



2015-2016 CATALOG

Haywood Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates.

SACS information: address: 1866 Southern Lane, Decatur, Georgia 30033-4097;
Telephone number: 404-679-4501; fax: 404-679-4558; web address: www.sacscoc.org
Inquiries to the Commission should relate only to the accreditation status of the institution.

Haywood Community College issues this catalog to furnish prospective students and other interested persons with information about the school and its programs. Announcements contained herein are subject to change without notice and may not be regarded as binding obligations to the College or to the State of North Carolina.

Curriculum offerings are subject to sufficient enrollment, with not all courses listed in this catalog being offered each term. Course listings may be altered to meet the needs of the individual program of study or Instruction Division.

Upon enrolling at Haywood Community College, students are required to abide by the rules, regulations, and student code of conduct as stated in the most current version of the catalog/handbook, either hardcopy or online.

For academic purposes, students must meet program requirements of the catalog of the first semester of attendance, given continued enrollment (fall and spring). If a student drops out a semester (fall or spring), the student follows the catalog requirements for the program of study in the catalog for the year of re-enrollment.

This publication is not a contract nor offer to contract. The Board of Trustees, executive officers, and their agents reserve the right to change information herein without notice when circumstances warrant such action. All charges for tuition and fees are subject to change, as required by the North Carolina General Assembly and the College's Board of Trustees.

Haywood Community College is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on sex, age, race, color, national origin, religion, or handicap. The College supports the protection available to members of its community under all applicable Federal laws, including Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 or the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, and Executive Order 11246.

Haywood Community College complies with the U.S. Patriot Act of 2001.

This catalog was published online at www.haywood.edu and a limited number of print copies were issued.

March 2015

2015-2016
**Catalog/
Handbook**

Haywood Community College

185 Freedlander Drive
Clyde, North Carolina 28721

828-627-2821

www.haywood.edu

Governed by:

HCC Board of Trustees

Supported by:

North Carolina State Board of Community Colleges

North Carolina Community College System

Haywood County Board of Commissioners

Haywood Community College Foundation, Inc.

Accredited by:

Southern Association of Colleges and Schools Commission on Colleges

Commission on Accreditation of Allied Health Education Programs

North American Wildlife Technology Association

Society of American Foresters

Approved by:

North Carolina Criminal Justice Education and Training Standards Commission

North Carolina State Approving Agency (Veterans and Military Education Programs)

North Carolina State Board of Cosmetic Arts

North Carolina State Board of Nursing

Member of:

American Association of Botanical Gardens and Arboreta

American Association of Collegiate Registrars and Admissions Officers

American Association of Community Colleges

American Welding Society (AWS)-Education Institution Member

Association of Community College Business Officers

Association of Community College Trustees

Association of Title IX Administrators

Carolina Association of Collegiate Registrars and Admission Officers

Consortium for Manufacturing Competitiveness

Council for Higher Education Accreditation

Council of Eastern Forest Technician Schools

Eastern Regional Competency-Based Education Consortium

Higher Education Transfer Alliance

National Association for Developmental Education

National Association of College and University Business Officers

National Association of Student Financial Aid Administrators

National Career Pathways Network

National Council of Marketing and Public Relations

North Carolina Association of Community College Instructional Administrators

North Carolina Association of Community College Presidents

North Carolina Association of Coordinators of Veterans Affairs

North Carolina Community College Adult Education Association

North Carolina Community College Association of Distance Learning

North Carolina Community College Institutional Information Processing System Users Group

North Carolina Comprehensive Community College Student Government Association

North Carolina Cooperative Education Association

North Carolina Honors Association

North Carolina Student Development Administrators Association

North Carolina Trustees Association of Community Education Institutions, Inc.

Public Relations, Information, & Marketing Association of the Carolinas

Southern Association of Collegiate Registrars and Admissions Officers

The National Coalition of Advanced Technology Centers

The Wildlife Society
Transatlantic Technology and Training Alliance

Recognized by:

Consortium for Entrepreneurship Education
National Association of Community College Entrepreneurship

In Appreciation:

Industrialist A.L. Freedlander, whose generous gifts made the Haywood Community College campus possible.

Table of Contents

MESSAGE FROM THE PRESIDENT	1
INSTRUCTIONAL CALENDAR	2
PLANNING CALENDAR	6
COLLEGE CONTACTS	7
SECURITY	12
INFORMATION ABOUT HAYWOOD COMMUNITY COLLEGE	14
MISSION, VISION, CORE VALUES & GOALS	14
GENERAL COMPETENCIES	15
GOVERNANCE	15
COLLEGE HISTORY	16
HAYWOOD COMMUNITY COLLEGE FOUNDATION	16
PERFORMANCE MEASURES	17
CAMPUS LOCATIONS	18
MAIN CAMPUS MAP	19
ADMISSIONS, ENROLLMENT, AND ADVISEMENT	20
POLICY 5.1: ADMISSIONS	20
PROCEDURE 5.1.1: ADMISSIONS PROCEDURE	21
HIGH SCHOOL PROGRAMS	26
<i>Enrollment of High School Students (non-degree seeking)</i>	26
<i>Career and College Promise Program</i>	26
<i>College Transfer Pathways</i>	26
<i>Career Technical Education Pathways</i>	27
<i>Cooperative Innovative High School Programs</i>	28
<i>Intellectually Gifted and Mature Program</i>	29
<i>Home-Schooled Students</i>	29
<i>Tech Prep High School Transfer Credit</i>	29
<i>High School Student Parking</i>	29
<i>College & Career Readiness</i>	29
TECHNICAL STANDARDS FOR PROGRAMS OF STUDY	32
ACADEMIC ADVISEMENT.....	33
<i>Transcripts</i>	33
<i>Transfer of Credit & Transcript Evaluation</i>	33
<i>CLEP, Advanced Placement, and Armed Forces Training</i>	34
PLACEMENT TESTING	35
DEVELOPMENTAL EDUCATION	35
<i>Developmental Course List</i>	36
WORKFORCE CONTINUING EDUCATION	37
<i>Registration</i>	42
WORK BASED LEARNING	43
CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS	45

TUITION AND INSTITUTIONAL FEES	46
MINIMUM COMPUTER, INTERNET CONNECTION & SOFTWARE RECOMMENDATIONS	49
STUDENT SERVICES	51
CAMPUS TOURS (INDIVIDUAL TOURS OR GROUP TOURS)	51
COUNSELING SERVICES	51
ENROLLMENT MANAGEMENT	52
FINANCIAL AID, SCHOLARSHIPS, GRANTS	53
<i>How to Apply for Financial Aid</i>	53
<i>Grants</i>	54
<i>Scholarships</i>	54
<i>Loans</i>	56
<i>Veterans and Financial Aid</i>	56
<i>Student Ambassador Program</i>	57
<i>Aid Received from Sources other than the Financial Aid Office</i>	57
<i>Maintaining Eligibility for Financial Aid</i>	58
<i>Financial Aid Appeal Policy and Procedures</i>	59
LEARNING RESOURCE CENTER (LIBRARY)	61
STUDENT LIFE/ACTIVITIES	63
STUDENT ORGANIZATIONS	64
STUDENT POLICIES & PROCEDURES	65
ACADEMIC POLICIES AND PROCEDURES	65
ATTENDANCE	65
GRADES	67
AUDITING COURSES	68
COURSE REPETITION	68
CREDIT BY EXAMINATION	68
GRADE CORRECTIONS	69
INCOMPLETE GRADES	69
WITHDRAWAL FROM THE COLLEGE	69
WITHDRAWAL FROM A COURSE AFTER THE DROP/ADD PERIOD	69
STANDARDS FOR ACADEMIC PROGRESS	70
GRADUATION REQUIREMENTS & PROCEDURES	71
HONORS AND ACHIEVEMENTS	71
POLICY 3.30: TOBACCO FREE CAMPUS	72
DRUG AND ALCOHOL POLICY AND PROCEDURE	72
<i>Policy 6.1: Alcohol and Drug Free Campus</i>	72
<i>Procedure 6.1.1: Alcohol and Drug Free Campus</i>	73
POLICY 8.4: ID AND PASSWORD AUTHENTICATION	74
POLICY 8.2: TECHNOLOGY RESOURCES AND EQUIPMENT	74
PROCEDURE 8.2.2: INFORMATION TECHNOLOGY USAGE PROCEDURE	75
MINORS ON CAMPUS	78
STUDENTS' RIGHTS - OFFICIAL ACADEMIC RECORDS - FERPA	78
POLICY 5.4: STUDENT RIGHTS AND CODE OF CONDUCT	79
PROCEDURE 5.4.1: STUDENT GRIEVANCE PROCEDURE	82
PROCEDURE 5.4.2: VOLUNTARY MEDICAL WITHDRAWAL PROCEDURES	84

PROCEDURE 5.4.3: INVOLUNTARY/ADMINISTRATIVE WITHDRAWAL FOR STUDENTS WITH MEDICAL, MENTAL/ PSYCHOLOGICAL CONDITIONS OR DISABILITIES	85
POLICY 5.7: STUDENT DISCIPLINE POLICY RELATED POLICIES & PROCEDURES.....	86
PROCEDURE 5.7.1: STUDENT DISCIPLINE PROCEDURES	87
TITLE IX.....	92
PROGRAMS OF STUDY.....	93
PROGRAM LIST	93
CAREER & COLLEGE PROMISE (CCP).....	94
ELECTIVES	96
PROGRAMS OF STUDY	97
COMPREHENSIVE ARTICULATION AGREEMENT-TRANSFER COURSES	184
COURSE CATALOG.....	195
TEAM HCC	280
BOARD OF TRUSTEES.....	280
FOUNDATION BOARD.....	280
FULL TIME FACULTY AND STAFF.....	282
INDEX.....	288

Message from the President



Welcome to Haywood Community College where we believe education changes everything. We have many diverse programs to provide you the opportunity to work toward a degree; enhance academic and job skills; enter the workforce; or enjoy a course of interest. Our goal is to provide accessible, affordable, and high-quality education, workforce training, and lifelong learning. We are here to provide you with the information you need to make decisions that will enable you to achieve your goals and realize your dreams.

This year marks the 50th anniversary of Haywood Community College. The college started with one curriculum program and 39 students. We currently have 23 curriculum programs and over 3,000 students. In addition, more than 5,000 students attend classes through the Workforce Continuing Education division, including College & Career Readiness, occupational courses, and community service programs.

At HCC, the most important part of our job is assisting you, our students. We hope this catalog will be helpful in answering any questions you may have.

Thank you for considering Haywood Community College. We are excited to share this milestone anniversary year with you!

Sincerely,

Dr. Barbara Parker, President

Fall 2015	Day	Date
Fall Semester Academic Advisement and Registration for New and Continuing Students	Mon.-Fri.	June 1-July 24 (By Appt)
Fall Tuition and Fee Payment Period	Mon.-Wed.	August 3-12
Faculty Return	Monday	August 10
Campus-wide Meeting (college closed to students)	Monday 8:00am-12:00pm	August 10
Orientation for new students	Thursday	August 13 (9:00am and 4:00pm)
Instruction Begins	Monday	August 17
Schedule Changes for classes that begin Aug. 17 (Drop/Add)	Mon.-Thurs.	August 17-20
Registration Begins for All Short Semester Classes	Monday	August 17 (By Appt)
Last Day to Drop for a Partial Refund for classes that begin Aug. 17 (10%)	Wednesday	August 26
Online HOP Due	Wednesday	August 26
Labor Day (All Campus Holiday)	Monday	September 7
2nd 4 wk Session Instruction Begins	Tuesday	September 15
<i>Registration by appt with advisor through Sept. 8 Last day to withdraw from a course Oct. 6 Last day of instruction Oct. 12</i>		
12 wk Session Instruction Begins	Tuesday	September 15
<i>Registration by appt with advisor through Sept. 8 Last day to withdraw from a course Nov. 30 Last day of instruction Dec. 15</i>		
Student Activity, Constitution & Citizenship Day	Thursday	September 17 (Classes on regular schedule)
Financial Aid Refund Day (Checks Mailed)	Friday	September 18
College Night	TBA	TBA by CACRAO
Mid-Semester	Monday	October 12
3rd 4 wk Session Instruction Begins	Tuesday	October 13
<i>Registration by appt with advisor through Oct. 6 Last day to withdraw from a course Nov. 5 Last day of instruction Nov. 12</i>		
2nd 8 wk Session Instruction Begins	Tuesday	October 13
<i>Registration by appt with advisor through Oct. 6 Last day to withdraw from a course Dec. 3 Last day of instruction Dec. 15</i>		
Fall Recess	Mon. & Tues.	Oct. 19-20
Instruction Resumes	Wednesday	October 21
Spring Semester Academic Advisement and Registration for New and Continuing Students	Mon.-Tues.	Oct. 26-Dec. 1 (By Appt)
Spring Tuition and Fee Payment Period	Tues.-Wed.	Oct. 6-Jan. 6
Veterans Day (All Campus Holiday)	Wednesday	November 11
4th 4 wk Session Instruction Begins	Friday	November 13
<i>Registration by appt with advisor through Nov. 6 Last day to withdraw from a course Dec. 9 Last day of instruction Dec. 15</i>		

Fall 2015	Day	Date
Last Day to Withdraw from a Course (16 Week Session)	Tuesday	November 17
Spring Semester Application Deadline (For 16 week courses)	Tuesday	November 24
Thanksgiving Recess (No Classes)	Wednesday	November 25
Thanksgiving Holidays (All Campus Holiday)	Thurs. & Fri.	Nov. 26-27
Instruction Resumes	Monday	November 30
Last Day of Instruction (16 wk session)	Tuesday	December 15
Final Grades due by Noon	Thursday	December 17
Campus Wide Meeting/Professional Development	Friday	December 18
Tuesday, December 15th will serve as meeting make up day for Wednesday classes.		

Spring 2016	Day	Date
Faculty Return	Monday	January 4
Orientation for New Students	Thursday	January 7 (9:00am and 4:00pm)
Instruction Begins	Monday	January 11
Schedule Changes for classes that begin Jan. 11 (Drop/Add)	Mon.-Thurs.	Jan. 11-14
Registration Begins for All Short Semester Classes	Monday	January 11 (By Appt)
Martin Luther King, Jr. Day (All Campus Holiday)	Monday	January 18
Last Day to Drop for a Partial Refund for classes that begin Jan. 11 (10%)	Thursday	January 21
Online HOP Due	Thursday	January 21
2nd 4 wk Session Instruction Begins	Tuesday	February 9
<i>Registration by appt with advisor through Feb. 2</i>		
<i>Last day to withdraw from a course Mar. 1</i>		
<i>Last day of instruction Mar. 7</i>		
12 wk Session Instruction Begins	Tuesday	February 9
<i>Registration by appt with advisor through Feb. 2</i>		
<i>Last day to withdraw from a course Apr. 21</i>		
<i>Last day of instruction May 10</i>		
Financial Aid Refund Day (Checks Mailed)	Friday	February 19
Mid-Semester	Monday	March 7
3rd 4 wk Session Instruction Begins	Tuesday	March 8
<i>Registration by appt with advisor through Mar. 8</i>		
<i>Last day to withdraw from a course Mar. 24</i>		
<i>Last day of instruction Mar. 31</i>		
2nd 8 wk Session Instruction Begins	Tuesday	March 8
<i>Registration by appt with advisor through Mar. 1</i>		
<i>Last day to withdraw from a course Apr. 27</i>		
<i>Last day of instruction May 10</i>		
Summer & Fall Semester Academic Advisement and Registration for New and Continuing Students	Tues.-Fri.	March 22-April 22 (By Appt)
Summer Tuition and Fee Payment Period	Tues.-Wed.	March 22-May 18
Good Friday (All Campus Holiday)	Friday	March 25
Last Day to Apply for Graduation in May	Thursday	March 31
4th 4 wk Session Instruction Begins	Friday	April 1
<i>Registration by appt with advisor through Mar. 24</i>		
<i>Last day to withdraw from a course May 3</i>		
<i>Last day of instruction May 10</i>		
Spring Break	Mon.-Fri.	April 4-8
Instruction Resumes	Monday	April 11
Last Day to Withdraw from a Course (16 wk session)	Friday	April 15
Honors Day Convocation	Thursday	April 21 (1pm-2:30pm)
High School Equivalency and Adult High School Graduation	Friday	May 6
Last Day of Instruction	Tuesday	May 10

Spring 2016	Day	Date
Final Grades due by Noon	Thursday	May 12
Graduation - 4:30pm & 7:30pm (Attendance expected of all graduating students)	Friday	May 13

Tuesday, May 10th will serve as meeting make up day for Friday classes.

Summer 2016	Day	Date
Orientation for New Students	TBA	May 19 (9:00am)
Instruction Begins (8 & 10 wk Sessions)	Monday	May 23
Schedule Changes for classes that begin on May 23 (Drop/Add)	Mon.-Wed.	May 23-25
Last Day to Drop for a Partial Refund for classes that begin on May 23 (10%)	Thursday	May 26
Online HOP Due	Thursday	May 26
Memorial Day (All Campus Holiday)	Monday	May 30
Financial Aid Refund Day (Checks Mailed)	Friday	June 17
Fall Semester Academic Advisement and Registration for New and Continuing Students	Mon.-Fri.	June 20-August 5 (By Appt)
2nd 4 wk Session Instruction Begins	Tuesday	June 21
<i>Registration by appt with advisor through June 14</i>		
<i>Last day to withdraw from a course July 13</i>		
<i>Last day of instruction July 19</i>		
Independence Day (All Campus Holiday)	Monday	July 4
Instruction Resumes	Tuesday	July 5
Last Day to Withdraw from a Course (8 week session)	Thursday	July 7
Last Day of Instruction (8 week session)	Tuesday	July 19
Last Day to Withdraw from a Course (10 week session)	Tuesday	July 19
Final Grades due by Noon (8 week session)	Thursday	July 21
Fall Semester Application Deadline (for 16 week courses)	Monday	August 1
Last Day of Instruction (10 week session)	Tuesday	August 2
Final Grades Due by Noon (10 week session)	Thursday	August 4

Tuesday, July 19th will serve as a meeting make up day for Monday classes.

Fall 2016	Day	Date
Faculty Return	Monday	August 8
Campus Wide Meeting (college closed to students)	Monday	August 8
Orientation for New Students	TBA	

Planning Calendar

2015

January

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
					1	2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

S	M	T	W	T	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
					1	2
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
					1	2
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2016

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
					1	2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March

S	M	T	W	T	F	S
					1	2
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
					1	2
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
					1	2
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Notes:

College Contacts

Instructional Advising

Arts, Sciences, and Natural Resources (College Transfer-Associate in Arts, Associate in Science, and Associate in General Education)

Location: Building 300
Hours: Office hours on door
Telephone: (828) 565-4223
E-mail Address: irogers@haywood.edu

Arts, Sciences, and Natural Resources (Fish and Wildlife Management, Forest Management, and Horticulture Technology)

Location: Building 3300
Hours: Office hours on door
Telephone: (828) 627-4560
E-mail Address: jcarver@haywood.edu

Business & Industry (Accounting, Business Administration, Computer Information Technology, Entrepreneurship, Networking Technology, and Professional Crafts-Clay, Fiber, Jewelry and Wood)

Location: Buildings 200 and 7000
Hours: Office hours on door
Telephone: (828) 565-4080
E-mail Address: alhill@haywood.edu

Business & Industry (Automotive Systems, Building Construction, Collision Repair and Refinishing, Computer-Integrated Machining, Electrical Systems, Electronics Engineering Technology, Industrial Systems Technology, and Welding)

Location: Building 3000
Hours: Office hours on door
Telephone: (828) 627-4631
E-mail Address: ddeluca@haywood.edu

Health & Human Services (Cosmetic Arts, Criminal Justice, Early Childhood, Medical Assisting, Medical Office Administration, and Nursing)

Location: Building 900
Hours: Office hours on door
Telephone: (828) 565-4035
E-mail Address: khlawrence@haywood.edu

College and Career Readiness (Adult Education, Basic Skills, North Carolina High School Equivalency-formerly GED, and ESL)

Location: Building 300
Multiple locations on and off campus
Hours: Mon.-Fri. 8a.m.-4p.m.
Telephone: (828) 565-4035
FAX: (828) 627-0720
Coordinator: Patricia Smith
E-mail Address: psmith@haywood.edu
Telephone: (828) 627-4618
FAX: (828) 627-0720
Assistant: Mike Gunter
E-mail Address: mgunter@haywood.edu
Telephone: (828) 627-4648

Workforce Continuing Education

Dean: Douglas Burchfield
Email: ddburchfield@haywood.edu
Department Assistant: Kim Czaja
Email: kbczaja@haywood.edu
Location: Student Center
1500 Bldg. Lower Level
Hours: Mon.-Fri. 8a.m.-4p.m.
Telephone: (828) 627-4669
FAX: (828) 565-4102

Allied Health Training (WCE)

Coordinator: Sandra Fischer
Email: sfischer@haywood.edu
Telephone: (828) 565-4145

Corporate & Community Education (WCE)

Coordinator: ddburchfield@haywood.edu
Email: ddburchfield@haywood.edu
Telephone: (828) 564-5128

Emergency Services Training (WCE)

Coordinator: Nathan Rickman
Email: nmrickman@haywood.edu
Telephone: (828) 565-4103

Fire Training (WCE)

Coordinator: Dee Massey
Email: dmassey@haywood.edu
Telephone: (828) 565-4247

Human Resource Development (WCE)

Coordinator: Janis Rowe
Email: jrowe@haywood.edu
Telephone: (828) 456-6061

Industry Training (WCE)

Coordinator: Doug Burchfield
Email: ddburchfield@haywood.edu
Telephone: (828) 564-5128

Public Safety Training (WCE)

Coordinator: Tyler Trantham
Email: pttrantham@haywood.edu
Telephone: (828) 627-4548

College Services

Instruction (*Building 200, Upper Level*)

Location: Freedlander Learning Center
Hours: Mon.-Fri. 8a.m.-4p.m.
Telephone: (828) 565-4071
FAX: (828) 565-4074
Vice President: TBA
E-mail Address: TBA
Coordinator of Instructional Support: Kathy Brooks
E-mail Address: kbrooks@haywood.edu

Bookstore

Location: Student Center
(1500 Bldg. Upper level, back entrance)
Normal operating hours: Mon.-Thurs. 8a.m.-6p.m., Fri. 8a.m.-2p.m.
Extended hours during registration are posted online.
Telephone: (828) 565-4127
FAX: (828) 627-4680
Email: bookstore@haywood.edu
Bookstore Manager: Linda Norris

Campus Security

Armed Resource Officers
Phone: (828) 627-4514
Cell phone: (828) 593-8477
Email: aro-smith@haywood.edu or aro-howell@haywood.edu

Security

Location: 1st Floor, Student Services Bldg
Room 1501
Hours: Mon.-Fri. 6a.m.-12a.m., Sat. 8a.m.-5p.m.
Telephone: (828) 627-4514
Cell phone: (828) 734-5410
Email: security@haywood.edu

Campus Safety

Location: 2nd Floor, Student Services Bldg
Room 1544
Telephone: (828) 564-5113
Email: mgreenarch@haywood.edu
Campus Safety Officer: Misty Greenarch

Cashier

Location: Student Center
(1500 Bldg. Upper level, back entrance)
Normal Hours: Mon.-Thurs. 8a.m.-6p.m., Fri. 8a.m.-4p.m.
Telephone: (828) 565-4161, (828) 565-4093
FAX: (828) 565-4169
Email: cashier@haywood.edu

Methods of Payment

Cashier's Office: Cash, check, Money Order, credit/Debit Cards
(MasterCard, Visa, American Express, Discover)
Online: Credit/Debit Cards
(MasterCard, Visa, American Express, Discover)

Child Care Services

Location: Regional Center for The Advancement of Children, Building 4000
(Located next to the Student Center)
Hours: Mon.-Fri. 7:30a.m.-5:30p.m.
Telephone: (828) 565-4187
Email: djordan@haywood.edu
Director: Deana Jordan

Co-ops, Internships, Service Learning

Coordinator: Joshua Hilbert
Location: Student Services, Student Center
(1500 Bldg. Upper Level)
Hours: Mon.-Fri. 8a.m.-4p.m.
Telephone: (828) 627-3613
(toll free in NC 1-866-GO-TO-HCC)
Email: jhilbert@haywood.edu

Counseling and Career Services

Location: Student Services, Student Center
(1500 Bldg. Upper Level)
Hours: Mon.-Thurs. 8a.m.-6p.m., Fri. 8a.m.-4p.m.
Counselor: Angie Uhl-Kalev: (828) 627-4504
(General Counseling, Disability Services)
E-mail: auhl-kalev@haywood.edu

Academic/Career Counselor: Debbie Rowland
Telephone: (828) 627-4646
Email: drowland@haywood.edu

P2 Student Success Manager: Rinda Green
Telephone: (828) 565-4243
Email: rgreen@haywood.edu

Recruiter/Admissions Representative: Sharon Childers
Telephone: (828) 565-4095
Email: shchilders@haywood.edu

Developmental Education Instruction (Department of Arts, Sciences, and Natural Resources)

Location: 300 Building, Room 335A
Hours: Mon.-Fri. 8a.m.-4p.m.
Telephone: (828) 627-4575
Email: sheulett@haywood.edu
Department Chair: Dr. Steven Heulett

Distance Learning

Location: 200 Building, Rooms 242, 210
Hours: Mon.-Fri. 7 a.m.-6 p.m. during fall and spring semesters, and Mon.-Fri. 8 a.m.-3 p.m. during summer sessions
Telephone: (828) 627-4619
Email: dl@haywood.edu
Program Manager: Cheryl Fulghum

Enrollment Management Office

Location: Student Services, Student Center
(1500 Bldg. Upper Level)
Hours: Mon.-Thurs. 8a.m.-6p.m., Fri. 8a.m.-4p.m.
Telephone: (828) 627-4510 or (828) 627-4507
Toll free in NC: 1-866-GO-TO-HCC
FAX: (828) 627-4513
Email: enrollment@haywood.edu
Director of Enrollment Management: Jennifer Herrera
Enrollment Manager: Cheryl Farrell
Enrollment Management Technicians: Landon Long
Amanda Holder
Josh Hilbert
Student Services Technician: Shantel Molinary

Financial Aid

Location: Student Services, Student Center
(1500 Bldg. Upper Level)
Hours: Mon.-Thurs. 8a.m.-6p.m., Fri. 8a.m.-4p.m.
Telephone: (828) 627-4756
FAX: (828) 627-4513
Email: HCCaid@haywood.edu
Director/VA Certifying Official: Tracy Rapp
FA Specialist/VA Certifying Official: Wendy Patton
FA Specialist: Deborah Williams
FA Specialist/Work Study: Matthew Dillard
Students may check the amount of their financial aid and/or total charges for any given semester by logging into WebAdvisor and selecting Payment from the Student menu.

Food Services- Sunrise Café

Location: Freedlander Learning Center
(Building 200, lower level, back entrance)
Hours: Mon.-Fri. 7:45a.m.-1:45p.m.
Sunrise Café is closed between semesters
Telephone: (828) 627-4665

HCC Foundation

Location: 100 Building
Hours: Mon.-Fri. 8a.m.-4p.m.
Telephone: (828) 627-4544
FAX: (828) 627-1218
Email: symyers@haywood.edu
Director: Sherri Myers
Assistant: Tina Brown
Scholarship Manager/Foundation Associate: Erica Vaughn
Grant Writer: Kathy Lovedahl

Haywood Early College High School

Location : 400 Building
Hours : Mon.-Fri. 8a.m.-4p.m.
Telephone : (828) 565-4000
FAX : (828) 627-4555
Email : TBA
Interim Dean/Principal : Daniel Miller
Assistant: TBA
Email: TBA
High School Liaison: Gregory McLamb
Telephone: (828) 565-4226
Email: gmclamb@haywood.edu

High School Programs

Location: Building 300
Hours: Mon.-Fri. 8a.m.-4p.m.
Telephone: (828) 627-4579
Program Manager: Matt Heimburg (*Haywood Early College, Career and College Promise, and Tech Prep*)
Hours: Mon.-Thurs., 8a.m.-6p.m.; Fri. 8a.m.-4p.m.
Email: mheimburg@haywood.edu

Information Technology Services

Location: Support Services Building (*Building 3500*)
Hours: Mon.-Fri., 8a.m.-4p.m.
Telephone: (828) 565-4020
Coordinator: Jeff Carpenter
Email: jcarpenter@haywood.edu
Administrative Assistant: Renee Javens
Email: rsjavens@haywood.edu

Learning Resource Center (Library)

Location: Freedlander Learning Center (*Building 200 Front Entrance*)
Hours: Mon.-Thurs. 7:30a.m.-7:30p.m., Fri. 7:30a.m.-4p.m. (*Unless otherwise posted*)
Telephone: (828) 627-4550
FAX: (828) 627-4553
Email: library@haywood.edu
Online Services: www.haywood.edu/library
Director: Bill Kinyon

Marketing and Communications

Location: Frazell Administration Building (*Building 100*)
Hours: Mon.- Fri., 8a.m.-4p.m.
Telephone: (828) 627-4521
FAX: (828) 627-1218
Director: Aaron Mabry
Email: acmabry@haywood.edu
Marketing & Communications Technician: Diana Conard: dconard@haywood.edu
Telephone: (828) 627-4679

President's Office

Location: Frazell Administration Building (*Building 100*)
Hours: Mon.-Fri. 8a.m.-4p.m.
Telephone: (828) 627-4516
FAX: (828) 627-1218
President: Dr. Barbara Parker
Email: bmparker@haywood.edu
Executive Administrative Assistant to the President: Tammy Goodson
Email: tgoodson@haywood.edu

Research and Institutional Effectiveness

Location: Support Services Building (*Building 3500*)
Hours: Mon.-Fri. 8:00a.m.-4:00p.m.
Telephone: (828) 565-4077
Email: research@haywood.edu
Coordinator: Marlowe Mager

Small Business Center

Director Kathryn M. Gould
Email: kmgould@haywood.edu
Telephone: (828) 627-4512
Assistant: TBA
Email: TBA
Telephone: TBA

Student Activities

Location: Student Services, Student Center (*1500 Bldg. Upper Level*)
Hours: Mon.-Fri. 8:00a.m.-4:00p.m.
Telephone: (828) 627-4607
FAX: (828) 627-4513
Email: hcc-sga@haywood.edu
Student Activities Advisor: Laura Simmons

Student Government Association Office

Location: Student Services, Student Center (*1500 Bldg. Upper Level*)
Email: hcc-sga@haywood.edu
Telephone: (828) 627-4692

Student Services - Vice President's Office

Location: Student Services, Student Center (*1500 Bldg. Upper Level*)
Hours: Mon.-Thurs. 8a.m.-6p.m., Fri. 8a.m.-4p.m.
Telephone: (828) 565-4220
FAX: (828) 627-4513
Vice President: Dr. Laura B. Leatherwood
Email: lbleatherwood@haywood.edu
Administrative Assistant: Kimberly Morehouse
Email: kmmorehouse@haywood.edu

Learning Support Services (LSS) formerly TLC

Location: 300 Building, Room 339B

Hours: Mon.-Thurs. 8a.m.-6p.m., Fri. 8a.m.-4p.m.

Telephone: (828) 627-4696

LSS Technician: Melanie Lewis

Email: mslewis@haywood.edu

LSS Technician: Kimberly Carver

Email: kkcarver@haywood.edu

LSS Faculty member and Online Information:

Susan Roberts Email: sroberts@haywood.edu

Coordinator: Margaret Studenc

Email: mstudenc@haywood.edu

Testing

Location: Student Services, Student Center
(1500 Bldg. Upper Level)

Hours: Mon.-Thurs. 9a.m.-4p.m., Fri. 9a.m.-1p.m. (*Must call for appointment*)

Telephone: (828) 627-627-4607

FAX: (828) 627-4513

Tuition Payment

Location: Student Center (1500 Bldg. Upper level, back entrance, Business Office)

Normal Hours: Mon.-Thurs. 8a.m.-6p.m., Fri. 8a.m.-4p.m.

Telephone: (828) 565-4161, (828) 565-4093

FAX: (828) 565-4169

Email: cashier@haywood.edu

Methods of Payment

Cashier's Office: Cash, check, Money Order, Credit/Debit Cards (*MasterCard, Visa, American Express, Discover*)

Online: Credit/Debit Cards (*MasterCard, Visa, American Express, Discover*)

Security

Haywood Community College Campus Security Department's mission is to provide the safest educational environment possible for all faculty, staff, students, and visitors at all HCC locations. Security officers are trained professionals certified by the State of North Carolina Private Protective Service under N.C.G.S. 74C. Officers have the responsibility to enforce all college rules, regulations, and safety policies and work closely with local law enforcement to enforce state and federal laws.

Emergency Call Boxes

Haywood Community College has placed security phones (solar powered phones in blue boxes mounted on poles) in the following locations:

- 200 Building parking lot
- Upper parking lot behind the Student Center near the steps leading to Cosmetology
- Upper and Lower levels of the 7000 Building

Violations

Campus Security Officers issue tickets for the following violations (\$5.00 fine for each offense): (Violations are not limited to these infractions.)

- Occupying more than one parking space
- Failure to display current decal
- Parking in lane of traffic
- Blocking building entrances
- Obstructing sidewalk
- Double parking
- Parking in restricted lot or zone
- Parking in reserved space
- Parking on grass
- Parking within 15 feet of a fire hydrant
- Parking against flow of traffic
- Protruding into lane of traffic
- Parking in visitor or handicapped space
- Reckless driving
- Blocking loading zone
- Driving in excess of posted speed limits
- Parking on shoulder or road

Registration for courses or release of transcripts will be blocked until tickets have been paid.

Parking lots are designated by signs and / or individual spaces are color coded:

- White outlined spaces = students, employees, & visitors
- Yellow outlined spaces = faculty & staff
- Blue outlined spaces = handicap

Handicapped spaces are marked with D.O.T. approved signs and are enforced by law enforcement as well as Haywood Community College Security. A handicapped parking violation issued by law enforcement can cost up to \$250.00 and requires a court appearance.

All HCC campus locations are open to faculty, staff, students, and visitors during normal operating hours. Supervision by College employees is required for student access to College facilities during normal operating hours.

While on college premises, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct as determined by the College. Persons in violation of the above will be subject to any action deemed appropriate by the responsible authority.

HCC employees and students participating in off-campus (college sponsored) activities need to report criminal incidents to the local law enforcement agency having jurisdiction, and inform Campus Security as soon as possible after the incident. Any violations of the HCC Student Code of Conduct must also be reported.

Known and suspected violations of federal and state laws and other emergencies should be reported to Campus Security for action. Campus Security supports the Vice President of Student Services in the enforcement and investigation of violations of the HCC Student Code of Conduct. Please review this code in the catalog. Upon enrolling at HCC, students agree to abide by the HCC Student Code of Conduct.

Haywood Community College strongly supports state and federal laws concerning sexual assault and sexual harassment. Any violation or complaint should be made immediately to Campus Security or to the Vice President of Student Services. Victims are entitled to all services of HCC and available county services. These instructions are posted on bulletin boards across campus. Crime statistics are gathered from Campus Security logs and incident documentation and reported annually in this section.

Registered Sex Offenders

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

The following web site is the North Carolina Sex Offender & Public Protection Registry: <http://sexoffender.ncdoj.gov/>

The North Carolina State Bureau of Investigation has set up a searchable web site with information on all registered sex offenders in this state. This site may be accessed from any campus computer. The site is located at www.doc.state.nc.us/offenders/.

Sexual Harassment

It is the policy of Haywood Community College, consistent with its effort to foster an environment of respect for the dignity and worth of all members of the college community, the sexual harassment students and employees of Haywood Community College is unacceptable and impermissible conduct which will not be tolerated. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

- Students - Dr. Laura Leatherwood - Vice President of Student Services, Student Center Building (1500), 828.565.4220
- Employees - Marsha Stines, Director of Human Resources, Administration Building (100), 828-627-4529

Crime Prevention

Faculty, staff, and students must recognize that they must take individual steps to protect themselves from becoming a victim of a crime and work together as a campus community in the prevention of crime and promotion of security / safety.

Information about Haywood Community College

Mission

HCC provides accessible, affordable, and high-quality education, workforce training, and lifelong learning.

Vision

Advancing our community by empowering our students through outstanding learning opportunities and leadership.

Five-Year Strategic Planning Goals

For the 2013-14 through 2018-19 academic years, there are five College Goals that will drive HCC's activities, resource allocation, and priorities. For each goal, a team made up of personnel from throughout the college will set short-term goals and plan strategies that will enable HCC to reach the goal by the 2019 target date.

College Goal 1 - Master Plan

By 2018, The Master Plan Team will:

- A. Update the College's Master Plan, including new buildings and renovations, in order to build a more cohesive physical campus that is consistent with HCC's programmatic needs
- B. Create a process whereby the Master Plan is reviewed and revised on a regular basis and all new campus development initiatives are vetted according to the Master Plan
- C. Develop a plan to ensure that equipment needs are considered in conjunction with new building and renovations

College Goal 2 - Business & Industry

By 2018, for the 10 fastest-growing industry sectors, the Business & Industry Team will:

- A. Align instruction with business and industry needs, including the creation of co-ops and pathways
- B. Build relationships with prominent businesses in the region, including formal MOUs and partnerships
- C. Market HCC's students to businesses and the community

College Goal 3 - Student Success

By 2018, the Student Success Team will use the Completion by Design (CbD) framework to develop and enact at least three college-wide strategies that will:

- A. Increase year 1 to year 2 retention by 20% (currently, we are at 59.4%, so the goal is to reach 71.3%) (this uses the NCCCS definition of first-time students in year 1 attempting at least one course in year 2)
- B. Increase Curriculum completion rates by 10% (currently, we are at 38%, so the goal is to reach 41.8%) (this uses the NCCCS definition of first-time students earning a credential, transferring to a 4-year institution, or still enrolled at HCC with 30+ credits after 5 years)

College Goal 4 - Community & Schools

By 2018, the Community & Schools Team will:

- A. Align instruction with community and school needs, including the creation of outreach programs
- B. Build relationships with community groups and educational institutions in the region, including creating at least 10 formal partnerships
- C. Market HCC's activities and facilities to schools and the community

College Goal 5 - Efficiency

By 2018, the Efficiency Team will systematically assess every college process and suggest changes to processes that:

- A. Reduce time spent by personnel on these processes
- B. Conserve fiscal or other resources
- C. Improve communication across campus

General Competencies

Collaboration

Collaboration is the process of working cooperatively to achieve the needs of a group or team.

The Student will:

1. Respect group members' individual viewpoints and roles.
2. Develop group ideas, goals, and consensus.
3. Meet deadlines and goals responsibly.

Communication

Communication is the ability to comprehend and communicate through various forms of media.

The Student will:

1. Communicate, verbally and nonverbally, in relation to his/her course of study.
2. Communicate with a diverse audience.
3. Use appropriate mediums for communication.
4. Use appropriate grammar, spelling, style, and mechanics.

Critical Thinking/Problem Solving

Critical thinking is the process of analyzing and evaluating issues and ideas, identifying good and bad reasoning, and constructing creative and sustainable solutions to problems, in a variety of settings.

The Student will:

1. Raise vital questions and issues.
2. Gather and evaluate information from a variety of sources.
3. Compare and contrast different points of view.
4. Develop well-reasoned, creative conclusions and solutions.

Governance

Haywood Community College, the only institution of higher education in Haywood County, is part of the North Carolina Community College System (NCCCS). The NCCCS, the third largest community college system in the country, is made up of 58 institutions across the State serving more than 840,000 students. This accounts for 1 in 9 N.C. citizens 18 and older.

The NCCCS is the primary agency for job training, literacy, and adult education in the State. Committed to quality, convenient learning opportunities based on individual and community needs, it provides the State with a well-trained workforce that meets the needs of employers and helps to attract new and expanding industry. The System offers a wide range of accessible, low-cost programs for any adult who wants to learn.

The State Board of Community Colleges, a 21-member body appointed by the Governor and General Assembly, has the authority to adopt and administer all policies, regulations, and standards it deems necessary to operate the System. At the local level, each of the colleges operates under a board of trustees.

The Board is composed of a minimum of twelve citizens from the service area in which the college is located. The president or chairman of the student body serves as an ex officio member. Local board members are appointed for staggered four-year terms. Four members each are elected by the local school board and the board of commissioners of the administrative area of the institution. Four members are appointed by the Governor. The board of trustees sets local policy. The local board elects and the State Board approves selection of each college's president. The president operates the college within state policies and policies adopted by the local trustees. Administrative decisions, such as employment of faculty members, are made by the president. All personnel employed at the colleges are employees of the college and not of the State of North Carolina.

College History

Haywood Community College opened in August 1965 as Haywood Industrial Education Center with one curriculum program and 39 students. Today, HCC offers over 35 curricular programs to over 3,000 students. Approximately 5,000 more students attend classes through its continuing education division, including adult basic education, High School Equivalency Diploma preparation, occupational courses, and community service programs.

In 1973, the College was first accredited by the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC).

In 1975, the Haywood Community College Foundation was founded to aid, strengthen, and further the work and service of Haywood Community College.

The HCC Board of Trustees approved the start of the campus arboretum in October 1977 and John Palmer was appointed as the founding director in November.

In 1986, the College opened its Regional High Technology Center. This was the first advanced technology center of its kind in the state of North Carolina. It has provided services to over 50,000 people and over 100 companies. Today, RHTC serves Western North Carolina by providing high technology training and by promoting the growth of regional industry.

The 1991 donation of a 320-acre tract of forest land to the HCC Foundation by Raymond and Bernice Fowler, known as the Raymond J. Fowler Conservancy and Teaching Forest, enabled the College to have a teaching forest for its natural resources program.

The John T. and Catherine R. Beaty Natural Resources Classroom, a 54-acre tract of forestland donated to the HCC Foundation by Catherine Beaty in memory of her late husband John, opened in 2002.

In 2009, HCC acquired a 328 acre tract of land located at Balsam Gap through a generous gift from the Conservation Fund. As a natural extension of protected forest land, the Balsam Gap property serves as a teaching environmental laboratory for HCC's Natural Resources programs.

In 2013, a new tax-payer funded facility was completed that provides space for creative arts curriculum and workforce continuing education courses. The building is the home of the Professional Crafts Fiber, Clay, Jewelery, and Wood programs. Additionally, the building houses a modern computer lab, gallery, classrooms, and a 21st century lab for music instruction.

Documents pertaining to the history of the college are maintained in the college library.

Haywood Community College Foundation

Created in 1975, under the North Carolina Non-Profit Corporation Act, Haywood Community College Foundation exists to aid, strengthen, and further the work and service of Haywood Community College (HCC) and its mission. It assists the college to secure the necessary and timely financial support unavailable through its traditional public funding source.

In order to fulfill its mission, the HCC Foundation engages in friend-raising and fund-raising activities to secure contributions from individuals and organizations. The HCC Foundation is a 501(c)(3) organization through which tax deductible gifts may be made to benefit HCC. Contributions to the Foundation are tax deductible as provided by state and federal laws.

Every gift to the Foundation makes a difference to our students' success. Each gift represents the donor's expressed goodwill toward the college and is gratefully accepted and deeply appreciated. Gifts are used in many ways including the following:

- Scholarships - curriculum and continuing education
- Student ambassadors
- Student emergency needs
- Student experiential learning opportunities
- Mini-grants for student impact, staff & faculty
- Staff and faculty professional development
- College events and marketing development
- Technology enhancements
- And many more . . .

Giving to the Foundation is an investment that contributes to the success of students. For additional information about making a gift to HCC Foundation, contact Sherri Myers at the HCC Foundation, 185 Freedlander Drive, Clyde, NC 28721; telephone (828) 627-4544 or symyers@haywood.edu.

Performance Measures

Each year the North Carolina Community College System Office issues a Performance Measures report. First mandated by the NC General Assembly in 1999 as "Critical Success Factors," these reports provide performance data on the community college system and individual colleges using a number of predefined performance factors.

The results for 2013-2014 System summary data on each measure are presented in the 2014 Performance Measures report.

