers advanced manufacturing processes. Topics include advanced concepts of work handling, automated manufacturing processes, production methods, and setups. Upon completion, students should be able to set up to manufacture a product on a production basis.

Prerequisites: MEC 161

Marketing

MKT 120 Principles of Marketing

3 0 3

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.

MKT 220 Advertising and Sales Promotion

3 0 3

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.

MLT 130 Clinical Chemistry I 3 3 0 4

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

Prerequisites: CHM 151 and must be accepted into the MLT Program.

MLT 140 Intro to Microbiology 2 3 0 3

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

*Must be accepted into the MLT Program.

MLT 141 General Clinical Micro 2 2 0 3

This course is a comprehensive survey of clinical microbiology. Emphasis is placed on morphology and identification of pathogenic organisms covering both basic and special areas of clinical microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting clinical microbiology procedures.

Prerequisites: BIO 175 and must be accepted into the MLT Program.

MLT 215 Professional Issues 1 0 0 1

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

Corequisites: MLT 283 and must be accepted into the MLT Program.

MLT 240 Special Clinical Microbiology 2 3 0 3

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

Prerequisites: MLT 140 and must be accepted into the MLT Program

Music

MUS 110 Music Appreciation 3 0 3

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.*

MUS 112 Introduction to Jazz 3 0 3

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. 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 general education core requirement in humanities/fine arts.*

MUS 210 History of Rock Music 3 0 3

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Networking

NET 125 Networking Basics

1 4 3

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.

NET 126 Routing Basic

1 4 3

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.

Prerequisites: NET 125

NET 289 Networking Project

1 4 3

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.

Corequisites: NET 226

NUR 112 Health-Illness Concepts 3 0 6 5

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.

Prerequisites: BIO 168, NUR 111, NUR 117A, and PSY 150 and Admission in the BCCC Associate Degree Nursing Program

NUR 113 Family Health Concepts 3 0 6 5

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.

Prerequisites: NUR 111 and NUR 211 or NUR 214, and PSY 241 and Admission in the BCCC Associate Degree Nursing Program

NUR 114 Holistic Health Concepts 3 0 6 5

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.

Prerequisites: BIO 168, NUR 111, NUR 117A, and PSY 150 and Admission in the BCCC Associate Degree Nursing Program

NUR 117 Pharmacology 1 3 0 2

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely. Emphasis will be placed upon mathematic skills utilized in nursing intravenous, medications, continuous infusions, and pediatric medication administration.

Prerequisites: Admission in the BCCC Associate Degree Nursing Program

NUR 211 Health Care Concepts 3 0 6 5

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.

Prerequisites: BIO 169, ENG 111, NUR 111, NUR 112, NUR 114, NUR 117 and Admission in the BCCC Associate Degree Nursing Program

NUR 212 Health Systems Concepts 3 0 6 5

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.

Prerequisites: NUR 111 and NUR 211 or NUR 214, and PSY 241 and Admission in the BCCC Associate Degree Nursing Program

NUR 213 Complex Health Concepts 4 3 15 10

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.

Prerequisites: CIS 113, ENG 112, NUR 111, NUR 112, NUR 113, NUR 114, NUR 117, NUR 211, NUR 212, and Admission in the BCCC Associate Degree Nursing Program

Nurse Aide

NAS-101 Nurse Aide I

Class 3 Lab 4 Clinical 3 Work 0 Credit 6

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

State Prerequisites None

State Corequisites None

College Transfer N/A

NAS-102 Nurse Aide II

Class 3 Lab 2 Clinical 6 Work 0 Credit 6

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

State Prerequisites Take NAS-101

State Corequisites None

College Transfer N/A

Office Administration (Medical Office Administration)

OST 080 Keyboarding Literacy **1 2 2**

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 130 Comprehensive Keyboarding **2 2 3**

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.

OST 134 Text Entry & Formatting **2 2 3**

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

Prerequisites: OST 130

OST 135 Adv Text Entry & Format **3 2 4**

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

Prerequisites: OST 134

OST 136 Word Processing **2 2 3**

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.

OST 137 Office Software Applications **2 2 3**

This course introduces the concepts and functions of software that meet the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 141 Medical Terms I-Medical Office 3 0 3

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Medical Terms II-Medical Office 3 0 3

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

Prerequisites: OST 141

OST 148 Medical Coding Billing & Insurance 3 0 3

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.

OST 149 Medical Legal Issues 3 0 3

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 153 Office Finance Solutions 1 2 2

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.

OST 164 Text Editing Applications 3 0 3

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.

OST 181 Intro. to Office Systems 2 2 3

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management 2 2 3

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 233 Office Publications Design 2 2 3

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

Prerequisites: OST 136

OST 236 Advanced Word/Information Processing 2 2 3

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.

Prerequisites: OST 136

OST 241 Medical Office Transcription I 1 2 2

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.

Prerequisites: OST 141

OST 243 Medical Office Simulation 2 2 3

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.

Prerequisites: OST 148

OST 247 Procedure Coding 1 0 2

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

Prerequisites: MED 121 or OST 141

OST 248 Diagnostic Coding 1 2 2

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

Prerequisites: MED 121 or OST 141

OST 286 Professional Development 3 0 3

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.

OST 289 Administrative Office Management 2 2 3

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.

Prerequisites: Set 1: OST 134 and OST 164 or
Set 2: OST 136 and OST 164

Process Control Instrumentation

PCI 162 Instrumentation Controls

2 3 3

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.

Physical Education

PED 110 Fit and Well for Life **1 2 2**

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 pre-major and/or elective course requirement.*

PED 111 Physical Fitness I **0 3 1**

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre- major and/or elective course requirement.*

PED 113 Aerobics I **0 3 1**

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 pre- major and/or elective course requirement.*

PED 117 Weight Training I **0 3 1**

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 pre- major and/or elective course requirement.*

PED 118 Weight Training II **0 3 1**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 125 Self-Defense–Beginning 0 2 1

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 128 Golf–Beginning 0 2 1

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 pre-major and/or elective course requirement.*

PED 130 Tennis–Beginning 0 2 1

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 pre-major and/or elective course requirement.*

PED 131 Tennis–Intermediate 0 2 1

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 pre-major and/or elective course requirement.*

Prerequisites: PED 130

PED 137 Badminton 0 2 0 0 1

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

PED 138 Archery 0 2 0 0 1

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

PED 143 Volleyball–Beginning 0 2 1

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 144 Volleyball–Intermediate 0 2 1

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: PED 143

PED 145 Basketball–Beginning 0 2 1

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 147 Soccer 0 2 1

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 148 Softball 0 2 1

This course introduces the fundamentals and skills 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 pre-major and/or elective course requirement.*

PED 152 Swimming–Beginning 0 2 1

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 pre-major and/or elective course requirement.*

PED 153 Swimming–Intermediate 0 2 1

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: PED 152 or proficiency

PED 154 Swimming for Fitness 0 3 1

This course introduces lap swimming, aquatics, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre- major and/or elective course requirement.*

Prerequisites: PED 152 or proficiency

PED 155 Water Aerobics 0 3 1

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 156 Scuba Diving 0 2 1

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: PED 153 or proficiency at the intermediate level

PED 181 Snow Skiing–Beginning 0 2 1

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers in skis. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre- major and/or elective course requirement.*

PED 187 Social Dance–Beginning 0 2 1

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon

Physical Fitness

Physical Science

PHS 140 Weather and Climate

3 0 3

This course introduces the nature, origin, processes, and dynamics of the earth's atmospheric environment. Topics include general weather patterns, climate, and ecological influences on the atmosphere. Upon completion, students should be able to demonstrate an understanding of weather formation, precipitation, storm patterns, and processes of atmospheric pollution. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PHY 140 Physics-Mech Structures**3 2 4**

This algebra/trigonometry-based course introduces the analysis of mechanical structures. Topics include equilibrium of two- and three- dimensional forces, centroids, center of gravity, and the analysis of trusses and frames. Upon completion, students should be able to analyze typical structural systems and calculate internal and external forces on structural members.

Prerequisites: PHY 131

PHY 151 College Physics I**3 2 4**

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 ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Prerequisites: MAT 161, MAT 171, or MAT 175

PHY 152 College Physics II**3 2 4**

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, magnetic static 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.*

Prerequisites: PHY 151

PSY 239 Psychology of Personality 3 0 3

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Prerequisites: PSY 150

PSY 241 Developmental Psychology 3 0 3

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 the 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.*

Prerequisites: PSY 150

PSY 243 Child Psychology 3 0 3

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: PSY 150

PSY 255 Introduction to Exceptionality 3 0 3

This course introduces the psychology of the exceptional person. Topics include theoretical perspectives, terminology, and interventions pertaining to various handicapping conditions as well as the resulting psychosocial adjustments. Upon completion, students should be able to demonstrate a basic understanding of the potentials and limitations of the exceptional person.

Prerequisites: PSY 150

PSY 281 Abnormal Psychology

3 0 3

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.*

Prerequisites: PSY 150

Reading

RED 070 Essential Reading Skills **3 2 4**

This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

Prerequisites: Placement Test Score

RED 080 Introduction to College Reading **3 2 4**

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisites for ENG 111.*

Prerequisites: RED 070 or Placement Test Score

RED 090 Improved College Reading **3 2 4**

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111.*

Prerequisites: RED 080 or Placement Test Score

SAB Substance Abuse

Course Information

This course is active within the CCL.

SAB-110_1997SU Substance Abuse Overview SAB-110

CIS Course ID S13172

Class 3 Lab 0 Clinical 0 Work 0 Credit 3

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 preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

State Prerequisites: None

State Corequisites: None

College Transfer: N/A

National ID (CIP) 51.1501 Substance Abuse/Addiction Counseling

National ID (CIP): 51.1501 Substance Abuse/Addiction Counseling

Religion

REL 110 World Religions

3 0 3

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.*

REL 211 Introduction to Old Testament

3 0 3

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.*

REL 212 Introduction to New Testament

3 0 3

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.*

Sociology

SOC 210 Introduction to Sociology **3 0 3**

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Prerequisites: DRE 098 or Placement Test Scores

SOC 213 Sociology of the Family **3 0 3**

The 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.*

Prerequisites: DRE 098 or Placement Test Scores

SOC 220 Social Problems **3 0 3**

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.*

Prerequisites: DRE 098 or Placement Test Scores

SOC 225 Social Diversity **3 0 3**

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.*

Prerequisites: DRE 098 or Placement Test Scores

SOC 240 Social Psychology

3 0 3

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

Prerequisites: DRE 098 or Placement Test Scores

SOC 245 Drugs and Society

3 0 3

This course covers the impact of drugs on society and human behavior. Emphasis is placed on the construction of a modern social problem from contrasting historical responses to mind-altering substances. Upon completion, students should be able to apply sociological analysis in evaluating drug use as a societal and interpersonal problem. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Prerequisites: SOC 210

SPA 161 Cultural Immersion 2 3 3

This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement*

Prerequisites: SPA 111

SPA 211 Intermediate Spanish I 3 0 3

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.*

Prerequisites: SPA 112

SPA 212 Intermediate Spanish II 3 0 3

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.*

Prerequisites: SPA 211

SPA 221 Spanish Conversation 3 0 3

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Prerequisites: SPA 212

Spanish Interpreter

SPI 113 Intro. to Spanish Inter.

3 0 3

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/ qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

Social Work

SWK 113 Working with Diversity

3 0 3

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness to diverse populations.