Measure	System Goal	System Average	HCC
Basic Skills Progress	51.20%	41.40%	49.70%
GED Pass Rate	82.00%	74.60%	77.10%
Delopmental English Subsequent Success	74.90%	64.40%	74.20%
Developmental Math Subsequent Success	75.40%	64.40%	59.40%
Year One Progression	74.60%	68.40%	75.10%
Curriculum Completion Rate	45.60%	44.60%	51.80%
Licensure Pass Rate	91.70%	84.20%	79.10%
Transfer Performance	93.80%	87.80%	86.80%

Campus Locations

Main Campus - The college's main campus is located in Clyde, NC and is a designated arboretum designed by Doan Ogden known for its stand of lofty oak trees and beauty of its gardens. The Rhododendron and Dahlia Gardens are visited each year by area garden clubs and local residents and are a source of pride for the college.

Regional High Tech Center - The Regional High Technology Center, founded in 1986 by Joseph H. Nanney, President of Haywood Community College, 1977 - 1989, is nationally recognized as an advanced technology center. The first of its kind in North Carolina, the Center was an early adopter of technologies such as lasers, robotics, and rapid prototyping.

The Center:

- Delivers hands-on Associate Degree level technology programs.
- Serves as a regional educational facility with meeting space, computer labs, and technical support.
- Is a strong partner in regional economic development with Advantage West, the Haywood Economic Development Commission and the Haywood County Chamber of Commerce.

West Waynesville Campus - The West Waynesville Center established in 1997, was donated to the college by the Local No. 277 United Rubber Workers Union. Remodeled in spring 2011 through a partnership between Goodwill Industries of Northwest North Carolina, Inc. and Haywood Community College, it currently houses the Goodwill Career Connections. This center provides employability skills training, career counseling, and job placement for HCC students and unemployed and underemployed persons in the HCC service area.

From Sylva, NC

1. Take Highway 23-74 East
2. Take exit 105 (Jones Cove Road)
3. Turn left
4. Turn right at next stop sign; HCC is on the left

From Asheville, NC

1. Take I-40 West.
2. Take exit 27 (Highway 19-23)
3. Take exit 107 (East Jones Cove Road)
4. Follow signs to Haywood Community College

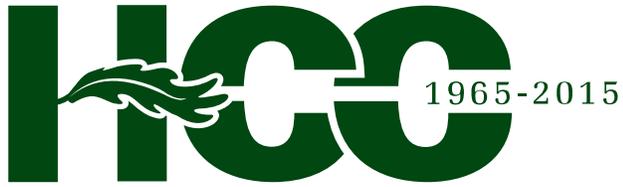
Using an electronic mapping service,

Search for:

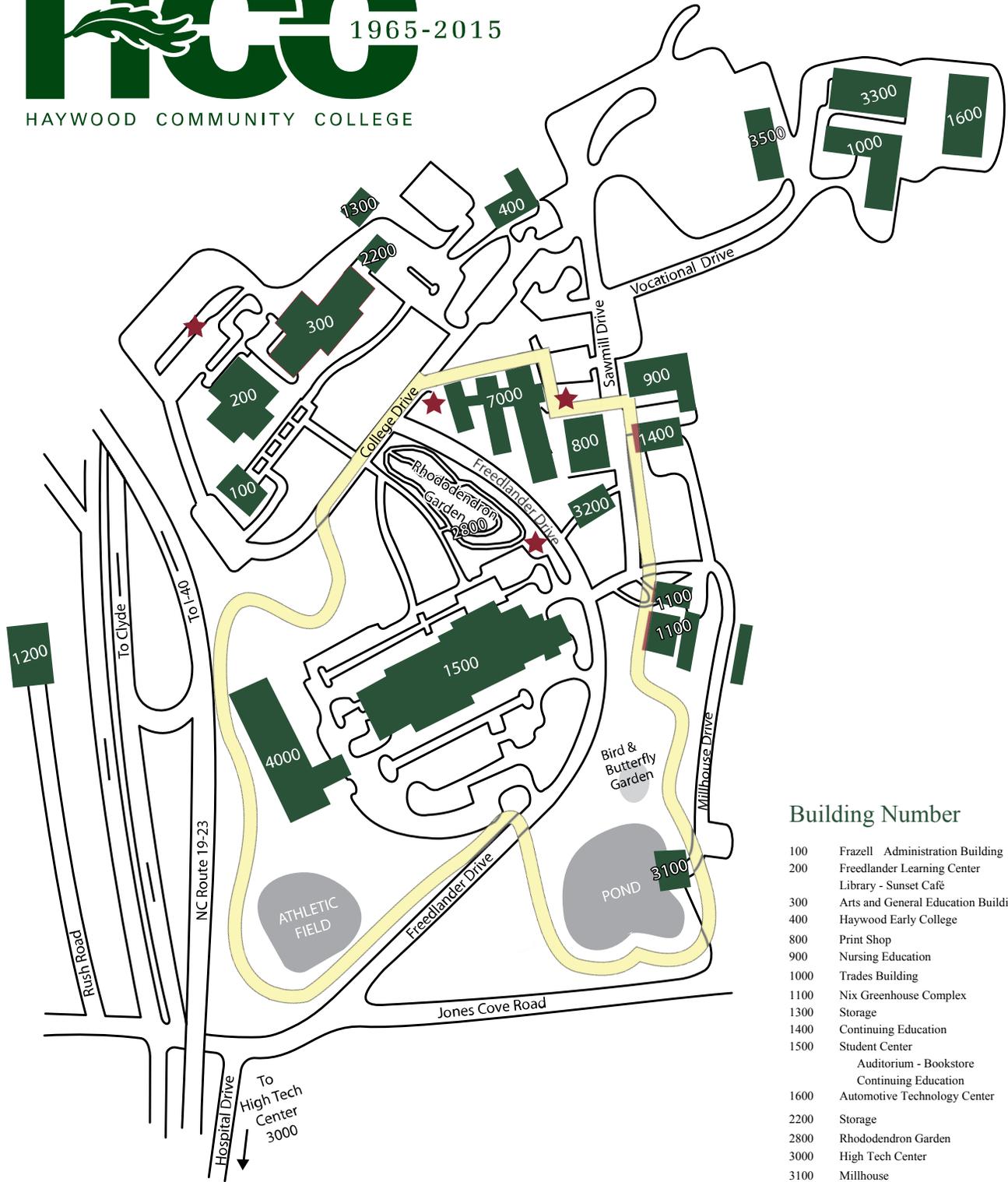
185 Freedlander Drive

Clyde, NC 28721

50 Years Forward



HAYWOOD COMMUNITY COLLEGE



Building Number

- 100 Frazell Administration Building
- 200 Freedlander Learning Center
Library - Sunset Café
- 300 Arts and General Education Building
- 400 Haywood Early College
- 800 Print Shop
- 900 Nursing Education
- 1000 Trades Building
- 1100 Nix Greenhouse Complex
- 1300 Storage
- 1400 Continuing Education
- 1500 Student Center
Auditorium - Bookstore
Continuing Education
- 1600 Automotive Technology Center
- 2200 Storage
- 2800 Rhododendron Garden
- 3000 High Tech Center
- 3100 Millhouse
- 3200 Cosmetic Arts
- 3300 Natural Resources/Welding/Handwrought Metals
- 3500 Campus Services Building
- 4000 RCAC - Regional Center for the
Advancement of Children
- 7000 Creative Arts Building

★ Emergency Call Box

Map of Campus

Admissions, Enrollment, and Advisement

Policy 5.1: Admissions

Effective Date: Tue, Feb 12, 2008

Amended Date: Mon, Dec 01, 2014

Haywood Community College does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

- a. Haywood Community College maintains an open-door admission policy to all applicants who are legal residents of the United States and who are high school graduates or are at least 18 years of age. Haywood Community College shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the college or to any program of study, loans, scholarships, or other educational activity at the community college, unless the accreditation was conducted by a State agency. For purposes of this Section, the term "accreditation" shall include certification or any other similar approval process. Student admissions' processing and placement determinations shall be performed by the Director of Enrollment Management. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Provisions with respect to admission of minors are set forth in 1D SBCCC 200.95 and 1D SBCCC 300.99.
- b. For the purposes of this Section, "undocumented immigrant" means any immigrant who is not lawfully present in the United States. Haywood Community College shall admit undocumented immigrants under the following conditions:
 1. Haywood Community College shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law;
 2. When determining who is an undocumented immigrant, Haywood Community College shall use federal immigration classifications;
 3. Undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must comply with all federal and state laws concerning financial aid;
 4. An undocumented immigrant admitted under Subparagraph (b)(1) of this Rule shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under Subparagraph (b)(1) of this Rule must be charged out-of-state tuition whether or not they reside in North Carolina;
 5. When considering whether to admit an undocumented immigrant into a specific program of study, Haywood Community College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants; and
 6. Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.
- c. Haywood Community College requires students enrolled in courses mandated under G.S. 17C, North Carolina Criminal Justice Education and Training Standards Commission, or G.S. 17E, North Carolina Sheriffs' Education and Training Standards Commission to be sponsored by law enforcement agencies until completion of the program. The student must be sponsored by a law enforcement agency to be admitted into the program.
- d. If a Haywood Community College student is suspended or expelled for non-academic disciplinary purposes, the Chief Discipline Officer shall record the suspension or expulsion in the student's educational record. Upon receipt of a written request signed by the student and subject to all applicable privacy laws, Haywood Community College shall, in accordance with the student's request, inform other colleges and universities of the term and circumstances of the student's non-academic disciplinary suspension or expulsion, if any. Haywood Community College may refuse admission to any applicant during any period of time that the student is suspended or expelled from any other educational entity.
- e. Haywood 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, Haywood Community College may refuse

admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. If refusing admission on the basis of a safety threat, the college shall document the following:

1. Detailed facts supporting the rationale for denying admission;
2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and
3. The conditions upon which the applicant that is refused would be eligible to be admitted.

Haywood Community College shall implement an appeals process for applications denied admission pursuant to Subsection (e).

- f. Haywood Community College may refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course only if that applicant resides in a State where the college is not authorized to provide distance education.

Procedure 5.1.1: Admissions Procedure

Amended Date: Mon, Feb 09, 2015

Admissions Overview

By applying for admission, applicants agree to observe all rules and regulations, policies and procedures of Haywood Community College and the HCC Student Code of Conduct. All documentation submitted by applicants must be accurate to the best of their knowledge. Inaccurate and/or misleading information may be grounds for denial of admission/enrollment or dismissal.

Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete Basic Skills or developmental level courses before being accepted into their desired academic curriculum program.

The Director of Enrollment Management administers all admissions requirements, and enforces all college admission policies and procedures.

Admissions Procedure for Continuing Education (Non-credit) Programs

- Complete a Continuing Education Instant Enrollment Form available in Student Services in the Student Center.
- Submit the form to Enrollment Management to complete the registration process.
- Pay tuition, institutional fees, and purchase books in the Student Center.
- Online registration for continuing education courses is available via WebAdvisor. Students who register online will also be required to pay online using a credit card.

Admissions Procedure for Diploma and Associate Degree Seeking Programs (Curriculum Students)

- **Submit a completed application for admission form** to the Enrollment Management Office. The application for admission is available at www.haywood.edu.
- **Send an official high school transcript or official GED scores from a regionally accredited institution** to the Enrollment Management Office. These transcripts must include the date the diploma was awarded, the type of diploma, and have the official seal of the school. It must be mailed or electronically transferred from the issuing school or agency. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation and before enrollment to be fully accepted. Applicants who have completed an associate's degree or higher from a regionally accredited post-secondary institution may submit college transcripts with conferred degree awarded in lieu of high school transcripts.
- **Complete the Haywood Community College placement test (ACCUPLACER)** to determine if developmental courses are required before enrollment into college level math or English. The ACCUPLACER is administered by the College

and is a Computerized Placement Test (CPT). If you place into developmental English or math, these courses should be completed during the first two semesters of enrollment, if at all possible. If a student places below the “cut score” on a placement test in reading, he/she must complete training in the College’s College and Career Readiness department before entering a diploma or an associate degree program.

The placement test (or parts of it) can be waived with the following:

- Previous ASSET, COMPASS or ACCUPLACER scores
- ACT scores (English = 18+, Math = 22+, Reading = 22+)
- SAT scores (Critical Reading = 500+, Writing = 500+, Math = 500+)
- PLAN scores (Reading = 18+, English = 15+, Math = 19+)
- PSAT scores (Reading = 47+, English = 45+, Math = 47+)
- Previous college-level English and math courses with a grade of “C” or higher (transcripts must be evaluated by HCC)

A prerequisite placement test is required before enrollment in **BIO 163, BIO 168, and CHM 151.**

A **departmental interview** is required for the following programs: Professional Crafts-Clay, Fiber, Jewelry, and Wood.

Additional admission requirements for Nursing applicants are listed in the Academic Program of Study.

Transfer Credit

Students seeking transfer credit must complete Haywood Community College’s general admissions requirements, and submit official transcripts to the Enrollment Management Office. Post-secondary institutions must be regionally accredited and transcript(s) must bear the official seal of the institution. Academic deans must approve all courses transferred prior to the end of the first semester of enrollment. Students will be notified in writing by the Enrollment Management office of transfer credits awarded. Once awarded, students may view the transfer credit by accessing their WebAdvisor account.

Change of Major (Program of Study)

Currently enrolled students desiring to change their major should first contact their academic advisor. Formal change must be cleared through the Director of Enrollment Management by completing an Application Update/Change of Curriculum Form. In addition, veterans must also be approved for change through the Veteran’s Certifying Official in Student Services and/or the Veteran’s Administration. A new academic advisor will be assigned for the new major.

Admissions Procedure for Certificate Programs

Submit a completed Application for Admission form to the Enrollment Management Office. The application for admission is available at www.haywood.edu. Students who change from certificate programs to diploma or associate degree programs must complete the additional requirements for admission to those programs (listed under admission requirements for diploma and associate degree programs).

Admission as a Non-Degree Seeking Curriculum Student

- Submit a completed Application for Admission form to the Enrollment Management Office. The application for admission is available at www.haywood.edu.
- The placement test requirement must be met before enrolling in English or math courses.
- Prerequisites must be met before enrolling in those courses requiring prerequisites.
- If transfer credits or placement scores will be used to waive the HCC placement test or a prerequisite, official transcripts from a regionally accredited institution must be received before registering for the course.

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if you plan to register for a course that requires a prerequisite course, you must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of “C” or better prior

to registering. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the College placement test requirement. Please check our current catalog to review the prerequisite(s). Students may not register for courses in a program that has a waiting list or restricted admission (such as nursing).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma, or certificate awarded by the college. Students seeking to change to a degree-seeking status must complete an Application Update/Change of Curriculum form for admission and follow the admission procedure for the diploma, associate degree, or certificate.

Admissions Denial Appeal Procedure

Applicants denied admission pursuant to 1D SBCCC 400.2 (d) shall be afforded due process through an established appeals process. Admission appeals are reviewed by the Vice President of Student Services. Appeals must be submitted to the Vice President of Student Services within ten (10) days following the date of the initial decision.

Tech Prep High School Transfer Credit

The College Tech Prep Program is a high school course of study that is designed to provide students, ninth grade through twelfth grade, with a more technically oriented educational background leading from high school graduation to a certificate, diploma, or associate degree at a technical or community college.

Haywood Community College has agreed to award course credit to state-wide high school graduates for successful completion of designated and approved courses at the high schools through formal articulation agreement with NC State Board of Education, and the NC State Board of Community Colleges.

Students must score a designated minimum score (per the articulation agreement) on the high school standardized VoCATS assessment and receive a grade of “B” or better in the high school course. In order to receive articulated credit, students must enroll at the community college within two years of their high school graduation date. To receive credit for tech prep courses, students must submit a high school transcript or other official documentation with the tech prep courses, the VoCATS score, and the grade for the course.

Provisional Admission

An applicant may be provisionally accepted into the college and permitted to register prior to completion of all admissions requirements. Students who are admitted on a provisional basis must complete all admission requirements within the first semester of attendance.

Readmission of Curriculum Students

Returning students who are eligible for readmission and who have not been enrolled at HCC for two academic semesters must submit a new Application for Admission form and update residency classification prior to registration. The application for admission is available at www.haywood.edu. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current college catalog.

Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the Vice President of Student Services requesting readmission.

The College reserves the right to deny readmission to a former student, including a student who has unsettled financial obligations at the college or who has not complied with previous disciplinary requirements. All of the student’s debts to the College must be paid in full before registering for courses.

Residency: Admission of Out-of-State Students

Residency status of all applicants must be determined for the purpose of tuition assessment. Out-of-state students are admitted under the same admissions requirements as residents of North Carolina, but are required to pay out-of-state tuition except for courses classified as self-supporting curriculum courses (offered in the summer) or continuing education courses.

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for in-state tuition. Copies of this law are available for review in the Enrollment Management Office and may be examined upon request.

When a North Carolina employer (other than armed services) pays tuition for an employee to attend a community college and when the employee works at a North Carolina business location, the employer shall be charged the in-state tuition rate. Applicants are responsible for submission of necessary residence forms and supporting documentation from employers as required by North Carolina General Statutes. Forms are available online at www.haywood.edu/residency_status.

The NC General Statute 116-143.1 requires that, "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident." NC General Statute 116-143.1 also sets forth statutory definitions, rules, and special provisions for determining residency status for tuition purposes.

To be eligible for classification as a North Carolina resident for tuition purposes, a person must establish that his/her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence for purposes of enrollment in an institution of higher education. Under NC General Statutes, an alien admitted to the United States for permanent residence or possessing a permanent resident status is subject to the same consideration as a citizen. A person holding a student visa cannot be classified as a resident for tuition purposes.

Regulations concerning classification for tuition purposes are set forth in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. A copy of this manual is available for review in the Enrollment Management Office.

The Director of Enrollment Management will review the application, make a determination as to the individual's residency/non residency status, and then will advise the individual in writing of the decision.

Residency Ruling Appeal Procedure

In the event an individual disagrees with the Director of Enrollment Management's ruling on residency status, the ruling may be appealed to the Vice President of Student Services. The appeal must be made in writing within ten days to the Vice-President of Student Services.

Admission of Distance Learning Students Residing Outside of NC

Haywood Community College is not authorized to provide distance learning courses outside of NC, unless state authorization has been granted from the state in which the applicant resides. State Authorization requires colleges to seek and secure authorization to offer instruction in that state. Compliance with individual state requirements is now part of the Higher Education Opportunity Act of 2008, Amended 2010.

Admission of applicants residing outside of North Carolina to an on-line degree, diploma, certificate program, or individual on-line courses offered by Haywood Community College is dependent on the college's ability to secure authorization from the applicant's state of residence. A list of states that North Carolina is currently authorized to offer on-line instruction in is available at www.haywood.edu/distance_learning/heoa_consumer_information.

Please note that state authorization does not affect the cost of attending college at HCC. Tuition requirements, including those for out-of-state students, still apply. This requirement does not apply to non-credit continuing education courses.

Admission of International Students

Currently, Haywood Community College does not issue the I-20 necessary for international students with F-1 visas. If demand increases, approval for admission of international students with F-1 visas could be re-instated. Other visas for short term enrollment may be considered on an individual basis. Information and/or questions should be directed to the Director of Enrollment Management.

Admission of Undocumented Students

An undocumented immigrant may apply and enroll in curriculum courses at Haywood Community College if he/she has attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law. An undocumented immigrant shall not be considered a North Carolina resident for tuition purposes. All undocumented immigrants admitted under this rule must be charged out-of-state tuition whether or not they reside in North Carolina. Students lawfully present in the United States shall have priority over an undocumented immigrant in any class or program of study when capacity limitations exist. Refer to NC Community College System State Board Code 1D SBCCC 400.2 (b).

An undocumented immigrant should take into account that federal law prohibits states from granting professional licenses to undocumented immigrants i.e. Cosmetic Arts programs, Nursing, BLET, etc.

An undocumented immigrant may take college level courses as part of the Career and College Promise program as a qualifying high school student, or Adult and Continuing Education programs such as Basic Skills, GED, Adult High School or Occupational Extension classes. (Per CC08-114 Numbered Memo from NC Community College System Office.)

High School Programs

Enrollment of High School Students (non-degree seeking)

The College provides seamless opportunities for high school students to get a head start with their college education by enrolling in eligible pathways through Career and College Promise (CCP). Enrollment in identified courses is available to students enrolled in public and private schools (including home schools) through articulation agreements between the school system and HCC, and approved by the North Carolina Community College System Office. Students may secure additional information about enrolling in these programs at the College web-site: www.haywood.edu/high_school_programs.

Career and College Promise Program

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Haywood Community College offers the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- A College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
- A Career and Technical Education Pathway leading to a certificate, diploma or degree;
- A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115C of the General Statutes.

Tuition is waived for Career and College Promise students; however, all Career and College Promise students, except for those in Cooperative Innovative High School Programs, must purchase their own textbooks and supplies required for their classes. Career and College Promise students must obtain a student ID in the bookstore.

College Transfer Pathways

Career & College Promise College Transfer Pathway Leading to the Associate in Arts (P1012C)
Career & College Promise College Transfer Pathway Leading to the Associate in Science (P1042C)

See the College Transfer program of study for more information on each College Transfer Pathway.

The Career and College Promise College Transfer Pathway allows for the completion of at least thirty semester hours of transfer courses, including English and mathematics. To be eligible for enrollment, a high school student must meet the following criteria:

- a. Be a high school junior or senior;
- b. Have a weighted GPA of 3.0 on high school courses; and
- c. Demonstrate college readiness on an assessment or placement test (See chart below). A student must demonstrate college readiness in English, reading, and mathematics to be eligible for enrollment in a College Transfer Pathway.

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

- a. Have a cumulative weighted GPA of 3.5;
- b. Have completed two years of high school English with a grade of 'C' or higher;
- c. Have completed high school Algebra II (or a higher level math class) with a grade of 'C' or higher;
- d. Obtain the written approval of the high school principal or his/her designee; and,
- e. Obtain the written approval of the community college president or his/her designee.

A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of ‘C’ or higher.

To maintain eligibility for continued enrollment, a student must

- a. Continue to make progress toward high school graduation, and
- b. Maintain a 2.0 GPA in college coursework after completing two courses.
- c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college’s policy for satisfactory academic progress.

With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts or Associate in Science. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

Student Application Procedures

A high school student meeting the criteria described above must complete the following requirements

- Submit the Career and College Promise Admission form (CCP Application and CCP Approval).
- Submit appropriate test scores showing college readiness. Refer to the Placement Test section of the catalog for approved tests and cut scores. (see below)
- Home school students must submit a high school transcript and a copy of their NC registration card. Home school transcripts must include the name and address of the school, principal’s name, student’s name, SSN, date of birth, curriculum and courses taken each year with grades, cumulative grade point average, notarized seal and official signature.

Forms and CCP information is available online at http://www.haywood.edu/high_school_programs

Test	PLAN	PSAT	SAT	ACT	Accuplacer (HCC)
English	15	45	500	18	151+ on Reading & English NCDAP
Reading	18	47	500	22	
Mathematics	19	47	500	22	7+ on all portions of Math NCDAP

*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with a 166 or higher on Accuplacer sentence skills and reading to demonstrate college readiness.

**PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

Career Technical Education Pathways

Automotive Systems Technology (C60160CP)
 Automotive Systems Technology - Introduction (C60160IN)
 Automotive Systems Technology - Intermediate (C60160IM)
 Business Exploration Certificate (C25120CP)
 Collision Repair and Refinishing Technology - Introduction (C60130IN)
 Collision Repair and Refinishing Technology - Special Finishes (C60130SP)
 Collision Repair and Refinishing Technology - Welding (C60130WE)

Computer-Integrated Machining (C50210CP)
Advanced Computer-Integrated Machining (C50210AD)
Criminal Justice Technology I & II (C55180II)
Criminal Justice Technology III & IV (C55180IV)
Early Childhood Education (C55220CP)
Electronics Engineering Technology (C40200CP)
Forest Management Technology Certificate (C15200CP)

See the program of study associated with each pathway for more information on each Career Technical Education Pathway.

The Career and College Promise Career Technical Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster. To be eligible for enrollment, a high school student must meet the following criteria:

- a. Be a high school junior or senior;
- b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
- c. Meet the prerequisites for the career pathway.

To maintain eligibility for continued enrollment, a student must:

- a. Continue to make progress toward high school graduation, and
- b. Maintain a 2.0 in college coursework after completing two courses.
- c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee.

Cooperative Innovative High School Programs

Haywood Early College High School is an autonomous public high school located on the campus of HCC. Haywood Early College High School enrolls students in grades 9 through 13 as non-degree seeking students according to GS 115C-238.50 (e): Cooperative innovative high school programs may include the creation of a school within a school, a technical high school, or a high school or technical center located on the campus of a college or university; and NCCCS Administrative Code for enrolling students through cooperative high school programs.

This program is designed for motivated students who desire to enter both high school and college as a rising freshman in a non-traditional high school setting. Students have the opportunity to earn both their high school diploma and Associates in Arts degree. Students begin taking college courses as soon as ninth grade with the goal of students graduating with both their high school diploma and an Associate in Arts degree in five years. Haywood Early College High School students are eligible to take additional courses through waivers/exemptions approved by HCC, HCC Board of Trustees, Haywood County Schools, Haywood County Board of Education, the NC State Board of Education and the North Carolina Community College System Office.

This opportunity for students is made possible through an articulation agreement between Haywood Community College and Haywood County Schools. For more information on the Early College program visit <http://ncnewschools.org/>. To enroll, students complete an application provided by Haywood County Schools. Applications are available at the Haywood County Schools Central Office or the Haywood Early College Principal's office. For applications or more information, call 828-565-4000 or visit <http://www.hec.haywood.k12.nc.us/>.

Intellectually Gifted and Mature Program

Effective January 2012, community colleges will no longer be permitted to enroll students under the age of 16 as part of the Intellectually or Academically Gifted (AIG) program. On July 1, 2011, in Section 7.1A.(f) of Senate Law 2011-145 and House Bill 200, the North Carolina General Assembly repealed G.S. 115D-1.1 and G.S. 115D-1.2 which previously allowed students under the age of 16 who met specific academic criteria to enroll in community college courses. In effect, community colleges are no longer able to offer enrollment options for students who are under the age of 16 unless they have earned a high school diploma or unless they are participating in one of the three Career and College Promise pathways.

To review the listing of repeal, please visit <http://www.ncga.state.nc.us/Sessions/2011/Bills/House/PDF/H200v9.pdf>.

Home-Schooled Students

Home-schooled students are considered for enrollment on the same basis as North Carolina public school students. Documentation must also be provided to show that the home school is registered with the appropriate state agency. An official transcript from the home school must include the following criteria:

- Name of the home school and address
- Name of the principal
- Name of the student
- Student's social security number (optional) and birth date
- Curriculum and courses taken each year with grades and a grade point average
- Cumulative grade point average for total progress
- Notarized seal and official signature

Students must also complete and submit the Career and College Promise admission form.

The College Tech Prep Program is a high school course of study that is designed to provide students, ninth grade through twelfth grade, with a more technically oriented educational background leading from high school graduation to a certificate, diploma, associate degree at a technical or community college.

Haywood Community College has agreed to award course credit to state-wide high school graduates for successful completion of designated and approved courses at the high schools through formal articulation agreement with NC State Board of Education, and the NC State Board of Community Colleges.

Students must score a designated minimum score (per the articulation agreement) on the high school standardized VoCATS assessment and receive a grade of "B" or better in the high school course. In order to receive articulated credit, students must enroll at the community college within two years of their high school graduation date. To receive credit for tech prep courses, students must submit a high school transcript or other official documentation with the tech prep courses identified the VoCATS score, and the grade for the course.

High School Student Parking

Public high school students enrolled in the Career and College Promise program may park in college parking lots provided they have on display a valid parking decal from his or her high school. Haywood Early College students, or their parents or guardians, must display a current HCC parking decal. The parking decals are available in the College Bookstore.

College & Career Readiness

North Carolina's adult education and literacy program, College & Career Readiness, supports the mission of the North Carolina Community College System which is "to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce, and improve the lives and well-being of individuals."

There are **no tuition costs** for College & Career Readiness programs. A fee is applied for GED® testing.

North Carolina's College & Career Readiness program assists adults in obtaining the knowledge and skills necessary for work, further education, family self-sufficiency, and community involvement.

North Carolina's purpose is in line with federal legislation which governs the program, The Adult Education and Family Literacy Act, Title 2, of the Workforce Investment Act of 1998 which states as its purpose the creation of "a partnership among the Federal Government, States, and localities to provide, on a voluntary basis, adult education and literacy services, in order to:

- Assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency
- Assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children
- Assist adults in the completion of a secondary school education."

HCC's College & Career Readiness Department offers the following opportunities:

Adult Basic Education (ABE) can assist you in pursuing a High School Equivalency Diploma, obtaining an Adult High Diploma, becoming better prepared for the workplace, developing skills to enable you to get a better job, creating a stronger presence in family life, or entering college. The program also provides skill building instruction to support the transition to continued education, certificate programs, workforce development, and/or degree programs.

Adult High School Diploma (AHS) is a College & Career Readiness program which gives adults the opportunity to complete requirements to earn an actual high school diploma. Through careful evaluation of transcripts, interview, and acceptance procedures, students will be able to determine the number of high school credits needed and work to complete the study for a diploma. This diploma is honored and accepted at community colleges, most private colleges, many universities, and by employers across the nation.

Career College is a one-year postsecondary certificate program for adults with intellectual or developmental disabilities. This entry-level program provides a foundation for transitioning into a career or additional coursework. The students further develop reading, math and computer skills along with participation in a hands-on practicum experience within a specific program of study. Students must be referred to Career College by: High School OCS Teachers, High School Guidance Counselors, Transition Coordinators, and/or Vocational Rehabilitation.

Compensatory Education Program is an academic program specifically for adults with intellectual disabilities. The program features lessons in community living, consumer education, health, language, mathematics, social science, and vocational education. Instruction is given to help intellectually disabled adults develop skills and abilities necessary to obtain employment and achieve self-sufficiency.

English as a Second Language (ESL) is a program of instruction designed for adults who are limited English proficient and whose primary language is not English. American culture, history and life skills are embedded in the program. Students will be able to improve their speaking, reading, writing, and understanding of the English language to enable them to further their education or obtain employment.

The High School Equivalency Diploma (formerly GED®) is a College & Career Readiness program that provides instruction to prepare for the official GED® tests. Students must take a battery of four tests: Language Arts, Social Studies, Science, and Mathematics. Each student is required by Pearson Vue to pay a test fee. A North Carolina State Board of Community Colleges' High School Equivalency Diploma is awarded to students successfully passing the GED® battery of tests.

How to Enroll in College & Career Readiness Programs

Students may enroll in College & Career Readiness classes by attending and completing an orientation session. Students may call 828-627-4648 or 828-565-4182 to register for orientation.

College & Career Readiness Enrollment for Minors

The applicant who is between the ages of 16 and 17 years of age may be admitted to the College & Career Readiness programs provided:

- i. The applicant is supported by a notarized permission form signed by the applicant's parent, legal guardian, or other person or agency having legal custody and control. The petition must certify the place of residence and date of birth of the applicant, the parental or other appropriate legal relationship of the petitioner to the applicant, and the date on which the applicant left the public schools. After the form is notarized, it is signed by the principal of the last school attended and by the superintendent if it has been less than six months since the student last attended.
- ii. Upon enrolling in College & Career Readiness programs, students agree to adhere to the Department rules and the HCC Student Code of Conduct as stated in this catalog.

Technical Standards for Programs of Study

Please check with the academic advisor prior to enrolling to review specific technical standards based on job requirements for the program of study. *HCC reserves the right to implement technical standards to protect the safety and health of all students and any clients/patients served in clinics, labs, and shops, and further, to prepare students for employment in the program of study.*

If a student believes that he or she cannot meet one or more of the technical standards without accommodations or modifications, the College must determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

Haywood Community College is committed to providing equal educational opportunities for students with documented disabilities. The College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which stipulate that no student shall be denied the benefits of an education “solely by reason of a handicap.” Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, and hearing, sight or mobility impairments.

Students with a disability are encouraged to disclose their disability to the Disability Counselor. Reasonable accommodations can be provided after the submission of appropriate documentation. Please contact the Disability Counselor in Student Services for more information, call (828) 627-4504.

Academic Advisement

Certificate, Diploma and Degree Seeking Students

All students declaring a major in certificate, diploma, or associate degree programs are assigned an advisor. Students in a declared major are required to obtain advisor approval of courses before registering. Registration/advisement periods are posted in the academic calendar. All returning students should register early and pay or complete financial aid during this period so as to stay on schedule to graduate.

Each student is responsible for the proper completion of his or her program of study. It is the responsibility of the student to know the academic regulations of Haywood Community College for maintaining academic standing and for meeting all graduation requirements. Advisors will provide counsel but the final responsibility rests with the student.

Advisors are the college's legal agent for overseeing the academic progress of students. In order to graduate on time, students must complete the designated courses at the time of year they are offered. Advisors maintain a file for each student with their academic progress. Students who do not know their assigned advisor should call the departmental assistant for their program of study or Student Services. Students are assigned a student ID number upon applying. It is sent to students in their acceptance letter. Students may also get their ID number from their advisor or Student Services. Student ID badges must be worn at all times.

Non-Degree Seeking Students or Continuing Education Students

Non-degree seeking and continuing education students should go to the Student Center for one-stop advisement, admissions, registration, payment, and books.

Transcripts

If transcripts cannot be obtained due to extenuating circumstances (loss by fire, school no longer exists, etc.) then documentation of all efforts made by the student and a letter of explanation regarding the circumstances must be submitted to the Director of Enrollment Management. Faxed copies of transcripts are not considered to be the official transcripts. Transcripts written in a language other than English must be translated. A certified copy of the English translation and evaluation should be submitted with the transcript. The College does not provide translation services. Applicants may contact the World Education Services (International Academic Credential Evaluation) website at www.wes.org for information.

Transfer of Credit & Transcript Evaluation

Applicants to degree, diploma, or certificate programs who want credit for course work completed at other postsecondary institutions are responsible for having an official transcript from each institution mailed directly to the Enrollment Management Office. Courses with a grade of "C" or higher may be accepted if they are applicable to the program selected at Haywood Community College and were earned at an accredited college, university, community college, or technical institute. Any course with a grade of less than a "C" is not transferable.

Credit transferred to Haywood Community College from another institution will be recognized as hours toward the appropriate degree, diploma, or certificate but will not be calculated toward the cumulative grade point average (GPA) for that program. Every attempt will be made to evaluate transcripts for transfer credit prior to registration. Evaluation will be completed no later than the end of the first semester of enrollment following acceptance into the program of study.

It is the intent of the College that entering students will be successful. Time limitations may restrict the acceptance of credits from both internal and external sources if it is determined that course material or content is outdated. The Dean over the program of study in which the course resides will make the decision regarding the acceptance of credit for such courses.

Deans are responsible for approving transfer credit within the major. Transcript evaluation will be completed by Enrollment Management staff by the end of the first semester of enrollment.

Transfer credit from other regionally accredited postsecondary institutions pertaining to related and general education coursework will be approved by the Dean of Arts, Sciences and Natural Resources.

All **degree-seeking** students must complete either ACA 111, 115, or 122 (depending on individual program requirements) by the end of their second semester of attendance at HCC. Students with an earned 2-year degree, or higher, will be exempt from ACA 111 or 115. Students, without an earned 2-year degree or higher, with more than 29 hours of approved transfer credit from an outside institution will be exempt from taking ACA 111.

CLEP, Advanced Placement, and Armed Forces Training

The College will accept or transfer appropriate credits earned through credit by examination, advanced placement, CLEP, armed forces service schools, and college-level courses completed prior to graduation from high school. The chairperson of the department in which the courses are taught determines applicable credit.

The College gives credit for courses in which College Entrance Examination Board Advanced Placement Examinations have been given and in which appropriate levels of competence have been demonstrated. If a student has taken Advanced Placement courses in high school and the respective examination and receives a grade of three (3) or higher on the exam, he/she can receive college credit. The results of the Advanced Placement Examination should be sent to the Enrollment Management Office by the Advanced Placement Program. For example, a score of at least 3 on the biology AP exam would entitle the student to receive 4 semester hours credit for BIO 111 (General Biology I).

Placement Testing

The North Carolina Diagnostic Assessment and Placement Test (NC DAP) is a custom version of College Board's ACCUPLACER. This test is used to place students into the appropriate English and/or math courses. The ACCUPLACER NC DAP is offered in Student Services. There are two major components of the test - Reading/English and Math. Both components are administered on a computer.

The Reading/English portion of the test assesses a student's achievement level in reading comprehension, revising/editing writing, and an essay. A composite score will place students into Developmental Reading & English (DRE) or curriculum English courses. There is a two hour time limit on this portion of the test.

Skills assessed on the math portion of the test include: operations with integers, fractions and decimals, proportions/ratios/rates/percents, expressions, linear equations, graphs, equations of lines, polynomials, and quadratic application. There is no time limit on this portion of the test.

The ACCUPLACER NC DAP test is given Monday - Friday. Applicants must make an appointment to take the NC DAP and can do so by calling (828) 627-4607. There is no fee for the test. An on-line study guide is available at www.haywood.edu/learning-support-services/test-preparation. Tutoring is available to prepare for the placement tests in the Adult Education Department. Please refer to the table below for ACCUPLACER NC DAP cut scores.

After testing, the student will meet with a member of the Student Services staff to discuss test results.

Credits earned in developmental courses do not count toward the required number of semester hours towards graduation in degree, diploma and/or certificate programs. Grades earned in developmental courses do not count in a student's grade point average. Accommodations for testing are available for students with disabilities. Contact the Disability Counselor located in Student Services in advance if accommodations are needed.

Test	ACCUPLACER NCDAP
English	151+ on Reading & English NCDAP
Reading	
Mathematics	7+ on all portions of Math NCDAP

Prerequisite Placement Testing for Biology and Chemistry

If required, students must also complete BIO 094 and/or CHM 090 prior to enrolling in college levels courses. Students who wish to take BIO 163, BIO 168, or CHM 151 must take respective prerequisite placement test(s) or transfer these courses from other colleges with a grade of "C" or better.

In order to test into BIO 163 or BIO 168, students must score a 60% on the biology placement test. Students who score between 55-59% are eligible to retest after two weeks.

In order to test into CHM 151, students must score a 70% on the chemistry placement test. Students who score between 65-69% are eligible to retest after two weeks.

Call (828) 627-4607 for an appointment for the biology and chemistry placement tests.

Developmental Education

Mission Statement: Developmental Education provides academic instruction, support, and resources -- in biology, chemistry, English, math, and reading-- to prepare students for success in college-level courses.

Developmental Education: Developmental Education is a multi-faceted academic support system for students; the intent is to generate student success in key academic arenas and to prepare students for future success in college-level courses. In developmental-level courses in English and reading, math, biology, and chemistry, students garner the basic skills they need to begin curriculum courses at Haywood Community College. At the time of application, students take a placement test to

determine if developmental courses are required before enrollment in college-level biology, chemistry, English, and math. (See Admissions Procedure for Credit Programs for more details.) As determined by the student's scores, each student is placed in the appropriate course or courses.

Developmental Course List

(see Course Descriptions for further details on these courses.):

BIO	094	Concepts of Human Biology
CHM	090	Chemistry Concepts
DMA	010	Operations with Integers
DMA	020	Fractions and Decimals
DMA	030	Proportions/Ratios/Rates/Percents
DMA	040	Expressions, Linear Equations, Linear Inequalities
DMA	050	Graphs & Equations of Lines
DMA	060	Polynomials & Quadratic Applications
DMA	070	Rational Expressions & Equations
DMA	080	Radical Expressions & Equations
DRE	096	Integrated Reading and Writing
DRE	097	Integrated Reading and Writing II
DRE	098	Integrated Reading and Writing III

Workforce Continuing Education

Workforce Continuing Education provides learning opportunities by offering a wide variety of classes to support economic development and the advancement of continued adult learning. Through a variety of community assessments, our programs are designed to meet the needs of higher academic education, retraining and job training, and personal and professional growth. The Continuing Education Division develops concepts and ideas for lifelong learning by examining the needs of the citizens, of businesses, and of industries throughout our area. Offerings include on and off campus at a variety of times, days, locations and various formats of learning by lectures, hands-on, and Internet-based learning.

Haywood Community College is the primary center for both training the area's workforce and for providing direct assistance to small business development. HCC is also a partner with other organizations leading economic development efforts. The college is involved with the Haywood County Economic Development Commission, the Haywood County Chamber of Commerce and the WNC Advanced Machining Center project, efforts which are designed to attract new industry to the area, retain existing industry and build an environment that fosters economic growth and prosperity.

The Workforce Continuing Education division includes the following training areas: Small Business Center, Emergency Services, Allied Health, Public Safety, Fire, Occupational Extension, Computer Training, Online Training, Community Education, Human Resource Development, Business & Industry Training, Certification and Licensure, Advanced Technologies and all workforce development efforts and special projects. The listing above is only a sampling of the program offerings at Haywood Community College's Workforce Continuing Education Division. Training options are unlimited and can be designed to meet the needs of the employer and/or student.

Enrollment Procedures

Enrollment: Students are encouraged to enroll in continuing education courses early. The Enrollment Management Department is located in the upper level of the Student Services Building (1500 Bldg.). Normal operating hours, contact information, and payment options are as follows:

Monday–Thursday: 8 a.m. to 6 p.m. and Friday: 8 a.m. to 4 p.m.

Telephone: (828) 627-4500

Community College Website: www.haywood.edu

Methods of Payment include: Cash, Check, Money Order, Credit and Debit cards (MasterCard, Visa, American Express, Discover)

Notice: Students receiving financial assistance from third party entities (such as vocational rehabilitation) must have formal authorization filed in the Business Office prior to registration. There is a returned check fee of \$25.00. All previously incurred expenses at the College must be paid before a student may register at the beginning of any term. Degrees, diplomas, certificates or certifications will not be granted nor will transcripts be furnished until all financial obligations to the College have been paid and cleared by the financial agent. Unpaid debts are turned over to a collection agency after a reasonable period is allowed for payment.

Costs

Costs and fees which include tuition, books, cards, supplies, and insurance for individual courses and areas of study will vary depending on the class. Student's responsibility includes inquiring during registration to confirm the required items (books and supplies) and costs of said items. Some courses require insurance and certification cards. The College reserves the right to assess new fees or increase or decrease charges as it may determine. The College will publicize any such changes when and if they occur. These fees are subject to change without prior notice upon approval by the College Administrative Council and Board of Trustees. A minimum enrollment may be required to offer a course or continue a sequence of courses. There are no tuition costs for Adult Basic Education courses but fees may apply in addition to testing costs. G.S. 15D-39 authorizes the State Board of Community Colleges to fix and regulate all tuition and fees charged to students for applying to or attending any community college. The current rate for Occupational Extension courses is as follows:

	Hours	Costs
0–24 Hours		\$70
25–50 Hours		\$125
50+ Hours		\$180

*Self-Supporting and Community Education Courses rates vary.

Refund Policy

The tuition policy is set by the State of North Carolina and is subject to change. A 100% refund shall be made if the student officially drops prior to the first day of classes of the term as noted in the College Calendar. Also, a student is eligible for a 100% refund if the class in which the student is registered is canceled. A 75% refund shall be made if the student officially drops from the class(es) prior to or on the official 10% point of the term through the Enrollment Management Office. Insurance, technology, and student activity fees are NOT refundable. Federal regulations, if different from above, will overrule this policy. Tuition refunds will be mailed to students; student fees are nonrefundable.

Course Repetition

There is a limit to the number of times a student may enroll in a particular Continuing & Adult Education class. The Continuing & Adult Education Repetition policy guides enrollment in selected types of classes. Occupational Training courses may not be taken more than twice within a five-year period without the student paying the full cost of the course as determined by the College. Students may repeat Occupational Training courses more than once if the repetitions are required for certification, licensure, or recertification. A course other than occupational training may not be taken for more than two consecutive terms without a break of at least one term. Students who are enrolled in Adult Basic Education (ABE), General Educational Development (GED), Adult High School, English-as-a-Second Language or Compensatory Education courses may continue in the course as long as reasonable educational and/or social progress is being made according to the goals of the program. Students in Compensatory Education classes will be reviewed after no more than two years to determine whether they will continue in the program. The College reserves the right to modify this policy in general or relative to a given course as necessary to meet the needs of the College and its students.