Transportation Technology

TRN 110 Intro to Transport Tech

1 2 2

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

Competencies

Student Learning Outcomes:

1. Demonstrate work place safety and hazardous waste disposal per OSHA and EPA guidelines that apply to relevant transportation industry work.
2. Given a vehicle or piece of equipment, students will be able to identify it and locate relevant service information in one or more industry- standard databases.
3. Demonstrate proficiency hoisting transportation vehicles through use of lifts and floor jacks.
4. Complete service repair orders with appropriate information: customer contact information; VIN; cause, concern, correction.
5. Identify and communicate about basic systems and terms associated with the transportation industry.
6. Distinguish between different transportation systems terms and components either on a written exercise or in a lab environment.
7. Demonstrate proper use and care of related transportation industry tools and equipment.
8. Correctly identify or describe government regulations associated with the transportation industry.

TRN 120 Basic Transp Electricity**4 3 5**

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.

Competencies**Student Learning Outcomes:**

1. Demonstrate work place safety related to transportation electrical systems.
2. Interpret and apply wiring diagram information on a transportation vehicle electrical system.
3. Demonstrate the proper use of electrical diagnostic test equipment.
4. Use Ohm's law to calculate the value of any of the following given the values of the remaining variables:
 - * Voltage (V)
 - * Resistance (R)
 - * Amperage (A)
5. Given a transportation vehicle with a fault in the battery, starting, and charging system, students will be able to perform successful diagnosis and repairs.
6. Demonstrate the ability to obtain appropriate service information on electrical circuit construction.

Corequisites: TRN 120A

TRN 120A Basic Transp Electrical Lab**0 3 1**

This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

Competencies**Student Learning Outcomes:**

1. Measure current with a digital multi-meter at various points on an electrical circuit in a transportation vehicle.
2. Measure voltage drops with a digital multi-meter at various points in an electrical circuit on a transportation vehicle.
3. Measure the resistance of various electrical components with a digital multi-meter to determine if resistance meets the required specifications as indicated by relevant information.
4. Given a transportation vehicle with a fault in the battery, perform a battery load test using recommended lab equipment.
5. Given a transportation vehicle with a fault in the charging system, perform a charging system test using recommended lab equipment.
6. Given a transportation vehicle with a fault in the starter motor system, perform starter / cranking system test using the recommended lab equipment.
7. Given a wiring diagram and appropriate service information, properly repair electrical / electronic circuits found on transportation vehicles.

Corequisites: TRN 120

TRN 130 Intro To Sustainable Transp. 2 2 0 3

This course Provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs

Competencies**Student Learning Outcomes:**

1. Identify alternative fuels used in transportation industry to reduce the dependency on fossil fuels.
2. Describe appropriate safety practices used when servicing and repairing Hybrid Electric Vehicles (HEVs).
3. Correctly identify or describe how each alternative fuel is delivered and used in modern transportation vehicles and equipment.
4. Identify diagnostic procedures and repairs associated with alternative fueled transportation vehicles and equipment.
5. Describe the similarities and differences between various types of Hybrid Electric Vehicle (HEV) power systems found in modern transportation and equipment.
6. Identify emerging fuel sources for the transportation industry that are currently in development and describe their characteristics.

TRN 140 Transp Climate Control**1 2 2**

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and 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 diagnose and repair vehicle climate control systems.

Competencies**Student Learning Outcomes:**

1. In a lab setting, demonstrate work place safety per OSHA and EPA guidelines that apply to relevant climate control systems found on transportation vehicles and equipment.
2. Given a transportation vehicle or related equipment with a fault to the climate control system, diagnose and repair the climate control system using the recommended lab equipment as outlined by the related service information.
3. Using the recommended equipment as outlined by the EPA, identify and perform the proper recovery and recycling procedures for any refrigerant in a transportation vehicle or related equipment.
4. Describe the operation of the heating, ventilation and air condition systems.
5. Describe the use of climate control testing equipment to aid diagnosis of the systems.
6. Describe the use of appropriate service information and capacity charts.
7. Describe the EPA regulations that govern the proper use of refrigerants in a transportation vehicle or related equipment.

Corequisites: TRN 140A

TRN 140A Transp Climate Cont. Lab**1 2 2**

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

Competencies**Student Learning Outcomes:**

1. Given a transportation vehicle or related equipment with a fault in the A/C system, diagnose and repair the system using the recommended lab equipment and service information.
2. Utilize proper equipment to identify a given A/C refrigerant type and the purity of the A/C refrigerant for the transportation industry.
3. Given a transportation vehicle or equipment with an A/C system, determine the recommended refrigerant oil and capacity levels as prescribed from related service information.
4. Given a transportation vehicle or equipment with an A/C system, use the recommended equipment to properly reclaim, recycle, evacuate and recharge the entire refrigerant system.
5. Given a Heating Ventilation and Air Conditioning (HVAC) system, properly drain, flush and refill the entire anti-freeze coolant system.
6. Given a Heating Ventilation and Air Conditioning (HVAC) system, evaluate the anti-freeze coolant condition and perform a systems test as recommended by service information for a transportation vehicle or equipment.
7. Diagnose and repair a transportation vehicle or equipment with a fault in a protection device for the given A/C system.
8. Given an A/C system, remove and inspect system components and seals for damage which may cause the system to leak refrigerant.
9. Given a faulty climate control system, diagnose temperature control problems.

Corequisites: TRN 140

TRN 145 Adv Transp Electronics**2 3 3**

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

Competencies

Student Learning Outcomes:

1. Given a transportation vehicle or related equipment, diagnose and repair a failure in the lighting, gauges, and accessory circuits by using the recommended lab or test equipment as outlined by the related service information.
2. Correctly describe the processes involved in electrical system diagnosis on modern transportation vehicles or equipment.
3. Given a transportation vehicle or equipment, diagnose and repair a fault in the controller area network (CAN) system by using the recommended lab or test equipment as outlined by the related service information.
4. In a lab setting, demonstrate the proper use of electrical diagnostic equipment that apply to transportation vehicles and equipment.
5. Given a transportation vehicle or equipment, diagnose and repair a fault in the electronic control system by using the recommended lab or test equipment as outlined by the related service information.
6. Demonstrate appropriate diagnostic procedures for sensors, controllers, and circuits by using the recommended test equipment as outlined by service information.
7. Correctly identify or describe complex transportation vehicle systems such as, collision avoidance, high intensity headlamps, navigation, and communication systems.
8. Given a transportation vehicle or equipment, replace or reprogram an electronic system controller as outlined by the related service information.

Prerequisites: TRN 120

TRN 170 PC Skills for Transp

1 2 2

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

Competencies

Student Learning Outcomes:

1. Given a transportation vehicle or equipment, identify it and locate relevant service information from one or more industry-standard databases.
2. Given a transportation vehicle or equipment, analyze and diagnose transportation on board diagnostic management systems using handheld and/or PC based diagnostic equipment.
3. Describe and perform basic PC skills used by transportation technicians.
4. Demonstrate the proper use of application software such as MS Word.

WBL 121 Work-Based Learning II 0 0 10 1

This course provides a work-based learning 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.

WBL 122 Work-Based Learning II 0 0 20 2

This course provides a work-based learning 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.

WBL 123 Work-Based Learning II 0 0 30 3

This course provides a work-based learning 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.

WBL 124 Work-Based Learning II 0 0 40 4

This course provides a work-based learning 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.

WBL 131 Work-Based Learning III 0 0 10 1

This course provides a work-based learning 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.

WBL 132 Work-Based Learning III 0 0 20 2

This course provides a work-based learning 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.

WBL 133 Work-Based Learning III 0 0 30 3

This course provides a work-based learning 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.

WBL 134 Work-Based Learning III 0 0 40 4

This course provides a work-based learning 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.

WBL 211 Work-Based Learning IV 0 0 10 1

This course provides a work-based learning 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.

WBL 212 Work-Based Learning IV 0 0 20 2

This course provides a work-based learning 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.

Welding

WLD 110 Cutting Processes

1 3 2

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

Competencies

Student Learning Outcomes:

1. Identify the parts and functions of an oxy-acetylene cutting torch.
2. Identify the parts and functions of various cutting equipment.
3. List the safety practices of using oxy-fuel, plasma-arc, and other cutting equipment.
4. Set-up and adjust cutting equipment.
5. Use an oxy-acetylene outfit, plasma cutting equipment, and other equipment to: a. Cut a straight marked line on various thickness steel plate. b. Cut various shapes out of carbon steel plate. c. Cut carbon steel plate to a bevel and pipe.

WLD 112 Basic Welding Processes

1 3 2

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.

WLD 115 SMAW (Stick) Plate

2 9 5

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

Competencies

Student Learning Outcomes:

1. Demonstrate SMAW electrode classification in compliance with AWS codes.
2. Perform a groove weld according to AWS D1.1.
3. Demonstrate safe and proper SMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 116 SMAW (Stick) Plate/Pipe**1 9 4**

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.

Prerequisites: WLD 115

WLD 121 GMAW (MIG) FCAW/Plate**2 6 4**

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

Competencies

Student Learning Outcomes:

1. Demonstrate the use of GMAW electrode classification in compliance with AWS code for the selection of electrodes.
2. Demonstrate the use of FCAW electrode classification in compliance with AWS code for the selection of electrodes.
3. Perform a Fillet weld in accordance with AWS code.
4. Perform a groove weld in accordance with AWS code.
5. Demonstrate safe and proper GMAW equipment setup, operation, and shut-down practices in accordance to manufacturer's recommendations.

WLD 131 GTAW (TIG) Plate**2 6 4**

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Competencies

Student Learning Outcomes

1. Demonstrate the use of GTAW electrode classification in compliance with AWS for the selection of electrodes.
2. Perform a groove weld in accordance with AWS code.
3. Perform a Fillet weld in accordance with AWS code.
4. Demonstrate safe equipment setup, operation, and shut-down practices according to manufacturer's recommendations.

WLD 132 GTAW (TIG) Plate/Pipe 1 6 3

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.

Prerequisites: WLD 131

WLD 141 Symbols & Specifications 2 2 3

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

Competencies

Student Learning Outcomes:

1. Identify and read welding symbols.
2. Identify and explain various lines, notes, and specifications on a blueprint.
3. Identify the different types of lines on a blueprint.
4. Interpret destructive testing symbols and their methods.
5. Interpret non-destructive testing symbols and their methods.
6. Develop a working sketch.
7. Create a bill of materials from a blueprint.

WLD 151 Fabrication I 2 6 4

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

Prerequisites: WLD 110, WLD 115, and WLD 116, or WLD 131

WLD 212 Inert Gas Welding 1 3 2

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.

WLD 251 Fabrication II**1 6 3**

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

Prerequisites: WLD 151

WLD 261 Certification Practices**1 3 2**

This course covers the layout of sheet metal and pipe fittings. Topics include the development of patterns and templates for metalworking industries. Upon completion, students should be able to develop, sketch, produce, and angle layouts.