Services

- Certification & Licensure
- Community and Corporate Education
- Human Resource Development
- Computer Training
- Advanced Technologies
- Industry & Customized Training
- Health and Emergency Services Training
- Allied Health Training
- Fire Training
- Public Safety & Law Enforcement Training
- Occupational Training
- Small Business Center
- Online Training

Certification and Licensure assists students in acquiring certifications or licensures in Auto Safety, OBD Emissions, and OBD Recertifications. These occupational courses are designed to prepare students to meet the guidelines and requirements issued by the State of North Carolina.

The State of North Carolina maintains a number of licensure programs for trade, industry, and professions.

Continuing Education credits are required in order to maintain a valid license in many of these programs. Haywood Community College routinely offers continuing education classes for electrical, plumbing, auto safety, and other trades

licensure programs. For information on scheduled classes or to sign up for continuing education credit classes, contact: 828-627-4500.

Corporate and Community Education offers to individuals 18 years of age (16 years old with a completed Minor Permission Form and all required signatures) and older short-term courses for self-improvement, cultural enrichment, and academic achievement. The program is intended to meet the growing needs and interests of the community. The purpose is to give an individual a chance to pursue special interests and to fill his/her leisure time with worthwhile educational projects. Some of these include sewing and quilting, drawing and painting, knitting, woodcarving, knifemaking and bladesmithing, and basic auto repair. The National Safety and Health Council's Defensive Driving 4-hour course is also offered.

Haywood Community College's partnership with the American Bladesmith Society (ABS) brings the art and science of hand forged bladesmithing to our campus. Master Bladesmiths from across the country come to attend our semi-annual Hammer In and Knife Show and to serve as skilled instructors in ABS sanctioned bladesmithing courses.

Corporate training provides specialized courses specifically designed to meet the needs of corporations, groups, non-profits, and other entities.

Contact Workforce Continuing Education

For information on scheduled classes or to sign up for classes contact: 828-627-4500.

Human Resources Development (Career Works) Program

The mission of Haywood Community College's Human Resources Development Program is to strengthen the employability skills of the county's residents who are unemployed or underemployed. HRD courses may be fee waived for the underemployed or unemployed. The primary goal is to help these individuals develop the essential skills needed for securing and maintaining employment. Instruction focuses on the following:

- career assessments
- development of employability skills
- communication skills
- problem-solving skills and techniques
- computer skills
- job search
- résumé development
- interviewing skills

HRD programs are currently offered by Haywood Community College through the CareerWorks centers in three distinct venues:

- West Waynesville Center – Career Connections – 828-246-9233
- NC Employment Security Commission/JobLink –eLab – 828-456-6061
- LifeWorks/Christian Women and Christian Men Job Corps

Computer Training offers a wide variety of computer training in both classroom and web-based formats. All of our courses are designed to help each student learn new computer software packages and/or sharpen existing computer skills. The goal of HCC Computer Training is to help all students improve their knowledge of computer technology, whether for career advancement or personal improvement.

Business & Industry

Services provided through Workforce's Business and Industry Department includes: Occupational Continuing Education, Workforce Training, and specialized industry training provided through the North Carolina Community College System, Customized Training Program.

For over 40 years, HCC has been offering these specialized training programs to citizens as they assess and build upon their work-related skills. Through our Business and Industry Training Division, participants can upgrade skills, develop new skills, and prepare for licensures and certification, by participating in any of our wide range of training support -- from Machine Operator to Management level courses. HCC can provide employee training tailored for very specific job skills at area businesses and industry.

HCC's Business & Industry Division provides:

- Safety & Environmental Training
- Customer Service Training
- Recertification Classes
- Manufacturing Training Courses
- Strategic Planning
- Corporate Level Management Training
- Professional Development

Customized Training Program

The Customized Training Program provides education, training and support services for new, expanding and existing business and industry in Haywood County. The goal of this program is to foster and support three key aspects of a company's well-being:

- Job Growth
- Technology Investment
- Productivity Enhancement

What We Do

The Customized Training Program is designed to make a difference in a company's bottom line, whether the organization is creating jobs, investing in new machinery and equipment, or streamlining processes for efficiency.

Customized Training Program resources may support training needs assessment, instructional design, development and delivery. With our team of experts, we develop and create customized media, including process manuals, orientation and process DVDs, and interactive learning solutions. We offer a proven design process that is repeatable and ensures the development of high-quality learning solutions including classroom, lab and on-the-job training, and computer-based interactive programs and immersive 3-D simulation.

The greatest asset that North Carolina Community Colleges have is flexibility. In a rapidly changing global economy in which innovation means the difference between business success and failure, the skills industries require of their employees evolve more rapidly than ever before. In North Carolina, our world-renowned Customized Training Program will create success for our companies and their employees by quickly responding to industry's changing skills needs.

How We Do It

Our services range from job profiling, pre-employment training and assessment, to post-hire technical and critical soft skills training. The overall focus of pre-employment training is to provide a mutual opportunity for both candidate and company to assess each other to determine if there is a good match for a long-term relationship. This is an opportunity to focus on your organization's philosophy, values, vision, practices and demands on the job, as well as to hear from the candidates and

observe them in structured exercises that will bring out some of the challenges of daily work.

To initiate the design and development of your customized training plan, the Customized Training Program Coordinator from your local community college will collaborate with you to provide an instruction method tailored to your needs.

We will work with you to get your workforce up and running at the speed of business. The road map we follow will be relevant and unique to your company.

Why We Do It

We recognize that the availability of a well-trained workforce is critical consideration in your decision to locate, expand or remain in Haywood County. Working with our local and regional economic and workforce development partners, HCC will assist you through the initial recruitment, personalized screening and customized training processes. By preparing a workforce with the skills essential for success, we enhance your company's competitiveness.

Allow us to guide you through a customer-focused process with an end result of a qualified, motivated and productive workforce that will ensure both the initial and continued success of your organization.

Health and Emergency Services Training encompasses many disciplines. This includes Emergency Medical Services Certifications from Medical Responder through Paramedic level, and American Heart Association Courses (CPR/First Aid, AED, ACLS, and PALS). Health education courses are designed to assist those desiring employment or retraining in related fields. HCC offers certification and upgrade courses for rescue and emergency services personnel such as AMLS, PEPP, EPC, PHTLS, and GEMS.

Allied Health Training includes Nurse Aide I, Medication Aide, Phlebotomy, and other allied health programs. Applicants are selected for admission to these programs based upon special criteria and certain testing requirements.

Fire Training requires the State Fire and Rescue Commission to establish voluntary minimum professional qualifications for all levels of fire and rescue service personnel. The standard for Firefighter Certification is considered to be a minimum standard and the Fire & Rescue Commission fully recognizes that due to differing requirements, many fire departments may set forth standards much higher than these for their personnel. It is the intent, however, that through a voluntary program, personnel who provide firefighting services to the communities of our state, will meet or exceed this standard. In the State of North Carolina, the State Legislature established General Statute 58-78-5.14b to reduce fire loss.

Public Safety & Law Enforcement training provides quality educational programs and services for law enforcement. This includes but is not limited to Basic Law Enforcement Training, mandatory In-Service Training and specialized law enforcement training. Applicants for Basic Law Enforcement Training must provide required documentation.

Occupational Training provides education and training for individuals to prepare for new or different employment and to upgrade the skills of individuals in their current employment. These opportunities are available through single courses or a series of courses specifically designed for an occupation. A significant number of these courses are offered to meet licensure or certification requirements. HCC is the primary center for both training the area's workforce and for providing direct assistance to small business development. HCC is also a partner with other organizations leading economic development efforts. The college is involved with the Haywood County Economic Development Commission, the Haywood County Chamber of Commerce and the WNC Advanced Machining Center project, efforts which are designed to attract new industry to the area, retain existing industry and build an environment that fosters economic growth and prosperity.

The Small Business Center provides training, counseling, and resource information in support of new business development and existing business growth. It also offers free, confidential counseling, and access to an extensive resource library. Over 800 business "how to" books, magazines, and audio CD's are available for loan. A wide variety of free seminars are also available to help businesses be successful. Some topics include: How to Start a Business, How to Write a Business Plan, Financing a Business, Marketing for Success, and Taxes and Recordkeeping. Visit sbc.haywood.edu to view Upcoming Seminars, New Business Guide, Success Stories, Resources, other business-related news, and events to help grow your business.

Online Learning is available in most disciplines. Online learning provides options for students to train at home or on-the-job. Online training can build upon existing work skills or provide foundational learning or skills.

Career Readiness Certificate (CRC)

The Career Readiness Certificate is a nationally recognized credential which certifies that the holder is ready for the workplace. Getting a North Carolina Career Readiness Certificate allows you to show prospective employers that you possess the basic skills they require. Even if you have a high school diploma (or GED) or a post-secondary degree, the CRC further verifies that you can handle the kinds of tasks that are common in today's workplace: finding information, reading instructions and directions, and working with figures.

The Certificate is based on established WorkKeys® assessment tests. (WorkKeys is a comprehensive skills assessment tool recognized by thousands of companies in the U.S. and by state and federal agencies.) To earn a Career Readiness Certificate, individuals are tested in reading, applied math, and locating information through the WorkKeys skills assessment system.

Currently four levels of CRC assessment certifications are awarded based on the student's scores on the assessment. The levels are as follows:

- Bronze (Level 3): Individual possesses the necessary foundational skills for 16% of jobs in the WorkKeys database
- Silver (Level 4): Individual possesses the necessary foundational skills for 67% of jobs in the WorkKeys database
- Gold (Level 5): Individual possesses the necessary foundational skills for 93% of jobs in the WorkKeys database
- Platinum (at least a Level 6): Individual possesses the necessary foundational skills for 99% of jobs in the WorkKeys database (Although this is not one of the certificates we can award, they would have to apply on a national level.)

Haywood Community College offers an interactive on-line assessment and training tool as a means of preparing for the CRC assessment and is available to HCC students at no charge. Students can register for unlimited access at the West Waynesville.

The assessment costs \$30.00. It can be taken as often as desired. Grant funds may be available to cover the first-time cost of taking the CRC. The CRC assessment can be taken by appointment at the West Waynesville Campus.

For more information or to schedule the CRC assessment contact 828-564-5093.

Registration

- Complete a Workforce Continuing Education Enrollment Form available in Student Services in the Student Center and online.
- Submit the form to Enrollment Management staff to complete the registration process.
- Pay tuition, institutional fees, and purchase books in the Student Center.

Work Based Learning

Work-Based Learning at HCC is comprised of educational programs designed to enhance student learning, promote civic responsibility, clarify and validate career goals, and encourage professional growth and development of job skills through practical work experience outside the classroom. Work-based learning programs include apprenticeships, cooperative education, internships and service learning.

Students should meet with the work-based learning coordinator and/or their advisors before registering for a work-based learning course. Cooperative education courses require an orientation session before students can begin their work experiences and all work-based learning courses require completion of a workbook or other written activities that track student progress throughout the course.

WBL Courses

Formerly known as Cooperative Education, or Co-op, the WBL courses at HCC are part of a structured educational program designed to help students clarify, test and validate career goals through work experience. Its purpose is to successfully place students with employers to encourage professional growth and allow development of job skills directly related to and coordinated with their chosen field of study.

Program Outcomes

- Students perform tasks related to their academic or career goals.
- Students gain knowledge and experience from skilled mentors.
- Students receive academic credit for their work experience.
- Students provide definable benefits to employers.
- Students improve employability skills, i.e. in resume writing, job interviews, personal appearance.

Student Outcomes

- *Academic:* ability to integrate classroom theory with workplace practice, technical knowledge through use of state-of-the-art equipment, clarity about academic goals, and academic motivation
- *Professional:* workplace competencies, understanding of workplace culture, responsible for work habits, clarity about career goals, professional network, after graduation employment opportunities
- *Personal:* lifelong learning skills, job readiness, maturity, determination of strengths and weaknesses, earnings to defray college expenses

WBL courses are required for some programs (like Medical Office Administration and Healthcare Business Informatics), and are offered as a technical elective in most other programs. Students will receive academic credit, as well as work experience in their field of study. Students must have a GPA of 2.0 or higher and have completed at least 9 semester credit hours of core credits toward graduation.

Medical Office Administration and Healthcare Business Informatics programs require students to complete Student Medical Forms (including submitting shot records) and background checks, which carry additional costs. Please see Work-Based Learning Office for more information.

Internships

Internships combine practical work experience with academic coursework to develop student job skills, encourage professional growth, and establish professional relationships in the student's field of study. Internship requirements vary by program. Please contact the Work-Based Learning Coordinator or Haywood Community College jobsearch webpage for specific internship opportunities.

Service Learning

Service learning combines positive and meaningful community service with academic coursework to reinforce classroom concepts, promote civic responsibility, and meet the needs of the community. Service learning opportunities vary by course,

and are approved at the discretion of the instructor and/or Work-Based Learning Coordinator. Please contact the Work-Based Learning Coordinator for more information about service learning opportunities.

Apprenticeships

Apprenticeship programs vary greatly by program and availability. Please contact the Work-Based Learning Office for more information about apprenticeships in Haywood County.

Criminal Background Checks and Drug Screens

Criminal background checks and drug screens are not required for admission to the Health and Human Services programs. However, students can expect to submit to criminal background checks (state and/or federal) and drug screens in order to meet regulatory criteria of facilities participating in the clinical education or practicum component of Health and Human Services programs once admitted to the program. The Health and Human Services faculty recognizes and is fully supportive of clinical facilities or field sites mandating criminal background checks and/or drug screens on students enrolled in the program.

If a clinical facility or practicum site prohibits a Health and Human Services student from participating at the facility based on the results of the criminal background check and/or drug screen, the student will be dismissed from the respective Health and Human Services program. No alternative clinical experience will be arranged on behalf of the students, resulting in the inability of the student to meet the curriculum requirements of the program. Students are encouraged to follow due process if they should feel ineligibility was determined as a result of false or inaccurate information. Students can expect to absorb all costs related to criminal background checks and/or drug screens. *Specific procedures will be provided to students in the Health and Human Services program upon acceptance and enrollment.*

Students should also expect to submit to a criminal background check at their own cost, when seeking eligibility for state licensure or national certification.

For curriculum program technical standard requirements, see website and advisor if you have questions.

Tuition and Institutional Fees

General Tuition for Curriculum Courses (Credit Courses)

Tuition rates for North Carolina Community Colleges are established by the State Board as set by the NC Legislature for curriculum students per semester for North Carolina residents and out-of-state students (per NCCCS Administrative Code). The tuition is collected by the individual colleges and remitted to the NC Community College System Office for reallocation through FTE funding the next year.

2015 - 2016 tuition for 16 semester credit hours or more is charged at the rate of:

- \$1,152.00* per semester for full-time in-state students
- \$4,224.00* per semester for full-time out-of-state students

Tuition and fees are subject to change based on NC legislation and local board action. See HCC website-www.haywood.edu- for current tuition and fees (under Current students & Prospective students links on the home page).

See Residence Status in General Admissions, Enrollment Management section.

Resident students carrying less than 16 credit hours are charged \$72.00* per semester hour and out-of-state students are charged \$264.00* per semester hour. The tuition rate for auditing courses is the same as for taking them for credit. Tuition rates are subject to change as mandated by the State of North Carolina Legislature.

* **These values are for estimating purposes only and may change dependent on final state budget approval.** Other Expenses: Costs for books and supplies vary by curriculum and continuing education program. Students pursuing degrees in certain programs may have additional fees related to industry certification, licensure, background check, supplies, etc. Students should see the appropriate department regarding additional costs.

Student Activity Fees

Fall and Spring Semesters

- Students carrying 12 or more credit hours - \$32.50 per semester
- Students carrying 6 to 11 credit hours – \$24.00 per semester
- Students carrying 1 to 5 credit hours - \$16.50 per semester

Technology Fee

- Students carrying 12 or more credit hours - \$16.00 per semester.
- Students carrying 6 to 11 credit hours - \$11.00 per semester.
- Students carrying 1 to 5 credit hours - \$6.00 per semester.

Access Fee

\$3.00 per semester. The access fee includes internet/infrastructure/course delivery method and on-campus parking.

Graduation Fee

\$20.00. The Graduation fee is for the diploma and cover and is payable during the semester the student expects to graduate. Candidates for graduation should contact Student Services to obtain an Application for Graduation. Students can purchase the appropriate cap, gown and tassel in the bookstore.

Tuition for Curriculum Self-Supporting Courses in the Summer Semester

Some of the curriculum courses in the summer semester are offered on a self-supporting basis. Tuition and fees for HCC self-supporting courses are charged at the in-state rate for all students regardless of residency status. Tuition waivers or exemptions do not apply to self-supporting courses.

Institutional Fees

Institutional Fees for Curriculum (Credit) and Continuing Education (Non-Credit) Programs:

Institutional fees are assessed when applicable. These fees are subject to change without prior notice upon approval by the College Administrative Council and Board of Trustees. The College reserves the right to assess new fees or increase or decrease charges as it may determine. The College will publicize any such changes when and if they occur. *Audit students pay the same fees as students who enroll for credit.*

General Tuition for Continuing Education Courses

Tuition rates for North Carolina Community Colleges are established by the State Board as set by the NC Legislature for continuing education students per class for North Carolina residents and out-of-state students (per NCCCS Administrative Code). The tuition is collected by the individual colleges and remitted to the NC Community College System Office for reallocation through FTE funding the next year. Cost varies by course.

Technology Fee

The Technology Fee is charged as follows:

- Continuing Education Students - \$5.00 per computer class.

Other Expenses

Costs for books and supplies vary by curriculum and continuing education program. Students pursuing degrees in certain programs may have additional fees related to industry certification, licensure, background check, supplies, etc. Students should see the appropriate department regarding additional costs.

Obligation for Payment

Tuition and fees are payable in full by the published deadlines. Refer to the Academic Calendar for tuition payment periods.

Tuition and fees may be paid by cash, check, money order, American Express, Discover, MasterCard or Visa credit or debit cards. Checks and money orders should be made payable to Haywood Community College.

Students receiving financial assistance from third party entities (such as vocational rehabilitation) must have formal authorization filed in the Business Office prior to the tuition payment deadline.

A check given in payment of expenses that is returned by the bank results in indebtedness to the College and places the student's enrollment in jeopardy. There is a returned check fee of \$25.00. All previously incurred expenses at the College must be paid before a student may register at the beginning of any semester. Degrees, diplomas, or certificates will not be granted nor will transcripts be furnished until all financial obligations to the College have been paid and cleared by the financial agent. Unpaid debts are turned over to a collection agency after a reasonable period is allowed for payment.

Refunds

A refund is issued under the following circumstances:

- A. A 100% refund of tuition and fees shall be made if the student officially drops prior to the first day of classes of the semester as noted in the college calendar. Also, if a course is cancelled by the college, a student is eligible for a 100% refund.

- B. A 75% refund of tuition only shall be made if the student officially drops from the course(s) prior to or on the official 10% point of the semester.
- C. For courses beginning at times other than the first week of the semester, a 100% refund of tuition and fees shall be made if the student officially drops from the course prior to the first class meeting. A 75% refund of tuition only shall be made if the student officially drops from the course prior to or on the 10% point of the course. For contact hour courses, 10 calendar days from the first day of the class(es) is the determination date for census.
- D. If a student, having paid the required tuition and fees for a semester, dies during that semester (prior to or on the last day of the semester the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations.

All tuition refunds are processed after the official 10% point of the semester and will be mailed to students; student fees are nonrefundable.

Student Insurance

Web Page with Instructions: haywood.edu/incident_insurance_report

A student accident insurance policy is provided for each student enrolled in a curriculum course and some courses in continuing education. The premium for this policy is included as a part of the institutional fees charged at registration.

Please note that this is a limited accident policy. The policy only covers injuries caused by accidents that occur on-campus during the hours that the College is in session and/or while the student is taking part in a college endorsed activity under the supervision and control of College officials.

Students registering for Continuing Education courses are given an option to pay the accident insurance fee. This will cover any class-related injuries as covered in the limited accident policy. Instructions, insurance and incident forms can be found on the web site under current student. Further information concerning student insurance can be obtained from Student Services.

Haywood Community College does not provide medical services for students. The responsibility for medical services rests with the student. In the case of illness or injury on campus, please call Emergency Medical Services at 911 to assist individuals. Please call Campus Security (**Office: 828-627-4514 or Cell: 828-734-5410**) to notify them that EMS has been called so that they may assist until help arrives and help the EMS locate the person who is ill. First aid kits are available in labs and in Student Services. Urgent Care facilities are located a few miles from the campus in Hazelwood, near Exit 100 off Hwy 19-23 and in Canton at Exit 31 off I-40.

Minimum Computer, Internet Connection & Software Recommendations

	Microsoft Windows		Apple Macintosh	
	Minimum	Recommended	Minimum	Recommended
Operating System	Windows 7	Windows 7 or 8.1	MacOS 10.8	MacOS 10.9 or higher
CPU Memory	4 GB of RAM			
Internet Connection	Any high-speed connection (e.g. Cable Broadband, Wi-Fi, or DSL)			
Free Hard Disk Space	40 GB	60 GB	40 GB	60 GB
CD/DVD Drive	Required for some programs and textbook accompaniments			
Speakers	Built-in audio (speakers or headphones) required for online courses			
JavaScript	Required for online courses			
Cookies	Enabled for HCC websites			
Pop-up Blocker	Off for HCC websites			

Software	Minimum	Recommended
Browser	Most recent version of Mozilla Firefox or Google Chrome	
Productivity software	Microsoft Office 2013 Home & Student Edition (windows) Microsoft Office 2011 (mac) OpenOffice (free download: http://www.openoffice.org/) or LibreOffice (free download: http://www.libreoffice.org/)	Microsoft Office 365 University Edition (windows); Microsoft Office 2011 (mac)

Antivirus	Freeware: Microsoft Security Essentials (windows) or Avast (windows or mac)	Internet security software pay version (i.e., Norton, Trend Micro, or Kaspersky)
PDF reader installed	Most recent version of Adobe Reader: http://get.adobe.com/reader/ Mac users can also use Preview PDF viewer included in MacOS X.	
Multimedia software	Most recent version of Adobe Flash: http://get.adobe.com/flashplayer/ Most recent version of Adobe Shockwave: http://get.adobe.com/shockwave/	
Video players	Windows Media Player: included in Windows 7 & 8 (windows only) Most recent version of Quicktime Player http://www.apple.com/quicktime/download/	
Universal media player	Recommended in case other video/multimedia players cannot play online media content: VLC media player: http://www.videolan.org/	

Additional Notes on Software Needs: Students will be required to submit assignments in digital document formats, which requires a word processing program. We recommend Microsoft Office 365, but less costly editions of Microsoft Office or other open-source word processing programs may be sufficient. If you have questions about what software might be necessary for your program of study or individual course, please check with the program manager, course instructor, or course syllabus. It is the student's responsibility to have access to the required software for a particular program or course.

Additional Notes on Computer Specifications: Some internet/online courses require more RAM and hard drive capacity due to specialized software needs. If you are in a program that requires extensive computer skills (CIS, NET, GIS, etc.), you may need to purchase special software and your computer needs may be higher than what is noted above. Please check with the program manager before making any purchases.

Privacy & Storage of course work: Students are responsible for the safety and integrity of course work. If using lab computers, be sure to store course work on removable media (such as a flash drive or external hard drive) or provided storage. Please note that storage provided by the college will be deleted within one year of a student no longer taking courses at HCC, so students should store important files on a drive that they will have access to after leaving HCC.

Student Services

Student Services Division: Located in the 1500 building

Student Services provides student support in the following areas: recruitment, admissions, reregistration, counseling, financial aid, aid to students with disabilities, student activities, student clubs, success management, housing, insurance and other support services.

Campus Tours (Individual Tours or Group Tours)

The best way to learn about a place is to see it for yourself. Come check us out! Haywood Community College encourages prospective students and parents to come explore our campus and talk with our staff and faculty.

Individual Campus Tours

Campus tours are available daily. We encourage you to call ahead so that we are able to create a visit that matches your specific interests.

Sharon Childers: 828.565.4095
In-state toll free: 1.866.GO.TO.HCC
Email: shchilders@haywood.edu

Comfortable shoes are recommended. Parents are welcome to attend.

Group Campus Tours

Please let us know if you have a group of 10 or more students that would like to visit campus. Contact Sharon Childers at 828.565.4095. Advance notice for group tours is greatly appreciated.

Counseling Services

Counseling

Confidential counseling services are provided to all students on an on-going basis. Counseling services are available to assist students with academic and personal counseling to support their learning experiences.

These services include study skills and habits, test-taking tips, test anxiety management, stress management, goal setting, time management, and adjusting to college. With student permission, confidential referral services are used to meet personal needs such as alcohol/substance abuse, family violence, and health problems. A counselor is available by appointment and on a drop-in basis.

Career Counseling

HCC provides free career planning services through the Counseling Office located in Student Services. These services are designed to assist students who are undecided about career plans. The center offers a variety of resources to assist individuals who are at any stage of the career planning process. Career counseling and various assessment tools are used to help individuals explore personal interests, abilities, personalities and work values in evaluating appropriate career choices. Further information is available with regard to labor market information.

College Transfer Counseling

HCC counselors are available to assist students who wish to transfer to a four year university. Call (828) 627-4646 for an appointment.

Disability Services

Services for students with disabilities are available at Haywood Community College through the Counseling Office. The College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 which stipulate that no student shall be denied the benefits of an education “solely by reason of a disability.” Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, and hearing, sight or mobility impairments.

Services for qualified students are designed to provide support for and access to the same educational experience available to other students. Students with disabilities are expected to meet the same academic standards as other students. The disability support counselor offers numerous services to assist students in reaching their academic goals.

Disclosure of a disability must be initiated by the student, as noted on all HCC course syllabi. At the college level, it is also the student’s responsibility to contact the disability counselor and provide required documentation. Recent professional medical/psychological documentation from a qualified professional specifying the disability and recommended accommodations is required. It is the student’s responsibility to contact the disability counselor prior to each semester to discuss/review required accommodations. Students are responsible for submitting the Accommodations Request Form and discussing their accommodations with each of their instructors.

Some accommodations require a minimum two week notice to implement. Some can take longer, therefore students should contact the disability counselor as soon as possible.

All information is kept strictly confidential with the exceptions required by law which include disclosure of current child abuse/neglect or a resolute decision to commit suicide or harm others.

Enrollment Management

Change of Name, Address, and/or Phone Number

Students must complete a Data Change Form if there is an address change or a name change while currently enrolled at the college. This form can be obtained from the Enrollment Management Office or on-line (go to www.haywood.edu, select “Prospective and Current Students,” and then select “Enrollment Management.” Select “Change of Name/Address”).

Completed forms must be submitted to the Enrollment Management Office. Please note that a name change will require additional documentation be supplied to the Enrollment Management Office.

Graduation Program

Graduation exercises are held at the end of the spring semester for all students who are candidates for degrees, diplomas or certificates. The student’s presence at graduation is expected. Students should make an application for graduation at the beginning of the semester in which the student plans to graduate. Formal completion of all coursework, as certified by the academic department, earns the student the right to have his or her name on the graduation program. Payment for the degree/diploma/certificate entitles the student to receive his or her degree/diploma/certificate via US Mail within 7 - 10 days following the graduation ceremony. Participation in the formal ceremony requires that the student first meet the above requirements, obtain academic regalia (available in the bookstore) and notify the Enrollment Management Office of his or her plans to participate no less than 10 working days prior to graduation. Formal program format and procedure deemed necessary for conducting a suitable program will be up to the discretion of Haywood Community College.

Graduation Marshals

Each year academic divisions select outstanding freshmen to serve as graduation marshals. The selection criteria are primarily, but not limited to, grade point average. Graduation marshals assist with the graduation ceremony each spring and are recognized in the graduation program.

Student Official Academic Record (Transcripts)

An official academic transcript is a complete and accurate reflection of a student’s record. It contains all coursework taken including grades earned while enrolled at Haywood Community College. Both semester and cumulative grade point averages (GPAs) are recorded on a transcript. Students should maintain records of their courses, credits and grades each term, and check from time to time to see that their records agree with those of the Director of Enrollment Management. The College charges \$5.00 for each official transcript. There is no charge for unofficial copies. To request a transcript (official and unofficial copies), written authorization is required. Students may complete the Transcript Request form in Enrollment Management or order transcripts online at http://www.haywood.edu/transcript_request. Students currently

enrolled may view/print unofficial transcripts by accessing their WebAdvisor account.

Transcripts will not be released if fines are outstanding. Transcripts will be released once the payment transaction has cleared the financial agent. Transcripts cannot be released by e-mail, phone, or Internet request. A photo ID is required when picking up official transcripts.

Financial Aid, Scholarships, Grants

The purpose of the financial aid program at Haywood Community College is to provide financial assistance to students as they pursue their educational goals. The program is committed to the philosophy that no eligible student should be denied access to higher education because of a lack of financial resources. In achieving this purpose, the financial aid office is committed to the slogan "Financial Aid Made Easy." Walk-ins are welcome and no appointments are necessary. To support this purpose, the financial aid office commits to the following:

- Complying with federal and state law as well as institutional policies and procedures.
- Promoting and maintaining integrity, accuracy and timeliness in delivery of services.
- Providing adequate information for students and parents to make informed decisions regarding the financing of their education.
- Promoting and providing equal access to eligible students interested in pursuing an education at Haywood Community College.

Most financial aid at HCC is awarded on the basis of need as determined by the Free Application for Federal Student Aid (FAFSA). A very limited amount of aid is awarded based on academic achievement. Students must complete the same application process (FAFSA) to be considered for any financial aid at HCC. Some of the requirements to receive aid from federal financial aid programs are as follows:

- Be a citizen or eligible non-citizen of the United States with a valid social security number.
- Have a high school diploma or a General Educational Development (GED) certificate.
- Enroll in an eligible program as a regular student seeking a degree or diploma. Students who are enrolled as special credit students are not eligible to receive federal financial aid. Some certificate programs are eligible for financial aid. Contact the Financial Aid Office for additional information.
- Register (or have registered) for Selective Service, if you are a male between the ages of 18-25.
- High school transcripts/GED are required for eligible certificate programs.

How to Apply for Financial Aid

1. Complete the Free Application For Federal Student Aid (FAFSA) in one of following ways:
 - a. Submit FAFSA online at www.fafsa.ed.gov.
 - b. Complete paper FAFSA and mail to Department of Education (DOE). Request a paper FAFSA by visiting <http://www.fafsa.ed.gov/options.htm> or calling 1-800-4-FED-AID.
2. FAFSA is processed by DOE. DOE determines Expected Family Contribution (EFC) using Federal Methodology. EFC determines student eligibility. HCC receives product of FAFSA called SAR/ISIR (Student Aid Report)
3. Student must apply for admission to HCC and must be accepted into an eligible program of study.
4. Students with eligibility for grants(federal and/or state) who are selected for the process called Verification or who are missing information necessary to complete processing their application are sent a Communication Tracking letter and email listing the information required to complete their file.
5. When the student's "file" is complete, i.e., all supporting information received, verification completed, and the student is fully accepted into a qualified degree-seeking program, the student is sent an e-mail notification including a link to their Award Letter in WebAdvisor.

Grants

Federal Pell Grant:

The Federal Pell Grant program is a federal program that provides funding for undergraduate students. Eligibility is based on financial need. Submission of the FAFSA is required for consideration.

Federal Supplemental Educational Opportunity Grant (FSEOG):

The Federal Supplemental Educational Opportunity Grant program is a federal program that provides money to a limited number of undergraduate students who demonstrate exceptional financial need. Awards range from \$100 to \$400 per academic year at HCC and are awarded based upon exceptional financial need criteria and the order in which Student Aid Reports are received that meet these criteria.

N.C. Community College Grant Program (NCCCG):

The N.C. Community College Grant is restricted to legal residents of North Carolina who are accepted for enrollment or are enrolled at a N.C. Community College. To be considered for the grant, the student must be in academic good standing, enrolled at least half-time, and meet other eligibility requirements. Students are required to submit the FAFSA to be considered for the grant.

North Carolina Education Lottery Scholarship (ELS):

The ELS program is available to legal residents of North Carolina who are enrolled for at least 6 credit hours per semester in a curriculum program; classified as an undergraduate in matriculated status in a degree, certificate, or diploma program at an eligible North Carolina institution. Students are required to submit the FAFSA to be considered for this grant.

Scholarships

Through the generosity of individuals, businesses, and civic organizations, scholarships are available to HCC students. These scholarships are established with gifts from donors to the Foundation and are either endowed or annually funded. Criteria for awarding the scholarships are specified by the donor in conjunction with the college. Endowed scholarships are generated through the investment of permanently-held principals so that only the income from the principal is used for scholarship awards according to the Haywood Community Foundation Investment Policy. This enables the scholarship to exist in perpetuity. Non-endowed scholarships are those for which all funds are dispersed as scholarships rather than as long-term investments.

Most institutional scholarships are awarded on the basis of financial need. A student must submit a Free Application for Federal Student Aid (FAFSA) and have an ISIR on file to be considered for all scholarships awarded by HCC. In addition, students must complete a separate scholarship application and a brief essay. **ALL STUDENTS ARE ENCOURAGED TO APPLY FOR SCHOLARSHIPS!** Please go to www.haywood.edu/scholarships to apply or call the Scholarship Manager at 828-565-4170 with questions. Scholarships are awarded for fall and spring semesters. Students may continue to apply for scholarships throughout the academic year when the online application process is open. Students are considered for other scholarships if funds are available.

The following listing represents scholarships that are available at the time this document was printed. Scholarship availability is subject to change without notice.

Scholarships for any program of study:

- Arnold Memorial Scholarship
- Betty Jo Nichols Memorial Scholarship
- Butterscotch Scholarship
- Character and Values Scholarship
- Dan W. Moore Endowed Scholarship
- Elaine Hudson Memorial Endowed Student Aid Fund
- Frazell Family Scholarship
- Haywood Scholarship Trust Fund

- John and Virginia McNair Endowed Scholarship
- Joseph H. Nanney Student Financial Aid Fund
- Pop and Marj Kelly Scholarship
- Reimar Steffen Scholarship
- Rickards Family Scholarship
- Robert E. and Viola Forga Scholarship
- Rolf and Libby Kaufman Scholarship
- Shady Grove United Methodist Church Men Scholarship
- Stolee Legacy
- Tai Lee Scholarship
- Terry Rogers Endowed Scholarship
- Virgil P. Stewart Scholarship
- W. Curtis and Ruby B. Russ Scholarship Fund
- W. W. Garrett Scholarship
- Waynesville Rotary Club Scholarship
- Waynesville Township High School Class of 1960 Scholarship

Scholarships for Early Childhood programs :

- Sara Queen Brown Endowed Scholarship

Scholarships for Health-Related and Human Services programs :

- Barbara F. Ensley (Mrs. Ensley) Medical Scholarship (Medical Assisting)
- B's or Better Student Assistance Scholarship (Nursing only)
- Cox Foundation Scholarship (Nursing only)
- Donald and Katie Hooper Nursing Scholarship (Nursing only)
- Eleanor Rothermel Memorial Award Fund (Nursing only)
- Eugenia Scroggs Clark Memorial Scholarship (Nursing only)
- Harold and Mary Pupkar Hansen Scholarship Fund (Nursing only)
- Haywood Medwest Volunteers Scholarship (Any Health-Related Field)
- John Joseph and Emmie Phillips Nerney Endowed Scholarship Fund (Medical Assisting)
- Robert Forga Nursing Scholarship (Nursing only)
- Ruby H. Haney (Woodmen of the World) Scholarship (Nursing only)
- Shirley Gaddis Nursing Scholarship (Nursing only)
- William Prevost Endowed Nursing Scholarship (Nursing Only)

Scholarships for Natural Resources programs:

- Alan and Jane Campbell Scholarship (Forestry/Education)
- Aylor Webb Memorial Scholarship Fund (Forestry)
- Daniella Smith Endowed Scholarship (Horticulture)
- French Broad River Garden Club Scholarship (Horticulture)
- George Erwin Patton Endowed Scholarship (Horticulture)
- Gerald H. Hardesty Scholarship Award (Horticulture)
- Irving P. Grace and Nancy F. Grace Endowed Scholarship (Horticulture/Forestry/Fish & Wildlife)
- Pink Francis Endowed Scholarship (Any Natural Resources)

- Richard A. Wood Memorial Scholarship (Forestry/Fish & Wildlife/Horticulture)
- Richland Garden Club (Horticulture)
- Steve Eason Fish and Wildlife Memorial Scholarship (Fish & Wildlife)
- William K. Medford Endowed Scholarship (Horticulture and Forestry)

Scholarships for Professional Crafts programs:

- Asheville Quilt Guild Scholarship (Fiber)
- Dogwood Crafters Scholarship Fund
- Dr. John T. Beaty Professional Crafts-Wood Endowed Scholarship (Wood)
- High Country Quilters Guild Scholarship (Fiber)
- Judith Steffen Scholarship
- Thomson Foundation Scholarship
- WNC Fiber/Handweavers Guild Scholarship (Fiber)

Scholarships for Arts and General Education programs:

- Carlton Eddy Weatherby Memorial Endowed Scholarship
- Elizabeth T. Staiger Memorial Scholarship

Scholarships for Applied Technology programs:

- Bobby Swanger Advanced Technology Scholarship
- Bryan Edwards Endowed Scholarship (Building Trades)
- Chason-McCracken Scholarship (Electronic Engineering Technology)
- Coleman H. York Memorial Scholarship (Building Trades)

Scholarships for Business Education-related programs:

- HCC Scholarship for Entrepreneurship (Entrepreneurship)
- Mary Medford McElroy Endowed Scholarship (Medical Office Administration)
- Phi Beta Lambda Endowed Scholarship (Business)
- Robert and Francis Evans Memorial Scholarship (Computer Information Technology/Information Systems Technology)

State of NC Scholarship Programs:

- Wells Fargo Technical Scholarship Program
- Golden Leaf Scholars Program – Two Year Colleges
- Golden Leaf Scholars Program - Continuing Education
- State Employees Credit Union Scholarship

Loans

Haywood Community College does not participate in the William D. Ford Direct Loan Program. If you have any questions about student loans, please see the financial aid office.

Veterans and Financial Aid

Veterans and their dependents are admitted to the College under the same admission requirements as other students. An official High School Transcript or GED must be on file prior to certification to the VA.

Educational assistance may be available to:

- Members of the armed forces who entered active duty on or after July 1, 1985 and contributed to their education under the Montgomery GI Bill (Chapter 30)
- Members of the armed forces who have served at least 90 days since Septemebr 11, 2001 (Chapter 33)
- Eligible members of the Selective Reserves and the National Guard who contributed to their education through the Veterans Education Assistance Program (VEAP) while on active duty.
- Eligible members of the Selective Reserve and the National Guard who meet other eligibilty requirements (Chapter 1606 or 1607)
- Individuals discharged from active duty for a service-connected disability. (Chapter 31)
- Sons, daughters and spouse of deceased or totally and permanently disabled veterans whose death or disabiity happened while in military service (Chapter 35)

Veteran students are required to bring a copy of their class schedule to the VA Certifying Official prior ro the beginning of each semester.

Veteran students are expected to attend classes regularly. They must pursue the curriculum as listed and approved in the College Catalog and maintain satisfactory academic progress (2.0 Cumulative GPA), attendance, and conduct to maintain eligibility for payments. Veteran students will be placed on probation if their cumulative GPA falls below 2.0. If, at the end of that semeser, the veteran's GPA is still below 2.0 they will be placed on a second term of probation. If after the second term of probation the veteran is still not meeting SAP, their VA benefits will be terminated for unsatisfactory academic progress. The veteran student may continue in classes without receiving benefits. VA educational benefits will be reinstated after the veteran has met the 2.0 cumulative GPA requirement.

VA educational benefits are not paid for any grades other than A, B, C, D, P, or F. Payments for educational benefits are based on a student’s classification according to his/her credit hours per semester. Veterans are expected to notify the Veterans Certifying Official at HCC regarding any changes in their enrollment status. The veteran may notify the Veterans Affairs directly regarding changes to enrollment status during the monthly certification phone call.

Students applying for Veteran’s benefits must submit transcripts from all higher education institutions attended to the HCC Enrollment Management Office prior to the end of their first semester to continue certification of any classes to the VA.

Student Ambassador Program

The College and the HCC Foundation sponsor a Student Ambassador Program for individuals who demonstrate leadership, scholarship, and exceptional communication skills. These students must complete an application and be recommended by a faculty or staff member. Students are interviewed as part of the selection process. Duties include assisting with student orientation, conducting campus tours, completing recruitment tasks, gathering alumni information, and serving as hosts for special events held at the College. Students should contact the Foundation Office at (828) 627-4522 for further information.

Aid Received from Sources other than the Financial Aid Office

In addition to applying for financial aid through HCC, it is suggested that students investigate outside sources such as programs through the Veterans Administration, Vocational Rehabilitation, N.C. Commission for the Blind, Bureau of Indian Affairs, and the N.C. Employment Security Commission. For information on local scholarships, it is suggested that students contact their high school guidance counselors.

Students are also encouraged to utilize the Internet when investigating possible financial resources for attending college. Some financial aid websites containing information about grants, loans, work programs and scholarships are listed below:

www.finaid.org

www.fastweb.com/fastweb

www.ncseaa.edu

www.nasfaa.org

www.ed.gov/studentaid

www.cfnc.org

Students are required to report any aid received from a source other than the school's financial aid office. Types of aid that should be reported include the previously mentioned sources as well as any scholarships not awarded by HCC or tuition assistance from an employer. Failure to report such assistance could result in a reduction or cancellation of your financial aid.

Maintaining Eligibility for Financial Aid

Satisfactory Academic Progress: Federal and state regulations require students receiving financial aid to maintain satisfactory academic progress (SAP) as defined by the institution to receive financial assistance. At HCC, federal student aid includes the Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Federal Work Study. State student aid includes the North Carolina Education Lottery Scholarship, and the North Carolina Community College Grant. According to federal regulations, the school's SAP Policy must include (1) a qualitative measure (2) a quantitative measure and (3) a maximum time frame for completion of program. These measures are cumulative and include all periods of enrollment, including transfer hours from other schools, and periods for which the student did not receive funds from Title IV programs.

HCC's Institutional Satisfactory Academic Progress Policy for Financial Aid: The Financial Aid Office (FAO) evaluates the student's SAP at the time of financial aid application, and at the end of each semester. A student is considered to be making SAP when the following three conditions are met:

1. Student has a cumulative GPA of 2.0 or higher. **(Qualitative Standard)**
2. Student has completed at least 67% of all credit hours attempted at the end of the designated increment of the academic year. **(Quantitative Standard)**
3. Student has completed his/her program of study within the maximum time frame. **(Maximum Time Frame)**

SAP Status:

- Students will be notified of their SAP status, based on these three standards, at the end of each semester or when they apply for financial aid.
- Status definitions:
 - **Satisfactory-** Student has met or exceeded SAP standards or is in their first term at HCC.
 - **Warning-** Student failed to meet one or more of the SAP standards and will be placed on financial aid warning for the following term in which they are enrolled. The student will receive an e mail from the FAO notifying him/her of his/her SAP status. The student is eligible to receive financial aid for the warning semester.
 - **Termination-** If the student failed to meet the SAP standards for a second consecutive term (warning period), his/her financial aid will be terminated. Termination will remain in effect until 1) the student meets SAP requirements and notifies the FAO of their eligibility or 2) the student submits a SAP appeal and the appeal is granted. (See Appeal Policy and Procedures)
 - **Probation-by-Appeal-** If a student is granted a SAP appeal, the student is placed on probation-by-appeal status. The director will outline the terms of probation in an Academic Success Plan. During the probationary period, the student will receive one semester of financial aid and cannot withdraw from or fail any classes, and must not be reported as a no-show. If, at the end of the probationary semester the student fails to meet SAP standards or the Academic Success Plan requirements, the student's financial aid will be terminated. Financial aid will not be awarded to a student on termination until academic progress deficiencies have been corrected. Students who do not meet the SAP requirements for financial aid eligibility can enroll at HCC at the student's expense in order to improve academic progress. **No further appeals will be considered at this point.**

Maximum Time Frame:

Federal regulations require students receiving financial aid to complete their program of study within a maximum time frame, not to exceed 150% of the published length of the program. Once that time frame is exceeded, the student's financial aid will be terminated. The student can submit a SAP appeal to the Financial Aid Director, if there are extenuating circumstances (See Appeal Policy & Procedures). Maximum time frame is measured in terms of credit hours attempted:

Example: The program requires 75 credit hours to complete.

$$75 \times 1.50 = 112$$

112 is the maximum number of credit hours that may be attempted.

Grades of A, B, C, D, CE, DP, TR(transfer) or P count toward hours attempted and earned. Grades of F, I, W, WF, DR and CT count toward hours attempted, but not earned hours.

Financial Aid Appeal Policy and Procedures

To appeal financial aid termination, a student must be able to demonstrate unusual/mitigating circumstances. Circumstances are defined as but not limited to: illness of the student or immediate family member, death of an immediate family member, and serious traumatic and/or life-altering events that affected the student's ability to comply with SAP requirements.

1. A student must complete the Request for Satisfactory Academic Progress (SAP) Appeal Form. The student must provide a written statement outlining the reason(s) he/she did not maintain SAP and explain how, if an appeal is approved, he/she will be able to maintain SAP going forward. If a student is submitting an appeal for exceeding the 150% Maximum Time Frame, a program evaluation form completed by their advisor must be included.
2. The appeal paperwork must be returned to the Financial Aid Director, accompanied by supporting documentation (e.g. hospital/doctor verification, death certificate, etc.).
3. The director will review the appeal to determine, on a case-by-case basis, whether or not the appeal is justified and will notify the student of the appeal decision in writing within two weeks of receiving the appeal.

Please note, academic issues are considered to be within the student's control and are not generally considered grounds for appeal.

A student, who wishes to appeal the decision of the Financial Aid Director, must submit a written appeal to the Financial Aid Office within five working days after receiving the appeal decision. The Student Financial Aid Committee, which is established by the college, will review the request and make a decision within two weeks. Additional appeals may be made to the Vice-President of Student Services, and then to the HCC President, if deemed necessary by the student.

Other Information Regarding SAP

Early Registration: Students who are on financial aid warning or probation-by-appeal status that choose to register early for classes may not use federal student aid until grades have been posted for the current term. The student will be responsible for payment of tuition, fees, and any other expenses until eligibility is determined.

Return of Federal Title IV Funds Policy

The federal government has established the Return of Title IV Funds Policy Regulation (R2T4) which impacts federal financial aid recipients. Federal financial aid at Haywood Community College includes: Federal Pell Grant, Federal Work Study, and Federal Supplemental Educational Opportunity Grant. Students receiving federal aid will be required to repay a portion of that aid if they withdraw from all classes prior to the 60% point of the semester. This policy is not the same as the Haywood Community College's refund policy.

Financial aid is awarded to students contingent upon completion of the semester. Federal financial aid recipients who withdraw from class, stop attending, drop out, or are dismissed/suspended from class prior to completing 60% of the semester may owe back a portion of their financial aid he/she received. R2T4 calculations are based on the date the student begins the official withdrawal process or if no official notification is given, the student's last date of recorded attendance and/or class participation will be used. The student will be sent a letter detailing any amounts due to HCC and/or to the United States Department of Education. Students will not be allowed to register in courses or receive an official transcript until his/her account is cleared. If a student owes money to the Department of Education, the student must repay the amount or make satisfactory payment arrangements with the Department of Education to remain eligible for federal financial aid. Students are given 30 days from the date of notification to make payment arrangements. After the 30-day period, HCC will follow the Collection of Accounts Receivable procedure.

Dropping Courses: Your final eligibility for aid will be based on the number of hours for which you are enrolled at the 10% point of the semester. If you register and then drop course(s) prior to that date, your eligibility for aid will be RECALCULATED on your remaining hours as of the 10% point of the semester. Students who receive a financial aid check

based on more hours than those remaining as of the 10% point of the semester may be responsible for repaying a portion of any financial aid received. Dropping courses may affect your eligibility for future aid. Students should consult the Satisfactory Academic Progress Policy to determine if dropping courses will affect your eligibility for aid.

Withdrawing from College

- All or part of the student's financial aid may be reduced or canceled.
- The student may have a balance due to HCC because your financial aid award was adjusted.
- A hold will be placed on the student's academic record and he/she will not be able to request transcripts, register for classes, etc. until they pay the amount owed to HCC as a result of their withdrawal.
- The Student's credit history may be negatively affected when HCC reports the overdue account to an external credit agency.
- The student may not meet the satisfactory academic progress (SAP) requirements for continued financial aid assistance. Future financial aid may be jeopardized.

Further Information and Assistance: Students desiring further information about scholarships may contact the Foundation Office at (828) 627-4170. Additional financial aid information regarding grants, and workstudy may be obtained by contacting the Financial Aid Office at (828) 627-4756.

Financial aid information is based on current federal, state and institutional guidelines and is subject to change without notice.

Learning Resource Center (Library)

(a.k.a. Learning Resource Center or LRC)

Location:

Freedlander Learning Center (Building 200), Front Entrance

Hours:

Mon.-Thurs., 7:30 a.m. - 7:30 p.m. and Fri., 7:30 a.m. - 4:00 p.m. (Unless otherwise posted)

Telephone:

(828) 627-4550

FAX: (828) 627-4553

Email:

library@haywood.edu

Website:

www.haywood.edu/library

Director:

Bill Kinyon

Librarian:

Heather Cyre

Librarian/Technology Specialist:

Ngairé Smith

Library Resources and Services

The College Library (LRC) serves as the information center for the College's educational programs.

The primary objective of the Library is to help students reach their fullest educational potential as they acquire lifelong learning and critical thinking skills by learning to use information resources effectively.

Students who need help finding high quality sources for their papers and other class assignments can set up an appointment with a librarian for research help. Instructors who want their students to find the best information for a paper or presentation can bring their classes to the library for an instruction session during which a librarian will show them all the latest tips and tricks on searching, using and citing information. The library purchases books, magazines, and DVDs to enhance and support each curriculum offered at the College and to provide additional general interest materials. For entertainment and relaxation, the library offers both a popular reading collection and a popular movie (DVD) collection.

The library contains approximately 40,000 books, 160 serial subscriptions, and a variety of audiovisual materials. If the library does not have an item you need, librarians can borrow it from another library, either in the North Carolina Community College system or from other libraries around the country/world.

In addition, the HCC community has access to NC LIVE (North Carolina Libraries for Virtual Education), an online information tool. NC LIVE provides library users with a wide range of reference and research materials including full-text articles from thousands of journals and magazines, encyclopedias, N.C. governmental information, e-books, maps, national and local newspapers, and business information. NC LIVE is available 24 hours a day, 7 days a week from any computer with appropriate Internet access.

Rules and Regulations:

All patrons of the Haywood Community College Freedlander Library are expected to maintain appropriate standards of conduct. Failure to maintain these standards may result in suspension of library privileges and in the case of students may result in disciplinary action in accordance with the policies and procedures of the college.

All college-wide rules as outlined in the current catalog under "Student Code of Conduct" are enforced in the Library. There are also several specific rules which apply to library patrons.

1. HCC is a tobacco-free campus.
2. Noise levels will be kept to a minimum in all areas of the library.
3. Misuse of, theft of, or damage to library materials and/or library computers will result in loss of library privileges.
4. Lewd and/or indecent conduct will result in loss of library privileges.

Student Life/Activities

The Student Government Association advisor, in conjunction with the Student Government Association, is responsible for coordinating the student activities program. Initial requests and plans come from the student body to the Student Government Association. Every effort is made, within the scope of financing and facilities, to conduct a comprehensive program of activities. The Student Government Association advisor is located in Student Services.

Student Government

The Student Government Association (SGA) acts as an intermediary between the student body and the College, serving to gather student opinion and to present that opinion for consideration. It operates under a constitution ratified by the student body. The SGA president is an ex-officio (nonvoting) member of the College Board of Trustees. SGA is comprised of student representatives from all academic programs and clubs at the College. Meetings are open to everyone.

The SGA offers students an opportunity to get involved in extracurricular activities to complement classroom experiences by sponsoring social, educational, cultural and community service activities. The SGA provides services and programs to assist HCC students in becoming more broadly educated and in developing more meaningful interpersonal relationships. It offers students the opportunity to learn leadership skills that will benefit them in pursuing additional education and/or finding a job upon graduating from Haywood Community College.

Why should I participate?

- To meet people from other curriculum programs
- To plan student events and entertainment
- To develop leadership and team building competence
- To learn parliamentary procedure and how to conduct meetings
- To enhance resume and job skills
- To increase the possibility of receiving scholarships or honors
- To earn the privilege of attending state conferences
- To network and gain experience

Student Organizations

Haywood Community College supports student organizations for the social and academic development of students. In keeping with College policies related to student activities, all such organizations must be officially recognized through the approval of constitution and bylaws. If you are interested in getting more information about one of the following clubs, contact the club's advisor(s).

Club	Advisor	Phone	Office
Student Government Association	Laura Simmons	627.4607	1525D
American Criminal Justice Association – Lambda Alpha Epsilon	Chris Wyatt	627.4032	903
Criminal Justice Club	Barbara Wolfe	627.3615	902
Future Cosmetologists Association	Sandra Laney Denise Finger	slaney@haywood.edu dfinger@haywood.edu	3200 Bldg
Medical Office Administration Club	Jodi Wijewickrama Donna White	565.4016 565.4034	234 236
HCC Automotive Club	Darrell Honeycutt Mark Hicks	627.4582	1600 Bldg
Society of American Foresters	Blair Bishop	627.4566	308
Timbersports/Forestry Club	Kesi Stoneking	565.4273	307
HCC Technology Club	Marc Lehman	565.4025	210
HCC Veterans Club	Tracy Rapp Darrell Honeycutt Angie Uhl-Kalev	627.4509 627.4582 627.4504	1533 1600 Bldg 1532
Haywood Studios	Robert Blanton	627.4674	7233
Horticulture Club	George Thomas	627.4625	1103
Phi Theta Kappa	George Thomas John Weatherford	565.4209 627.4659	322 334
Student Association of Medical Assistants (SAMA)	Glenn Grady	627.4658	905
The Wildlife Society	Shannon Rabby	627.4592	307-A
Investment Club	David Forester Clay Couch	627.4594 565.4229	241 371
National Alliance on Mental Illness - Haywood Community College (NAMI)	Angie Uhl-Kalev	627.4504	1532

Student clubs and organizations represent a large number of students with diverse interests. Through these organizations, students find opportunities for entertainment, friendship, leadership, and service to the college and community. Student clubs and organizations must be approved through the submission of a constitution and by-laws to the Student Government Association, the SGA Advisor, the Vice President of Student Services, and the HCC Administrative Council. For more information about clubs, contact the SGA Advisor (627-4607).

Student Policies & Procedures

Academic Policies and Procedures

Classification of Students: Students who have successfully completed less than 30 semester hours of work are considered freshmen and all others are considered sophomores in classification.

Academic Honesty: Students have the responsibility for conducting themselves in such a manner to avoid any suspicion that they are improperly giving or receiving aid on any assignment or examination. Such academic dishonesty not only includes cheating but also plagiarism (taking another's ideas and/or words and presenting them as if they were your own). Cutting and pasting from the Internet into a paper without proper documentation is considered plagiarism. The HCC faculty strongly encourages students to submit work that meets the highest ethical standards.

In cases of suspected academic dishonesty, faculty will submit an Incident Report to the Vice President of Student Services and submit any evidence of academic dishonesty for further investigation and recommendation for appropriate action. Upon reviewing the case, the Vice President of Student Services may impose any of the Sanctions listed in Policy 5.7: Student Discipline Policy.

See the Student Code of Conduct and Student Discipline Policy for more information.

Classroom Expectations: Students have the responsibility to prepare for each class by completing assigned homework, reading, and related activities. As outlined by Federal Regulations (34 CFR 600.2), students should expect to spend a minimum of 2 hours of out of class student work each week for each hour of classroom or direct faculty instruction (usually the number of credits earned in a course). So if a 16-week course is worth 3 credits, students should expect to spend 3 hours in class and an additional 6 hours outside of class each week on that course. If an 8-week course is worth 3 credits, students should expect to spend 6 hours in class and an additional 12 hours outside of class each week on that course.

Attendance

Regularity of attendance is necessary for students to derive maximum benefit from a course and to maintain a satisfactory academic record. Students should confer with their instructors before anticipated absences or immediately after unavoidable absences. Assigned work can be made up at the discretion of the instructor. *Special consideration may be given for certain conditions, e.g. Post-traumatic Stress Disorder (PTSD) and Traumatic Brain Injury (TBI), if appropriate documentation has been submitted and approved through the Counselor's office in Student Success Services.* Students absent from classes due to participation in college-sponsored groups may also be given special consideration. At the instructor's discretion a student with absences, related to the above categories, may make up tests, quizzes, and other missed assignments in a reasonable time without grade penalty. Ultimately, each student bears the responsibility to be aware of, and to comply with, attendance and punctuality requirements.

It is the responsibility of faculty to ensure that students are made aware of the minimum attendance regulations for courses offered. Faculty members should state the specific attendance requirements for their course in their plan or syllabus and provide that in writing to students at the beginning of the semester.

Faculty members are responsible for administering the attendance rules for their respective courses, for excusing absences, for determining how missed work should be made up, and for assessing grade penalties. An instructor may drop a student from a course whenever the instructor concludes that a student's class attendance or punctuality endangers the student's success or places other students at risk.

On-Site Course

Students registered in an on-site course are expected to be in regular attendance beginning with the first scheduled class session. Immediately following the census (10%) date, faculty members are responsible for reporting attendance for the course through Web-Advisor by accessing their Haywired accounts. Students who did not attend any class meetings prior to the census date are reported as "No Shows." This impacts any financial aid award per federal guidelines.

Students who do not attend at least one class in a course on or before the 10% census date forfeit their registration in the course as well as tuition paid for the course. They will have a grade of “NS” recorded for the course. Their reinstatement will be made only under the most unusual circumstances. Reinstatement requires the recommendation of their instructor, the consent of the division chair, and the approval of the Vice President of Academics.

Students who miss fifteen percent (15%) or more of the total possible time for a course for any reason, before the “Last day to withdraw from a course” as set forth in the Academic Calendar, will receive a grade of “W” for the course provided they officially withdraw from the course by completing a Registration Change Notice form. Students who do not officially withdraw from the course will receive a “WF” for the course. Students who withdraw after the “Last day to withdraw from a course” will receive a “WF” for the course and that grade will be counted in the student’s GPA. Students have the right to appeal any grades given due to lack of attendance.

On-Line Course

Students registered in an online course must complete the HOP assignment in the course prior to the census (10%) date. To complete this assignment, students should follow the guidelines for logging on set forth on the HCC Distance Learning website. To access the website, go to www.haywood.edu, select Distance Learning, and then follow the login instructions. Immediately following the census (10%) date, faculty members are responsible for reporting attendance/participation for the course through WebAdvisor by accessing their Haywired account. Students who do not complete the course's HOP assignment prior to the census date are reported as "No Shows." This impacts any financial aid award per federal guidelines.

Students who fail to complete this assignment before the 10% census date forfeit their registration in the online course as well as tuition paid for the course and they receive a grade of “NS” for it. As in the case of a traditional course, their reinstatement will be made only under the most unusual circumstances. Reinstatement requires the recommendation of the instructor of the course, the consent of the division chair, and the approval of the Vice President of Instruction.

Students who fall behind in an online course and fail to complete fifteen percent (15%) or more of the total assignments and other required activities for a course, on or before the “Last day to withdraw from a course”, as set forth in the Academic Calendar, will receive a grade of “W” for the course. This is provided if the student withdraws from the course by emailing withdraw@haywood.edu, completing a Withdrawal form or by contacting the instructor. Instructors determine how the 15% of miss assignments in determined. Students who do not officially withdraw from the course will receive a “WF” for the course. Students who withdraw after the “Last day to withdraw from a course” will receive a “WF” for the course and that grade will be counted in the student’s GPA. Students have the right to appeal a withdrawal due to attendance.

Other Course Types

Students enrolled in a hybrid course (a combination of on-line and traditional course), practicum, internship co-op, or any other curriculum course, are to participate regularly. Refer to the instructor of the course and the course syllabus for specific details. In any event, the “No Show” rules and the 10% census date rules apply for all courses offered by the College, although they have to be made to fit the circumstances of the specific course.

Class Absence for Religious Observance

Students may be excused from class two days during the academic year for observance of religious events. Students missing class may make up class work for such absences provided the following criteria are met:

1. Students must notify instructors of classes to be missed and the Vice President of Instruction in writing two weeks before the absence is to occur.
2. The written request should include student contact information, course(s) to be missed, date(s) of absence and name of religious observance.

Students must contact their instructor at least one week in advance of the absence to arrange for make-up of missed work.

Grades

At the end of each term, faculty members are responsible for reporting grades for each course through WebAdvisor. Students can access their unofficial transcripts and grades on-line by logging into their WebAdvisor account.

Grading System: Grades are given with the following significance:

Grade	Significance	Quality Points
A	Outstanding	4
B	Above Average	3
C	Average	2
D	Poor	1
F	Fail	0
I	Incomplete	
	<i>(not computed in GPA, see section on Incomplete Grades)</i>	
AU	Audit (not computed in GPA)	0
W	Official Withdrawal (not computed in GPA)	0
WF	Withdrawal Failing (computed in GPA)	0
CE	Credit by Exam (not computed in GPA)	0
NS	Never Attended Class (not computed in GPA)	0
P,DP	Satisfactory Completion of course given on pass/fail option (not computed in GPA) assigned to WBL courses and developmental courses (reported as DP for developmental). (Students cannot earn a letter grade of A, B, or C in a developmental course).	0
DR	Repeat. Student must register and pay fees (for developmental courses/modules only; students cannot earn a letter grade of D, F or WF in a developmental course.)	0
N	Not Reported by Instructor (not computed in GPA)	0

* Student must register and pay fees next semester (for developmental courses only; students cannot earn a letter grade of D, F or WF in a developmental course). If a student attends classes until the end of the semester but is not successful (making an A, B, or C), the student will receive a letter grade of CT; if the student withdraws or stops attending prior to the end of the semester, the student will receive a letter grade of 'W'.

Note: Grades earned in Developmental courses are not computed in the student's GPA.

Computing Grade Point Average

Haywood Community College reports grades in letter and grade point average. The cumulative grade point average (GPA) includes all curriculum courses (excluding developmental courses) taken at HCC.

The total number of quality points earned for each course is computed by multiplying the number of credit hours per course by the quality point value of the grade earned (A=4, B=3, C=2, D=1, F=0). The cumulative grade point average (GPA) is then computed by dividing the total number of quality points earned by the total number of credit hours taken. For example:

Course	Grade (Quality Points)	Credit Hours	Quality Points Earned
ENG 111	A(4)	3	12
MAT 115	B(3)	4	12
CHM 151	C(2)	4	8
HOR 152	D(1)	1	1
PSY 150	B(3)	3	9

42 earned points divided by 15 credit hours equals 2.8 GPA

Auditing Courses

Students who seek to audit courses must have approval from the course faculty member and his or her Dean. Audit students do not receive credit, but must adhere to attendance regulations. A course taken as audit cannot be changed to a course taken for credit, nor can a course taken for credit be changed to audit *after the drop/add period*. Courses that are audited cannot be used toward certificate, diploma, or degree requirements. Students enrolled for credit will have priority over audit students for registration in a course. Students who register for a course as audit, but then withdraw, are assigned a grade of “W” for the course. The tuition and fees for audit courses are the same as those taken for credit. **Note:** *Financial Aid/Veterans’ Educational Benefits do not pay for audited DE.*

Course Repetition

A student may attempt a course three times. *Courses with an earned grade of “C” or better may be repeated only by permission of the Dean in the department the course is offered. Consideration, when seeking permission, will be given for students attempting to be more competitive for college transfer.* Additionally, grades of W and WF, count as course attempts. An academic program may have a more restrictive policy regarding the number of permissible attempts to fulfill a program requirement. *Any additional program-specific restrictions will be published in the college catalog.* Exception to the 3-attempt maximum may be granted if the student has not completed the course with a grade of A, B, or C and the student provides approved documented evidence of mitigating circumstances. Students wishing to petition for an exception must complete the Permission to Repeat/Audit form and direct it to the Vice President of Instruction for approval.

Students failing prerequisite/co-requisite courses must repeat and pass the prerequisite/co-requisite prior to undertaking the next course in the sequence (see HCC Policy 4.9 for prerequisite/co-requisite information). Students must pass all required courses in their curriculum prior to graduation.

When a course is repeated, the highest grade is recorded as the grade of record with the grades of other attempts remaining on the transcript, but not being calculated in the student’s grade point average. Upon completion of the repeated course, the student must notify the Director of Enrollment Management if a higher grade was earned.

Students receiving Veteran’s Education benefits and/or federal financial aid should refer to the college financial aid policies and procedures before considering repeating a course.

Credit by Examination

A student may petition the course instructor by written application for permission to seek course credit by examination. A maximum of 18 credit hours may be earned through proficiency examination. To obtain permission to take a credit by examination test, students should follow these steps:

1. **Register for the course and pay the appropriate tuition and fees.**
2. **Attend class regularly and participate fully until the student successfully challenges the exam.** This time should be used by both the student and the instructor to assess the student’s chance of success in challenging the course. The student should make the instructor aware on the first day of class that he/she is contemplating taking the proficiency test.
3. By the end of the drop/add period, the student must petition in writing to his/her instructor the request to take the exam. Approval must be granted from the instructor and the department dean. During this time the student should remain in class.
4. The dean will arrange a time for the test to be given **no later than two weeks after receiving the student’s request.**
5. If the test is successfully challenged, a grade of “CE” is assigned and the student will no longer be required to attend class. If the test is not successfully challenged, the student must complete the course with a passing grade to earn credit.

Credit hours will be recorded in the Total Hours Earned and will count towards hours for graduation; however, there will be no Quality Points assigned, the grade will not affect your GPA, and *Financial Aid nor Veteran's Benefits will pay for courses in which a grade of "CE" is earned.*

Grade Corrections

Grades for completed work may not be changed after they have been submitted in WebAdvisor. To correct a grade, the faculty member should follow the college's Change of Grade procedure by emailing the Enrollment Manager the following information: the Student Name, ID #, course/section, the reason for the grade change, original grade and the new grade to be assigned. Grade changes must be approved by the Vice President of Instruction.

Incomplete Grades

At the discretion of the faculty member, a student may be given an incomplete grade for work not completed if the incomplete work is unavoidable and not caused by the student's negligence. If a student receives an incomplete in a course, the student should not register for the course again the following term in order to complete the requirements. However, an incomplete that is not removed the following semester will automatically be changed to an "F." Extensions beyond one semester require the written permission of the course faculty member, consent of the appropriate dean and the approval of the Vice President of Instruction. This written permission must be submitted to the Director of Enrollment Management before the end of the semester following the receipt of the incomplete grade.

It is the responsibility of the student to contact the faculty member to make arrangements for the removal or extension of the incomplete grade. An incomplete grade computes neither hours nor quality points toward the student's grade point average or course requirements for graduation.

Withdrawal from the College

Students who find it necessary to withdraw from the College (drop all courses) must do so in writing. Students should first consult with their academic advisor and/or a Student Services counselor before completing the Drop/Withdrawal form. If students are receiving financial aid they should also consult a financial aid advisor before withdrawing. To complete the official withdrawal process, students must submit the completed form to the Enrollment Management Office. Consulting with an advisor or student services representative is **EXTREMELY IMPORTANT**. Complete withdrawal from all courses could substantially delay the completion of the student's program of study and may have impacts on financial aid eligibility.

Withdrawal from a Course AFTER the Drop/Add Period

It is the responsibility of the student to withdraw from a course(s) if he/she cannot meet the requirements of the course. Students who stop attending class without officially withdrawing risk receiving a punitive grade for the course ("WF"). Students may initiate an academic course withdrawal by emailing withdraw@haywood.edu

Students who find it necessary to drop a course(s) after the drop/add period must go to the Enrollment Management Office to complete a Drop/Withdrawal Form. If a course is dropped on or before the "Last Day to Withdraw", then a "W" is recorded (see Academic Calendar in this catalog). If a course is dropped after that date then a "WF" is recorded. (see Attendance)

Students who drop courses after the "Last Day to Withdraw", yet remain in one or more courses during this time period will receive a grade of "WF" in the courses dropped, (computed in GPA).

Students who completely withdraw from the college at any time during the semester may be given a grade of "W" on all courses. Quality points will not be computed nor credit given. If an emergency prevents a student from completing the withdrawal process before leaving the campus, the student should call, email, or arrange for a family member to contact Student Services as soon as possible.

If students do not initiate the withdrawal process, the instructor is required to initiate the administrative process and to record a grade of "WF" for the course. A student who registers for a course as audit work, but withdraws, will be assigned a grade of "W" for the course.

Students who stop attending courses may not be given a grade of “F.” They must be given a grade of “WF.” Students are given an “F” if they attended the entire semester but failed to complete academic work with a passing grade.

Standards for Academic Progress

Academic Probation

Any student who has a cumulative grade point average of less than 2.00 shall be placed on academic probation. A letter stating the student’s academic probation status will be mailed at the end of the semester. Students on probation status must always be aware that a 2.00 GPA in their academic program is necessary for graduation. It is the responsibility of the student to be aware of their academic status and to raise their active grade point in their current program to the required 2.00 GPA necessary for graduation. *Veterans and eligible dependents will not receive educational benefits for more than two consecutive semesters while on academic probation for their current curriculum.*

The following conditions must be adhered to by students placed on academic probation:

1. Students will be required to develop, in cooperation with their academic adviser, a plan of corrective action. This plan must be signed by the student, adviser and dean.
2. The form will also be reviewed and signed by the V.P. of Instruction.

Those students who earn a minimum 2.00 GPA on courses taken during their probation semester will continue to be on academic probation. Students will be removed from academic probation and considered to be in good standing when their cumulative GPA reaches or exceeds 2.00.

Academic Suspension

Students who remain on academic probation for more than 3 consecutive semesters will be suspended for one semester. Students must meet with the Vice President of Instruction prior to reinstatement.

Right to Appeal Probation or Suspension

Students have the right to appeal a decision made regarding their academic status as a result of their being placed on academic probation or suspension. In such cases, students may appeal (see Student Grievance Procedure). Contact the Vice President of Student Services for assistance.

Student Academic Appeal Procedure

Students who feel that they have been treated unjustly by a faculty member in any matter pertaining to their academic work shall appeal first to the faculty member. If necessary, an appeal in writing shall be addressed to the dean of the department in which the faculty member teaches.

If after appealing to the instructor and department chairperson, a student remains dissatisfied or believes suitable action has not taken place, the student may appeal the decision in writing to the Vice President of Instruction and then to the President of the College. (See Student Grievance in Student Rights and Responsibilities Section)

Academic Forgiveness

Academic progress is an important part of any student’s academic record. A student who wishes to receive academic forgiveness must make the request in writing to the Director of Enrollment Management. The student must meet the following requirements:

1. Have been absent from HCC for three years. The three years begins at the ending date of the last semester grades were recorded.
2. Be currently enrolled at HCC.
3. Have successfully completed 12 semester hours upon return.
4. Have a current GPA of 2.0 or higher.

The Director of Enrollment Management is responsible for reviewing the request and making appropriate changes to the academic transcript. All courses and grades are reflected on the transcript, but courses with grades of “D”, “F”, and “WF” are excluded from the cumulative GPA. A student may request academic forgiveness only once.

Graduation Requirements & Procedures

In order to graduate with a diploma, certificate, or degree, students must meet the following minimum requirements:

1. Complete the course requirements of a College approved certificate, diploma, or associate degree program with a minimum 2.00 cumulative grade point average. The approved certificate, diploma, or associate degree program defines the graduate’s major.
2. Be recommended by the dean of the department.
3. Fulfill all financial obligations to the College.
4. Complete an Application for Graduation (this must be on file at least 45 days before instruction ends during the semester in which a student plans to graduate).
5. Submit completed Application for Graduation (signed by Advisor & Dean) to HCC’s Bookstore. Pay the current fee for the diploma and any other graduation expenses.
6. Transfer students must complete a minimum of 25% of their semester credit hours of coursework at Haywood Community College before becoming eligible for graduation.

Honors and Achievements

Dean’s List

Students shall be placed on the Dean’s List if they are currently enrolled for 12 or more credit hours and have obtained a current semester grade point average (GPA) of 3.50 or above, with no grade of NS, W, WF, CE, I, or AU making up the 12 credit hours.

Honors Program

The Honors Program at Haywood Community College is intended to accomplish several goals. First, the program provides an opportunity for qualified students to pursue a more rigorous and rich curriculum than is necessary to meet the standard graduation requirements as established by the college for each of its regular degree programs. The honors program challenges students in a way that promotes their personal and professional growth including enhanced development of Haywood Community College’s general education competencies: collaboration, critical thinking, and communication. Honors students are encouraged to incorporate service learning into their educational experiences. Participation in the HCC Honors Program promotes student engagement in academic pursuits and provides formal recognition of the additional academic investment and achievement of the students who successfully complete the honors curriculum. Students who are actively pursuing the honors curriculum and graduates who successfully complete the honors curriculum are provided special opportunities including field trips and articulation with honors programs at senior institutions.

Curriculum: The honors curriculum consists of regularly scheduled courses which are enriched by activities that are completed by the honors student and which are beyond the normal requirements of the class. A student seeking honors credit for a course will work in conjunction with the instructor for that course to develop a proposal for activities that will enrich the class and that will warrant award of honors credit. Students can initiate an honors proposal by approaching the instructor with an idea for enriching the course. Instructors must confirm that the student is eligible for honors coursework. Instructors may invite honors proposals by announcing that opportunity to his or her class. Honors proposals must be approved by an honors committee appointed by the Vice President of Instruction. The honors contract must include specific, measurable learning outcomes that are related to the topic of the course. Students are encouraged to develop activities that specifically relate to Haywood Community College’s general education competencies of collaboration, communication, and critical thinking. All honors contracts will include a two page written reflection on what was learned as a result of the activities. The course instructor will supervise the honors contract and determine if the contract has been satisfied in such a way that awarding honors credit is warranted.

Program Requirements: Students wishing to enter the HCC Honors Program during their first semester at the college must be graduates of a NC high school college prep curriculum and must meet one of four requirements: 1) high school GPA of 4.0 or higher (weighted), 2) high school class rank of 10% or higher, 3) An SAT score of 1875 or higher, or 4) An ACT score of 30 or higher. Students wishing to enter the HCC Honors Program after their first semester must have a cumulative GPA of 3.5 or higher with at least 12 college credit hours complete. If at any time an honors student's GPA drops below 3.5, that student will be ineligible for additional honors credit until such a time that the GPA is raised to at least a 3.5.

Graduation Requirements: The student must complete the requirements of one of HCC's approved degree programs with a cumulative GPA of 3.5 or higher. The student must complete 12 credit hours of honors coursework in at least three different classes with a grade of A or B for all honors classes.

Receiving Honors Credit: Honors proposals must be submitted to the Honors Committee by the census date (10% date as established by the office of Enrollment Management) of each semester. The Honors Committee will review all eligible proposals and will judge the proposals to be rejected, accepted, or accepted with revisions. Accepted honors proposals (including those ultimately accepted after revision) serve as the basis for honors contracts which outline the specific activities that a student will complete in order to earn honors credit for the class. Honors contracts must be satisfied by the time of submission of final grades for the semester for which the proposal was written. Students may still earn regular credit for a class in which the honors contract was not successfully completed. Honors contracts cannot be submitted for short semester courses or courses completed during summer semesters. The instructor supervising the honors contract must certify successful completion of honors contract. The student must receive a grade of an A or a B for the class within which the honors contract was completed. A student who does not receive honors credit for a contract that was deemed not satisfied by the supervising instructor may appeal that decision to the honors committee by submitting a typed explanation of how the student's work satisfied the honors contract. The appeal must be submitted to the honors committee on or before the fifth day of classes in the subsequent semester - including summer semester for spring honors classes. (See Student Academic Appeal Procedure)

Graduation with Honors

The College designates students receiving an associate degree or diploma with a 3.50 and above cumulative grade point average as honor graduates as follows: Cum Laude (with praise), 3.50-3.69; Magna Cum Laude (with high praise), 3.70-3.89; Summa Cum Laude, (with highest praise), 3.90-4.00. During their final semester, the Director of Enrollment Management will rank the candidates for associate's degrees or diplomas according to their cumulative grade point ratio for the previous semesters of work. Each cumulative GPA shall be rounded to three decimal places. Recognition of honor graduates is by a designation in the graduation program, by an announcement at the calling of their name during the ceremony, and in the privilege of wearing a white cord signifying this tribute.

Policy 3.30: Tobacco Free Campus

Effective Date: Fri, Jan 01, 2010

Amended Date: Mon, Aug 04, 2014

Effective January 1, 2010, the use of tobacco products (*including, but not limited to, cigarettes, electronic cigarettes, cigars, pipes, smokeless tobacco, or any other items containing tobacco or resembling tobacco products*) is prohibited on Haywood Community College property. This policy applies to all students, faculty, staff and visitors. Tobacco use and the discarding of tobacco and tobacco related products is not allowed in any building, in any open area of campus property (including parking lots), or in college owned vehicles.

Drug and Alcohol Policy and Procedure

Policy 6.1: Alcohol and Drug Free Campus

Effective Date: Sat, May 19, 1990

Amended Date: Tue, May 13, 2008

It is the policy of Haywood Community College that the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited while in the workplace, on College premises, or as part of any College sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

This policy complies with the Drug-Free Schools and Communities Act (Amendment of 1989, Public Law 101-226) as well as the Drug-Free Workplace Act of 1988.

Procedure 6.1.1: Alcohol and Drug Free Campus

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to College property. Therefore, it is a policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited while in the workplace, on College premises, or as part of any College sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

1. Haywood Community College does not differentiate between drug users and drug pushers or sellers. Any employee or student who possesses, uses, sells, gives or in any way transfers a controlled substance to another person or manufactures a controlled substance while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action up to and including termination, or expulsion and referral for prosecution.
2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to:
 1. Heroin
 2. Marijuana
 3. Cocaine
 4. PCP
 5. "Crack"

They also include - "legal drugs" which are not prescribed by a licensed physician.

3. Each employee or student convicted of violating any criminal drug statute while in the workplace, on College premises, or as part of any College sponsored activity, he or she will be subject to termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
4. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where violation occurred while in the workplace, on College premises, or as part of any College sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in federal or state court.
5. Conviction of employees working under federal grants, for violating drug laws in the workplace, on College premises, or as a part of any College sponsored event, shall be reported to the appropriate federal agency. The President of Haywood Community College must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of violation of a criminal drug statute occurring in the workplace. The College shall take appropriate action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

7. If an employee or student is convicted of violating any alcohol beverage control statute criminal while in the workplace, on College premises, or as part of any College sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish an alcohol rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.
8. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.
9. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on College premises, or as part of any College sponsored activity.

Listed below are the possible sanctions that may be imposed on students and employees. Each case will be reviewed on an individual basis and the disciplinary sanctions imposed will be determined by the appropriate administrator, consistent with College policy.

Students

- admonition
- censure
- probation
- expulsion
- refer for prosecution
- denial of participation in College activities
- denial of opportunity to represent College
- denial of permission to drive or park on campus
- successful completion of a drug or alcohol rehabilitation program

Employees

- admonition
- censure
- leave with pay pending investigation
- leave without pay pending investigation
- reprimand
- probation
- suspension
- relocation or reassignment
- denial of promotion
- demotion
- successful completion of a drug or alcohol rehabilitation program
- termination
- refer for prosecution

Policy 8.4: ID and Password Authentication

Effective Date: Wed, Dec 16, 2009

Amended Date: Sat, Feb 01, 2014

Haywood Community College recognizes faculty, staff, and students' ID and password as authentication in electronic transfer of information. Any ID and password provided to faculty and staff to access HCC information systems and network and conduct college business such as the submission of grades or payroll is authentication in the electronic transfer of information. The student authentication is designated as the student's College Network ID and password. Students should not share their IDs with people other than college personnel and should not share their passwords with anyone.

Policy 8.2: Technology Resources and Equipment

Effective Date: Sat, Feb 01, 2014

Amended Date: Sat, Feb 01, 2014

Personnel who use Haywood Community College technology resources, including computers, peripheral equipment, mobile devices such as laptop and tablet computers, software, and information management and instructional online resources shall ensure that the technology resources and the information it contains are suitably protected and used according to HCC policy and procedures at all times.

Procedure 8.2.2: Information Technology Usage Procedure

Effective Date: Mon, May 19, 2008

Amended Date: Sat, Feb 01, 2014

I. Purpose

This section will define the procedures for the use of the Information Technology Services systems at Haywood Community College (HCC). All users of HCC information technology resources are subject to the Computing Services Policy (8.1).

II. Scope

Haywood Community College will provide information technology resources to HCC personnel and students for the purpose of completing college-related activities. These activities include, but are not limited to the following: data entry and retrieval, report preparation, records maintenance, instruction, research, and planning. Because of the wide range of users and uses, it is necessary to establish procedures to ensure that the systems are used in the most efficient manner possible while providing for the protection of equipment, data, and software. HCC has the right to monitor activities and to access information on HCC information technology systems stored, sent, created or received by faculty, staff and students. HCC faculty, staff and students should not expect individual privacy in their use of HCC information technology systems, including the use of the HCC electronic mail system.

It is everyone's responsibility to see that information and technology services and resources are properly used and that security is maintained. Since all of these responsibilities can be considered under the broad category of security, each user must be aware of and employ proper operating procedures to ensure security. In this context, "the system" means both the equipment and the data.

III. Information and Technology Systems

The following must be adhered to in the use of HCC technology and information systems:

- **Security**

Each HCC employee has a personal ID that must not be used by any other user. Users should not leave a computer unattended on which they have logged-on to HCC information technology services and resources. If a user must leave the immediate area of their workstation, he/she should log off the system or lock the computer. Sensitive information should not be left accessible on a computer.

- **Authorized Usage**

Every employee is responsible for the protection of all equipment resources from any kind of damage and the protection of data from (1) disclosure to any unauthorized person, (2) unauthorized modification, or (3) destruction.

- a. In accordance with the Computing Services Policy, HCC information technology systems should be used to complete college-related activities and research. Per Policy 8.1, Computing Services Policy, HCC recognizes that employees may occasionally receive personal email on HCC computers, use HCC equipment to complete an online course, etc. Personal use of HCC computers and equipment by HCC personnel is acceptable provided that it does not interfere with the operational needs of the college; is not checked out solely for the purpose of personal use; adheres to all state, federal and HCC policies including North Carolina Public

Records Laws (G. S. 132), North Carolina state policy, Federal FERPA (1974) regulations, Copyright, licensing, and Intellectual property laws; is not used for illegal, malicious or obscene purposes; is not used to seek or exchange electronic data not related to one's job responsibilities; is not used to share college data with unauthorized individuals; does not violate license and copyright laws; does not share sensitive college data or student details on social networking sites; does not allow ingress to college data for unauthorized users; is not used for any political purposes; and is not used for for-profit purposes external to HCC, whether that employee's private business or that of other agencies, colleges, or businesses. Personnel must recognize that data stored on HCC equipment is not private.. The college computer systems may not be used by employees to intercept data, monitor user accounts, gain unauthorized access to restricted data, or for any purpose that violates federal, state or local regulations. All HCC Faculty and staff are expected to:

- b. Access data only to conduct college business.
- c. Access the minimum Confidential data or Restricted data necessary to perform college business.
- d. Respect the confidentiality and privacy of individual records.
- e. Observe any ethical restrictions that apply to data to which an employee has access to college information in performance of his/her job.

- **Wireless Devices**

HCC prohibits access to the college trusted network via unsecured wireless communication mechanisms. Only WPA2 Enterprise encrypted wireless systems are approved for use on the HCC wireless infrastructure. An unsecured wireless subnet is provided for access by guests to non-college related resources necessary to conduct business or to provide presentations to the college.

- **Remote Access and off-campus access**

It is the responsibility of all HCC employees with remote access privileges to the college information systems and college data to ensure that their remote access connection adheres to all HCC policies and procedures regarding security of data and confidential information.

All employees with remote access privileges or authentication credentials from off-campus are expected to operate in accordance with all HCC technology security policies and procedures as if he or she was working on campus. All employees are responsible for maintaining security practices in the retrieving and management of data on HCC information systems. Remote access users who violate Information Technology Services usage policies and procedures will be subject to one or more of the following disciplinary sanctions: admonition, temporary or permanent suspension of information technology access privileges.

- **Data Storage**

It is recommended that all Confidential data and Restricted data types be electronically stored or accessed from the one of the following list of devices: HCC managed servers, HCC managed desktop computer, HCC encrypted laptop, HCC encrypted mobile storage device. Any encrypted device must be encrypted using a process documented approved by ITS.

- **Software**

Unless specifically authorized in writing by the software developer or publisher, programs and their related documentation shall not be reproduced in any form. U. S. Copyright Law provides for civil damages in cases involving the illegal reproduction of software. Students and HCC personnel involved in the making or use of unauthorized copies of computer software will be subject to disciplinary action. Unauthorized copies or illegal software installed by students will be confiscated and destroyed. Students cannot install personal software on college-owned computers except for on mobile computers and devices that are checked out for the duration of one semester, and these programs will be removed when the semester ends.

- **Confidentiality**

Information Technology Services will practice appropriate security measures in the operability and integrity of the college Local Area Network (LAN), including e-mail, Internet, and other related resources. All employees are responsible for maintaining security practices in the retrieving and management of data on HCC information systems

- **Phone**

Employees must ensure that confidential information (e.g., SSN, credit card number, student records) is not conveyed to the wrong person while using the telephone.

- Employees must ensure the identity of the person they are speaking with (e.g., by asking for a student's birthday and last four SSN digits or by asking for a student's Colleague ID number).
- Confidential information may not be left on an answering machine.
- Care should be taken to speak so that those nearby cannot hear any confidential information.

- **Facsimile (Fax) Usage**

If misdirected information is received by fax, the college shall attempt to notify the sender and shall shred any material that may be considered confidential (e.g., student records from another institution).

- **Morals, Ethics, and Audits**

Freedom of expression is a constitutional right afforded to individuals. However, HCC information systems are for the purpose of conducting college business. HCC information technology system users are held accountable for their actions and must respect the rights of other individuals that may be offended by the services and images retrieved on the Internet. Creating, viewing, storing, transmitting, or publicly displaying pornographic material (as defined by the U.S. Supreme Court), obscene, defaming, slanderous, harassing, or offensive data (including sound, video, text, and graphics data) is prohibited.

Freedom of expression and the right of privacy are constitutional rights afforded to individuals. HCC information systems are for the purpose of conducting college business. Therefore, these rights have certain limits. At HCC, as in other public colleges and universities, there are limitations to speech and privacy rights when an employee or student uses HCC information technology resources owned or leased by the college. The users of information technology services owned and operated by HCC have a diminished right of privacy and their expression or speech is limited to that of a nonpublic forum. Therefore, information technology system users are held accountable by the college for their actions including, but not limited to, their respect for the rights of other individuals that may be offended by the services and images retrieved on the Internet.

The college prohibits the creating, viewing, storing, transmitting, or publicly displaying of pornographic material (as defined by the U.S. Supreme Court), obscene, defaming, slanderous, harassing, or offensive data (including sound, video, text, and graphics data). Moreover, users may not download to or maintain unlawful material on college-owned or leased computer systems (*Urofsdy, et al. v. Gilmore* (4th Cir., 2000) or on privately owned computers used on the campus network (*U.S. v. Simmons*, 206 F.3d 392 (4th Cir., 2000)).

- **IT Updates**

Periodically, all employees will receive IT Updates through email. These updates will provide timely information about network downtime, news about new or changing resources, and similar information. However, they will also contain reminders about college information security policies and procedures. These updates meet state requirements that regular and relevant security awareness information be provided to college employees and it is each employee's responsibility to adhere to the guidelines provided in these updates and to contact a member of the ITS department if that employee has any questions about information security.

- **Violations**

HCC reserves the right to conduct electronic audits to enforce its policies, regulations, and procedures in the usage of the administrative systems, computer resources, and network systems at HCC. Individuals who feel they have been harassed should report the incident to the Director of Human Resources. The ITS staff controls physical access to the information technology center. Students and HCC personnel are not allowed to enter the data center unless authorized by one of the ITS staff members.

Students and employees are responsible for reporting suspected security violations of information technology systems and services to their instructor, Academic Advisor, Department Chair, Supervisor, or an ITS staff member immediately. The ITS staff will investigate the violation and take appropriate action where required. Violators of the Information Technology Services usage procedures previously stated will be subject to one or more of the following disciplinary sanctions: admonition, temporary or permanent suspension of information technology access privileges.