Prerequisites: WLD 115, WLD 121, and WLD 131

WLD 262 Inspection & Testing**2 2 3**

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types, and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

WLD 265 Automated Welding/Cutting**2 6 4**

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

Prerequisites: WLD 110 and WLD 121

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Faculty and Professional Staff

Wesley Adams Director of Campus Operations
 B.S., North Carolina State University

Richard Alligood Instructor, Automotive
 A.A.S., Pitt Community College

Owen (Jay) AndersLead Instructor, Accounting
 B.S., East Carolina University
 M.B.A., Campbell University
 M.A.C.C.T., Golden Gate University

Richard AndersonVice President of Student Services
 B.S., Regis University
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Crystal P. AngeVice President of Academics
 A.S., Mount Olive College
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Debra C. Baker.....Instructor, Office Administration/Medical Office Administration
 B.S., M.A.Ed., East Carolina University

Ronald BaldwinInstructor, Health/Physical Education
 B.S., Towson State University
 M.S., Florida International University
 Ed.S., Nova Southeastern University

Larry Barnes*BLET School Director
 A.A.S., Coastal Carolina Community College
 B.S., University of North Carolina - Charlotte

Ann BarnesLead Instructor, Human Services Technology
 B.S.W., University of North Carolina - Wilmington
 M.S.W., East Carolina University

Angela Boyd.....Instructor, Associate Degree Nursing
 B.S.N., M.S.N., East Carolina University

Rhunell Boyd*Chief GED Examiner
 B.S., East Carolina University

Misty BrownInstructor, Associate Degree Nursing
 A.A.S., Pitt Community College
 B.S.N., East Carolina University

Phylcia Bridgers.....Allied Health Admissions Coordinator
 B.S., University of North Carolina-Greensboro
 M.S., North Carolina A & T

Randall BurnetteSystems Administrator

Haywood Broome...Equipment and Transportation Technology/Construction Equipment
 Diploma Heavy Equipment Mechanics, Beaufort County Community College
 A.A.S., Lenoir Community College

Joe CarawanInstructor, Occupational Electrical/
 Electronics Program-Hyde Correctional Institution
 A.A.S., Beaufort County Community College
 Electrical Journeymanship - Newport News Shipyard

Henry Clay CarterDirector of Community Partnerships
 B.S.B.A., East Carolina University

Beth CaseyInstructor, Developmental English and Reading
 B.A., UNC-Greensboro

James Casey.....Coordinator of the Learning Enhancement Center
 B.A., East Carolina University
 M.A., Appalachian State University

Ted ClaytonCoordinator of Welding, Machining,
 Mechanical Engineering Tech./ Drafting and Design/ Lead Instructor, Welding Tech.
 A.A.S., Beaufort County Community College
 C.W.I., American Welding Society

Ben Cole.....Instructor, Electrical/Electronics Engineering
 A.A.S., Beaufort County Community College
 B.S., East Carolina University
 M.E., North Carolina State University

Heea Crownfield.....Instructor, Art
 B.A., Guilford College
 M.F.A., Clemson University

Teresa CrozierLead Instructor, Science
B.S., West Virginia State University
M.S., North Carolina State University
Ph.D., Louisiana State University

James Michael DavisLead Instructor, English
B.A., M.S., Ed.D., Northern Illinois University

Kent DickersonDirector of Nursing
B.S.N., University of North Carolina - Charlotte
M.S.N., East Carolina University

Lauren Dudley*Customized Training Coordinator
B.A., University of North Carolina, Chapel Hill

Donna DunnLead Instructor, Business Administration
B.S.B.A., M.A.Ed., East Carolina University

Laurie EvansInstructor, English
B.A., University of North Carolina – Chapel Hill
M.A., East Carolina University

Betty Ferrell*Librarian
B.S., M.L.S., East Carolina University

Cecelia ScottDirector of Accounting
A.S., Pitt Community College
B.S., Barton College

Christina HaleTyrrell Early College Liaison/Instructor, English
B.A., M.A., East Carolina University

Caroline HardeeLead Instructor, Early Childhood Education
B.S., M.A.Ed., East Carolina University

Christopher HarrisonChief of Campus Police
B.A., Fayetteville State University
M.S., East Carolina University

Lisa HillDean of Arts & Sciences
B.S., M.Ed., M.S.A., East Carolina University

Millie W. HouseInstructor, Associate Degree Nursing
A.D.N., Beaufort County Community College
B.S.N., Wesleyan College
M.A.Ed., East Carolina University

Leonard Hudson..... Director, Public Safety Programs
NC Criminal Justice Instructor Certification

Sandra HunterStudent Success Coordinator
B.S., West Virginia University
M.S., Florida State University

Aino Jackson.....Lead Instructor, Practical Nursing
B.S.N., University of North Carolina - Greensboro
M.S.N., Walden University

Kimberly Jackson.....Director of Counseling
B.A., University of North Carolina - Chapel Hill
M.A.Ed., East Carolina University

Serena Sullivan.....Executive Director of Foundation
B.S., M.P.A., East Carolina University

Stephen Jones.....Early College Liaison-Hyde/Instructor
B.A., West Virginia Wesleyan College
B.S., York College
M.A.Ed., University of South Carolina

Dorothy Jordan.....Director of Student Support Services
B.S., M.A.Ed., East Carolina University

Jackie Keen.....Instructor, Developmental Mathematics
B.S., Barton College

Cynthia King.....Instructor, Business Administration
B.A., St. Leo University
B.S., University of South Carolina
M.S., Troy State University

Denise King.....Instructor, Practical Nursing
A.D.N. Alamance Community College
B.S.N., M.S.N., Kaplan University

Tyler Leaser Instructor, Mathematics
B.S., North Carolina State University
M.A., East Carolina University

Matthew Lincoln.....Lead Instructor, MET/Machinist
A.A.S., Beaufort County Community College

Keith LyonInstructor, History
 B.S., University of Southern Mississippi
 M.A., University of Alabama

Michele MayoDirector of Admissions & Recruitment
 B.S., M.A.Ed., East Carolina University

José MendozaInstructor, Spanish/Psychology
 B.A., M.A., Universidad Manuel L. Escamilla Professor of Spanish,
 Universidad Antonio Nebrija

Judith Luna MeyerLead Instructor, Psychology/Social Sciences
 B.A., University of North Carolina - Greensboro
 M.A., East Carolina University L.P.A., C.H.P.