Minors on Campus

The College encourages visits to its campus, but due to certain conditions on campus that could be hazardous to children, all minors, under the age of sixteen, must be supervised at all times by a responsible adult. The College does not assume responsibility for their supervision. Minors, under the age of sixteen, are not permitted in classrooms, shops, or laboratories during regularly scheduled courses unless they are attending as students enrolled in the Career and College Promise Program or Haywood Early College High School. Students are asked not to bring children with them to class, to campus meetings or activities unless the activity specified is open to children.

The College offers childcare services on campus at the Regional Center for the Advancement of Children.

Student Right-To-Know: The Student Right-To-Know Act of 1990 (20 USC § 1092g), as amended, requires the College to make available to enrolled and prospective students, information on completion and graduation rates of all full-time degree-seeking students. This information is available for review in the Enrollment Management Office, located in Student Services.

Students' Rights in regard to Official Academic Records & FERPA

Haywood Community College is committed to providing accurate and secure management of student academic records. Student records consist of, but are not limited to, admission and demographic information, registration, student transcripts, and graduation.

Under the Federal Educational Rights and Privacy Act, you are afforded certain rights when it comes to your education records. Haywood Community College is dedicated to maintaining the integrity of all student records. HCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which provides students access to review their records and restricts the disclosure of such records without written permission from the student with the exception of those parties otherwise identified by FERPA.

FERPA authorizes disclosure without consent to the following individuals/parties:

1. To the student
2. To the parents of a dependent student (with appropriate documentation – read below)
3. To college officials
4. To a party seeking directory information
5. To a party receiving the information pursuant to a judicial order or lawfully issued subpoena
6. Regarding student disciplinary proceedings as expressly permitted by FERPA

Your education records are not accessible to a parent or guardian without your written consent, unless they provide a copy of the most recent Federal income tax return confirming that you are a dependent. In lieu of submitting copies of the parents' tax

returns or to release information to a third party, students may also contact the Enrollment Management office at 828-627-4500 to request a Student Authorization to Release Information form.

Directory Information

FERPA Guidelines: PART 99-FAMILY EDUCATIONAL RIGHTS AND PRIVACY
(Federal Law: Authority: 20 U.S.C. 1232g(a)(5)(A))

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.

Students who do not wish any or all of the above directory information released to outside agencies must notify the Director of Enrollment Management in writing within 10 days after their initial registration. No records, other than directory information, shall be available to unauthorized persons within the college or to any unauthorized persons or groups outside the college without the written consent of the student involved, except under legal compulsion.

For additional information and clarification, students should discuss the Family Education Rights and Privacy Act with a member of Student Services.

The following persons or groups may have access without student consent:

1. Parents of dependent students, with required documentation.
2. School faculty and other school officials with legitimate educational interests.
3. Authorized representatives of federal or state government.
4. Authorized organizations conducting studies relating to testing, financial aid, or instruction.
5. Accrediting organizations.
6. In emergencies, appropriate persons if necessary to protect health or safety of the student or others.

Students may request permission to review their record(s) in the Student Services Office. Students questioning the content of their record(s) shall first review the record(s) with the Director of Enrollment Management or the Vice President of Student Services. Upon written request by the student, a committee appointed by the President shall review all unresolved questions. The final review shall rest with the President of the college. The college reserves the right to require appointments for examination of records should the need exist.

Additional information regarding FERPA may be found at the US Department of Education FERPA website.
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Policy 5.4: Student Rights and Code of Conduct

Effective Date: Tue, Aug 09, 1994

Amended Date: Mon, Oct 07, 2013

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

These actions and the process for implementing them are described in HCC Policy 5.7: Student Discipline Policy and Procedures.

Likewise, employees of the College are expected to treat students with all the rights to which they are duly entitled. The College provides students with a process to file complaints against a college employee as defined in HCC Procedure 5.4.1: Student Complaint/Grievance/Appeal Procedure.

II. Student Rights

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student.
- B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- D. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.
- E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, with the exception of FERPA Guidelines of Disclosing Education Records without consent. FERPA Guidelines for disclosing student information can be found on the HCC website.
- F. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal.
- G. Students have the right to a voluntary medical withdrawal. When illness, injury, or psychological/psychiatric conditions or disabilities occur while a student is enrolled that interfere with a student's ability to participate in the College's programs, a student or guardian may request a medical withdrawal from school. The Vice President of Student Services must approve all medical withdrawals. (See related procedures)
- H. It may become necessary for an involuntary/administrative withdrawal for a student with illness, injury, or psychological/psychiatric conditions or disabilities when Section III.E of the Student Code of Conduct is violated due to behavior related to a disability that is sufficiently serious to constitute a direct threat. (See related procedures)

III. Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in the Student Discipline Policy:

- A. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).
- B. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the college community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.
- C. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College-sponsored or supervised functions off campus or in College-owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any behavior that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- D. Lewd or indecent conduct, individually or using any college resources for such purposes, including public physical or verbal action or distribution of obscene or libelous written material.
- E. Mental or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.
- F. Any act, comment, or behavior which is of a harassing nature or a sexually suggestive nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.
- G. Intentional obstruction or disruption of campus practices, teaching, research, administrative or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises.
- H. Occupation or seizure, in any manner, of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- I. Participating in or conducting an assembly, demonstration, or gathering, or individual activity in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; and/or remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.
- J. Possession or use of a firearm, (with the exception of law enforcement officers and with the exception of HB 937 as listed below), incendiary device or explosive, except in connection with a College-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
N.C.G.S. § 14-269.2 generally prohibits carrying a "weapon" either openly or concealed on community college property. A "weapon" includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of

knives or other sharp instruments. N.C.G.S. § 14-269.1. However, effective October 1, 2013, a firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the permit holder's locked vehicle; or a locked container securely affixed to the permit holder's locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

Violation of the above North Carolina Law will be considered a violation of the HCC Student Code of Conduct.

- K. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.
- L. Gambling on the College campus or at College-sponsored functions off-campus.
- M. Smoking and/or using other forms of tobacco products on HCC property, which includes, but is not limited to, College vehicles, classrooms, shops, and labs or other unauthorized areas.
- N. Violation of College regulations regarding the operation and parking of motor vehicles.
- O. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.
- P. Failure to comply with instructions of College officials acting in performance of their duties.
- Q. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
- R. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
- S. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community's pursuit of its proper educational purposes.
- T. Willful creation or distribution of anonymous documents, letters, phone calls, etc. containing libelous, slanderous, erroneous, or unfounded information that is disruptive to the mission, administration, students, and educational environment of the College.
- U. Willfully or deliberately made false or misleading statements about College business or official records or about College employees or students.

Procedure 5.4.1: Student Grievance Procedure

Amended Date: Tue, Feb 11, 2014

A. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

1. Alleged discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, excluding sexual harassment complaints.
2. Sexual harassment complaints should be directed to the Vice President of Student Services. Because of the sensitive nature of this kind of complaint, a conference with the Vice President of Student Services will replace the first step of the grievance procedure. The Vice President of Student Services will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
3. Academic matters, excluding individual grades and classroom attendance. Individual grades and/or attendance appeals will be routed through the Vice President of Academics and follow the documented procedure.

B. Procedures

1. Student Resolution

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

2. Supervisor Resolution

If the grievance is not resolved at the informal conference, the student may file a written grievance. A Grievance Form, or link to the electronic Incident Reporting Form, shall be made available to the student by the Vice President of Student Services. The Vice President of Student Services will explain the grievance process to the student. The completed Grievance Form must be presented or submitted electronically to the Vice President of Student Services within five (5) working days after satisfying the first step in the grievance process. The Vice President of Student Services will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten (10) working days of receipt of the Grievance Form from the department involved.

3. Student Grievance Request

If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made.

The student must submit a written request within five (5) working days after receiving the written response of the supervisor. The request shall include a copy of the original Grievance Form and the reason why the supervisor's response is unsatisfactory. A copy of the supervisor's response must be attached to the request by the student.

4. Student Grievance Committee Organization

The Vice President of Student Services shall immediately notify the President, who shall ensure that the Committee is organized in a manner consistent with this procedure. The Vice President of Student Services will send copies of the appeal to the members of the Committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the Chairperson of the Committee.

- Meeting(s) shall be conducted between five (5) and fifteen (15) working days following the date of the request. A postponement may be granted by the Chairperson upon written request of either party, if the reason stated justifies such action.
- The Committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The Committee may interview any additional witnesses that it considers necessary to render a fair decision.
- The Committee shall decide, by a majority vote, the solution of the grievance. In case of a tie, the Chairperson shall vote, thus breaking the tie. The Chairperson shall forward a copy of the Committee's decision to all parties involved and to the Office of the President of the College within two (2) working days.

5. Appeal of Decision to the President

The Committee's decision may be appealed by either party involved to the President of the College within ten (10) working days of the Committee's decision.

The President shall review the Committee's findings, conduct whatever additional inquiries that are deemed necessary, and will render a decision within ten (10) working days of receipt of the appeal.

6. Appeal of Decision to the Board of Trustees

Either party involved may file an appeal with the Board of Trustees, if he/she feels due process was not followed.

The Board of Trustees or a committee of the Board may review information to-date and render a decision without the personal appearance of the parties of the Grievance Committee/Discipline Review hearing before them, or they may choose to have the parties appear before them before rendering a decision regarding compliance with due process. The decision of the Board will be made within twenty (20) working days and will be final.

C. The Student Grievance Committee

The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the President; a new committee may be formed for each grievance. Committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

D. Right of Parties Involved in a Grievance

When a grievance committee meeting is scheduled, the parties involved are entitled to:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) working days prior to the meeting, unless they waive this requirement.
3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
4. Have access to the names of the witnesses who may testify.
5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.

Procedure 5.4.2: Voluntary Medical Withdrawal Procedures

Amended Date: Mon, Feb 10, 2014

Documentation of the illness, injury, or psychological/psychiatric disorder from a medical professional is required prior to the approval of a voluntary medical withdrawal.

The following steps shall be taken for students desiring a voluntary medical withdrawal:

1. Students must submit medical documentation supporting a request for a medical withdrawal within 30 days of the last attended class unless medical documentation is provided that satisfactorily explains a longer time period. It is most feasible that the request and documentation be submitted before the end of the semester (and end of the classes) in question but they will be accepted as necessitated by the medical condition. The documentation must be submitted to the Vice President of Student Services.
2. The Vice President of Student Services will review all submitted documentation and make a decision regarding voluntary medical withdrawal within 10 business days after the receipt of the said documentation.
3. The decision of the Vice President of Student Services will be communicated to the student via registered mail, hand-delivered or electronically with confirmation of receipt from the student.
4. Students who are granted medical withdrawals will receive the grade of W (withdrawn) in all courses in progress and/or specified in the request.
5. Specific conditions for re-admittance are stipulated at the time of withdrawal. These conditions may specify a minimum period of time for the withdrawal and/or may require a letter of medical clearance from a physician, psychologist, or psychiatrist stating that in the professional expert's opinion the student is now capable of handling the academic and social demands of college.

Procedure 5.4.3: Involuntary/Administrative Withdrawal for Students with Medical, Mental/ Psychological Conditions or Disabilities

Amended Date: Mon, Feb 10, 2014

When a complaint is made under Section E of the Student Code of Conduct whereby a student is accused of violating the provision dealing with “the mental or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such person,” then the following procedures will be engaged.

1. In making the determinations required by these procedures, the Vice President of Student Services will review all available information obtained from incident reports, conversations with students, faculty and staff, and – for students with disabilities -- the expert opinions of appropriate medical professionals. The Vice President of Student Services will attempt to render a decision and present that decision to the student via registered mail within 10 business days of initiation of issue. The need to obtain required documentation and/or participation by appropriate medical professionals or the student may require additional time. The College may refer the student to an independent medical expert that offers free counseling services or the student could elect to use his/her own independent medical expert and bear the cost.
2. In making the determinations required by these procedures, the Vice President of Student Services will engage in a determination on an individualized, case-by-case basis. Where the College proposes to take an adverse action (including, but not limited to, removal from the College) against a student whose disability or disability-related conduct may pose a significant risk to the health or safety of others, the Vice President of Student Services will apply the direct threat analysis required by Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act. A significant risk constitutes a high probability of substantial harm and not just a slightly increased, speculative, or remote risk. In determining whether a student with a disability (as defined by Section 504 and Title II) poses a direct threat, the Vice President of Student Services will make an individualized assessment based on a reasonable judgment that relies on current medical knowledge or on the best available evidence, to ascertain the nature, duration, and severity of the risk and the likelihood, imminence and nature of future harmful conduct, either to the student or to others in the college community. The Vice President of Student Services will also consider whether there are any reasonable modifications of policies, practices, or procedures that will mitigate future risk. Note that, if a student with a disability engages in misconduct unrelated to the disability, then the student may be treated the same under the Code of Conduct as any other student.
3. The Vice President of Student Services will meet with the student (if possible), giving notice to the student of the meeting and providing an opportunity for the student (and his/her family if the student has a signed waiver indicating permission to share information) to provide evidence to the contrary and/or, for students with disabilities, to make suggestions for reasonable modification(s) short of involuntary withdrawal from the college.
4. If, after conversation, a student with a disability chooses to withdraw voluntarily, a Withdrawal Form will be processed indicating that the withdrawal is voluntary and of a medical nature and setting appropriate conditions for the student's return.
5. If it becomes evident (through observed behavior or by report(s) from faculty, staff or students) that a withdrawal from the college may be in the best interest of a student with a disability and the college and the student (and/or his or her family) does not agree, then the following procedures will be engaged:
 - a. If, after conversation, the student maintains that s/he would like to remain enrolled, the Vice President of Student Services will consult with appropriate medical professionals regarding the evidence presented by the student. [Failure by the student to sign the Consent to Share Information form so that medical/clinical professionals may be consulted will result in the involuntary withdrawal from the college as the college will have insufficient evidence to render an individualized determination]. The Vice President of Student Services will also consult with the Academic Vice President and other college officials as appropriate.
 - b. Should the decision be to withdraw the student involuntarily, appropriate conditions for return will be contained within the withdrawal letter. The college will not as a condition of return mandate that the behavior at issue cease unless that behavior continues to constitute a direct threat. The college will require, as a condition for return, a signed release by the student for the Vice President of Student Services and appropriate college officials to discuss

with the student's medical care provider(s) the student's readiness to return to college and to obtain assistance in developing reasonable modification(s) to mitigate any direct threat.

- c. Should the decision be to withdraw the student involuntarily, the student will be informed of the College's grievance procedures applicable to complaints of discrimination based on disability. The decision reached will be the final decision.
6. In certain circumstances where there is an alleged or perceived direct threat, the Vice President of Student Services may impose an interim suspension prior to the formal proceedings described above. Interim suspension may be imposed only: (a) to ensure the safety and well-being of members of the college; (b) to ensure the student's own physical or emotional safety and well-being; or (c) if the student poses a direct threat of disruption of or interference with the normal operations of the college. During interim suspension, the student shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services may determine to be appropriate.

Policy 5.7: Student Discipline Policy Related Policies & Procedures

Effective Date: Wed, Oct 21, 2009

Amended Date: Tue, Apr 15, 2014

HCC considers the guidelines set forth by the Student Rights and Code of Conduct Policy as conducive to a positive environment. If a student fails to behave in a manner consistent with these guidelines, the college reserves the right to impose disciplinary action. Disciplinary action may be initiated for violation of any rule or regulation of the College. This policy applies to conduct which occurs while a student is attending or participating in any Haywood Community College sponsored event or activity, on campus and on other property or facilities owned, controlled or used by HCC. (See related procedures)

Sanctions

Note: Per State Board Code, the transcript of the student receiving a sanction of suspension or expulsion will denote: "disciplinary expulsion" or "disciplinary suspension."

- A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.
- C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.
- D. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.
- E. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
- G. Withholding transcript, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Student will not be allowed to register until all financial obligations are met.)
- H. Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated

misconduct. Students who receive this sanction must get specific written permission from the Vice President of Student Services before returning to campus.

- I. Expulsion: Dismissing a student from campus for an indefinite period, losing student status. The student may be readmitted to the College only with the approval of the College President.
- J. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- K. Group Restrictions: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one additional semester. While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- L. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Re-charter after that time, must be approved by the College President.
- M. Community Service: Assigning a specific community service project and number of contact work hours to be completed for a designated department on the College Campus for a violation of the Student Code of Conduct as deemed appropriate by the Vice President of Student Services.

Personal Counseling Referral

In addition to the above stated sanctions the college may require counseling.

The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College. The student must provide written documentation from the licensed professional that the requirement has been met; additionally, if required by the Vice President of Student Services, a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred to the College's licensed professional counselor at no charge or elect to use his/her own licensed professional counselor and bear the cost.

Procedure 5.7.1: Student Discipline Procedures

Effective Date: Tue, Aug 09, 1994

Amended Date: Wed, May 14, 2014

HCC considers the guidelines set forth by the Student Rights and Code of Conduct Policy as conducive to a positive environment. If a student fails to behave in a manner consistent with these guidelines, the College reserves the right to impose disciplinary action. Disciplinary action may be initiated for violation of any rule or regulation of the College. This policy applies to conduct which occurs while a student is attending or participating in any Haywood Community College sponsored event or activity, on campus and on other property or facilities owned, controlled or used by HCC. (See related procedures)

Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fail to cease and desist, the instructor may then suspend the student(s) from the class. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the Vice President of Student Services in writing of the individual(s) involved and the nature of the infraction as soon as possible, but no more than two days following the incident. The Vice President of Student Services shall resolve the matter in a timely fashion utilizing the steps outlined below.

Responsibility for Implementation

The Vice President of Student Services or his/her designee is responsible for implementing student discipline procedures.

General Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges/Notification

- a. Any administrative official, faculty/staff member, or student may file charges with the Vice President of Student Services against any student or student organization for violations of the Student Code of Conduct.
- b. The individual(s) making the charge(s) must complete the appropriate electronic Incident Reporting Form. Links to the Incident Report Forms are located at http://www.haywood.edu/incident_reporting.
- c. The completed Incident Report Form should be submitted within five (5) working days of the incident.
- d. The Vice President of Student Services will notify the student of the charge(s) within five (5) working days of receipt of the Incident Report Form. The notification will be presented via student email, certified mail, telephone, or in person.
- e. The student must schedule an appointment to meet with the Vice President of Student Services within five (5) working days after receiving notification of the charge(s).
- f. In instances where the student cannot be reached, the Vice President shall send a certified letter to the student's last known address with the Notification.

The notification will include the following:

1. Name of the student being charged.
2. The alleged specific violation(s) of the Code of Conduct
3. The time, place, and date of the incident
4. Names of any person(s) directly involved and witness/s to the alleged infractions
5. Any action taken that relates to the matter

2. Investigation and Decision

Within five (5) working days after the charge is filed, the Vice President of Student Services shall complete a preliminary investigation of the charge(s) and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President may act as follows:

1. Drop the charge(s)
2. Impose a sanction consistent with those shown in Policy 5.7: Student Discipline Policy
3. Refer the student to a College office or community agency for services

Student Responsibilities:

Upon notification of the alleged charge(s), the accused student must meet with the Vice President of Student Services and/or provide a written statement regarding the issue within five (5) working days. A written request for an extension must be approved by the Vice President during that same time period (before the end of the five (5) working days).

In the event that the accused student does not respond to the Vice President's request for a meeting or statement, or fails to meet with the Vice President or provide a statement within five (5) working days of the date of notification of the alleged charge(s), or does not file a written request for an extension, findings will be based on information available at the time.

3. Sanction

The decision of the Vice President of Student Services shall be presented to the student in writing, electronically or in person, within five (5) working days of the meeting with the student. In instances where the student cannot be reached, the Vice President shall send a certified letter to the student's last known address providing the student with a list of the charges, the Vice President's decision, and instructions governing the appeal process.

4. Appeals

Appeals Procedure: A student who disagrees with the decision of the Vice President of Student Services may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the Vice President within three (3) working days after receipt of the Vice President's decision. The Vice President shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Vice President's investigation.

Disciplinary Review Committee Composition

Membership of the Disciplinary Review Committee shall be composed of the following:

- a. **Three faculty/staff members** appointed by the President of the College.
- b. **Three student members** appointed by the Student Government Association and approved by the President of the College.
- c. The President will appoint **one administrator** to serve as committee chairperson who will vote only in case of a tie.
- d. The **Vice President of Student Services** will serve as an ex-officio non-voting member.
- e. Committee members will serve one year from the beginning of fall semester through summer semester with replacements appointed by the President or SGA, if necessary.
- f. At least two faculty/staff members, two students, and the Chairperson must be present in order for the committee to conduct business.

Procedures for Hearings before the Disciplinary Review Committee

A. Procedural Responsibilities of the Vice President

Review Committee Meeting: The Review Committee must meet within ten (10) working days of receipt of a request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President shall issue a letter (send a certified letter to the student's last known address or present the letter in person) providing the student with the following information:

1. A restatement of the charge or charges
2. The time and place of the hearing
3. A statement of the student's basic procedural rights
4. A list of witnesses
5. Names of committee members

On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Vice President concurs with this change.

B. Student Rights: Basic Procedural Rights of Students Include the Following:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee.
2. The right to produce witnesses on one's behalf.

3. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify, or to refuse to testify, without such refusal being detrimental to the student.
8. The right to appeal the decision of the Committee to the President, who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing.

C. Disciplinary Review Committee Responsibility: The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - a. The student
 - b. Counsel
 - c. Witnesses who shall:
 - i. Give testimony singularly and in the absence of other witnesses
 - ii. Leave the committee meeting room immediately upon the completion of the testimony.
2. The hearing will be recorded.
3. Recordings will become the property of the College, and access to them will be determined by the Chairperson of the Committee and the Vice President. All recordings will be filed in the Office of the Vice President.
4. The Committee shall have the authority to adopt supplementary rules of procedures consistent with this code. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
5. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable. Decisions of the Committee shall be made by majority vote.
6. Within two (2) working days after the decision of the Committee, the Vice President shall inform the student in writing of the Committee's decision.

Appeal to the President

A student who refuses to accept the findings of the Committee may appeal in writing to the President within five (5) working days after receipt of the Committee's decision. The student must state the reasons for the appeal. The President shall have the authority to:

1. Review the findings of the proceedings of the Committee.
2. Hear from the student, the Vice President and the members of the Committee before ruling on an appeal.
3. Review the information and make a judgment without the personal appearance of the student.
4. Approve, modify, or overturn the decision of the Committee.
5. Inform the student in writing of the final decision within ten (10) working days of the receipt of the appeal.
6. The decision of the President will be final, except for an appeal to the Board of Trustees regarding compliance with due process.

Appeal to the Board of Trustees

Any party of the Review Committee hearing may request, in writing, a hearing before the Board of Trustees or a committee of the Board regarding **compliance with due process** within five (5) working days of the decision of the

President. The student or party filing the appeal must state the reason(s) for the appeal, i.e. why he/she feels due process was not followed.

The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Disciplinary Review Committee hearing. They may choose to have the parties appear before them before rendering a decision regarding compliance with due process. The decision of the Board will be made within twenty (20) working days of the appeal request and will be final.

Academic Dishonesty Disciplinary Procedures

It is the responsibility of all college employees to ensure the academic integrity of the College. Violations of academic integrity are considered serious offenses and have a negative impact on the teaching and learning environment and will not be tolerated. Students are forewarned that some acts of academic dishonesty may result in action being taken by outside individuals or entities.

The faculty member has the option to follow the process below or refer the matter to the Vice President of Student Services who will follow the same procedure as with any other Code of Conduct Violations.

In the case where a student is charged with academic dishonesty by a member of the faculty, the faculty member will follow these steps:

1. Notify the Vice President of Student Services, at which time the Vice President will confirm whether the offense is a first offense. If it is anything other than a first offense, the Vice President will follow the discipline procedure that is followed as with all other violations. An electronic incident report must be submitted by the faculty member within five days of the alleged offense. A link to the Academic Dishonesty Incident Report Form is located at haywood.edu/incident_reporting.
2. Due process will be afforded to the student. Prior to notifying the student of the sanction, the instructor may fully vet and discuss the desired sanction with the Vice President of Student Services and the Vice President of Academics. If the academic dishonesty is a first offense the faculty member may do the following:
 - a. Contact the student and explain the charge. The faculty member has the option to notify the student in the presence of another college official.
 - b. Give the student an opportunity to respond to the charge
 - c. The student must confirm receipt of the charge notification (this applies to on-line and face-to-face students)
 - d. The correspondence must be documented by the faculty member
 - e. The faculty member will follow up with any witnesses or parties to the incident
 - f. The faculty member will then notify the student of the sanction. The faculty member has the option to notify the student in the presence of another college official.
 - g. The sanction information will be forwarded to the Vice President of Student Services along with all documentation
 - h. The student has the right to appeal the academic dishonesty sanction to the Vice President of Student Services and Vice President of Academic Affairs
 - i. If the student appeals the instructor sanction, the appeal will be heard by both the Vice President of Academic Affairs and the Vice President of Student Services
 - j. Any additional appeal will follow the appeal procedure for all other code of conduct violations

The following sanctions may be issued by the faculty member:

1. Redo the assignment
2. Loss of credit for the assignment
3. Loss of credit for the class
4. Other: if any other sanctions are desired by the faculty member, the Vice President of Student Services and Vice President of Academics will be consulted.

Title IX

Consistent with Title IX of the Education Amendments of 1972, Haywood Community College does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment, and admission. Sexual harassment including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and by the College.

The College is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The College responds to reports of sexual harassment including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. An individual who has questions or concerns regarding possible discrimination based on sex should contact a Title IX Compliance Officer. For students that is Dr. Laura Leatherwood and for staff that is Marsha Stines. Contact information for both compliance officers is located on the right hand side of this page.

Sexual Misconduct

All members of the College community are expected to engage in conduct that contributes to the culture of integrity and honor upon which Haywood Community College is grounded. Acts of sexual misconduct, sexual harassment, dating, violence, domestic violence and stalking, jeopardize the health and welfare of our campus community and the larger community as a whole.

The College has established procedures for preventing and investigating allegations of sexual misconduct, sexual harassment, dating violence, domestic violence and stalking that are compliant with Title IX federal regulations.

Reporting

Reports regarding an alleged violation of Title IX, including those taking place off campus, such as sexual misconduct, sexual harassment, dating violence, domestic violence, stalking; sexual misconduct incidents involving minors, guests and third party users; and any allegation of inequity in educational programs and activities should be reported to any College responsible employee and communicated to a Title IX Compliance Officer. Incident Report

Process

The Title IX Administrator ensures that the report is addressed through the identified resolution procedures and policies, and that the incident is resolved in a timely, fair, and impartial manner. Reports are examined based on the policies and procedures of the College where compliance with Title IX is of the utmost importance.

Title IX Administrators

Compliance Officers

For Students

Dr. Laura Leatherwood
VP of Student Services
185 Freedlander Drive
Clyde, NC 28721
lbleatherwood@haywood.edu
Phone 828-565-4220
Fax 828-627-4513
Room 1525A

For Employees

Marsha Stines – HR Director
185 Freedlander Drive
Clyde, NC 28721
mstines@haywood.edu
Phone 828-627-4529
Fax 828-627-3606
Room 105

What you need to know

Title IX [Q&A](#)
HCC Student Code of Conduct

Resources

Public Safety on Campus

Cell 734-5410
Office 627-4514

ARO (Armed Resource Officer)

(828)-593-8477
HCC Security Web Page
Clery Security Report

Our Voice
Office for Civil Rights

Domestic Violence

REACH of Haywood County
KARE of Haywood County
HCC Counseling Services

Programs of Study

Haywood Community College offers curricular programs leading to an associate degree, a diploma, or certificate. Courses offered are on the semester system, with each semester consisting of 16 weeks or 80 class days, or the equivalent. The summer session operates on an abbreviated schedule.

Suggested Schedules

Unless otherwise indicated, suggested schedules in this publication are for full-time day students. Many schedule combinations are possible to serve part-time, day, evening, or on-line students. **To plan a specific schedule to complete a degree, diploma, or certificate, see an adviser in the major discipline.**

Course and Program Changes

The quickest way to keep up with the latest changes in requirements and new curricular programs between catalog issues is by using the internet to visit the college website at www.haywood.edu. Select "Programs and Courses" under "Curriculum (for credit)" where a menu will show each program available. Each page has a date which indicates when the page was last edited.

Major Department

Students may contact the department offering the major for details and the latest programmatic changes.

Degree Programs

College Transfer
Associate in Arts
Associate in General Education
Associate in Science
Associate in Applied Science with majors in the following fields of study:
Accounting
Automotive Systems Technology
Building Construction Technology - Green Building
Business Administration
Collision Repair and Refinishing Technology
Computer Information Technology
Computer-Integrated Machining
Cosmetology
Criminal Justice Technology
Early Childhood Education
Electronics Engineering Technology
Entrepreneurship
Fish and Wildlife Management Technology
Forest Management Technology
Industrial Systems Technology
Medical Assisting
Medical Office Administration
Networking Technology
Nursing
RN Completer Program
Professional Crafts - Clay
Professional Crafts - Fiber
Professional Crafts - Jewelry

Professional Crafts - Wood
Welding Technology

Diploma Programs

Accounting
Automotive Systems Technology
Building Construction Technology - Green Building
Business Administration
Collision Repair and Refinishing Technology
Computer Information Technology
Computer-Integrated Machining
Cosmetology
Electrical Systems Technology
Entrepreneurship
Horticulture Technology
Industrial Systems Technology
Medical Office Administration
Networking Technology
Professional Crafts - Clay
Professional Crafts - Fiber
Professional Crafts - Jewelry
Professional Crafts - Wood
Welding Technology

Certificate Programs

Accounting
Accounting - Income Tax Preparation

Accounting - Small Business Financial Advisor	Criminal Justice Technology
Automotive Systems Technology - Alternative Transportation Technology	Criminal Justice Technology - Cyber Crime
Automotive Systems Technology - Basic	Criminal Justice Technology - Emergency Management
Automotive Systems Technology - Diesel	Early Childhood
Automotive Systems Technology - Intermediate CCP	Early Childhood Administration Certificate
Automotive Systems Technology - Introduction CCP	Early Childhood Education Certificate CCP
Automotive Systems Technology - Mobile Equipment and Repair	Electrical Systems Technology
Automotive Systems Technology CCP	Electronics Engineering - CCP
Building Construction Technology - Basic	Electronics Engineering - Advanced
Building Construction Technology - Intermediate	Electronics Engineering - Basic
Business Administration	Electronics Engineering - Industrial
Business Administration - Business Exploration CCP	Electronics Engineering - Intermediate
Business Administration - Office Software Certificate	Engineering Design
Career & College Promise College Transfer Pathway Leading to the Associate in Arts CCP	Entrepreneurship
Career & College Promise College Transfer Pathway Leading to the Associate in Science CCP	Entrepreneurship: Start-up Focus
Collision Repair & Refinishing - Introductory CCP	Forest Management Technology - Natural Resource Specialist
Collision Repair and Refinishing - Basic	Forest Management Technology Certificate CCP
Collision Repair and Refinishing - Mobile Equipment Maintenance Repair	Horticulture Technology
Collision Repair and Refinishing - Special Finishes CCP	Horticulture Technology - Advanced
Collision Repair and Refinishing - Welding CCP	Horticulture Technology - Sustainable Agriculture
Computer Information Technology	Industrial Systems Technology - Advanced
Computer-Integrated Machining - Advanced CCP	Industrial Systems Technology - Basic
Computer-Integrated Machining - Basic	Industrial Systems Technology - Intermediate
Computer-Integrated Machining - Industrial	Infant Toddler Certificate
Computer-Integrated Machining - Intermediate	Manicuring Instructor
Computer-Integrated Machining CCP	Manicuring/Nail Technology
Cosmetology Instructor	Medical Office Administration
Criminal Justice I & II - CCP	Networking Technology
Criminal Justice III & IV - CCP	Professional Crafts-Jewelry - Hand Wrought Metals
Criminal Justice Investigations Certificate	School - Age Education
	Welding Certificate - Advanced
	Welding Certificate - Basic
	Welding Certificate - Intermediate

Career & College Promise (CCP)

Through Career & College Promise (CCP), qualified high-school-age students in North Carolina have the opportunity to pursue college credit, tuition free, while they are in high school.

College Transfer Pathways

Career & College Promise College Transfer Pathway Leading to the Associate in Arts (P1012C)
 Career & College Promise College Transfer Pathway Leading to the Associate in Science (P1042C)

College Transfer Pathways - College transfer pathways provide 30 hours of tuition-free course credits that will transfer seamlessly to any public or participating private college or university, saving successful students time and money in pursuing four-year degrees.

Career Technical Education Pathways

Automotive System Technology (C60160CP)	Automotive Systems Technology - Intermediate (C60160IM)
Automotive Systems Technology - Introduction (C60160IN)	

Applied Science - Social Behavioral Sciences and Humanities Electives

Social & Behavioral Choices for AAS Degree Programs Unless Otherwise Noted:

		Lec	Lab	Clin	Cred
ANT-210	General Anthropology	3	0	0	3
ANT-220	Cultural Anthropology	3	0	0	3
ECO-251	Principles of Microeconomics	3	0	0	3
ECO-252	Principles of Macroeconomics	3	0	0	3
HIS-111	World Civilizations I	3	0	0	3
HIS-112	World Civilizations II	3	0	0	3
HIS-131	American History I	3	0	0	3
HIS-132	American History II	3	0	0	3
POL-120	American Government	3	0	0	3
PSY-150	General Psychology	3	0	0	3
SOC-210	Introduction to Sociology	3	0	0	3
SOC-213	Sociology of the Family	3	0	0	3
SOC-215	Group Processes	3	0	0	3

Humanities & Fine Arts Choices for AAS Degree Programs Unless Otherwise Noted:

		Lec	Lab	Clin	Cred
ART-111	Art Appreciation	3	0	0	3
ART-114	Art History Survey I	3	0	0	3
ART-115	Art History Survey II	3	0	0	3
DRA-111	Theatre Appreciation	3	0	0	3
HUM-110	Technology and Society	3	0	0	3
HUM-115	Critical Thinking	3	0	0	3
MUS-110	Music Appreciation	3	0	0	3
REL-110	World Religions	3	0	0	3
REL-111	Eastern Religions	3	0	0	3
REL-112	Western Religions	3	0	0	3
REL-211	Introduction to Old Testament	3	0	0	3
REL-212	Introduction to New Testament	3	0	0	3
REL-221	Religion in America	3	0	0	3

Accounting

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

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

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

Associate In Applied Science Degree (AAS) A25100

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
ACC-120	Principles of Financial Accounting	3	2	0	4
BUS-110	Introduction to Business	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
OST-131	Keyboarding	1	2	0	2
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
ACC-121	Principles of Managerial Accounting	3	2	0	4
BUS-115	Business Law I	3	0	0	3
BUS-125	Personal Finance	3	0	0	3
CTS-130	Spreadsheet	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
					Total: 16

Summer Semester 1

		Lec	Lab	Clin	Cred
ENG-112	Writing/Research in the Disciplines	3	0	0	3
	Mathematics	3	0	0	3-4
					Total: 6-7

Fall Semester 2

		Lec	Lab	Clin	Cred
ACC-129	Individual Income Taxes	2	2	0	3
ACC-140	Payroll Accounting	1	2	0	2
or WBL-111	Work-Based Learning I	0	0	10	1
ACC-150	Accounting Software Applications	1	2	0	2
ACC-220	Intermediate Accounting I	3	2	0	4
ACC-225	Cost Accounting	3	0	0	3
ECO-251	Principles of Microeconomics	3	0	0	3
or ECO-252	Principles of Macroeconomics	3	0	0	3
					Total: 16-17

Spring Semester 2

		Lec	Lab	Clin	Cred
ACC-130	Business Income Taxes	2	2	0	3
ACC-221	Intermediate Accounting II	3	2	0	4
BUS-280	REAL Small Business	4	0	0	4
	Humanities/Fine Arts	3	0	0	3
	Social & Behavioral Sciences	3	0	0	3
					Total: 17

Total Credit Hours: 71-73**Mathematics: Choose at least 3 hours from the following courses**

MAT-143	Quantitative Literacy	2	2	0	3
or MAT-152	Statistical Methods I	3	2	0	4
or MAT-171	Precalculus Algebra	3	2	0	4

Diploma in Accounting D25100**Fall Semester 1**

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
ACC-129	Individual Income Taxes	2	2	0	3
BUS-137	Principles of Management	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
OST-131	Keyboarding	1	2	0	2
					Total: 18

Spring Semester 1

		Lec	Lab	Clin	Cred
ACC-121	Principles of Managerial Accounting	3	2	0	4
BUS-110	Introduction to Business	3	0	0	3
or ACC-130	Business Income Taxes	2	2	0	3
BUS-115	Business Law I	3	0	0	3
BUS-125	Personal Finance	3	0	0	3
CTS-130	Spreadsheet	2	2	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
					Total: 19

Total Credit Hours: 37**Certificate in Accounting C25100****Fall Semester 1**

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
ACC-129	Individual Income Taxes	2	2	0	3
BUS-110	Introduction to Business	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
OST-131	Keyboarding	1	2	0	2
					Total: 15

Total Credit Hours: 15

Certificate in Accounting - Income Tax Preparation C25100TP

Fall Semester 1

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
ACC-129	Individual Income Taxes	2	2	0	3
CIS-110	Introduction to Computers	2	2	0	3
					Total: 10

Spring Semester 1

		Lec	Lab	Clin	Cred
ACC-130	Business Income Taxes	2	2	0	3
CTS-130	Spreadsheet	2	2	0	3
					Total: 6

Total Credit Hours: 16

Certificate in Accounting - Small Business Financial Advisor C25100SB

Fall Semester 1

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
ACC-129	Individual Income Taxes	2	2	0	3
BUS-137	Principles of Management	3	0	0	3
					Total: 10

Spring Semester 1

		Lec	Lab	Clin	Cred
ACC-121	Principles of Managerial Accounting	3	2	0	4
BUS-280	REAL Small Business	4	0	0	4
					Total: 8

Total Credit Hours: 18

Automotive Systems Technology

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The programs provide 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.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Automotive Systems Technology: A program that 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 conditioning systems.

Associate In Applied Science Degree (AAS) A60160

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
AUT-151	Brake Systems	2	3	0	3
ENG-111	Writing and Inquiry	3	0	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-120	Basic Transportation Electricity	4	3	0	5
TRN-140	Transportation Climate Control	1	2	0	2
TRN-140A	Transportation Climate Control Lab	1	2	0	2
					Total: 18

Spring Semester 1

		Lec	Lab	Clin	Cred
AUT-116	Engine Repair	2	3	0	3
AUT-141	Suspension & Steering Systems	2	3	0	3
AUT-181	Engine Performance 1	2	3	0	3
AUT-231	Manual Transmissions/Transaxles/Drive Trains	2	3	0	3
	Mathematics				3
TRN-170	PC Skills for Transportation	1	2	0	2
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
					Total: 3

Fall Semester 2

		Lec	Lab	Clin	Cred
ATT-115	Green Trans Safety and Service	1	2	0	2
ATT-125	Hybrid-Electric Transportation	2	4	0	4
AUT-221	Automatic Transmissions/Transaxles	2	3	0	3
AUT-281	Advanced Engine Performance	2	2	0	3
	Humanities/Fine Arts	3	0	0	3
					Total: 15

Spring Semester 2

		Lec	Lab	Clin	Cred
AUB-150	Automotive Detailing	1	3	0	2
AUT-114	Safety and Emissions	1	2	0	2
AUT-114A	Safety and Emissions Lab	0	2	0	1
HET-110	Diesel Engines	3	9	0	6
	Social & Behavioral Sciences				3
TRN-180	Basic Welding for Transportation	1	4	0	3

Total: 17**Total Credit Hours: 70****Mathematics: Choose 3 hours from the following courses**

MAT-101*	Applied Mathematics I	2	2	0	3
MAT-121	Algebra/Trigonometry I	2	2	0	3
MAT-143	Quantitative Literacy	2	2	0	3

* For Diploma Only

Diploma in Automotive Systems Technology D60160**Fall Semester 1**

		Lec	Lab	Clin	Cred
AUT-151	Brake Systems	2	3	0	3
AUT-281	Advanced Engine Performance	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-120	Basic Transportation Electricity	4	3	0	5
TRN-140	Transportation Climate Control	1	2	0	2
TRN-140A	Transportation Climate Control Lab	1	2	0	2

Total: 20**Spring Semester 1**

		Lec	Lab	Clin	Cred
AUT-116	Engine Repair	2	3	0	3
AUT-141	Suspension & Steering Systems	2	3	0	3
AUT-181	Engine Performance 1	2	3	0	3
AUT-231	Manual Transmissions/Transaxles/Drive Trains	2	3	0	3
	Mathematics				3
TRN-170	PC Skills for Transportation	1	2	0	2

Total: 17**Total Credit Hours: 37**

Automotive Systems Technology - Alternative Transportation Technology C60160AT

Courses

		Lec	Lab	Clin	Cred
ATT-115	Green Trans Safety and Service	1	2	0	2
ATT-125	Hybrid-Electric Transportation	2	4	0	4
AUT-221	Automatic Transmissions/Transaxles	2	3	0	3
AUT-281	Advanced Engine Performance	2	2	0	3
TRN-120	Basic Transportation Electricity	4	3	0	5

Total: 17

Total Credit Hours: 17

Automotive Systems Technology - Basic C60160B

Courses

		Lec	Lab	Clin	Cred
AUT-116	Engine Repair	2	3	0	3
AUT-141	Suspension & Steering Systems	2	3	0	3
AUT-181	Engine Performance 1	2	3	0	3
AUT-231	Manual Transmissions/Transaxles/Drive Trains	2	3	0	3
TRN-170	PC Skills for Transportation	1	2	0	2

Total: 14

Total Credit Hours: 14

Certificate in Automotive Systems Technology - Diesel C606160D

Courses

		Lec	Lab	Clin	Cred
AUT-114	Safety and Emissions	1	2	0	2
AUT-114A	Safety and Emissions Lab	0	2	0	1
HET-110	Diesel Engines	3	9	0	6
TRN-180	Basic Welding for Transportation	1	4	0	3

Total: 12

Total Credit Hours: 12

Automotive Systems Technology - Mobile Equipment and Repair C60160MR

Courses

		Lec	Lab	Clin	Cred
AUT-151	Brake Systems	2	3	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-120	Basic Transportation Electricity	4	3	0	5
TRN-140	Transportation Climate Control	1	2	0	2
TRN-140A	Transportation Climate Control Lab	1	2	0	2

Total: 14

Total Credit Hours: 14

Automotive Systems Technology - Introduction CCP C60160IN

Courses

		Lec	Lab	Clin	Cred
AUT-151	Brake Systems	2	3	0	3
AUT-181	Engine Performance 1	2	3	0	3
AUT-116	Engine Repair	2	3	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-120	Basic Transportation Electricity	4	3	0	5

Total: 16

Total Credit Hours: 16

Automotive Systems Technology - Intermediate CCP C60160IM

Courses

		Lec	Lab	Clin	Cred
AUT-181	Engine Performance 1	2	3	0	3
AUT-281	Advanced Engine Performance	2	2	0	3
TRN-120	Basic Transportation Electricity	4	3	0	5
TRN-140	Transportation Climate Control	1	2	0	2
TRN-140A	Transportation Climate Control Lab	1	2	0	2
TRN-180	Basic Welding for Transportation	1	4	0	3

Total: 18

Total Credit Hours: 18

Automotive Systems Technology CCP C60160CP

Courses

		Lec	Lab	Clin	Cred
AUT-151	Brake Systems	2	3	0	3
AUT-181	Engine Performance 1	2	3	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-120	Basic Transportation Electricity	4	3	0	5

Total: 13

Total Credit Hours: 13

Building Construction Technology - Green Building

Curriculums in the Architecture and Construction Technology pathway are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Graduates of this pathway should qualify for entry-level jobs in architectural, engineering, construction and trades professions, as well as positions in industry and government.

Building Construction Technology: A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Associate In Applied Science Degree (AAS) A35140

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
BPR-130	Print Reading-Construction	3	0	0	3
CMT-120	Codes and Inspections	3	0	0	3
CST-111	Construction I	3	3	0	4
ENG-111	Writing and Inquiry	3	0	0	3
MAS-140	Introduction to Masonry	1	2	0	2
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
CST-112	Construction II	3	3	0	4
CST-131	OSHA/Safety/Certification	2	2	0	3
ELC-113	Residential Wiring	2	6	0	4
SST-140	Green Building and Design Concepts	3	0	0	3
	Mathematics				3
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
					Total: 3

Fall Semester 2

		Lec	Lab	Clin	Cred
CST-113	Construction III	3	3	0	4
CST-211	Construction Surveying	2	3	0	3
CST-231	Soils & Site Work	3	2	0	4
CST-241	Planning/Estimating I	2	2	0	3
	Humanities/Fine Arts	3	0	0	3
					Total: 17

Spring Semester 2

		Lec	Lab	Clin	Cred
CST-221	Statics/Structures	3	3	0	4
DFT-151	CAD I	2	3	0	3
ELC-220	Photovoltaic System Technology	2	3	0	3
	Social and Behavioral Sciences	3	0	0	3
					Total: 13

Total Credit Hours: 66**Mathematics: Choose 3 hours from the following courses**

MAT-121	Algebra/Trigonometry I	2	2	0	3
MAT-143	Quantitative Literacy	2	2	0	3

Diploma in Building Construction Technology - Green Building D35140**Fall Semester 1**

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
BPR-130	Print Reading-Construction	3	0	0	3
CMT-120	Codes and Inspections	3	0	0	3
CST-111	Construction I	3	3	0	4
ENG-111	Writing and Inquiry	3	0	0	3
MAS-140	Introduction to Masonry	1	2	0	2
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
CST-112	Construction II	3	3	0	4
CST-131	OSHA/Safety/Certification	2	2	0	3
ELC-113	Residential Wiring	2	6	0	4
	Mathematics				3
SST-140	Green Building and Design Concepts	3	0	0	3
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
					Total: 3

Total Credit Hours: 36

Certificate in Building Construction Technology - Basic C35140B

Courses

		Lec	Lab	Clin	Cred
BPR-130	Print Reading-Construction	3	0	0	3
CMT-120	Codes and Inspections	3	0	0	3
CST-111	Construction I	3	3	0	4
MAS-140	Introduction to Masonry	1	2	0	2
					Total: 12

Total Credit Hours: 12

Certificate in Building Construction Technology - Intermediate C35140IM

Courses

		Lec	Lab	Clin	Cred
CST-111	Construction I	3	3	0	4
CST-112	Construction II	3	3	0	4
CST-131	OSHA/Safety/Certification	2	2	0	3
ELC-113	Residential Wiring	2	6	0	4
SST-140	Green Building and Design Concepts	3	0	0	3
					Total: 18

Total Credit Hours: 18

Business Administration

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.

Associate In Applied Science Degree (AAS) A25120

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
ACC-120	Principles of Financial Accounting	3	2	0	4
BUS-110	Introduction to Business	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
OST-131	Keyboarding	1	2	0	2
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
ACC-121	Principles of Managerial Accounting	3	2	0	4
BUS-115	Business Law I	3	0	0	3
CTS-130	Spreadsheet	2	2	0	3
OST-136	Word Processing	2	2	0	3
	Social & Behavioral Sciences	3	0	0	3
					Total: 16

Summer Semester 1

		Lec	Lab	Clin	Cred
ENG-112	Writing/Research in the Disciplines	3	0	0	3
	Mathematics	3	0	0	3-4
					Total: 6-7

Fall Semester 2

		Lec	Lab	Clin	Cred
ACC-150	Accounting Software Applications	1	2	0	2
BUS-137	Principles of Management	3	0	0	3
BUS-153	Human Resource Management	3	0	0	3
CIS-165	Desktop Publishing I	2	2	0	3
or WBL-111	Work-Based Learning I	0	0	10	1
ECO-251	Principles of Microeconomics	3	0	0	3
or ECO-252	Principles of Macroeconomics	3	0	0	3
MKT-120	Principles of Marketing	3	0	0	3
					Total: 15-17

Spring Semester 2

		Lec	Lab	Clin	Cred
BUS-125	Personal Finance	3	0	0	3
BUS-260	Business Communication	3	0	0	3
BUS-280	REAL Small Business	4	0	0	4
ECM-210	Introduction to E-Commerce	2	2	0	3
	Humanities/Fine Arts	3	0	0	3
					Total: 16

Total Credit Hours: 69-72**Mathematics: Choose at least 3 hours from the following courses**

MAT-143	Quantitative Literacy	2	2	0	3
or MAT-152	Statistical Methods 1	3	2	0	4
or MAT-171	Precalculus Algebra	3	2	0	4

Diploma in Business Administration D25120**Fall Semester 1**

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
BUS-110	Introduction to Business	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
ECO-251	Principles of Microeconomics	3	0	0	3
or ECO-252	Principles of Macroeconomics	3	0	0	3
ENG-111	Writing and Inquiry	3	0	0	3
MKT-120	Principles of Marketing	3	0	0	3
					Total: 19

Spring Semester 1

		Lec	Lab	Clin	Cred
ACC-121	Principles of Managerial Accounting	3	2	0	4
BUS-115	Business Law I	3	0	0	3
BUS-125	Personal Finance	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
OST-131	Keyboarding	1	2	0	2
					Total: 18

Total Credit Hours: 37**Certificate in Business Administration C25120****Fall Semester 1**

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
BUS-110	Introduction to Business	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
MKT-120	Principles of Marketing	3	0	0	3
					Total: 16

Total Credit Hours: 16

Business Administration - Office Software Certificate C25120OS

Fall Semester 1

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
CIS-110	Introduction to Computers	2	2	0	3
CIS-165	Desktop Publishing I	2	2	0	3
					Total: 10

Spring Semester 1

		Lec	Lab	Clin	Cred
ACC-150	Accounting Software Applications	1	2	0	2
CTS-130	Spreadsheet	2	2	0	3
OST-136	Word Processing	2	2	0	3
					Total: 8

Total Credit Hours: 18

Business Administration - Business Exploration CCP C25120BE

Courses

		Lec	Lab	Clin	Cred
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-137	Principles of Management	3	0	0	3
ECO-251	Principles of Microeconomics	3	0	0	3
					Total: 16

College Transfer

Students wishing to complete a four-year bachelor's degree from any of the 16 schools in the University of North Carolina system or from private schools in America have two transfer options.

All courses in the degree programs are designed to give students a solid, well-rounded foundation in the arts and the sciences before going on to four-year institutions where they will take the remainder of their course work to complete their bachelor's degree.

Students must earn a grade of C or better on all course work and have an overall GPA of 2.0 on a 4.0 scale. Although the general education core and the degree programs meet the state's general education requirements, students must meet the transfer institution's physical education and foreign language requirements, which may vary from institution to institution.

At the end of each student's course of study, he or she will be required to complete a Capstone Project as part of the HUM 220 course. This project-based course is designed to help students make connections between different disciplines and will give them the opportunity to demonstrate the progress they have made on their personal academic journeys.

Associate in Arts Degree A10100

Offered day and evening with some on-line courses available through distance learning.

The Associate in Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

English Composition: 6 semester hours required

Sem Hrs.

ENG-111	Writing and Inquiry	3
ENG-112	Writing/Research in the Disciplines	3

Humanities/Fine Arts/Communications: 9 semester hours, at least one course must be a communications

Sem Hrs.

ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-231	Public Speaking	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Western Philosophy II	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences: 9 semester hours from 2 disciplines

Sem Hrs.

ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Mathematics: 3-4 semester hours required		Sem Hrs.
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4

Natural Sciences: 4 semester hours required		Sem Hrs.
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
PHY-110	Conceptual Physics	3
and PHY-110A	Conceptual Physics Lab	1

Additional General Education Hours: 13-14 semester hours required; must be taken from the 2 groups below:

Group 1: Take 3 semester hours required		Sem Hrs.
HUM-220	Human Values and Meaning	3

Group 2: Take 8 semester hours required		Sem Hrs.
ANT-210	General Anthropology	3
ANT-220	Cultural Anthropology	3
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
BIO-111	General Biology I	4
BIO-112	General Biology II	4
BIO-120	Introductory Botany	4
BIO-130	Introductory Zoology	4
BIO-140	Environmental Biology	3
and BIO-140A	Environmental Biology Lab	1
CHM-132	Organic and Biochemistry	4
CHM-151	General Chemistry I	4
CHM-152	General Chemistry II	4
COM-120	Intro to Interpersonal Communication	3
COM-140	Introduction to Intercultural Communication	3
DRA-111	Theatre Appreciation	3
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
GEL-111	Geology	4
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-121	Western Civilization I	3
HIS-122	Western Civilization II	3
HIS-131	American History I	3
HIS-132	American History II	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3

		Sem Hrs.
HUM-122	Southern Culture	3
HUM-130	Myth in Human Culture	3
HUM-160	Introduction to Film	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
PHY-151	College Physics I	4
PHY-152	College Physics II	4
PHI-210	History of Philosophy	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
POL-120	American Government	3
PSY-150	General Psychology	3
PSY-237	Social Psychology	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3
REL-110	World Religions	3
REL-111	Eastern Religions	3
REL-112	Western Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
REL-221	Religion in America	3
SOC-210	Introduction to Sociology	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3

Other Required Courses:

Sem Hrs.

ACA-122	College Transfer Success	1
---------	--------------------------	---

General Electives: 14 semester hours

From classes noted in catalog as college transfer under the Comprehensive Articulation Agreement

Associate in Science Degree A10400

Offered day and evening with some on-line courses available through distance learning.

The Associate in Science degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamentals mathematical skills, and the basic computer use.

English Composition: 6 semester hours required

Sem Hrs.

ENG-111	Writing and Inquiry	3
ENG-112	Writing/Research in the Disciplines	3

Humanities/Fine Arts/Communications: 6 semester hours required; at least one course must be communications		Sem Hrs.
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
COM-231	Public Speaking	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences: 6 semester hours from 2 disciplines; at least one course must be a history		Sem Hrs.
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Mathematics: 8 semester hours required		Sem Hrs.
MAT-171	Precalculus Algebra	4
MAT-172	Precalculus Trigonometry	4
MAT-271	Calculus I	4

Natural Sciences: 8 semester hours required		Sem Hrs.
BIO-111	General Biology I	4
and BIO-112	General Biology II	4
CHM-151	General Chemistry I	4
and CHM-152	General Chemistry II	4
GEL-111	Geology	4
PHY-110	Conceptual Physics	3
and PHY-110A	Conceptual Physics Lab	1
PHY-151	College Physics I	4
and PHY-152	College Physics II	4

Additional General Education Hours: 11 semester hours required; must be taken from the 2 groups below:

Group 1: Take 3 semester hours required		Sem Hrs.
HUM-220	Human Values and Meaning	3

Group 2: Take 8 semester hours required		Sem Hrs.
ANT-210	General Anthropology	3
ANT-220	Cultural Anthropology	3
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
BIO-111	General Biology I	4

		Sem Hrs.
BIO-112	General Biology II	4
BIO-120	Introductory Botany	4
BIO-130	Introductory Zoology	4
BIO-140	Environmental Biology	3
BIO-140A	Environmental Biology Lab	1
CHM-132	Organic and Biochemistry	4
CHM-151	General Chemistry I	4
CHM-152	General Chemistry II	4
COM-120	Intro to Interpersonal Communication	3
COM-140	Introduction to Intercultural Communication	3
DRA-111	Theatre Appreciation	3
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
ENG-241	British Literature I	3
ENG-242	British Literature II	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-121	Western Civilization I	3
HIS-122	Western Civilization II	3
HIS-131	American History I	3
HIS-132	American History II	3
HUM-110	Technology and Society	3
HUM-115	Critical Thinking	3
HUM-120	Cultural Studies	3
HUM-122	Southern Culture	3
HUM-130	Myth in Human Culture	3
HUM-160	Introduction to Film	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
REL-110	World Religions	3
REL-111	Eastern Religions	3
REL-112	Western Religions	3
REL-211	Introduction to Old Testament	3
REL-212	Introduction to New Testament	3
PHI-210	History of Philosophy	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3
PHY-110	Conceptual Physics	3
PHY-110A	Conceptual Physics Lab	1
PHY-151	College Physics I	4
PHY-152	College Physics II	4
POL-120	American Government	3
PSY-150	General Psychology	3
PSY-237	Social Psychology	3
PSY-241	Developmental Psychology	3
PSY-281	Abnormal Psychology	3

		Sem Hrs.
SOC-210	Introduction to Sociology	3
SOC-213	Sociology of the Family	3
SOC-220	Social Problems	3
SOC-230	Race and Ethnic Relations	3
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3

Other Required Courses:

		Sem Hrs.
ACA-122	College Transfer Success	1

General Electives: 14 semester hours

From classes noted in catalog as college transfer under the Comprehensive Articulation Agreement

Associate in General Education Degree Program

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth, and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, science, and mathematics at the college level. All courses in the program are college-level courses. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. List of transfer courses are available in the Arts and General Education office and on the HCC Website. The number of required courses in this degree program is kept to a minimum in order to allow a student and his or her academic advisor to design a personal program of study that meets the student's specific educational goals. Courses may be taken in any sequence as long as prerequisites are met. The AGE program must be comprised of courses from the college's approved programs of study.

A10300 Degree:

Offered day and evening with some on-line courses available through distance learning.

Advisement: For general advisement information or individualized program (Option 1) advisement, contact the Arts and General Education Department at (828)-627-4570 or the Admissions Office at (828)- 627-4500.

A.G.E. Degree:

See options below. Students should confer with their academic advisers to develop an individualized education plan which meets general education and major course requirements.

Option 1 - Individualized Program Emphasis:

This option leads to an A.G.E. degree and requires completion of a minimum of 64 semester hours including coursework in general education and an individualized major.

General Education:

Complete 30 semester hours as set forth below:

Communication:

COM 120 or 231, ENG 111, and ENG 112 or ENG 114.

Information Technology:

CIS 110.

Humanities:

Six semester hours selected from ART 111, 114, 115, COM 120, DRA 111, ENG 231, 232, 233, 241, 242, 251, 252, MUS 110, PHI 210, 215, 220, 221, 230, REL 110, 111, 211, 212.

Natural Science and Mathematics:

Either MAT 115, MAT 143, 152, or 171; and either BIO 111, 168, or CHM 151.

Social and Behavioral Sciences:

Six semester hours selected from ANT 210, 220, 230, ECO 251, 252, HIS 121, 122, 131, 132, POL 120, PSY 150, SOC 210.

Capstone:

HUM 220

Individualized Study:

Complete a minimum of 34 semester hours of additional course work from courses approved for associate degrees. Courses should be selected with the individual educational plan determined by the student and his or her adviser. A maximum of 7 SHC in health, physical education, college orientation and/or study skills may be included.

Suggested Schedule**First Year****Fall Semester: 16-19 semester hours**

COM 120	Interpersonal Communication	3
or COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
	Social and Behavioral Sciences	3
	Individualized Study	7-10

Spring Semester: 16-19 semester hours

CIS 110	Introduction to Computers	3
ENG 112	Writing/Research in the Disciplines	3
or ENG 114	Professional Research and Reporting	3
	Humanities	7-10
	Social and Behavioral Sciences	3

Summer Semester: 0-8 semester hours

Individualized Study	0-8
----------------------	-----

Second Year**Fall Semester: 16-19 semester hours**

Humanities	3
Natural Sciences & Mathematics	4-7
Social and Behavioral Sciences	0-3
Individualized Study	6-10

Spring Semester: 16-19 semester hours

	Humanities	3
HUM-220	Human Values & Meaning	3
	Natural Sciences & Mathematics	4-7
	Social and Behavioral Sciences	0-3
	Individualized Study	6-10

AGE Option 2 - Agriculture Education - Horticulture Emphasis:

This option, requiring 67 semester hours, leads to an AGE degree at Haywood Community College and is designed to position students in Western North Carolina to apply to the 4-year Agricultural and Extension Education degree program at NCSU or NCA&T. This program begins the initial coursework necessary for a student to ultimately teach agricultural education in the public school systems in North Carolina. Students enrolled in the AGE program should let their adviser know of their educational goals as soon as possible. Faculty at HCC will work with the student to maximize their potential for success.

Students must also individually determine when to apply to NCSU or NCA&T. Admission to either program is not guaranteed. It is permitted to be a dual enrolled student in HCC's AGE program and one of the four-year programs. There are on-line courses available from both Baccalaureate level programs that would allow a student to complete additional courses towards their 4-year degree program requirements prior to relocating to the university. Students accepted to either college's 4-year program can expect an additional 1-2 years in residence on campus after completing all available NCSU or NCA&T on-line offerings successfully.

General Education:

Communication:

COM 231, ENG 111, ENG 114

Information Technology:

CIS 110

Humanities:

Six semester hours selected from ENG 251, 252, REL 110, 211, and 212 (must be from 2 different disciplines)

Natural Science and Mathematics:

MAT 143, MAT 152, BIO 111, BIO 112, and BIO 120

Social and Behavioral Sciences:

SOC 213.

Professional Study:

HOR 162, HOR 160, HOR 168, FOR 173,

Suggested Schedule

First Year

Fall Semester: 18 semester hours

ACA 111	College Student Success	1
BIO 111	General Biology I	4
ENG 111	Writing and Inquiry	3
COM 231	Public Speaking	3
MAT 143	Quantitative Literacy	3
CIS 110	Introduction to Computers	3
PED	Fitness Elective	1
		18

Spring Semester: 17 semester hours

BIO 112	General Biology II	4
ENG 114	Prof. Research & Reporting	3
MAT 152	Statistical Methods I	4
SOC 213	Sociology of the Family	3
REL 110	World Religions	3
PED	Activity Elective	1
		18

Second Year**Fall Semester: 16 semester hours**

HOR 162	Applied Plant Sciene	3
HOR 160	Plant Materials I	3
ENG 231	American Literature I	3
FOR 173	Forest Soils and Hydrology	3
CHM 151	General Chemistry I	4
		16

Spring Semester: 15 semester hours

ECO 251	Principles of Microeconomics	3
BIO 120	Introductory Botany	3
	Free Elective *must be part of CAA	3
	Free Elective *must be part of CAA	3
HOR 168	Plant Propagation	3
		15
	Total Program Hours	67

Career & College Promise College Transfer Pathway Leading to the Associate in Arts CCP P1012C

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major. The general education requirement includes study in courses selected from the Universal General Education Transfer Component of the Comprehensive Articulation Agreement.

English Composition: 6 semester hours required

Sem Hrs.

ENG-111	Writing and Inquiry	3
ENG-112	Writing/Research in the Disciplines	3

Communication: 3 semester hours required

Sem Hrs.

COM-231	Public Speaking	3
---------	-----------------	---

Humanities/Fine Arts: 6 semester hours from 2 disciplines

Sem Hrs.

ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Western Philosophy II	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences: 9 semester hours from 2 disciplines		Sem Hrs.
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Mathematics: 3-4 semester hours required		Sem Hrs.
MAT-143	Quantitative Literacy	3
MAT-152	Statistical Methods I	4
MAT-171	Precalculus Algebra	4

Natural Sciences: 4 semester hours required		Sem Hrs.
BIO-110	Principles of Biology	4
BIO-111	General Biology I	4
CHM-151	General Chemistry I	4
GEL-111	Geology	4
PHY-110	Conceptual Physics	3
and PHY-110A	Conceptual Physics Lab	1

Required Classes:		Sem Hrs.
ACA-122	College Transfer Success	1

Foreign Language: 6 semester hours (Optional)		Sem Hrs.
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree.

Career & College Promise College Transfer Pathway Leading to the Associate in Science CCP P1042C

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major. The general education requirement includes study in courses selected from the Universal General Education Transfer Component of the Comprehensive Articulation Agreement.

English Composition: 6 semester hours required		Sem Hrs.
ENG-111	Writing and Inquiry	3
ENG-112	Writing/Research in the Disciplines	3

Communication: 3 semester hours required		Sem Hrs.
COM-231	Public Speaking	3

Humanities/Fine Arts: 3 semester hours required		Sem Hrs.
ART-111	Art Appreciation	3
ART-114	Art History Survey I	3
ART-115	Art History Survey II	3
ENG-231	American Literature I	3
ENG-232	American Literature II	3
MUS-110	Music Appreciation	3
MUS-112	Introduction to Jazz	3
PHI-215	Philosophical Issues	3
PHI-240	Introduction to Ethics	3

Social/Behavioral Sciences: 9 semester hours from 2 disciplines		Sem Hrs.
ECO-251	Principles of Microeconomics	3
ECO-252	Principles of Macroeconomics	3
HIS-111	World Civilizations I	3
HIS-112	World Civilizations II	3
HIS-131	American History I	3
HIS-132	American History II	3
POL-120	American Government	3
PSY-150	General Psychology	3
SOC-210	Introduction to Sociology	3

Mathematics: 8 semester hours required		Sem Hrs.
MAT-171	Precalculus Algebra	4
MAT-172	Precalculus Trigonometry	4
MAT-271	Calculus I	4

Natural Sciences: 8 semester hours required		Sem Hrs.
BIO-111	General Biology I	4
and BIO-112	General Biology II	4
CHM-151	General Chemistry I	4
and CHM-152	General Chemistry II	4
GEL-111	Geology	4
PHY-110	Conceptual Physics	3
and PHY-110A	Conceptual Physics Lab	1
PHY-151	College Physics I	4
and PHY-152	College Physics II	4

Academic Transition: 1 semester hour required		Sem Hrs.
ACA-122	College Transfer Success	1

Foreign Language: 6 semester hours (Optional)		Sem Hrs.
SPA-111	Elementary Spanish I	3
SPA-112	Elementary Spanish II	3

High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Arts degree.

Collision Repair and Refinishing Technology

Curriculums in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The programs provide 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.

Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

Collision Repair and Refinishing Technology: A program that prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

Associate In Applied Science Degree (AAS) A60130

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
AUT-151	Brake Systems	2	3	0	3
ENG-111	Writing and Inquiry	3	0	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-120	Basic Transportation Electricity	4	3	0	5
TRN-140	Transportation Climate Control	1	2	0	2
TRN-140A	Transportation Climate Control Lab	1	2	0	2
					Total: 18

Spring Semester 1

		Lec	Lab	Clin	Cred
AUB-111	Painting & Refinishing I	2	6	0	4
AUB-121	Non-Structural Damage I	1	4	0	3
AUB-131	Structural Damage I	2	4	0	4
TRN-170	PC Skills for Transportation	1	2	0	2
TRN-180	Basic Welding for Transportation	1	4	0	3
	Mathematics				3
					Total: 19

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
					Total: 3

Fall Semester 2

		Lec	Lab	Clin	Cred
AUB-112	Painting & Refinishing II	2	6	0	4
AUB-114	Special Finishes	1	2	0	2
AUB-136	Plastics & Adhesives	1	4	0	3
AUB-141	Mechanical & Electrical Components I	2	2	0	3
AUB-160	Body Shop Operations	1	0	0	1
AUB-162	Autobody Estimating	1	2	0	2
	Humanities/Fine Arts				3
					Total: 18

Spring Semester 2

		Lec	Lab	Clin	Cred
AUB-122	Non-Structural Damage II	2	6	0	4
AUB-132	Structural Damage II	2	6	0	4
AUB-150	Automotive Detailing	1	3	0	2
or WBL-111	Work-Based Learning I	0	0	10	1
or WBL-112	Work-Based Learning I	0	0	20	2
AUT-141	Suspension & Steering Systems	2	3	0	3
	Social & Behavioral Sciences				3

Total: 15-16**Total Credit Hours: 73-74****Mathematics: Choose 3 hours from the following courses**

MAT-121	Algebra/Trigonometry I	2	2	0	3
MAT-143	Quantitative Literacy	2	2	0	3

Diploma in Collision Repair and Refinishing Technology D60130**Fall Semester 1**

		Lec	Lab	Clin	Cred
AUT-151	Brake Systems	2	3	0	3
ENG-111	Writing and Inquiry	3	0	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-120	Basic Transportation Electricity	4	3	0	5
TRN-140	Transportation Climate Control	1	2	0	2
TRN-140A	Transportation Climate Control Lab	1	2	0	2

Total: 17**Spring Semester 1**

		Lec	Lab	Clin	Cred
AUB-111	Painting & Refinishing I	2	6	0	4
AUB-121	Non-Structural Damage I	1	4	0	3
AUB-131	Structural Damage I	2	4	0	4
TRN-170	PC Skills for Transportation	1	2	0	2
TRN-180	Basic Welding for Transportation	1	4	0	3
	Mathematics				3

Total: 19**Total Credit Hours: 36****Collision Repair and Refinishing - Basic C60130B****Courses**

		Lec	Lab	Clin	Cred
AUB-111	Painting & Refinishing I	2	6	0	4
AUB-121	Non-Structural Damage I	1	4	0	3
AUB-131	Structural Damage I	2	4	0	4
TRN-180	Basic Welding for Transportation	1	4	0	3

Total: 14**Total Credit Hours: 14**

Collision Repair and Refinishing - Mobile Equipment Maintenance Repair C60130MR

Courses

		Lec	Lab	Clin	Cred
AUT-151	Brake Systems	2	3	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-120	Basic Transportation Electricity	4	3	0	5
TRN-140	Transportation Climate Control	1	2	0	2
TRN-140A	Transportation Climate Control Lab	1	2	0	2

Total: 14

Total Credit Hours: 14

Certificate in Collision Repair & Refinishing - Introductory CCP C60130IN

Courses

		Lec	Lab	Clin	Cred
AUB-111	Painting & Refinishing I	2	6	0	4
AUB-121	Non-Structural Damage I	1	4	0	3
AUB-131	Structural Damage I	2	4	0	4
TRN-110	Introduction to Transport Technology	1	2	0	2

Total: 13

Total Credit Hours: 13

Collision Repair and Refinishing - Special Finishes CCP C60130SP

Courses

		Lec	Lab	Clin	Cred
AUB-111	Painting & Refinishing I	2	6	0	4
AUB-114	Special Finishes	1	2	0	2
AUB-121	Non-Structural Damage I	1	4	0	3
AUB-122	Non-Structural Damage II	2	6	0	4
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-180	Basic Welding for Transportation	1	4	0	3

Total: 18

Total Credit Hours: 18

Collision Repair and Refinishing - Welding CCP C60130WE

Courses

		Lec	Lab	Clin	Cred
AUB-111	Painting & Refinishing I	2	6	0	4
AUB-121	Non-Structural Damage I	1	4	0	3
AUB-136	Plastics & Adhesives	1	4	0	3
TRN-110	Introduction to Transport Technology	1	2	0	2
TRN-180	Basic Welding for Transportation	1	4	0	3

Total: 15

Total Credit Hours: 15

Computer Information Technology

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

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

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

Associate In Applied Science Degree (AAS) A25260

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
NET-125	Networking Basics	1	4	0	3
NOS-110	Operating Systems Concepts	2	3	0	3
	Mathematics	3	0	0	3-4
					Total: 16-17

Spring Semester 1

		Lec	Lab	Clin	Cred
CIS-115	Intro to Programming & Logic	2	3	0	3
CTS-120	Hardware/Software Support	2	3	0	3
DBA-110	Database Concepts	2	3	0	3
NOS-130	Windows Single User	2	2	0	3
WEB-210	Web Design	2	2	0	3
					Total: 15

Summer Semester 1

		Lec	Lab	Clin	Cred
ENG-112	Writing/Research in the Disciplines	3	0	0	3
	Humanities/Fine Arts	3	0	0	3
	Social & Behavioral Sciences	3	0	0	3
					Total: 9

Fall Semester 1

		Lec	Lab	Clin	Cred
CSC-139	Visual BASIC Programming	2	3	0	3
CTS-285	Systems Analysis & Design	3	0	0	3
DBA-120	Database Programming I	2	2	0	3
NOS-230	Windows Administration I	2	2	0	3
SEC-110	Security Concepts	2	2	0	3
					Total: 15

Spring Semester 2

		Lec	Lab	Clin	Cred
BUS-110	Introduction to Business	3	0	0	3
CTS-289	System Support Project	1	4	0	3
NOS-120	Linux/UNIX Single User	2	2	0	3
WEB-250	Database Driven Websites	2	2	0	3
					Total: 12

Total Credit Hours: 67-68**Mathematics: Choose at least 3 Hours from the following courses:**

MAT-143	Quantitative Literacy	2	2	0	3
or MAT-152	Statistical Methods 1	3	2	0	4
or MAT-171	Precalculus Algebra	3	2	0	4

Diploma in Computer Information Technology D25260**Fall Semester 1**

		Lec	Lab	Clin	Cred
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
NET-125	Networking Basics	1	4	0	3
NOS-110	Operating Systems Concepts	2	3	0	3
SEC-110	Security Concepts	2	2	0	3
					Total: 15

Spring Semester 1

		Lec	Lab	Clin	Cred
CIS-115	Intro to Programming & Logic	2	3	0	3
CTS-120	Hardware/Software Support	2	3	0	3
DBA-110	Database Concepts	2	3	0	3
NOS-130	Windows Single User	2	2	0	3
WEB-210	Web Design	2	2	0	3
					Total: 15

Summer Semester 1

		Lec	Lab	Clin	Cred
BUS-110	Introduction to Business	3	0	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
					Total: 6

Total Credit Hours: 36**Certificate in Computer Information Technology C25260****Fall Semester 1**

		Lec	Lab	Clin	Cred
NET-125	Networking Basics	1	4	0	3
NOS-110	Operating Systems Concepts	2	3	0	3
					Total: 6

Spring Semester 1

CIS-115	Intro to Programming & Logic
DBA-110	Database Concepts
WEB-210	Web Design

Lec	Lab	Clin	Cred
2	3	0	3
2	3	0	3
2	2	0	3

Total: 9

Total Credit Hours: 15

Computer-Integrated Machining

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and productions, resulting in a finished product.

Course work may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification exams.

Associate In Applied Science Degree (AAS) A50210

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
BPR-111	Print Reading	1	2	0	2
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
MAC-114	Introduction to Metrology	2	0	0	2
MAC-171	Measure/Materials & Safety	0	2	0	1
MAC-172	Job Plan, Bench & Layout	0	2	0	1
MAC-173	Manual Milling/Drilling	1	3	0	2
MAC-174	Manual Turning	1	3	0	2
					Total: 17

Spring Semester 1

		Lec	Lab	Clin	Cred
ISC-112	Industrial Safety	2	0	0	2
MAC-115	Grinding Operations	2	2	0	3
MAC-121	Introduction to CNC	2	0	0	2
MAC-142	Machining Applications II	2	6	0	4
MAC-151	Machining Calculations	1	2	0	2
MEC-142	Physical Metallurgy	1	2	0	2
	Mathematics	3	0	0	3
					Total: 18

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
					Total: 3

Fall Semester 2

		Lec	Lab	Clin	Cred
DFT-151	CAD I	2	3	0	3
MAC-113	Machining Technology III	2	12	0	6
MAC-122	CNC Turning	1	3	0	2
MAC-124	CNC Milling	1	3	0	2
	Humanities/Fine Arts	3	0	0	3
					Total: 16

Spring Semester 2

	Lec	Lab	Clin	Cred
Elective				6
Social & Behavioral Science	3	0	0	3
				Total: 9

Total Credit Hours: 63**Electives: Choose at least 6 credits from the following courses:**

DFT-154	Intro to Solid Modeling	2	3	0	3
MAC-214	Machining Technology IV	2	12	0	6
MAC-222	Advanced CNC Turning	1	3	0	2
MAC-224	Advanced CNC Milling	1	3	0	2
MAC-226	CNC EDM Machining	1	3	0	2
MAC-229	CNC Programming	2	0	0	2
MAC-234	Advanced Multi-Axis Machining	2	3	0	3
MEC-231	Computer-Aided Manufacturing I	1	4	0	3
WBL-111	Work-Based Learning I	0	0	10	1
WBL-112	Work-Based Learning I	0	0	20	2
WLD-112	Basic Welding Processes	1	3	0	2

Mathematics: Choose 3 credits from the following courses:

MAT-121	Algebra/Trigonometry I	2	2	0	3
MAT-143	Quantitative Literacy	2	2	0	3

Diploma in Computer-Integrated Machining D50210**Fall Semester 1**

	Lec	Lab	Clin	Cred	
BPR-111	Print Reading	1	2	0	2
CIS-110	Introduction to Computers	2	2	0	3
MAC-114	Introduction to Metrology	2	0	0	2
MAC-171	Measure/Materials & Safety	0	2	0	1
MAC-172	Job Plan, Bench & Layout	0	2	0	1
MAC-173	Manual Milling/Drilling	1	3	0	2
MAC-174	Manual Turning	1	3	0	2
				Total: 13	

Spring Semester 1

	Lec	Lab	Clin	Cred	
ISC-112	Industrial Safety	2	0	0	2
MAC-115	Grinding Operations	2	2	0	3
MAC-121	Introduction to CNC	2	0	0	2
MAC-142	Machining Applications II	2	6	0	4
MAC-151	Machining Calculations	1	2	0	2
MEC-142	Physical Metallurgy	1	2	0	2
	Elective				4
				Total: 19	

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-111	Writing and Inquiry	3	0	0	3
	Mathematics	3	0	0	3
					Total: 6

Total Credit Hours: 38**Computer-Integrated Machining - Basic C50210B****Courses**

		Lec	Lab	Clin	Cred
BPR-111	Print Reading	1	2	0	2
ISC-112	Industrial Safety	2	0	0	2
MAC-114	Introduction to Metrology	2	0	0	2
MAC-151	Machining Calculations	1	2	0	2
MAC-171	Measure/Materials & Safety	0	2	0	1
MAC-172	Job Plan, Bench & Layout	0	2	0	1
MAC-173	Manual Milling/Drilling	1	3	0	2
MAC-174	Manual Turning	1	3	0	2
					Total: 14

Total Credit Hours: 14**Computer-Integrated Machining - Intermediate C50210IM****Courses**

		Lec	Lab	Clin	Cred
CIS-110	Introduction to Computers	2	2	0	3
MAC-115	Grinding Operations	2	2	0	3
MAC-121	Introduction to CNC	2	0	0	2
MAC-142	Machining Applications II	2	6	0	4
MEC-142	Physical Metallurgy	1	2	0	2
					Total: 14

Total Credit Hours: 14**Computer-Integrated Machining - Industrial C50210IN****Courses**

		Lec	Lab	Clin	Cred
DFT-151	CAD I	2	3	0	3
MAC-113	Machining Technology III	2	12	0	6
MAC-122	CNC Turning	1	3	0	2
MAC-124	CNC Milling	1	3	0	2
					Total: 13

Total Credit Hours: 13

Computer-Integrated Machining CCP C50210CP

Courses

		Lec	Lab	Clin	Cred
BPR-111	Print Reading	1	2	0	2
ISC-112	Industrial Safety	2	0	0	2
MAC-114	Introduction to Metrology	2	0	0	2
MAC-142	Machining Applications II	2	6	0	4
MAC-151	Machining Calculations	1	2	0	2
MAC-171	Measure/Materials & Safety	0	2	0	1
MAC-172	Job Plan, Bench & Layout	0	2	0	1
MAC-173	Manual Milling/Drilling	1	3	0	2
MAC-174	Manual Turning	1	3	0	2

Total: 18

Total Credit Hours: 18

Computer-Integrated Machining - Advanced CCP C50210AD

Courses

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
BPR-111	Print Reading	1	2	0	2
MAC-121	Introduction to CNC	2	0	0	2
MAC-124	CNC Milling	1	3	0	2
MAC-142	Machining Applications II	2	6	0	4
MAC-174	Manual Turning	1	3	0	2
MAC-222	Advanced CNC Turning	1	3	0	2
MEC-142	Physical Metallurgy	1	2	0	2

Total: 17

Total Credit Hours: 17

Cosmetology

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.

Graduation requires the listed courses, HCC Cosmetic Art Competencies, NC State Board of Cosmetic Arts requirements, and 1500 hours and have a 2.0 GPA or higher before making application to take the licensing exam.

Associate In Applied Science Degree (AAS) A55140

Fall Semester 1

		Lec	Lab	Clin	Cred
COS-111	Cosmetology Concepts I	4	0	0	4
COS-112	Salon I	0	24	0	8
COS-260	Design Applications	1	3	0	2
					Total: 14

Spring Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
COS-113	Cosmetology Concepts II	4	0	0	4
COS-114	Salon II	0	24	0	8
COS-223	Contemp Hair Coloring	1	3	0	2
ENG-111	Writing and Inquiry	3	0	0	3
	Social & Behavioral Sciences	3	0	0	3
					Total: 21

Summer Semester 1

		Lec	Lab	Clin	Cred
BIO-111	General Biology I	3	3	0	4
or BIO-160	Introductory Life Science	2	2	0	3
COS-115	Cosmetology Concepts III	4	0	0	4
COS-116	Salon III	0	12	0	4
COS-240	Contemporary Design	1	3	0	2
	Humanities/Fine Arts	3	0	0	3
					Total: 16-17

Fall Semester 2

		Lec	Lab	Clin	Cred
BUS-280	REAL Small Business	4	0	0	4
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
COS-117	Cosmetology Concepts IV	2	0	0	2
COS-118	Salon IV	0	21	0	7
					Total: 16

Total Credit Hours: 67-68

Diploma in Cosmetology D55140

Fall Semester 1

		Lec	Lab	Clin	Cred
COS-111	Cosmetology Concepts I	4	0	0	4
COS-112	Salon I	0	24	0	8
					Total: 12

Spring Semester 1

		Lec	Lab	Clin	Cred
COS-113	Cosmetology Concepts II	4	0	0	4
COS-114	Salon II	0	24	0	8
ENG-111	Writing and Inquiry	3	0	0	3
or COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
					Total: 15

Summer Semester 1

		Lec	Lab	Clin	Cred
COS-115	Cosmetology Concepts III	4	0	0	4
COS-116	Salon III	0	12	0	4
	Social & Behavioral Sciences	3	0	0	3
					Total: 11

Fall Semester 2

		Lec	Lab	Clin	Cred
COS-117	Cosmetology Concepts IV	2	0	0	2
COS-118	Salon IV	0	21	0	7
					Total: 9

Total Credit Hours: 47

Cosmetology Instructor

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

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

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

Graduation requires the listed courses, HCC Cosmetic Arts Competencies, NC State Board of Cosmetic Arts requirements, and 800 hours and have a 2.0 GPA or higher before making application to take the teaching licensing exam.

This program may be completed on a part-time basis over four semesters.

Certificate in Cosmetology Instructor C55160

Fall Semester 1

		Lec	Lab	Clin	Cred
COS-271	Instructor Concepts I	5	0	0	5
COS-272	Instructor Practicum I	0	21	0	7
					Total: 12

Spring Semester 1

		Lec	Lab	Clin	Cred
COS-273	Instructor Concepts II	5	0	0	5
COS-274	Instructor Practicum II	0	21	0	7
					Total: 12

Total Credit Hours: 24

Criminal Justice Technology

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, state correctional officer, and loss prevention specialist.

Associate In Applied Science Degree (AAS) A55180

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-112	Criminology	3	0	0	3
CJC-121	Law Enforcement Operations	3	0	0	3
CJC-141	Corrections	3	0	0	3
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
CJC-113	Juvenile Justice	3	0	0	3
CJC-132	Court Procedure & Evidence	3	0	0	3
CJC-213	Substance Abuse	3	0	0	3
CJC-222	Criminalistics	3	0	0	3
ENG-111	Writing and Inquiry	3	0	0	3
					Total: 15

Summer Semester 1

		Lec	Lab	Clin	Cred
PSY-150	General Psychology	3	0	0	3
COM-231	Public Speaking	3	0	0	3
BIO-111	General Biology I	3	3	0	4
or CHM-151	General Chemistry I	3	3	0	4
or MAT-143	Quantitative Literacy	2	2	0	3
					Total: 9-10

Fall Semester 2

		Lec	Lab	Clin	Cred
CCT-121	Computer Crime Invest.	3	2	0	4
CJC-131	Criminal Law	3	0	0	3
CJC-160	Terrorism: Underlying Issues	3	0	0	3
CJC-214	Victimology	3	0	0	3
CJC-221	Investigative Principles	3	2	0	4
					Total: 17

Spring Semester 2

		Lec	Lab	Clin	Cred
CJC-212	Ethics & Community Relations	3	0	0	3
CCT-110	Introduction to Cyber Crime	3	0	0	3
CJC-231	Constitutional Law	3	0	0	3
EPT-210	Response & Recovery	3	0	0	3
	Humanities/Fine Arts	3	0	0	3
					Total: 15

Total Credit Hours: 72-73**Criminal Justice Technology C55180****Fall Semester 1**

		Lec	Lab	Clin	Cred
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-112	Criminology	3	0	0	3
CJC-131	Criminal Law	3	0	0	3
CJC-231	Constitutional Law	3	0	0	3
					Total: 12

Spring Semester 1

		Lec	Lab	Clin	Cred
CJC-113	Juvenile Justice	3	0	0	3
CJC-212	Ethics & Community Relations	3	0	0	3
					Total: 6

Total Credit Hours: 18**Criminal Justice Technology - Cyber Crime C55180CC****Courses**

		Lec	Lab	Clin	Cred
CCT-110	Introduction to Cyber Crime	3	0	0	3
CCT-121	Computer Crime Invest.	3	2	0	4
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-131	Criminal Law	3	0	0	3
CJC-221	Investigative Principles	3	2	0	4
					Total: 17

Total Credit Hours: 17**Criminal Justice Technology - Emergency Management C55180EM****Courses**

		Lec	Lab	Clin	Cred
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-121	Law Enforcement Operations	3	0	0	3
CJC-160	Terrorism: Underlying Issues	3	0	0	3
EPT-210	Response & Recovery	3	0	0	3
					Total: 12

Total Credit Hours: 12

Criminal Justice Investigations Certificate C55180IN

Fall Semester 1

		Lec	Lab	Clin	Cred
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-112	Criminology	3	0	0	3
CJC-131	Criminal Law	3	0	0	3
CJC-221	Investigative Principles	3	2	0	4
					Total: 13

Spring Semester 1

		Lec	Lab	Clin	Cred
CJC-113	Juvenile Justice	3	0	0	3
					Total: 3

Total Credit Hours: 16

Criminal Justice I & II - CCP C55180II

Fall Semester 1

		Lec	Lab	Clin	Cred
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-112	Criminology	3	0	0	3
					Total: 6

Spring Semester 1

		Lec	Lab	Clin	Cred
CJC-113	Juvenile Justice	3	0	0	3
CJC-131	Criminal Law	3	0	0	3
					Total: 6

Total Credit Hours: 12

Criminal Justice III & IV - CCP C55180IV

Fall Semester 1

		Lec	Lab	Clin	Cred
CJC-111	Introduction to Criminal Justice	3	0	0	3
CJC-121	Law Enforcement Operations	3	0	0	3
CJC-141	Corrections	3	0	0	3
					Total: 9

Spring Semester 1

		Lec	Lab	Clin	Cred
CJC-113	Juvenile Justice	3	0	0	3
CJC-212	Ethics & Community Relations	3	0	0	3
CJC-231	Constitutional Law	3	0	0	3
					Total: 9

Total Credit Hours: 18

Early Childhood Education

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

Course work includes childhood 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.

Associate In Applied Science Degree (AAS) A55220

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-115	Success & Study Skills	0	2	0	1
CIS-110	Introduction to Computers	2	2	0	3
EDU-119	Introduction to Early Childhood Education	4	0	0	4
EDU-131	Child, Family, and Community	3	0	0	3
EDU-144	Child Development I	3	0	0	3
ENG-111	Writing and Inquiry	3	0	0	3
					Total: 17

Spring Semester 1

		Lec	Lab	Clin	Cred
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 and Nutrition	3	0	0	3
EDU-173	Becoming a Professional in Early Childhood Education	3	0	0	3
					Total: 15

Students may choose from the following tracks to meet their individual goals in the Early Childhood field:

Early Childhood Education Track - This track is designed to prepare the student to work in Early Childhood Program.