Brian MillerLead Instructor, Computer Information Technology
 Computer Programing
 B.S., Mount Olive College
 M.S., East Carolina University

Kimberly Moulden.....Instructor, Cosmetology
 Cosmetology Diploma, Beaufort County Community College
 NC Cosmetology License, NC Cosmetology Teacher License
 A.G.E., Beaufort County Community College

Kimberly Mullis.....Lead Instructor, Mathematics
 B.S., M.A.Ed., East Carolina University

Mark NelsonVice President of Administrative Services
 B.S., Liberty University
 Masters of Strategic Studies, U.S. Army War College

Lee Anne Oliver.....Instructor, Practical Nursing
 A.D.N., Beaufort County Community College
 B.S.N., M.S.N., Western Governors Union

Shelby Phillips.....Counselor
 B.A., M.S., East Carolina University

Sandra PinkhamInformation Services Librarian
 B.S., East Carolina University
 M.L.S., North Carolina Central

Regina PriceInstructor, Mathematics
 B.S., M.S., Elizabeth City State University

Kate PurvisInstructor, Developmental English and Reading
 B.S., M.A., Appalachian State University

Arthur Richard.....Director of Information Technology
 B.A., East Carolina University
 M.S., Marymount University

Darwin Richards.....Project Coordinator, NCAMA
 B.S., United States Military Academy

Camille RichardsonRegistrar
 A.A.S., Beaufort County Community College
 B.S., Mount Olive College

Joan RobsonSpecial Populations Coordinator
 B.A., Marymount University
 M.A., Fairfield University

Thomas RogersInstructor, Horticulture - Hyde Correctional Institution
 A.A.S., Beaufort County Community College

Justin RoseCoordinator of Special Projects
 B.S., Mid-Atlantic Christian University

Dana Sauls.....Lead Instructor, Developmental Education
 B.S., M.A.Ed., East Carolina University

Erica Caracoglia.....Dean, Allied Health and Professional Services
 B.S., M.A.Ed., East Carolina University

Tashawna ScottTransfer Counselor, SSS
 A.A., Halifax Community College
 B.S., East Carolina University
 M.E., Guidance & Counseling, Cambridge College

Penny SermonsDirector of Learning Resources Center
 B.S., M.L.S., East Carolina University

Ron Skinner.....Regional Trainer, Economic Development
 B.S., State University of New York
 M.S., East Carolina University

Fashikie SmithInstructor, Medical Laboratory Technology
 A.A.S., Beaufort County Community College
 B.S., M.S., East Carolina University

Lou Stout.....Director of Workforce Initiatives
 A.A.S., Beaufort County Community College
 B.S., Mount Olive College
 M.B.A., University of Saint Mary

Lentz StoweDirector of Small Business Center
 B.A., North Carolina State University

James SullivanVice President of Research & Institutional Effectiveness
 B.S., B.S., North Carolina State University
 Ph.D., University of Tennessee

Wes Sumner*Marketing Coordinator
 B.A., East Carolina University

Barbara TanseyPresident
 B.S., M.S., Northwest Missouri State University
 Ph.D., University of Missouri

Anthony TaylorDirector of Basic Skills
 B.A., Winston-Salem State University

Stephen TaylorDirector of Fire & EMS Programs
 B.S., Western Carolina University

Gretchen ThompsonInstructor, Mathematics
 B.A., Elon College
 M.S., College of William and Mary

Whiting Toler.....Network Administrator
 B.S., B.S., North Carolina State University

Bryan Van GyzenLead Instructor, Automotive Technology
 A.A.S., Wayne Community College

Crystal Watts.....Instructor, Developmental English and Reading
 B.S., Mount Olive College
 M.S., Capella University

Emily Woolard.....Director of Human Resources
 B.S., East Carolina University

Patricia Woolard.....Coordinator of Media/Graphics, Webmaster
 B.F.A., East Carolina University

Velma WorsleyLead Instructor, Cosmetology
A.A.S., Edgecombe Community College
NC Cosmetology License
NC Cosmetology Teacher License
B.S., East Carolina University
M.A.Ed., University of Phoenix

*Part-Time Employee

Supporting Staff

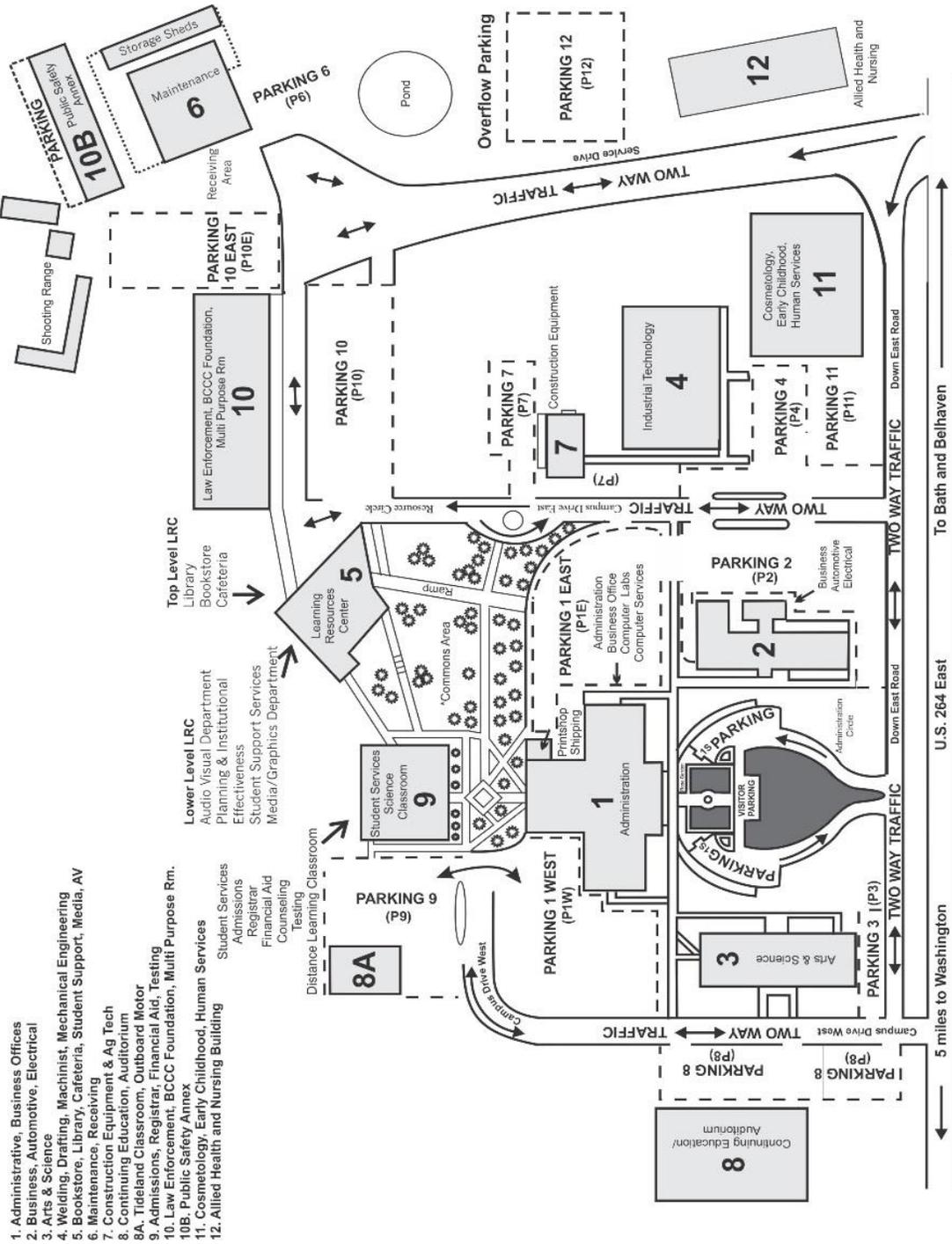
Rebecca Adams	Admin. Assistant for Research and Institutional Effectiveness
Vacant	Purchasing Coordinator
Gail Ambrose	Technical Services Coordinator
Terri Bergevin*	Office Manager - Industrial Technology Division
Morgan Roberson Bland	Human Resources Specialist
Gerald Butler*	Library Aide
Courtney Coltrain	Office Manager - Allied Health Division
JoLinda Cooper	Office Manager - Arts & Sciences Division
Norma Crutchfield	Assistant Bookstore Manager
Clara Ebron	Accounting Specialist/Cashier
Theresa Edwards	Student Activities Coordinator
Janet Corey	Accounting Specialist/Accounts Payable
Eddie Findley	Accounting Clerk/Accounts Receivable
Pauline Godley	Admin. Assistant for Law Enforcement Programs
Barbara Goodman*	Financial Aid Assistant
Jules Norwood	Public Relations Coordinator
Marshall Hall	Audiovisual Coordinator
Tommy Hodges	Bookstore Manager
Sarah Hudson	Admin. Assistant for Admissions and Recruitment
Tracey Johnson	Coordinator/Duplicating & Mailroom Services
Felicia Carr	Assistant to Registrar
Lucy Lawrence	Data Specialist/Office Manager - Student Support Services
Christie Lewis	Accounting Clerk - Payroll
Linda Lewis*	Receptionist
Bebe Major	Admin. Assistant to the Vice President of Academics
Tony Moore	Server Operations Specialist
Marcia Norwood	Foundation Specialist
Eva Peartree*	Admin. Assistant/Cashier, Continuing Education
Marion Porter	Basic Skills Retention/Registration Assistant
Karen Pruden	Financial Aid Technician
Penelope Radcliffe	Basic Skills Assessment/Retention Specialist
Brenda Rogers	Coordinator of Computer Support Services
Jennie Singleton	Executive Assistant to the President
Sherry Stotesberry	Equipment Coordinator
Abbie Skiles	Records Clerk
Lorie Thurmon	Assistant to Registrar
Michael Waters	Computer Support Specialist
Carol Willard	Financial Aid Assistant
Kenneth Worsley	Receptionist/Supply Room Assistant

Plant & Maintenance Operations

Debra Clemmons.....	Custodian
Theresa Freeman.....	Custodian
Michael Griffin.....	Custodian
Melvin Lodge.....	Director of Plant and Maintenance Operations
James Mann.....	Maintenance Mechanic
Geneva Moore.....	Custodian
George Norfleet.....	Maintenance Mechanic
Michael Pensock.....	Coordinator of Grounds & Landscaping
Freddie Recco Pittman.....	Custodian
Thomas Reddick.....	Custodian
William Slade.....	Maintenance Supply Clerk
Felton Smith.....	Custodian
Jack Spencer.....	Custodian Coordinator
Timothy Tuck.....	Maintenance Mechanic
Jo Ella Turnage.....	Custodian
Tina White.....	Custodian

Campus Police Staff

Christopher Harrison Chief of Campus Police
Jonathan Kuhn Police Officer
Natalie Voliva Police Officer



- 1. Administrative, Business Offices
- 2. Business, Automotive, Electrical
- 3. Arts & Science
- 4. Welding, Drafting, Machinist, Mechanical Engineering
- 5. Bookstore, Library, Cafeteria, Student Support, Media, AV
- 6. Maintenance, Receiving
- 7. Construction Equipment & Ag Tech
- 8. Continuing Education, Auditorium
- 8A. Tideland Classroom, Outboard Motor
- 9. Admissions, Registrar, Financial Aid, Testing
- 10. Law Enforcement, BCCC Foundation, Multi Purpose Rm.
- 10B. Public Safety Annex
- 11. Cosmetology, Early Childhood, Human Services
- 12. Allied Health and Nursing Building

Beaufort County Community College

Campus Sexual Violence Act/Violence Against Women Act (SaVE Act/VAWA)

Beaufort County Community College complies with the Campus Sexual Violence Act/Violence Against Women Act (SaVE Act/VAWA) which was signed into law by President Obama on March 7, 2013. This law became effective on March 7, 2014, but rules and regulations are not finalized at the present time to set out specific requirements for compliance with the law. This policy will change according to adopted rules and regulations. The new law requires the College to report domestic violence, dating violence and stalking in addition to crimes already required to be reported under the Clery Act.