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
EDU-234	Infants, Toddlers, & Twos	3	0	0	3
EDU-280	Language and Literacy Experiences	3	0	0	3
					Total: 9

Fall Semester 2

		Lec	Lab	Clin	Cred
EDU-221	Children With Exceptionalities	3	0	0	3
EDU-259	Curriculum Planning	3	0	0	3
EDU-271	Educational Technology	2	2	0	3
	Social and Behavioral Sciences	3	0	0	3
	Natural Science and Mathematics	3	0	0	3-4
					Total: 15-16

Spring Semester 2

		Lec	Lab	Clin	Cred
EDU-235	School-Age Development and Programs	3	0	0	3
EDU-251	Exploration Activities	3	0	0	3
EDU-254	Music and Movement for Children	1	2	0	2
EDU-284	Early Childhood Capstone Practicum	1	9	0	4
	Humanities/Fine Arts	3	0	0	3
					Total: 15

Total Credit Hours: 71-72

Early Childhood Education Administration - This track is designed to prepare the student to operate and administer an Early Childhood Center or Family Day Care Home.

Summer Semester 1

		Lec	Lab	Clin	Cred
EDU-221	Children With Exceptionalities	3	0	0	3
EDU-234	Infants, Toddlers, & Twos	3	0	0	3
EDU-280	Language and Literacy Experiences	3	0	0	3
					Total: 9

Fall Semester 2

		Lec	Lab	Clin	Cred
BUS-110	Introduction to Business	3	0	0	3
BUS-137	Principles of Management	3	0	0	3
EDU-261	Early Childhood Administration I	3	0	0	3
EDU-271	Educational Technology	2	2	0	3
	Natural Science and Mathematics	3	0	0	3-4
					Total: 15-16

Spring Semester 2

		Lec	Lab	Clin	Cred
EDU-262	Early Childhood Administration II	3	0	0	3
EDU-284	Early Childhood Capstone Practicum	1	9	0	4
	Humanities/Fine Arts	3	0	0	3
	Social and Behavioral Sciences	3	0	0	3
					Total: 13

Total Credit Hours: 69-70**Natural Science and Mathematics: Choose at least 3 hours from the following courses**

BIO-111	General Biology I	3	3	0	4
or CHM-151	General Chemistry I	3	3	0	4
or MAT-143	Quantitative Literacy	2	2	0	3
or MAT-152	Statistical Methods I	3	2	0	4

Certificate in Early Childhood C55220

Admission to this certificate requires that students satisfy the course prerequisite requirements. Students may satisfy the requirements by successful completion of the Accuplacer exam or completion of the following courses: DRE 097.

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-115	Success & Study Skills	0	2	0	1
EDU-119	Introduction to Early Childhood Education	4	0	0	4
EDU-144	Child Development I	3	0	0	3
EDU-146	Child Guidance	3	0	0	3
					Total: 11

Spring Semester 1

		Lec	Lab	Clin	Cred
EDU-145	Child Development II	3	0	0	3
EDU-151	Creative Activities	3	0	0	3
					Total: 6

Total Credit Hours: 17**Early Childhood Administration Certificate C55220AD**

Admission to this certificate requires that students satisfy the course prerequisite requirements. Students may satisfy the requirements by successful completion of the Accuplacer exam or completion of the following courses: DRE 097 and DRE 098.

Courses

		Lec	Lab	Clin	Cred
ACA-115	Success & Study Skills	0	2	0	1
BUS-110	Introduction to Business	3	0	0	3
EDU-119	Introduction to Early Childhood Education	4	0	0	4
EDU-261	Early Childhood Administration I	3	0	0	3
EDU-262	Early Childhood Administration II	3	0	0	3
					Total: 14

Total Credit Hours: 14**Early Childhood Education Certificate CCP C55220CP**

Admission to this certificate requires that students satisfy the course prerequisite requirements of DRE 097. Students may satisfy the requirements by demonstrating college readiness on the Accuplacer exam or other approved diagnostic assessment test.

Courses

		Lec	Lab	Clin	Cred
ACA-115	Success & Study Skills	0	2	0	1
EDU-119	Introduction to Early Childhood Education	4	0	0	4
EDU-144	Child Development I	3	0	0	3
EDU-145	Child Development II	3	0	0	3
EDU-146	Child Guidance	3	0	0	3
EDU-151	Creative Activities	3	0	0	3
					Total: 17

Total Credit Hours: 17

Electrical Systems Technology

Architecture and Construction programs prepare individuals to apply technical knowledge and skills related to the fields of architecture, construction, and associated professions. Includes instruction that can be applied to a variety of careers in the design-construction industry, including employment with architectural and engineering firms, residential and commercial builders/contractors, and other construction-related occupations.

Electrical Systems Technology: This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial and industrial facilities.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric 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.

Diploma in Electrical Systems Technology D35130

Fall Semester 1

		Lec	Lab	Clin	Cred
ELC-112	DC/AC Electricity	3	6	0	5
ELC-113	Residential Wiring	2	6	0	4
ELC-118	National Electrical Code	1	2	0	2
ELC-119	NEC Calculations	1	2	0	2
ELC-125	Diagrams and Schematics	1	2	0	2
					Total: 15

Spring Semester 1

		Lec	Lab	Clin	Cred
ELC-114	Commercial Wiring	2	6	0	4
ELC-117	Motors and Controls	2	6	0	4
ELC-121	Electrical Estimating	1	2	0	2
ELC-229	Applications Project	1	3	0	2
	Mathematics				3
					Total: 15

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-111	Writing and Inquiry	3	0	0	3
ELC-115	Industrial Wiring	2	6	0	4
ELC-215	Electrical Maintenance	2	3	0	3
					Total: 10

Total Credit Hours: 40

Mathematics: Choose 3 hours from the following courses

MAT-101	Applied Mathematics I	2	2	0	3
MAT-121	Algebra/Trigonometry I	2	2	0	3
MAT-143	Quantitative Literacy	2	2	0	3

Certificate in Electrical Systems Technology C35130

Fall Semester 1

		Lec	Lab	Clin	Cred
ELC-112	DC/AC Electricity	3	6	0	5
ELC-113	Residential Wiring	2	6	0	4
ELC-118	National Electrical Code	1	2	0	2
ELC-119	NEC Calculations	1	2	0	2
ELC-125	Diagrams and Schematics	1	2	0	2

Total: 15

Total Credit Hours: 15

Electronics Engineering Technology

Curriculums in the Engineering and Technology pathway prepare students through the study and application of principles for mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

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.

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.

Associate In Applied Science Degree (AAS) A40200

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
DFT-151	CAD I	2	3	0	3
ELC-131	Circuit Analysis I	3	3	0	4
ELC-131A	Circuit Analysis I Lab	0	3	0	1
ENG-111	Writing and Inquiry	3	0	0	3
Total: 15					

Spring Semester 1

		Lec	Lab	Clin	Cred
CIS-115	Intro to Programming & Logic	2	3	0	3
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
	Mathematics	3	0	0	3-4
Total: 16-17					

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
Total: 3					

Fall Semester 2

		Lec	Lab	Clin	Cred
ATR-211	Robot Programming	2	3	0	3
ELC-128	Introduction to Programmable Logic Controller	2	3	0	3
ELN-231	Industrial Controls	2	3	0	3
HYD-110	Hydraulics/Pneumatics I	2	3	0	3
	Humanities/Fine Arts	3	0	0	3
Total: 15					

Spring Semester 2

		Lec	Lab	Clin	Cred
ATR-214	Advanced PLCs	3	3	0	4
DFT-154	Intro to Solid Modeling	2	3	0	3
ELC-228	Programmable Logic Controllers Applications	2	6	0	4
ISC-112	Industrial Safety	2	0	0	2
	Elective				1-3
	Social & Behavioral Sciences	3	0	0	3

Total: 17-19**Total Credit Hours: 66-69****Mathematics: Choose at least 3 hours from the following courses**

MAT-121	Algebra/Trigonometry I	2	2	0	3
or MAT-143	Quantitative Literacy	2	2	0	3

Electives: Choose 1-3 hours from the following courses

		Lec	Lab	Clin	Cred
ALT-120	Renewable Energy Technologies	2	2	0	3
BPR-111	Print Reading	1	2	0	2
DFT-152	CAD II	2	3	0	3
ELC-220	Photovoltaic System Technology	2	3	0	3
ELC-221	Advanced Photovoltaic System Designs	2	3	0	3
ISC-220	Lean Manufacturing	2	2	0	3
MNT-240	Indust Equip Troubleshoot	1	3	0	2
SST-140	Green Building and Design Concepts	3	0	0	3
WBL-111	Work-Based Learning I	0	0	10	1
WBL-112	Work-Based Learning I	0	0	20	2

Certificate in Electronics Engineering - Basic C40200B**Courses**

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
DFT-151	CAD I	2	3	0	3
ELC-131	Circuit Analysis I	3	3	0	4
ELC-131A	Circuit Analysis Lab I	0	3	0	1
ELN-131	Analog Electronics I	3	3	0	4

Total: 16**Total Credit Hours: 16****Certificate in Electronics Engineering - Intermediate C40200IM****Courses**

		Lec	Lab	Clin	Cred
CIS-115	Intro to Programming & Logic	2	3	0	3
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

Total: 13**Total Credit Hours: 13**

Certificate in Electronics Engineering - Advanced C40200AD

Courses

		Lec	Lab	Clin	Cred
ATR-214	Advanced PLCs	3	3	0	4
ELN-231	Industrial Controls	2	3	0	3
ELC-228	Programmable Logic Controllers Applications	2	6	0	4
ISC-112	Industrial Safety	2	0	0	2
					Total: 13

Total Credit Hours: 13

Certificate in Engineering Design C40200ED

Fall Semester 1

		Lec	Lab	Clin	Cred
CIS-110	Introduction to Computers	2	2	0	3
DFT-151	CAD I	2	3	0	3
ELC-131	Circuit Analysis I	3	3	0	4
					Total: 10

Spring Semester 1

		Lec	Lab	Clin	Cred
DFT-152	CAD II	2	3	0	3
DFT-154	Intro to Solid Modeling	2	3	0	3
ELC-132	Electrical Drawings	1	3	0	2
					Total: 8

Total Credit Hours: 18

Certificate in Electronics Engineering - Industrial C40200IN

Courses

		Lec	Lab	Clin	Cred
ATR-211	Robot Programming	2	3	0	3
ELC-128	Introduction to Programmable Logic Controller	2	3	0	3
ELN-231	Industrial Controls	2	3	0	3
HYD-110	Hydraulics/Pneumatics I	2	3	0	3
					Total: 12

Total Credit Hours: 12

Certificate in Electronics Engineering - CCP C40200CP

Courses

		Lec	Lab	Clin	Cred
ELN-131	Analog Electronics I	3	3	0	4
ELC-131	Circuit Analysis I	3	3	0	4
ELC-131A	Circuit Analysis I Lab	0	3	0	1
ELN-133	Digital Electronics	3	3	0	4
					Total: 13

Total Credit Hours: 13

Entrepreneurship

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

Associate In Applied Science Degree (AAS) A25490

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
ACC-120	Principles of Financial Accounting	3	2	0	4
BUS-110	Introduction to Business	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
ETR-220	Innovation and Creativity	3	0	0	3
OST-131	Keyboarding	1	2	0	2
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
ACC-121	Principles of Managerial Accounting	3	2	0	4
BUS-280	REAL Small Business	4	0	0	4
CTS-130	Spreadsheet	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
ETR-210	Introduction to Entrepreneurship	3	0	0	3
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
	Humanities/Fine Arts	3	0	0	3
	Mathematics	3	0	0	3-4
					Total: 6-7

Fall Semester 2

		Lec	Lab	Clin	Cred
ACC-150	Accounting Software Applications	1	2	0	2
BUS-137	Principles of Management	3	0	0	3
ECO-251	Principles of Microeconomics	3	0	0	3
or ECO-252	Principles of Macroeconomics	3	0	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
ETR-230	Entrepreneur Marketing	3	0	0	3
ETR-240	Funding for Entrepreneurs	3	0	0	3
					Total: 17

Spring Semester 2

		Lec	Lab	Clin	Cred
BUS-115	Business Law I	3	0	0	3
BUS-125	Personal Finance	3	0	0	3
WBL-111	Work-Based Learning I	0	0	10	1
or WEB-210	Web Design	2	2	0	3

		Lec	Lab	Clin	Cred
or ECM-210	Introduction to E-Commerce	2	2	0	3
ETR-270	Entrepreneurship Issues	3	0	0	3
	Social & Behavioral Science	3	0	0	3
					Total: 13-15

Total Credit Hours: 69-72

Mathematics: Choose at least 3 hours from the following courses

MAT-143	Quantitative Literacy	2	2	0	3
or MAT-152	Statistical Methods 1	3	2	0	4
or MAT-171	Precalculus Algebra	3	2	0	4

Diploma in Entrepreneurship D25490

Fall Semester 1

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
BUS-280	REAL Small Business	4	0	0	4
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
ETR-220	Innovation and Creativity	3	0	0	3
ETR-230	Entrepreneur Marketing	3	0	0	3
					Total: 20

Spring Semester 1

		Lec	Lab	Clin	Cred
BUS-110	Introduction to Business	3	0	0	3
BUS-115	Business Law I	3	0	0	3
CTS-130	Spreadsheet	2	2	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
ETR-210	Introduction to Entrepreneurship	3	0	0	3
ETR-270	Entrepreneurship Issues	3	0	0	3
					Total: 18

Total Credit Hours: 38

Certificate in Entrepreneurship C25490

Fall Semester 1

		Lec	Lab	Clin	Cred
ACC-120	Principles of Financial Accounting	3	2	0	4
or BUS-110	Introduction to Business	3	0	0	3
or CIS-110	Introduction to Computers	2	2	0	3
BUS-280	REAL Small Business	4	0	0	4
ETR-220	Innovation and Creativity	3	0	0	3
ETR-230	Entrepreneur Marketing	3	0	0	3
					Total: 13-14

Total Credit Hours: 13-14

Certificate in Entrepreneurship: Start-up Focus C25490SF

Fall Semester 1

		Lec	Lab	Clin	Cred
BUS-280	REAL Small Business	4	0	0	4
ETR-220	Innovation and Creativity	3	0	0	3
ETR-230	Entrepreneur Marketing	3	0	0	3
					Total: 10

Spring Semester 1

		Lec	Lab	Clin	Cred
ETR-210	Introduction to Entrepreneurship	3	0	0	3
ETR-270	Entrepreneurship Issues	3	0	0	3
					Total: 6

Total Credit Hours: 16

Fish and Wildlife Management Technology

The Natural Resources System curriculum is designed to provide the practice and academic skills essential for success in Natural Resource Management.

Students will gain an understanding of the principles and develop competencies and technical skills in the production, utilization and conservation of natural resources. Students will also learn many technical and conservation skills.

Graduates qualify for positions in natural resources technician positions in a wide range of outdoor national venues.

Fish and Wildlife Management Technology: A program that prepares individuals to conserve and manage wilderness areas and the life therein, and manage wildlife reservations and zoological/aquarium facilities for recreational, commercial and ecological purposes. Potential course work includes instruction in wildlife biology, marine aquatic biology, environmental science, freshwater and saltwater ecosystems, natural resource management and policy, outdoor recreation and parks management, the design and operation of natural and artificial wildlife habitats, applicable law and regulations, and related administrative and communication skills.

Scheduling: Beginning fall semester of 2013, students seeking the Fish and Wildlife Technology AAS degree cannot register for general education courses during day hours for the final year. Day hours are from 7 a.m. to 4 p.m. FOR and FWL courses will largely be offered on a block scheduling system. To prevent scheduling conflicts, students should register with their Fish and Wildlife Technology advisor. Any scheduling conflicts must be corrected before the 10% point of the semester.

Associate In Applied Science Degree (AAS) A15160

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
BIO-111	General Biology I	3	3	0	4
ENG-111	Writing and Inquiry	3	0	0	3
FOR-121	Dendrology	2	6	0	4
FWL-142	Wildlife Management	2	3	0	3
	Humanities/Fine Arts	3	0	0	3
					Total: 18

Spring Semester 1

		Lec	Lab	Clin	Cred
ENG-112	Writing/Research in the Disciplines	3	0	0	3
FOR-131	Forest Measurements	2	3	0	3
FWL-126	Wildlife Ornithology	2	3	0	3
FWL-222	Wildlife Mammalogy	2	3	0	3
MAT-143	Quantitative Literacy	2	2	0	3
	Social & Behavioral Science	3	0	0	3
					Total: 18

Summer Semester 1

		Lec	Lab	Clin	Cred
FOR-215	Introduction to GIS/GPS	1	4	0	3
FWL-232	Terrestrial Ecology	2	3	0	3
FWL-234	Aquatic Ecology	2	3	0	3
					Total: 9

Fall Semester 2

		Lec	Lab	Clin	Cred
FOR-173	Soils & Hydrology	2	3	0	3
FOR-225	Silvics & Silviculture	3	3	0	4
FOR-241	Forest Fire Management	2	3	0	3
FWL-124	Wildlife Botany	2	3	0	3
FWL-224	Ichthyology	1	2	0	2
					Total: 15

Spring Semester 2

		Lec	Lab	Clin	Cred
FOR-212	Forest Surveying & Aerial Interpretation	2	3	0	3
FOR-275	Natural Resources Issues	0	3	0	1
FWL-212	Wildlife Policy & Law	2	0	0	2
FWL-242	Fishery Management	2	3	0	3
FWL-252	Wildlife Management Techniques	2	3	0	3
FWL-254	Habitat Manipulation	2	3	0	3

Total: 15**Total Credit Hours: 75**

Forest Management Technology

The Natural Resources System curriculum is designed to provide the practice and academic skills essential for success in Natural Resource Management.

Students will gain an understanding of the principles and develop competencies and technical skills in the production, utilization and conservation of natural resources. Students will also learn many technical and conservation skills.

Graduates qualify for positions in natural resources technician positions in a wide range of outdoor national venues.

Forest Management Technology: A program that prepares individuals to manage and produce forest resources. Potential course work includes instruction in woods and field skills, tree identification, timber measurement, logging and timber harvesting, forest propagation and regeneration, forest fire-fighting, resource management, equipment operation and maintenance, record-keeping, sales and purchasing, operations and personnel supervision.

Scheduling: Beginning fall semester of 2013, students seeking the Forest Management Technology AAS degree cannot register for general education courses during day hours for the final year. Day hours are from 7 a.m. to 4 p.m. FOR and FWL courses will largely be offered on a block scheduling system. To prevent scheduling conflicts, students should register with their Forest Management Technology advisor. Any scheduling conflicts must be corrected before the 10% point of the semester.

Associate In Applied Science Degree (AAS) A15200

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
BIO-111	General Biology I	3	3	0	4
ENG-111	Writing and Inquiry	3	0	0	3
FOR-121	Dendrology	2	6	0	4
FOR-171	Introduction to Forest Resources	3	0	0	3
					Total: 15

Spring Semester 1

		Lec	Lab	Clin	Cred
ENG-112	Writing/Research in the Disciplines	3	0	0	3
FOR-131	Forest Measurements	2	3	0	3
	Humanities/Fine Arts	3	0	0	3
	Mathematics	3	0	0	3
	Social and Behavioral Sciences	3	0	0	3
					Total: 15

Summer Semester 1

		Lec	Lab	Clin	Cred
FOR-215	Introduction to GIS/GPS	1	4	0	3
or GIS-111	Introduction to GIS	2	2	0	3
and GIS-112	Introduction to GPS	2	2	0	3
FOR-232	Forest Mensuration	2	6	0	4
FOR-282	Forest Recreation	2	3	0	3
					Total: 10-13

Fall Semester 2

		Lec	Lab	Clin	Cred
FOR-173	Soils & Hydrology	2	3	0	3
FOR-175	Wildlife and Environmental Studies	2	3	0	3
or FWL-142	Wildlife Management	2	3	0	3
FOR-225	Silvics & Silviculture	3	3	0	4
FOR-240	Forest Protection	2	3	0	3
FOR-241	Forest Fire Management	2	3	0	3
					Total: 16

Spring Semester 2

		Lec	Lab	Clin	Cred
FOR-212	Forest Surveying & Aerial Interpretation	2	3	0	3
FOR-271	Forest Management	2	3	0	3
FOR-285	Logging & Marketing	2	3	0	3
FOR-123	Forest Botany	2	3	0	3
WPP-125	Wood Identification	1	2	0	2
					Total: 14

Total Credit Hours: 70-73**Mathematics: Choose 3 hours from the following courses**

MAT-121	Algebra/Trigonometry I	2	2	0	3
MAT-143	Quantitative Literacy	2	2	0	3

Certificate in Forest Management Technology - Natural Resource Specialist C15200NR

The Natural Resources Specialist certificate will expose students to foundation courses in Forestry Management Technology, Fish & Wildlife Management Technology, and Geospatial Technology. Students will also be able to select from other courses in the department of Natural Resources Management. These courses will be offered in online and seated formats.

		Lec	Lab	Clin	Cred
FOR-171	Introduction to Forest Resources	3	0	0	3
FOR-121	Dendrology	2	6	0	4
FWL-142	Wildlife Management	2	3	0	3
GIS-111	Introduction to GIS	2	2	0	3
FOR-173	Soils & Hydrology	2	3	0	3
or FOR-282	Forest Recreation	2	3	0	3
					Total: 16

Total Credit Hours: 16**Forest Management Technology Certificate CCP C15200CP****Courses**

		Lec	Lab	Clin	Cred
FOR-121	Dendrology	2	6	0	4
FOR-131	Forest Measurements	2	3	0	3
FOR-171	Introduction to Forest Resources	3	0	0	3
GIS-111	Introduction to GIS	2	2	0	3
					Total: 13

Total Credit Hours: 13

Horticulture Technology

These curricula are designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant identification, pest management, plant science and soil science. Also included are courses in sustainable plant production and management, landscaping, and the operation of horticulture businesses.

Graduates should qualify for employment in a variety of positions associated with nurseries, garden centers, greenhouses, landscape operations, governmental agencies/parks, golf courses, sports complexes, highway vegetation, turf maintenance companies, and private and public gardens. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and/or the North Carolina Certified Plant Professional Examination.

Horticulture Technology: A program that focuses on the general production and management of cultivated plants, shrubs, flowers, foliage, trees, groundcovers, and related plant materials; the management of technical and business operations connected with horticultural services; and the basic scientific principles needed to understand plants and their management and care.

Diploma in Horticulture Technology D15240

Fall Semester 1

		Lec	Lab	Clin	Cred
ENG-111	Writing and Inquiry	3	0	0	3
HOR-160	Plant Materials I	2	2	0	3
HOR-162	Applied Plant Science	2	2	0	3
HOR-166	Soils and Fertilizers	2	2	0	3
HOR-168	Plant Propagation	2	2	0	3
	Social & Behavioral Sciences	3	0	0	3
					Total: 18

Spring Semester 1

		Lec	Lab	Clin	Cred
AGR-265	Organic Crop Production: Spring	2	2	0	3
BUS-280	REAL Small Business	4	0	0	4
CIS-110	Introduction to Computers	2	2	0	3
HOR-116	Landscape Management I	2	2	0	3
HOR-164	Horticultural Pest Management	2	2	0	3
HOR-152	Horticultural Practices	0	3	0	1
and HOR-265	Advanced Plant Materials	1	2	0	2
					Total: 19

Total Credit Hours: 37

Certificate in Horticulture Technology C15240

Fall Semester 1

		Lec	Lab	Clin	Cred
HOR-160	Plant Materials I	2	2	0	3
HOR-162	Applied Plant Science	2	2	0	3
HOR-166	Soils and Fertilizers	2	2	0	3
HOR-168	Plant Propagation	2	2	0	3
					Total: 12

Total Credit Hours: 12

Certificate in Horticulture Technology - Advanced C15240AHT

Spring Semester 1

		Lec	Lab	Clin	Cred
AGR-265	Organic Crop Production: Spring	2	2	0	3
HOR-116	Landscape Management I	2	2	0	3
HOR-164	Horticultural Pest Management	2	2	0	3
HOR-152	Horticultural Practices	0	3	0	1
and HOR-265	Advanced Plant Materials	1	2	0	2
					Total: 12

Total Credit Hours: 12

Certificate in Horticulture Technology - Sustainable Agriculture C15240SA

Fall Semester 1

		Lec	Lab	Clin	Cred
HOR-166	Soils and Fertilizers	2	2	0	3
					Total: 3

Spring Semester 1

		Lec	Lab	Clin	Cred
HOR-164	Horticultural Pest Management	2	2	0	3
					Total: 3

Summer Semester 1

		Lec	Lab	Clin	Cred
AGR-139	Intro to Sustainable Ag	3	0	0	3
AGR-263	Vegetable Production	2	2	0	3
					Total: 6

Total Credit Hours: 12

Industrial Systems Technology

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems. Students will learn multi-craft technical skills in blueprint reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

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

Associate In Applied Science Degree (AAS) A50240

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
ELC-131	Circuit Analysis I	3	3	0	4
ELC-131A	Circuit Analysis Lab	0	3	0	1
ENG-111	Writing and Inquiry	3	0	0	3
MNT-110	Introduction to Maintenance Procedures	1	3	0	2
WLD-112	Basic Welding Processes	1	3	0	2
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
BPR-111	Print Reading	1	2	0	2
ISC-112	Industrial Safety	2	0	0	2
ISC-220	Lean Manufacturing	2	2	0	3
MAC-114	Introduction to Metrology	2	0	0	2
MNT-111	Maintenance Practices	2	2	0	3
MNT-160	Industrial Fabrication	1	3	0	2
	Mathematics				3
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciples	3	0	0	3
					Total: 3

Fall Semester 2

		Lec	Lab	Clin	Cred
ELC-128	Introduction to Programmable Logic Controller	2	3	0	3
ELN-231	Industrial Controls	2	3	0	3
HYD-110	Hydraulics/Pneumatics I	2	3	0	3
ISC-271	Sampling & Reliability	2	0	0	2
MNT-222	Industrial Systems Schematics	1	2	0	2
	Humanities/Fine Arts				3
					Total: 16

Spring Semester 2

		Lec	Lab	Clin	Cred
ELC-132	Electrical Drawings	1	3	0	2
ELC-228	Programmable Logic Controllers Applications	2	6	0	4
MNT-240	Indust Equip Troubleshoot	1	3	0	2
	Electives				2
	Social/Behavioral Science				3
					Total: 13

Total Credit Hours: 65**Electives: Choose at least 4 hours from the following courses**

CIS-115	Intro to Programming & Logic	2	3	0	3
DFT-151	CAD I	2	3	0	3
DFT-154	Intro to Solid Modeling	2	3	0	3
ELC-234	Electrical System Design	2	3	0	3
MEC-142	Physical Metallurgy	1	2	0	2
MNT-165	Mechanical Industrial Systems	1	3	0	2
MNT-220	Rigging and Moving	1	3	0	2
MNT-230	Pumps & Piping Systems	1	3	0	2
WBL-111	Work-Based Learning I	0	0	10	1
WBL-112	Work-Based Learning I	0	0	20	2

Mathematics: Choose 3 hours from the following courses

MAT-121	Algebra/Trigonometry I	2	2	0	3
MAT-143	Quantitative Literacy	2	2	0	3

Diploma in Industrial Systems Technology D50240**Fall Semester 1**

		Lec	Lab	Clin	Cred
CIS-110	Introduction to Computers	2	2	0	3
ELC-131	Circuit Analysis I	3	3	0	4
ELC-131A	Circuit Analysis I Lab	0	3	0	1
ELN-231	Industrial Controls	2	3	0	3
HYD-110	Hydraulics/Pneumatics I	2	3	0	3
MNT-110	Introduction to Maintenance Procedures	1	3	0	2
WLD-112	Basic Welding Processes	1	3	0	2
					Total: 18

Spring Semester 1

		Lec	Lab	Clin	Cred
BPR-111	Print Reading	1	2	0	2
ELC-132	Electrical Drawings	1	3	0	2
ISC-112	Industrial Safety	2	0	0	2
MAC-114	Introduction to Metrology	2	0	0	2
MNT-111	Maintenance Practices	2	2	0	3
MNT-160	Industrial Fabrication	1	3	0	2
					Total: 13

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
	Mathematics				3
					Total: 6

Total Credit Hours: 37**Certificate in Industrial Systems Technology - Basic C50240B****Courses**

		Lec	Lab	Clin	Cred
ELC-131	Circuit Analysis I	3	3	0	4
ELC-131A	Circuit Analysis Lab	0	3	0	1
HYD-110	Hydraulics/Pneumatics I	2	3	0	3
ISC-112	Industrial Safety	2	0	0	2
MNT-110	Introduction to Maintenance Procedures	1	3	0	2
WLD-112	Basic Welding Processes	1	3	0	2
					Total: 14

Total Credit Hours: 14**Certificate in Industrial Systems Technology - Intermediate C50240IM****Courses**

		Lec	Lab	Clin	Cred
BPR-111	Print Reading	1	2	0	2
CIS-110	Introduction to Computers	2	2	0	3
ELN-231	Industrial Controls	2	3	0	3
MAC-114	Introduction to Metrology	2	0	0	2
MNT-111	Maintenance Practices	2	2	0	3
MNT-160	Industrial Fabrication	1	3	0	2
					Total: 15

Total Credit Hours: 15**Certificate in Industrial Systems Technology - Advanced C50240AD****Courses**

		Lec	Lab	Clin	Cred
ELC-128	Introduction to Programmable Logic Controller	2	3	0	3
ELC-132	Electrical Drawings	1	3	0	2
ISC-220	Lean Manufacturing	2	2	0	3
ISC-271	Sampling & Reliability	2	0	0	2
MNT-222	Industrial Systems Schematics	1	2	0	2
					Total: 12

Total Credit Hours: 12

Infant Toddler Certificate

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

Course work includes childhood 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.

Infant Toddler Certificate C55290

Admission to this certificate requires that students satisfy the course prerequisite requirements. Students may satisfy the requirements by successful completion of the Accuplacer exam or completion of the following courses: DRE 097 and DRE 098

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-115	Success & Study Skills	0	2	0	1
EDU-119	Introduction to Early Childhood Education	4	0	0	4
EDU-144	Child Development I	3	0	0	3
					Total: 8

Spring Semester 1

		Lec	Lab	Clin	Cred
EDU-131	Child, Family, and Community	3	0	0	3
EDU-153	Health, Safety and Nutrition	3	0	0	3
EDU-234	Infants, Toddlers, & Twos	3	0	0	3
					Total: 9

Total Credit Hours: 17

Manicuring Instructor

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology. Course work includes all phases of manicuring theory laboratory instruction.

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

Graduation requires the listed courses, HCC Cosmetic Art Competencies, NC State Board of Cosmetic Arts requirements, and 320 hours and have a 2.0 GPA or higher before making application to take the teaching licensing exam.

This program is typically offered in alternating years.

Certificate in Manicuring Instructor C55380

Fall Semester 1

		Lec	Lab	Clin	Cred
COS-251	Manicure Instructional Concepts	8	0	0	8
COS-252	Manicure Instructional Practicum	0	15	0	5
					Total: 13

Total Credit Hours: 13

Manicuring/Nail Technology

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.

Graduation requires the listed courses, HCC Cosmetic Arts Competencies, NC State Board of Cosmetic Arts requirements, and 300 hours and have a 2.0 GPA or higher before making application to take the licensing exam.

This program is typically offered in alternating years.

Certificate in Manicuring/Nail Technology C55400

Fall Semester 1

		Lec	Lab	Clin	Cred
COS-121	Manicure/Nail Technology I	4	6	0	6
					Total: 6

Spring Semester 1

		Lec	Lab	Clin	Cred
COS-222	Manicure/Nail Tech. II	4	6	0	6
					Total: 6

Total Credit Hours: 12

Medical Assisting

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The Haywood Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

Admissions Criteria

The criteria for admission to the medical assisting program include:

1. A completed Application for Admission form;
2. Evidence of high school graduation or completion of High School Equivalency diploma;
3. Official copies of high school and college transcripts (High school seniors must have a final transcript sent within one month of graduation;
4. Satisfactory scores on the college placement test or satisfactory remediation of areas not meeting cutoff scores;
5. A completed medical form including all required immunizations prior to enrolling in MED 150 and MED 260;
6. An annual TB skin test and
7. Malpractice insurance prior to taking MED 150 and MED 260.
8. A satisfactory urine drug screen and criminal background check required prior to MED 260.

MED 260 MED Clinical Practicum is designed to be a capstone course for the medical assisting professional and must be taken in the final semester of a student's sophomore year.

Associate In Applied Science Degree (AAS) A45400

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
BIO-111	General Biology I	3	3	0	4
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
MED-110	Orientation to Medical Assisting	1	0	0	1
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-121	Medical Terminology I	3	0	0	3
				Total:	16

Spring Semester 1		Lec	Lab	Clin	Cred
ENG-112	Writing/Research in the Disciplines	3	0	0	3
MED-116	Introduction to Anatomy & Physiology	3	2	0	4
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
OST-136	Word Processing	2	2	0	3
					Total: 15

Summer Semester 1		Lec	Lab	Clin	Cred
MED-118	Medical Law and Ethics	2	0	0	2
or OST-149	Medical Legal Issues	3	0	0	3
MED-140	Examining Room Procedures I	3	4	0	5
	Humanities/Fine Arts	3	0	0	3
					Total: 10-11

Fall Semester 1		Lec	Lab	Clin	Cred
MED-131	Administrative Office Procedures II	1	2	0	2
MED-150	Laboratory Procedures I	3	4	0	5
MED-240	Examining Room Procedures II	3	4	0	5
MED-272	Drug Therapy	3	0	0	3
OST-148	Medical Coding Billing & Insurance	3	0	0	3
					Total: 18

Spring Semester 1		Lec	Lab	Clin	Cred
MED-260	MED Clinal Practicum	0	0	15	5
MED-264	Medical Assisting Overview	2	0	0	2
MED-274	Diet Therapy/Nutrition	3	0	0	3
MED-276	Patient Education	1	2	0	2
PSY-150	General Psychology	3	0	0	3
					Total: 15

Total Credit Hours: 74-75

Medical Office Administration

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

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

Upon graduation from the Medical Office Administration Associates Degree program, students (at their own discretion and expense) may be eligible to sit for a medical coding certification exam through American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC).

Associate In Applied Science Degree (AAS) A25310

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-121	Medical Terminology I	3	0	0	3
OST-131	Keyboarding	1	2	0	2
OST-148	Medical Coding Billing & Insurance	3	0	0	3
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
MED-116	Introduction to Anatomy & Physiology	3	2	0	4
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
MED-183	Electronic Med Records I	3	2	3	5
OST-136	Word Processing	2	2	0	3
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
BIO-111	General Biology I	3	3	0	4
or MAT-143	Quantitative Literacy	2	2	0	3
ENG-112	Writing and Research in the Disciplines	3	0	0	3
OST-149	Medical Legal Issues	3	0	0	3
					Total: 9-10

Fall Semester 2

		Lec	Lab	Clin	Cred
MED-131	Administrative Office Procedures II	1	2	0	2
MED-272	Drug Therapy	3	0	0	3
OST-164	Text Editing Applications	3	0	0	3
OST-243	Med Office Simulation	2	2	0	3
OST-247	Procedure Coding	1	2	0	2
OST-248	Diagnostic Coding	1	2	0	2
					Total: 15

Spring Semester 2

		Lec	Lab	Clin	Cred
MED-230	Administrative Office Procedures III	1	2	0	2
OST-249	CPC Certification	3	2	0	4
	Humanities/Fine Arts	3	0	0	3
	Social & Behavioral Sciences	3	0	0	3
WBL-111	Work-Based Learning I	0	0	10	1
					Total: 13

Total Credit Hours: 70-71**Diploma in Medical Office Administration D25310****Fall Semester 1**

		Lec	Lab	Clin	Cred
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-121	Medical Terminology I	3	0	0	3
OST-131	Keyboarding	1	2	0	2
OST-148	Medical Coding Billing & Insurance	3	0	0	3
					Total: 15

Spring Semester 1

		Lec	Lab	Clin	Cred
MED-116	Introduction to Anatomy & Physiology	3	2	0	4
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
MED-183	Electronic Medical Records I	3	2	3	5
OST-136	Word Processing	2	2	0	3
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
OST-149	Medical Legal Issues	3	0	0	3
					Total: 3

Fall Semester 2

		Lec	Lab	Clin	Cred
ENG-112	Writing/Research in the Disciplines	3	0	0	3
MED-131	Administrative Office Procedures II	1	2	0	2
OST-243	Med Office Simulation	2	2	0	3
OST-247	Procedure Coding	1	2	0	2
OST-248	Diagnostic Coding	1	2	0	2
					Total: 12

Total Credit Hours: 47

Certificate in Medical Office Administration C25310

Fall Semester 1

		Lec	Lab	Clin	Cred
CIS-110	Introduction to Computers	2	2	0	3
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-121	Medical Terminology I	3	0	0	3
OST-148	Medical Coding Billing & Insurance	3	0	0	3
					Total: 10

Spring Semester 1

		Lec	Lab	Clin	Cred
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
					Total: 5

Summer Semester 1

		Lec	Lab	Clin	Cred
OST-149	Medical Legal Issues	3	0	0	3
					Total: 3

Total Credit Hours: 18

Networking Technology

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs such as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Associate In Applied Science Degree (AAS) A25340

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
NET-125	Networking Basics	1	4	0	3
NOS-110	Operating Systems Concepts	2	3	0	3
SEC-110	Security Concepts	2	2	0	3
					Total: 13

Spring Semester 1

		Lec	Lab	Clin	Cred
BUS-110	Introduction to Business	3	0	0	3
CTS-120	Hardware/Software Support	2	3	0	3
NET-126	Routing Basics	1	4	0	3
NOS-120	Linux/UNIX Single User	2	2	0	3
NOS-130	Windows Single User	2	2	0	3
					Total: 15

Summer Semester 1

		Lec	Lab	Clin	Cred
ENG-111	Writing and Inquiry	3	0	0	3
	Humanities/Fine Arts	3	0	0	3
	Mathematics	3	0	0	3-4
					Total: 9-10

Fall Semester 2

		Lec	Lab	Clin	Cred
NET-225	Routing & Switching I	1	4	0	3
NOS-220	Linux/Unix Administration I	2	2	0	3
NOS-230	Windows Administration I	2	2	0	3
SEC-160	Security Administration I	2	2	0	3
	Social & Behavioral Sciences	3	0	0	3
					Total: 15

Spring Semester 2

		Lec	Lab	Clin	Cred
CIS-115	Intro to Programming & Logic	2	3	0	3
DBA-110	Database Concepts	2	3	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
NET-226	Routing and Switching II	1	4	0	3
NET-240	Network Design	3	0	0	3
WBL-111	Work-Based Learning I	0	0	10	1

Total: 16**Total Credit Hours: 68-69****Mathematics: Choose at least 3 Hours from the following courses:**

MAT-143	Quantitative Literacy	2	2	0	3
or MAT-152	Statistical Methods 1	3	2	0	4
or MAT-171	Precalculus Algebra	3	2	0	4

Diploma in Networking Technology D25340**Fall Semester 1**

		Lec	Lab	Clin	Cred
BUS-110	Introduction to Business	3	0	0	3
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
NET-125	Networking Basics	1	4	0	3
NOS-110	Operating Systems Concepts	2	3	0	3
SEC-110	Security Concepts	2	2	0	3

Total: 18**Spring Semester 1**

		Lec	Lab	Clin	Cred
CTS-120	Hardware/Software Support	2	3	0	3
DBA-110	Database Concepts	2	3	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
NET-126	Routing Basics	1	4	0	3
NOS-120	Linux/UNIX Single User	2	2	0	3
NOS-130	Windows Single User	2	2	0	3

Total: 18**Total Credit Hours: 36****Certificate in Networking Technology C25340****Courses**

		Lec	Lab	Clin	Cred
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 Systems Concepts	2	3	0	3
SEC-110	Security Concepts	2	2	0	3

Total: 15**Total Credit Hours: 15**

Nursing

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.

Associate In Applied Science Degree (AAS) A45110

Fall Semester 1

		Lec	Lab	Clin	Cred
NUR-111	Introduction to Health Concepts	4	6	6	8
NUR-117	Pharmacology	1	3	0	2
PSY-150	General Psychology	3	0	0	3
Total: 13					

Spring Semester 1

		Lec	Lab	Clin	Cred
NUR-112	Health-Illness Concepts	3	0	6	5
NUR-114	Holistic Health Concepts	3	0	6	5
PSY-241	Developmental Psychology	3	0	0	3
Total: 13					

Summer Semester 1

		Lec	Lab	Clin	Cred
ENG-111	Writing and Inquiry	3	0	0	3
NUR-113	Family Health Concepts	3	0	6	5
Total: 8					

Fall Semester 2

		Lec	Lab	Clin	Cred
BIO-175	General Microbiology	2	2	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
MAT-143	Quantitative Literacy	2	2	0	3
NUR-211	Health Care Concepts	3	0	6	5
NUR-212	Health System Concepts	3	0	6	5
Total: 19					

Spring Semester 2

		Lec	Lab	Clin	Cred
NUR-213	Complex Health Concepts	4	3	15	10
	Humanities/Fine Arts	3	0	0	3
Total: 13					

Total Credit Hours: 66

Region A Nursing Consortium: Admission Criteria and Points Scale

Class of Fall 2016

Applications will only be accepted October 1, 2015 through February 2, 2016.

Minimum requirements for Phase I:

- Submit Official High School Transcripts or Official Scores for the High School Equivalency Diploma.
- Satisfactory scores on the college placement test or provide documentation to waive the placement exam
- Evidence of a cumulative GPA of 3.0 or greater on a 4 point scale. The most recent transcript with the most coursework will be used for students who have attended more than one college.
- Provide Documentation of successful completion of a NC approved Certified Nurse Aide I program which includes theory, lab, and clinical components* (A copy of a college transcript or a notarized course completion certificate will be acceptable documentation) *Challenging the Nurse Aide I examination will not meet this requirement.
- Hold a documented, current, unrestricted credential as Nurse Aide I (NAI) from the North Carolina Nurse Aide Registry; <https://www.ncnar.org/index1.isp> and the Division of Health Service Regulation. (A copy of current listing on the NC DHSR Nurse Aide Registry Website by January 31, 2016 will be acceptable documentation.)
- Successful completion of all needed developmental courses including: DRE-096, DRE-097, DRE-098, DMA-010, DMA-020, DMA-030, DMA-040 and BIO-094.
- Completion of BIO-168 Anatomy and Physiology I with a grade of “C” or better.

The above minimum requirements must be satisfied by January 31, 2016 to be considered for the fall nursing class. Once the application deadline has past, all qualified applicants will progress to Phase II.

Phase II:

Students will complete HESI Admission Assessment Exam during February and March. The HESI Admission Assessment Exam may be administered to students who have met all the requirements of phase I.

The HESI exam may be taken a maximum of two times, but only once per admission cycle. The HESI score from the current admission cycle will be used. Students will be awarded points based on the following scale:

Score from the HESI Assessment Exam

Points for grade point average:

3.00-3.50 = 8 Points

3.51-3.99 = 14 points

4.00 = 16 points

Points for other:

Health Occupations I or Allied Health Science I = 1 point

Health Occupations II or Allied Health Science II = 2 points

Diploma level degree = 2 points

Associate level degree = 4 points

Bachelor level degree = 5 points

Masters level degree or higher = 6 points

Please note that students will only receive points for the highest coursework or degree completed.

Provisional acceptance to the nursing program will be offered to the top 38 point earners from Phase II at each campus. A student that is provisionally accepted will need to complete state health and immunization forms and complete BIO-169 Anatomy and Physiology II with a grade of “C” or better to become fully accepted into the nursing program by May 15. If all requirements for Phase II are not completed by May 15, the student’s slot may be offered to an alternate student.

Enrollment in NUR prefix courses is not allowed until students are accepted into the nursing program. Admission to the nursing program is based on a competitive process, see above for complete information. It is strongly recommended that

students seeking to enter the ADN nursing program complete all their required general education courses before enrolling in the nursing program.

RN Completer Program

Applications Period – October 1, 2015 – February 2, 2016

Application Requirements:

- Submit application for enrollment during appropriate application period
- Submit Official High School Transcripts or Official Scores for the High School Equivalency Diploma.
- Satisfactory scores on the college placement test or provide documentation to waive the placement exam
- Evidence of a cumulative GPA of 2.0 or greater on a 4 point scale. The most recent transcript with the most coursework will be used for students who have attended more than one college.
- Provide Documentation of successful completion of a NC approved LPN program which includes theory, lab, and clinical components* (A copy of a college transcript or a notarized course completion certificate will be acceptable documentation).
- Hold a documented, current, unrestricted credential as LPN from the North Carolina Board of Nursing; <https://www.ncbon.com>. (A copy of current listing on the NC BON Registry Website by January 31, 2015 will be acceptable documentation.)
- Successful completion of all needed developmental courses including: DRE-096, DRE-097, DRE-098, DMA-010, DMA-020, DMA-030, DMA-040 and BIO-094.
- Completion of BIO-168 Anatomy and Physiology I, BIO-169 Anatomy and Physiology II, PSY-150 General Psychology and PSY-241 Developmental Psychology with a grade of “C” or better.