Beaufort County Community College prohibits rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking.

DEFINITIONS

For purposes of the new law, the following definitions apply:

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the Victim's current or former spouse, current or former cohabitant, persons similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or other's safety, or to suffer substantial emotional distress. Please see NCGS 14-277.3A for North Carolina's definition of stalking along with the public policy statement.

"Sexual act" means cunnilingus, fellatio, anilingus, or anal intercourse, but does not include vaginal intercourse. Sexual act also means the penetration, however slight, by any object into the genital or anal opening of another person's body: provided, that it shall be an affirmative defense that the penetration was for accepted medical purposes.

"Sexual contact" means (i) touching the sexual organ, anus, breast, groin, or buttocks of any person, (ii) a person touching another person with their own sexual organ, anus, breast, groin, or buttocks, or (iii) a person ejaculating, emitting, or placing semen, urine, or feces upon any part of another person.

"Touching" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

Rape is vaginal intercourse without consent or done by force.

Acquaintance rape is forced sexual intercourse with a person known to the victim.

Sexual assault is any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any sexual touching of a person who has not consented. This includes rape (such as forced vaginal, anal or oral penetration), groping, forced kissing, child sexual abuse, or the torture of the victim in a sexual manner.

Preponderance of the evidence is the standard used by the College in determining whether a crime has occurred. This standard is defined by NC Case law as the greater weight of the evidence as follows:

The greater weight of the evidence does not refer to the quantity of the evidence, but rather to the quality and convincing force of the evidence. It means that you must be persuaded, considering all of the evidence that the necessary facts are more likely than not to exist.

Consent to sexual contact is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement in accordance with age of consent laws. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in sexual offenses. Consent cannot be given if a person is unable to resist or consent because of a mental or physical condition or incapacitated due to drugs, alcohol, or a reasonably perceived power differential that substantially impacts the persons ability to resist the sexual contact. Providing alcohol or drugs to facilitate sexual activity is a violation of this policy. Use of alcohol or other drugs will not excuse behavior that violates this policy.

The College will not recognize consent if the complainant is:

- unconscious or asleep
- frightened
- physically or psychologically pressured or forced
- intimidated
- incapacitated because of a psychological condition
- incapacitated by use of drugs or alcohol
- rendered substantially incapable of either appraising the nature of his or her conduct, or resisting the act of vaginal intercourse or a sexual act
- unable to resist an act of vaginal intercourse or a sexual act or communicate unwillingness to submit to an act of vaginal intercourse or a sexual act

Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, previous relationships or previous consent do not imply consent to future sexual activity. In the absence of mutually understandable words or actions, it is the responsibility of the initiator or the person who wants to engage in the specific sexual activity to make sure that he/she has the consent from the other person(s).

Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction. The requirements of this policy apply regardless of the sex, sexual orientation, gender expression, or identity of individuals engaging in sexual activity.

NATIONAL ORIGIN AND GENDER IDENTITY

National Origin and Gender Identity are now included on the list of hate crimes that must be reported under the Clery Act. These crimes are federal offenses and are investigated by the FBI. Since NC law does not address hate crimes based on National Origin and Gender Identity anyone who believes that they are the victim of one of these crimes will need to report it to the federal authorities.

National Origin hate crimes are those criminal offenses committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, ethnicity/national origin, or because the victim is or appears to be from a particular country or part of the world, because of ethnicity or accent, or because they appear to be of a certain ethnic background (even if they are not). National origin crimes can also arise because of marriage, association with a person of a certain national origin, or because of their connection with an ethnic organization or group.

- National Origin hate crimes can occur when the victim and the offender are the same national origin.
- Gender Identity hate crimes are those criminal offenses committed against a person, property or society that is motivated, in whole or in part, by the offender's bias against a person's sexual orientation. This includes homosexuality, bisexuality, transsexualism and cross-dressing.
- National Origin and Gender Identity crimes are those in which the defendant intentionally selects a victim, or in the case of a property crime, the property that is the object of the crime, because of the actual or perceived race, color, religion, national origin, ethnicity, gender, disability, or sexual orientation of any person.
- National Origin and Gender Identity hate crimes occur when "bullying or harassing behavior" (any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication)
 - (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively

views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

- Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

INVESTIGATION AND CONDUCT OF STUDENT DISCIPLINE

If you believe you are the victim of any of these crimes:

- A. Preserve all evidence related to the commission of the crimes.
- B. You have the option to or not to notify and seek assistance from law enforcement and campus authorities.
- C. You have the right to apply for judicial no-contact, restraining, and protective orders. You will be provided with assistance on what you need to do.
- D. The standard of “preponderance of the evidence” will be used to determine if a crime has occurred. Investigations will be done in such a manner that protects the safety of victims and promotes accountability.
- E. Sanctions and protective measures that the College may impose following a final determination of rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking, could include being dismissed from the College and/or permanent banning from the campus.
- F. Both the accused and the alleged victim are entitled to the same rights at a disciplinary hearing - both have the right to be accompanied to the hearing by legal counsel or an advisor of their choice. Appeals will be handled according to the procedures for student rights and due process found in the student catalog and on the college’s website.
- G. Both the accused and alleged victim will be notified in writing and simultaneously of the following:
 1. The outcome of the proceeding.
 2. Appeal procedures.

General

3. Any change to the result before it becomes final.
 4. When the result will become final.
- H. The victim's confidentiality will be protected, including record-keeping that excludes the victim's personally identifiable information.
- I. The College offers primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These programs are found on the College's website and are also included in new student orientation materials.

Board adopted and approved 2/4/14