Phase II:

The top 10 applicants will be accepted into the RN Completer Program each summer. Students will be awarded points based on their GPA (based on the last 10 semester hours completed.)

Enrollment in NUR prefix courses is not allowed until students are accepted into the nursing program. Admission to the nursing program is based on a competitive process, see above for complete information.

Points for grade point average:

- 3.00-3.50 = 8 points
- 3.51-3.99 = 14 points
- 4.00 = 16 points

RN Completer Program A45110AP

The RN completer program is designed to allow currently Licensed Practical Nurses (LPN) to become a registered nurse without repeating the entire nursing curriculum. Upon completion, student will be awarded an Associate in Applied Science Nursing Degree (A45110).

Graduates are able to apply to take the National Council Licensure Examination (NCLEX-RN).

Applicants to the program will receive credit for NUR-111, NUR-112, NUR-113, NUR-114, and NUR-117 based on coursework completed in the LPN curriculum. Course prerequisites for the program include: DRE-096, DRE-097, DMA-010, DMA-020, DMA-030, DMA-040, BIO-168 and BIO-169.

Summer Semester 1

		Lec	Lab	Clin	Cred
ENG-111	Writing and Inquiry	3	0	0	3
NUR-214	Nsg Transition Concepts	3	0	3	4
					Total: 7

Fall Semester 1

		Lec	Lab	Clin	Cred
BIO-175	General Microbiology	2	2	0	3
ENG-112	Writing/Research in the Disciplines	3	0	0	3
MAT-143	Quantitative Literacy	2	2	0	3
NUR-211	Health Care Concepts	3	0	6	5
NUR-212	Health System Concepts	3	0	6	5
				Total:	19

Spring Semester 1

		Lec	Lab	Clin	Cred
NUR-213	Complex Health Concepts	4	3	15	10
	Humanities/Fine Arts	3	0	0	3
				Total:	13

Total Credit Hours: 39

Professional Crafts - Clay

The Professional Crafts: Clay curriculum is designed to prepare individuals for employment as professional potters or in pottery-related fields. Using traditional and contemporary concepts, instruction includes technical knowledge, design skills, and marketing and business essentials.

Course work includes development of basic and advanced throwing skills with emphasis on form and design. Study will include a pottery studio and marketing procedures.

Graduates will be able to open and operate their own pottery business or work for existing pottery businesses, or transfer to a four-year degree program.

Associate In Applied Science Degree (AAS) A30300

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
PCC-110	Intro to Pottery	3	15	0	8
PCC-112	History of Pottery	1	0	0	1
PCD-110	Intro to Craft Design	1	3	0	2
					Total: 18

Spring Semester 1

		Lec	Lab	Clin	Cred
COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
PCC-111	Functional Pottery I	3	15	0	8
PCC-113	Contemporary Pottery	1	0	0	1
PCD-111	Advanced Craft Design	1	3	0	2
	Humanities/Fine Arts	3	0	0	3
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
PCR-112	20TH-CENTURY Crafts	2	0	0	2
	Social & Behavioral Sciences	3	0	0	3
	Elective				4
					Total: 9

Fall Semester 2

		Lec	Lab	Clin	Cred
MAT-143	Quantitative Literacy	2	2	0	3
PCC-117	Glaze Testing	1	3	0	2
PCC-210	Functional Pottery II	3	15	0	8
PCR-210	Studio Craft Photo	1	3	0	2
or ART-261	Photography I	0	6	0	3
PCR-212	Craft Marketing	2	0	0	2
					Total: 17-18

Spring Semester 2

		Lec	Lab	Clin	Cred
PCC-211	Decorative Pottery	3	15	0	8
PCD-211	Prof Craft Design	1	3	0	2
PCR-213	Craft Enterprise	2	0	0	2
					Total: 12

Total Credit Hours: 73-74**Electives: Choose 4 hours from the following courses**

PCC-114	Raku	1	3	0	2
PCC-116	Pottery Tool Making	1	3	0	2
PCC-118	Clay: Special Study	0	4	0	2
PCC-119	Clay Design: Spec Study	0	4	0	2

Diploma in Professional Crafts - Clay D30300**Fall Semester 1**

		Lec	Lab	Clin	Cred
ENG-111	Writing and Inquiry	3	0	0	3
PCC-110	Intro to Pottery	3	15	0	8
PCC-112	History of Pottery	1	0	0	1
PCD-110	Intro to Craft Design	1	3	0	2
					Total: 14

Spring Semester 1

		Lec	Lab	Clin	Cred
PCC-111	Functional Pottery I	3	15	0	8
PCC-113	Contemporary Pottery	1	0	0	1
PCD-111	Advanced Craft Design	1	3	0	2
					Total: 11

Fall Semester 2

		Lec	Lab	Clin	Cred
PCC-210	Functional Pottery II	3	15	0	8
PCR-210	Studio Craft Photo	1	3	0	2
PCR-212	Craft Marketing	2	0	0	2
					Total: 12

Spring Semester 2

		Lec	Lab	Clin	Cred
PCC-211	Decorative Pottery	3	15	0	8
	Humanities/Fine Arts	3	0	0	3
or	Social & Behavioral Sciences				3
					Total: 11

Total Credit Hours: 48

Professional Crafts - Fiber

The Professional Crafts: Fiber curriculum is designed to train individuals as professional handweavers. Instruction includes technical weaving knowledge, dye work, design skills, and marketing and business essentials.

Students will learn warping techniques, weaving theory and technique, dye applications, and finishing methods. Students will receive design skills to aid them in personalizing their own work. Additional instruction will provide the bases for starting and running a small business.

Graduates will be able to open and operate their own weaving studio or work for an existing weaving business, or transfer to a four-year degree program.

Associate In Applied Science Degree (AAS) A30320

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
PCD-110	Intro to Craft Design	1	3	0	2
PCF-110	Intro to Weaving	2	15	0	7
PCF-120	Color and Pattern Design	1	0	0	1
					Total: 17

Spring Semester 1

		Lec	Lab	Clin	Cred
COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
PCD-111	Advanced Craft Design	1	3	0	2
PCF-111	Intermediate Weaving	2	10	0	7
PCF-121	History of Textiles	1	0	0	1
PCF-122	Fiber Dyeing	2	3	0	3
					Total: 16

Summer Semester 1

		Lec	Lab	Clin	Cred
PCF-113	Sewing With Handwovens	2	6	0	4
PCR-112	20TH-CENTURY Crafts	2	0	0	2
	Humanities/Fine Arts	3	0	0	3
	Electives				2
					Total: 11

Fall Semester 2

		Lec	Lab	Clin	Cred
MAT-143	Quantitative Literacy	2	2	0	3
PCF-210	Contemporary Textiles	1	0	0	1
PCF-211	Production Method/Textiles	2	12	0	6
PCR-210	Studio Craft Photo	1	3	0	2
PCR-212	Craft Marketing	2	0	0	2
					Total: 14

Spring Semester 2

		Lec	Lab	Clin	Cred
PCD-211	Prof Craft Design	1	3	0	2
PCF-213	Professional Textiles	2	10	0	7
PCR-213	Craft Enterprise	2	0	0	2
	Social and Behavioral Sciences	3	0	0	3
					Total: 14

Total Credit Hours: 72**Electives: Choose 2 hours from the following:**

PCF-123	Print Design for Textiles	2	3	0	3
PCF-130	Spinning	1	2	0	2
PCF-131	Shibori	1	2	0	2
PCF-132	Vegetable Dyeing	1	2	0	2
PCF-133	Off-Loom Techniques	1	2	0	2
PCF-230	Fiber: Special Study	0	4	0	2
PCF-232	Fiber Design: Spec Study	0	4	0	2

Diploma in Professional Crafts - Fiber D30320**Fall Semester 1**

		Lec	Lab	Clin	Cred
ENG-111	Writing and Inquiry	3	0	0	3
PCD-110	Intro to Craft Design	1	3	0	2
PCF-110	Intro to Weaving	2	15	0	7
PCF-120	Color and Pattern Design	1	0	0	1
					Total: 13

Spring Semester 1

		Lec	Lab	Clin	Cred
PCD-111	Advanced Craft Design	1	3	0	2
PCF-111	Intermediate Weaving	2	10	0	7
PCF-121	History of Textiles	1	0	0	1
					Total: 10

Summer Semester 1

		Lec	Lab	Clin	Cred
PCF-113	Sewing With Handwovens	2	6	0	4
					Total: 4

Fall Semester 2

		Lec	Lab	Clin	Cred
PCF-211	Production Method/Textiles	2	12	0	6
PCR-210	Studio Craft Photo	1	3	0	2
PCR-212	Craft Marketing	2	0	0	2
					Total: 10

Spring Semester 2

		Lec	Lab	Clin	Cred
PCF-213	Professional Textiles	2	10	0	7
	Humanities/Fine Arts	3	0	0	3
or	Social & Behavioral Sciences				3
					Total: 10

Total Credit Hours: 47

Professional Crafts - Jewelry

The Professional Crafts: Jewelry curriculum prepares individuals to become professional metalsmiths. Instruction includes jewelry techniques, design, and marketing.

Students will learn metal forming techniques, metal decorative techniques, and basic information to start and operate a small business. The course work will also include jewelry design, studio safety, and tool and machine orientation.

Graduates will be able to start and operate their own jewelry studio or work for an established jeweler, or transfer to a four-year degree program.

Associate In Applied Science Degree (AAS) A30340

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
PCD-110	Intro to Craft Design	1	3	0	2
PCJ-111	Intro to Jewelry	2	15	0	7
PCJ-121	Jewelry Design I	2	0	0	2
					Total: 18

Spring Semester 1

		Lec	Lab	Clin	Cred
COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
PCD-111	Advanced Craft Design	1	3	0	2
PCJ-112	Jewelry Forming Tech	2	15	0	7
PCJ-122	Jewelry Design II	2	0	0	2
					Total: 14

Summer Semester 1

		Lec	Lab	Clin	Cred
PCJ-113	Jewelry Decorative Tech.	3	9	0	6
PCJ-123	Jewelry Design III	2	0	0	2
PCR-112	20TH-CENTURY Crafts	2	0	0	2
	Humanities/Fine Arts	3	0	0	3
	Elective				2
					Total: 15

Fall Semester 2

		Lec	Lab	Clin	Cred
MAT-143	Quantitative Literacy	2	2	0	3
PCJ-214	Jewelry Production Tech	2	15	0	7
PCR-210	Studio Craft Photo	1	3	0	2
PCR-212	Craft Marketing	2	0	0	2
					Total: 14

Spring Semester 2

		Lec	Lab	Clin	Cred
PCD-211	Prof Craft Design	1	3	0	2
PCJ-215	Advanced Jewelry	2	15	0	7
PCR-213	Craft Enterprise	2	0	0	2
	Social & Behavioral Sciences	3	0	0	3
					Total: 14

Total Credit Hours: 75**Electives: Choose 2 hours from the following courses**

PCJ-241	Jewelry: Special Study	0	4	0	2
PCJ-261	Enameling	1	3	0	2
PCJ-262	Hand Wrought Metals	1	3	0	2
PCJ-263	Advanced Wrought Metals	1	3	0	2
PCJ-264	Basic Knife Making	1	3	0	2
PCJ-265	Advanced Knife Making	1	3	0	2
PCJ-266	Jewelry Tool Making	1	3	0	2
PCJ-267	Hand Wrought Joinery	1	3	0	2

Diploma in Professional Crafts - Jewelry D30340**Fall Semester 1**

		Lec	Lab	Clin	Cred
ENG-111	Writing and Inquiry	3	0	0	3
PCD-110	Intro to Craft Design	1	3	0	2
PCJ-111	Intro to Jewelry	2	15	0	7
					Total: 12

Spring Semester 1

		Lec	Lab	Clin	Cred
PCD-111	Advanced Craft Design	1	3	0	2
PCJ-112	Jewelry Forming Tech	2	15	0	7
					Total: 9

Summer Semester 1

		Lec	Lab	Clin	Cred
PCJ-113	Jewelry Decorative Tech.	3	9	0	6
	Humanities/Fine Arts	3	0	0	3
or	Social & Behavioral Sciences				3
					Total: 9

Fall Semester 2

		Lec	Lab	Clin	Cred
PCJ-214	Jewelry Production Tech	2	15	0	7
PCR-210	Studio Craft Photo	1	3	0	2
PCR-212	Craft Marketing	2	0	0	2
					Total: 11

Spring Semester 2

		Lec	Lab	Clin	Cred
PCJ-215	Advanced Jewelry	2	15	0	7
					Total: 7

Total Credit Hours: 48

Certificate in Professional Crafts-Jewelry - Hand Wrought Metals C30340HW

Fall Semester 1

		Lec	Lab	Clin	Cred
PCJ-262	Hand Wrought Metals	1	3	0	2
					Total: 2

Spring Semester 1

		Lec	Lab	Clin	Cred
PCJ-263	Advanced Wrought Metals	1	3	0	2
PCJ-264	Basic Knife Making	1	3	0	2
PCJ-266	Jewelry Tool Making	1	3	0	2
PCJ-267	Hand Wrought Joinery	1	3	0	2
					Total: 8

Summer Semester 1

		Lec	Lab	Clin	Cred
PCJ-265	Advanced Knife Making	1	3	0	2
					Total: 2

Total Credit Hours: 12

Professional Crafts - Wood

The Professional Crafts: Wood curriculum provides individuals with traditional values of fine craftsmanship, creative design, and an entrepreneurial spirit for a small woodworking enterprise.

The course work includes a strong emphasis on creative thinking and problem solving. Study involves a mix of theoretical and hands-on training combined with a blend of historical and modern methods of woodworking and small business management.

Upon completion of required course work, graduates may earn a degree or a diploma. They should be prepared for self-employment or for positions in the craft industry, or for continued study toward a bachelor's degree at a four-year institution.

Associate In Applied Science Degree (AAS) A30360

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
PCD-110	Intro to Craft Design	1	3	0	2
PCW-110	Intro to Woodworking	3	15	0	8
					Total: 17

Spring Semester 1

		Lec	Lab	Clin	Cred
COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
PCD-111	Advanced Craft Design	1	3	0	2
PCW-111	Framing Joinery/Design	3	15	0	8
PCW-120	Drafting for Woodworkers	1	2	0	2
PCW-122	Furniture Design History	2	0	0	2
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
PCR-112	20TH-CENTURY Crafts	2	0	0	2
PCW-112	Production Design	2	6	0	4
	Humanities/Fine Arts	3	0	0	3
					Total: 9

Fall Semester 2

		Lec	Lab	Clin	Cred
MAT-143	Quantitative Literacy	2	2	0	3
PCR-210	Studio Craft Photo	1	3	0	2
PCR-212	Craft Marketing	2	0	0	2
PCW-210	Chair Design & Const	2	15	0	7
	Elective				2
					Total: 16

Spring Semester 2

		Lec	Lab	Clin	Cred
PCD-211	Prof Craft Design	1	3	0	2
PCR-213	Craft Enterprise	2	0	0	2
PCW-211	Casework Design & Const	2	15	0	7
	Social & Behavioral Sciences	3	0	0	3
					Total: 14

Total Credit Hours: 73**Electives: Choose 2 hours form the following courses**

PCW-130	Veneer, Marquetry & Inlay	1	3	0	2
PCW-131	Woodbending	1	3	0	2
PCW-133	Tool & Accessory Making	1	3	0	2
PCW-136	Wood Finishing	1	3	0	2
PCW-230	Wood Design: Special Study	0	4	0	2
PCW-231	Wood Business: Spec Study	0	4	0	2
PCW-232	Woodworking: Spec Study	0	4	0	2

Diploma in Professional Crafts - Wood D30360**Fall Semester 1**

		Lec	Lab	Clin	Cred
ENG-111	Writing and Inquiry	3	0	0	3
PCD-110	Intro to Craft Design	1	3	0	2
PCW-110	Intro to Woodworking	3	15	0	8
					Total: 13

Spring Semester 1

		Lec	Lab	Clin	Cred
PCD-111	Advanced Craft Design	1	3	0	2
PCW-111	Framing Joinery/Design	3	15	0	8
PCW-122	Furniture Design History	2	0	0	2
					Total: 12

Summer Semester 1

		Lec	Lab	Clin	Cred
PCW-112	Production Design	2	6	0	4
	Humanities/Fine Arts	3	0	0	3
or	Social & Behavioral Sciences				3
					Total: 7

Fall Semester 2

		Lec	Lab	Clin	Cred
PCR-212	Craft Marketing	2	0	0	2
PCW-210	Chair Design & Const	2	15	0	7
					Total: 9

Spring Semester 2

		Lec	Lab	Clin	Cred
PCW-211	Casework Design & Const	2	15	0	7
					Total: 7

Total Credit Hours: 48

School - Age Education

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers. Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children.

Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations. Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments.

Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

Certificate in School - Age Education C55440

Admission to this certificate requires that students satisfy the course prerequisite requirements. Students may satisfy the requirements by successful completion of the Accuplacer exam or completion of the following courses: DRE 097 and DRE 098

Fall Semester 1

		Lec	Lab	Clin	Cred
EDU-131	Child, Family, and Community	3	0	0	3
EDU-163	Classroom Management and Instruction	3	0	0	3
EDU-145	Child Development II	3	0	0	3
EDU-235	School-Age Development and Programs	3	0	0	3
					Total: 12

Total Credit Hours: 12

Welding Technology

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

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

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.

Associate In Applied Science Degree (AAS) A50420

Fall Semester 1

		Lec	Lab	Clin	Cred
ACA-111	College Student Success	1	0	0	1
BPR-111	Print Reading	1	2	0	2
ENG-111	Writing and Inquiry	3	0	0	3
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
					Total: 17

Spring Semester 1

		Lec	Lab	Clin	Cred
	Mathematics				3
WLD-116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD-122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD-131	GTAW (TIG) Plate	2	6	0	4
WLD-141	Symbols and Specifications	2	2	0	3
					Total: 17

Summer Semester 1

		Lec	Lab	Clin	Cred
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-112	Writing/Research in the Disciplines	3	0	0	3
WLD-117	Industrial SMAW	1	4	0	3
					Total: 6

Fall Semester 2

		Lec	Lab	Clin	Cred
	Elective	2	2	0	3
	Humanities/Fine Arts				3
WLD-132	GTAW (TIG) Plate/Pipe	1	6	0	3
WLD-215	SMAW (stick) Pipe	1	9	0	4
					Total: 13

Spring Semester 2

		Lec	Lab	Clin	Cred
	Social/Behavioral Sciences	3	0	0	3
WLD-151	Fabrication I	2	6	0	4
WLD-212	Inert Gas Welding	1	3	0	2
WLD-231	GTAW (TIG) Pipe	1	6	0	3
WLD-261	Certification Practices	1	3	0	2
					Total: 14

Total Credit Hours: 67**Electives: Choose at least 3 hours from the following courses**

BUS-280	REAL Small Business	4	0	0	4
MEC-231	Computer-Aided Manufacturing I	1	4	0	3
SPA-111	Elementary Spanish I	3	0	0	3
WBL-111	Work-Based Learning I	0	0	10	1
WBL-112	Work-Based Learning I	0	0	20	2
WLD-262	Inspection & Testing	2	2	0	3

Mathematics: Choose 3 hours from the following courses

MAT-121	Algebra/Trigonometry I	2	2	0	3
MAT-143	Quantitative Literacy	2	2	0	3

Diploma in Welding Technology D50420**Fall Semester 1**

		Lec	Lab	Clin	Cred
BPR-111	Print Reading	1	2	0	2
COM-120	Intro to Interpersonal Communication	3	0	0	3
or COM-231	Public Speaking	3	0	0	3
or ENG-111	Writing and Inquiry	3	0	0	3
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
					Total: 16

Spring Semester 1

		Lec	Lab	Clin	Cred
WLD-116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD-122	GMAW (MIG) Plate/Pipe	1	6	0	3
WLD-131	GTAW (TIG) Plate	2	6	0	4
WLD-141	Symbols and Specifications	2	2	0	3
					Total: 14

Summer Semester 1

		Lec	Lab	Clin	Cred
	Mathematics				3
WLD-117	Industrial SMAW	1	4	0	3
					Total: 6

Total Credit Hours: 36

Welding Certificate - Basic C50420B

Courses

		Lec	Lab	Clin	Cred
BPR-111	Print Reading	1	2	0	2
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
					Total: 13

Total Credit Hours: 13

Welding Certificate - Intermediate C50420IM

Fall Semester 1

		Lec	Lab	Clin	Cred
WLD-115	SMAW (Stick) Plate	2	9	0	5
WLD-121	GMAW (MIG) FCAW/Plate	2	6	0	4
					Total: 9

Spring Semester 1

		Lec	Lab	Clin	Cred
WLD-116	SMAW (stick) Plate/Pipe	1	9	0	4
WLD-122	GMAW (MIG) Plate/Pipe	1	6	0	3
					Total: 7

Total Credit Hours: 16

Welding Certificate - Advanced C50420AD

Fall Semester 1

		Lec	Lab	Clin	Cred
WLD-132	GTAW (TIG) Plate/Pipe	1	6	0	3
					Total: 3

Spring Semester 1

		Lec	Lab	Clin	Cred
WLD-131	GTAW (TIG) Plate	2	6	0	4
WLD-141	Symbols and Specifications	2	2	0	3
WLD-212	Inert Gas Welding	1	3	0	2
					Total: 9

Total Credit Hours: 12

Comprehensive Articulation Agreement-Transfer Courses

Transfer Course List

Effective Fall 2014

UGETC - Indicates a Universal General Education Transfer Component Course

Community College Course Transfer Designation

ACA 122 College Transfer Success AA/AS Required Course
ACC 120 Prin of Financial Accounting Pre-Major/Elective
ACC 121 Prin of Managerial Accounting Pre-Major/Elective
ANT 210 General Anthropology GEN ED: Social/Behavioral Science
ANT 220 Cultural Anthropology GEN ED: Social/Behavioral Science
ANT 221 Comparative Cultures GEN ED: Social/Behavioral Science
ANT 240 Archaeology GEN ED: Social/Behavioral Science
ANT 240A Archaeology Field Lab Pre-Major/Elective
ANT 245 World Prehistory Pre-Major/Elective
ARA 111 Elementary Arabic I GEN ED: Humanities/Fine Arts
ARA 112 Elementary Arabic II GEN ED: Humanities/Fine Arts
ARA 181 Arabic Lab I Pre-Major/Elective
ARA 182 Arabic Lab II Pre-Major/Elective
ARA 211 Intermediate Arabic I GEN ED: Humanities/Fine Arts
ARA 212 Intermediate Arabic II GEN ED: Humanities/Fine Arts
ART 111 Art Appreciation UGETC: Humanities/Fine Arts - AA/AS
ART 113 Art Methods and Materials Pre-Major/Elective
ART 114 Art History Survey I UGETC: Humanities/Fine Arts - AA/AS
ART 115 Art History Survey II UGETC: Humanities/Fine Arts - AA/AS
ART 116 Survey of American Art GEN ED: Humanities/Fine Arts
ART 117 Non-Western Art History GEN ED: Humanities/Fine Arts
ART 118 Art by Women Pre-Major/Elective
ART 121 Two Dimensional Design Pre-Major/Elective
ART 122 Three Dimensional Design Pre-Major/Elective
ART 130 Basic Drawing Pre-Major/Elective
ART 131 Drawing I Pre-Major/Elective
ART 132 Drawing II Pre-Major/Elective
ART 135 Figure Drawing I Pre-Major/Elective
ART 140 Basic Painting Pre-Major/Elective
ART 171 Computer Art I Pre-Major/Elective
ART 212 Gallery Assistantship I Pre-Major/Elective
ART 213 Gallery Assistantship II Pre-Major/Elective
ART 214 Portfolio and Resume Pre-Major/Elective
ART 222 Wood Design I Pre-Major/Elective
ART 231 Printmaking I Pre-Major/Elective
ART 232 Printmaking II Pre-Major/Elective
ART 235 Figure Drawing II Pre-Major/Elective
ART 240 Painting I Pre-Major/Elective
ART 241 Painting II Pre-Major/Elective
ART 242 Landscape Painting Pre-Major/Elective
ART 243 Portrait Painting Pre-Major/Elective
ART 244 Watercolor Pre-Major/Elective

ART 245 Metals I Pre-Major/Elective
ART 246 Metals II Pre-Major/Elective
ART 247 Jewelry I Pre-Major/Elective
ART 248 Jewelry II Pre-Major/Elective
ART 250 Surface Design: Textiles Pre-Major/Elective
ART 251 Weaving I Pre-Major/Elective
ART 252 Weaving II Pre-Major/Elective
ART 260 Photography Appreciation Pre-Major/Elective
ART 261 Photography I Pre-Major/Elective
ART 262 Photography II Pre-Major/Elective
ART 264 Digital Photography I Pre-Major/Elective
ART 265 Digital Photography II Pre-Major/Elective
ART 266 Videography I Pre-Major/Elective
ART 267 Videography II Pre-Major/Elective
ART 271 Computer Art II Pre-Major/Elective
ART 275 Intro to Commercial Art Pre-Major/Elective
ART 281 Sculpture I Pre-Major/Elective
ART 282 Sculpture II Pre-Major/Elective
ART 283 Ceramics I Pre-Major/Elective
ART 284 Ceramics II Pre-Major/Elective
ART 285 Ceramics III Pre-Major/Elective
ART 286 Ceramics IV Pre-Major/Elective
ART 288 Studio Pre-Major/Elective
ASL 111 Elementary ASL I GEN ED: Humanities/Fine Arts
ASL 112 Elementary ASL II GEN ED: Humanities/Fine Arts
ASL 181 ASL Lab 1 Pre-Major/Elective
ASL 182 ASL Lab 2 Pre-Major/Elective
ASL 211 Intermediate ASL I GEN ED: Humanities/Fine Arts
ASL 212 Intermediate ASL II GEN ED: Humanities/Fine Arts
ASL 281 ASL Lab 3 Pre-Major/Elective
ASL 282 ASL Lab 4 Pre-Major/Elective
AST 111 Descriptive Astronomy UGETC: Natural Sciences - AA
AST 111A Descriptive Astronomy Lab UGETC: Natural Sciences - AA
AST 151 General Astronomy I UGETC: Natural Sciences - AA/AS
AST 151A General Astronomy I Lab UGETC: Natural Sciences - AA/AS
AST 152 General Astronomy II GEN ED: Natural Science
AST 152A General Astronomy II Lab GEN ED: Natural Science
AST 251 Observational Astronomy Pre-Major/Elective
BIO 110 Principles of Biology UGETC: Natural Sciences - AA/AS
BIO 111 General Biology I UGETC: Natural Sciences - AA/AS
BIO 112 General Biology II UGETC: Natural Sciences - AS
BIO 120 Introductory Botany GEN ED: Natural Science
BIO 130 Introductory Zoology GEN ED: Natural Science
BIO 140 Environmental Biology GEN ED: Natural Science
BIO 140A Environmental Biology Lab GEN ED: Natural Science
BIO 143 Field Biology Minicourse Pre-Major/Elective
BIO 145 Ecology Pre-Major/Elective
BIO 146 Regional Natural History Pre-Major/Elective

BIO 150 Genetics in Human Affairs Pre-Major/Elective
BIO 155 Nutrition Pre-Major/Elective
BIO 163 Basic Anat & Physiology Pre-Major/Elective
BIO 165 Anatomy and Physiology I Pre-Major/Elective
BIO 166 Anatomy and Physiology II Pre-Major/Elective
BIO 168 Anatomy and Physiology I Pre-Major/Elective
BIO 169 Anatomy and Physiology II Pre-Major/Elective
BIO 175 General Microbiology Pre-Major/Elective
BIO 180 Biological Chemistry Pre-Major/Elective
BIO 224 Local Flora Spring Pre-Major/Elective
BIO 230 Entomology Pre-Major/Elective
BIO 242 Natural Resource Conservation Pre-Major/Elective
BIO 243 Marine Biology Pre-Major/Elective
BIO 250 Genetics Pre-Major/Elective
BIO 265 Cell Biology Pre-Major/Elective
BIO 271 Pathophysiology Pre-Major/Elective
BIO 275 Microbiology Pre-Major/Elective
BIO 280 Biotechnology Pre-Major/Elective
BUS 110 Introduction to Business Pre-Major/Elective
BUS 115 Business Law I Pre-Major/Elective
BUS 137 Principles of Management Pre-Major/Elective
BUS 228 Business Statistics Pre-Major/Elective
CHI 111 Elementary Chinese I GEN ED: Humanities/Fine Arts
CHI 112 Elementary Chinese II GEN ED: Humanities/Fine Arts
CHI 181 Chinese Lab I Pre-Major/Elective
CHI 182 Chinese Lab II Pre-Major/Elective
CHI 211 Intermediate Chinese I GEN ED: Humanities/Fine Arts
CHI 212 Intermediate Chinese II GEN ED: Humanities/Fine Arts
CHM 115 Concepts in Chemistry Pre-Major/Elective
CHM 115A Concepts in Chemistry Lab Pre-Major/Elective
CHM 130 Gen, Org, & Biochemistry Pre-Major/Elective
CHM 130A Gen, Org, & Biochemistry Lab Pre-Major/Elective
CHM 131 Introduction to Chemistry GEN ED: Natural Science
CHM 131A Introduction to Chemistry Lab GEN ED: Natural Science
CHM 132 Organic and Biochemistry GEN ED: Natural Science
CHM 135 Survey of Chemistry I GEN ED: Natural Science
CHM 136 Survey of Chemistry II GEN ED: Natural Science
CHM 151 General Chemistry I UGETC: Natural Sciences - AA/AS
CHM 152 General Chemistry II UGETC: Natural Sciences - AS
CHM 251 Organic Chemistry I Pre-Major/Elective
CHM 252 Organic Chemistry II Pre-Major/Elective
CHM 263 Analytical Chemistry Pre-Major/Elective
CHM 271 Biochemical Principles Pre-Major/Elective
CHM 271A Biochemical Principles Lab Pre-Major/Elective
CIS 110 Intro to Computers GEN ED: Mathematics
CIS 115 Intro to Prog & Logic GEN ED: Mathematics
CJC 111 Intro to Criminal Justice Pre-Major/Elective
CJC 121 Law Enforcement Operations Pre-Major/Elective

CJC 141 Corrections Pre-Major/Elective
COM 110 Introduction to Communication GEN ED: Communications
COM 111 Voice and Diction I Pre-Major/Elective
COM 120 Intro Interpersonal Com GEN ED: Communications
COM 130 Nonverbal Communication Pre-Major/Elective
COM 140 Intro Intercultural Com GEN ED: Communication
COM 150 Intro. to Mass Communication Pre-Major/Elective
COM 160 Small Group Communication Pre-Major/Elective
COM 231 Public Speaking UGETC: Communications - AA/AS
COM 251 Debate I Pre-Major/Elective
CSC 120 Computing Fundamentals I Pre-Major/Elective
CSC 130 Computing Fundamentals II Pre-Major/Elective
CSC 134 C++ Programming Pre-Major/Elective
CSC 139 Visual BASIC Prog Pre-Major/Elective
CSC 151 JAVA Programming Pre-Major/Elective
CSC 239 Adv Visual BASIC Prog Pre-Major/Elective
CTS 115 Info Sys Business Concept Pre-Major/Elective
DAN 110 Dance Appreciation GEN ED: Humanities/Fine Arts
DFT 170 Engineering Graphics Pre-Major/Elective
DRA 111 Theatre Appreciation GEN ED: Humanities/Fine Arts
DRA 112 Literature of the Theatre GEN ED: Humanities/Fine Arts
DRA 115 Theatre Criticism GEN ED: Humanities/Fine Arts
DRA 120 Voice for Performance Pre-Major/Elective
DRA 122 Oral Interpretation GEN ED: Humanities/Fine Arts
DRA 124 Readers Theatre Pre-Major/Elective
DRA 126 Storytelling GEN ED: Humanities/Fine Arts
DRA 128 Children's Theatre Pre-Major/Elective
DRA 130 Acting I Pre-Major/Elective
DRA 131 Acting II Pre-Major/Elective
DRA 132 Stage Movement Pre-Major/Elective
DRA 135 Acting for the Camera I Pre-Major/Elective
DRA 136 Acting for the Camera II Pre-Major/Elective
DRA 140 Stagecraft I Pre-Major/Elective
DRA 141 Stagecraft II Pre-Major/Elective
DRA 142 Costuming Pre-Major/Elective
DRA 145 Stage Make-up Pre-Major/Elective
DRA 170 Play Production I Pre-Major/Elective
DRA 171 Play Production II Pre-Major/Elective
DRA 175 Teleplay Production I Pre-Major/Elective
DRA 211 Theatre History I GEN ED: Humanities/Fine Arts
DRA 212 Theatre History II GEN ED: Humanities/Fine Arts
DRA 230 Acting III Pre-Major/Elective
DRA 231 Acting IV Pre-Major/Elective
DRA 240 Lighting for the Theatre Pre-Major/Elective
DRA 260 Directing Pre-Major/Elective
DRA 270 Play Production III Pre-Major/Elective
DRA 271 Play Production IV Pre-Major/Elective
ECO 151 Survey of Economics GEN ED: Social and Behavioral Science

ECO 251 Prin of Microeconomics UGETC: Social/Behavioral Sci - AA/AS
ECO 252 Prin of Macroeconomics UGETC: Social/Behavioral Sci - AA/AS
EGR 120 Eng and Design Graphics Pre-Major/Elective
EGR 150 Intro to Engineering Pre-Major/Elective
EGR 210 Intro to Elect/Com Eng Lab Pre-Major/Elective
EGR 212 Logic System Design I Pre-Major/Elective
EGR 215 Network Theory I Pre-Major/Elective
EGR 216 Logic and Networks Lab I Pre-Major/Elective
EGR 220 Engineering Statics Pre-Major/Elective
EGR 225 Engineering Dynamics Pre-Major/Elective
EGR 228 Intro to Solid Mechanics Pre-Major/Elective
ENG 111 Writing & Inquiry UGETC: English Comp - AA & AS
ENG 112 Writing/Research in the Disciplines UGETC: English Comp - AA & AS
ENG 113 Literature-Based Research GEN ED: English Composition
ENG 114 Prof Research and Reporting GEN ED: English Composition
ENG 125 Creative Writing I Pre-Major/Elective
ENG 126 Creative Writing II Pre-Major/Elective
ENG 131 Introduction to Literature GEN ED: Humanities/Fine Arts
ENG 132 Introduction to Drama Pre-Major/Elective
ENG 134 Introduction to Poetry Pre-Major/Elective
ENG 231 American Literature I UGETC: Humanities/Fine Arts - AA/AS
ENG 232 American Literature II UGETC: Humanities/Fine Arts - AA/AS
ENG 233 Major American Writers GEN ED: Humanities/Fine Arts
ENG 235 Survey of Film as Literature Pre-Major/Elective
ENG 241 British Literature I GEN ED: Humanities/Fine Arts
ENG 242 British Literature II GEN ED: Humanities/Fine Arts
ENG 243 Major British Writers GEN ED: Humanities/Fine Arts
ENG 251 Western World Literature I GEN ED: Humanities/Fine Arts
ENG 252 Western World Literature II GEN ED: Humanities/Fine Arts
ENG 253 The Bible as Literature Pre-Major/Elective
ENG 261 World Literature I GEN ED: Humanities/Fine Arts
ENG 262 World Literature II GEN ED: Humanities/Fine Arts
ENG 271 Contemporary Literature Pre-Major/Elective
ENG 272 Southern Literature Pre-Major/Elective
ENG 273 African-American Literature Pre-Major/Elective
ENG 274 Literature by Women Pre-Major/Elective
ENG 275 Science Fiction Pre-Major/Elective
FRE 111 Elementary French I GEN ED: Humanities/Fine Arts
FRE 112 Elementary French II GEN ED: Humanities/Fine Arts
FRE 141 Culture and Civilization Pre-Major/Elective
FRE 151 Francophone Literature Pre-Major/Elective
FRE 161 Cultural Immersion Pre-Major/Elective
FRE 181 French Lab 1 Pre-Major/Elective
FRE 182 French Lab 2 Pre-Major/Elective
FRE 211 Intermediate French I GEN ED: Humanities/Fine Arts
FRE 212 Intermediate French II GEN ED: Humanities/Fine Arts
FRE 221 French Conversation Pre-Major/Elective
FRE 231 Reading and Composition Pre-Major/Elective

FRE 281 French Lab 3 Pre-Major/Elective
FRE 282 French Lab 4 Pre-Major/Elective
GEL 111 Introductory Geology UGETC: Natural Sciences - AA/AS
GEL 113 Historical Geology GEN ED: Natural Science
GEL 120 Physical Geology GEN ED: Natural Science
GEL 230 Environmental Geology GEN ED: Natural Science
GEO 110 Introduction to Geography Pre-Major/Elective
GEO 111 World Regional Geography GEN ED: Social/Behavioral Science
GEO 112 Cultural Geography GEN ED: Social/Behavioral Science
GEO 130 General Physical Geography GEN ED: Social/Behavioral Science
GEO 131 Physical Geography I Pre-Major/Elective
GER 111 Elementary German I GEN ED: Humanities/Fine Arts
GER 112 Elementary German II GEN ED: Humanities/Fine Arts
GER 141 Culture and Civilization Pre-Major/Elective
GER 161 Cultural Immersion Pre-Major/Elective
GER 181 German Lab 1 Pre-Major/Elective
GER 182 German Lab 2 Pre-Major/Elective
GER 211 Intermediate German I GEN ED: Humanities/Fine Arts
GER 212 Intermediate German II GEN ED: Humanities/Fine Arts
GER 221 German Conversation Pre-Major/Elective
GER 231 Reading and Composition Pre-Major/Elective
GER 281 German Lab 3 Pre-Major/Elective
GER 282 German Lab 4 Pre-Major/Elective
GIS 111 Introduction to GIS Pre-Major/Elective
HEA 110 Personal Health/Wellness Pre-Major/Elective
HEA 112 First Aid & CPR Pre-Major/Elective
HEA 120 Community Health Pre-Major/Elective
HIS 111 World Civilizations I UGETC: Social/Behavioral Sci.- AA/AS
HIS 112 World Civilizations II UGETC: Social/Behavioral Sci.- AA/AS
HIS 115 Intro to Global History GEN ED: Social/Behavioral Science
HIS 116 Current World Problems Pre-Major/Elective
HIS 121 Western Civilization I GEN ED: Social/Behavioral Science
HIS 122 Western Civilization II GEN ED: Social/Behavioral Science
HIS 131 American History I UGETC: Social/Behavioral Sci.- AA/AS
HIS 132 American History II UGETC: Social/Behavioral Sci.- AA/AS
HIS 141 Genealogy & Local History Pre-Major/Elective
HIS 145 The Second World War Pre-Major/Elective
HIS 151 Hispanic Civilization Pre-Major/Elective
HIS 162 Women and History Pre-Major/Elective
HIS 163 The World Since 1945 Pre-Major/Elective
HIS 165 Twentieth-Century World Pre-Major/Elective
HIS 167 The Vietnam War Pre-Major/Elective
HIS 211 Ancient History Pre-Major/Elective
HIS 212 Medieval History Pre-Major/Elective
HIS 216 Twentieth-Century Europe Pre-Major/Elective
HIS 221 African-American History Pre-Major/Elective
HIS 222 African-American Hist I Pre-Major/Elective
HIS 223 African-American Hist II Pre-Major/Elective

HIS 226 The Civil War Pre-Major/Elective
HIS 227 Native American History Pre-Major/Elective
HIS 228 History of the South Pre-Major/Elective
HIS 229 History of the Old South Pre-Major/Elective
HIS 230 The Changing South Pre-Major/Elective
HIS 231 Recent American History Pre-Major/Elective
HIS 232 History of the Old West Pre-Major/Elective
HIS 233 History of Appalachia Pre-Major/Elective
HIS 234 Cherokee History Pre-Major/Elective
HIS 236 North Carolina History Pre-Major/Elective
HIS 237 The American Revolution Pre-Major/Elective
HIS 260 History of Africa Pre-Major/Elective
HIS 261 East Asian History Pre-Major/Elective
HIS 262 Middle East History Pre-Major/Elective
HIS 271 The French Revolution Era Pre-Major/Elective
HIS 275 History of Terrorism Pre-Major/Elective
HUM 110 Technology and Society GEN ED: Humanities/Fine Arts
HUM 115 Critical Thinking GEN ED: Humanities/Fine Arts
HUM 120 Cultural Studies GEN ED: Humanities/Fine Arts
HUM 121 The Nature of America GEN ED: Humanities/Fine Arts
HUM 122 Southern Culture GEN ED: Humanities/Fine Arts
HUM 123 Appalachian Culture Pre-Major/Elective
HUM 130 Myth in Human Culture GEN ED: Humanities/Fine Arts
HUM 140 History of Architecture Pre-Major/Elective
HUM 150 American Women's Studies GEN ED: Humanities/Fine Arts
HUM 160 Introduction to Film GEN ED: Humanities/Fine Arts
HUM 161 Advanced Film Studies GEN ED: Humanities/Fine Arts
HUM 170 The Holocaust Pre-Major/Elective
HUM 180 International Cultural Exploration Pre-Major/Elective
HUM 211 Humanities I GEN ED: Humanities/Fine Arts
HUM 212 Humanities II GEN ED: Humanities/Fine Arts
HUM 220 Human Values and Meaning GEN ED: Humanities/Fine Arts
HUM 230 Leadership Development Pre-Major/Elective
ITA 111 Elementary Italian I GEN ED: Humanities/Fine Arts
ITA 112 Elementary Italian II GEN ED: Humanities/Fine Arts
ITA 181 Italian Lab 1 Pre-Major/Elective
ITA 182 Italian Lab 2 Pre-Major/Elective
ITA 211 Intermediate Italian I GEN ED: Humanities/Fine Arts
ITA 212 Intermediate Italian II GEN ED: Humanities/Fine Arts
ITA 221 Italian Conversation Pre-Major/Elective
ITA 231 Reading and Composition Pre-Major/Elective
ITA 281 Italian Lab 3 Pre-Major/Elective
ITA 282 Italian Lab 4 Pre-Major/Elective
JOU 110 Intro to Journalism Pre-Major/Elective
JOU 216 Writing for Mass Media Pre-Major/Elective
JOU 217 Feature/Editorial Writing Pre-Major/Elective
JPN 111 Elementary Japanese I GEN ED: Humanities/Fine Arts
JPN 112 Elementary Japanese II GEN ED: Humanities/Fine Arts

JPN 181 Japanese Lab I Pre-Major/Elective
JPN 182 Japanese Lab II Pre-Major/Elective
JPN 211 Intermediate Japanese I GEN ED: Humanities/Fine Arts
JPN 212 Intermediate Japanese II GEN ED: Humanities/Fine Arts
LAT 111 Elementary Latin I GEN ED: Humanities/Fine Arts
LAT 112 Elementary Latin II GEN ED: Humanities/Fine Arts
LAT 141 Culture and Civilization GEN ED: Humanities/Fine Arts
LAT 142 Lit. & the Roman Republic GEN ED: Humanities/Fine Arts
LAT 181 Latin Lab I Pre-Major/Elective
LAT 182 Latin Lab II Pre-Major/Elective
LAT 211 Intermediate Latin I GEN ED: Humanities/Fine Arts
LAT 212 Intermediate Latin II GEN ED: Humanities/Fine Arts
LAT 231 Reading and Composition GEN ED: Humanities/Fine Arts
LAT 232 Imperial Literature GEN ED: Humanities/Fine Arts
LAT 281 Latin Lab III Pre-Major/Elective
LAT 282 Latin Lab IV Pre-Major/Elective
MAT 141 Mathematical Concepts I GEN ED: Mathematics
MAT 142 Mathematical Concepts II GEN ED: Mathematics
MAT 143 Quantitative Literacy UGETC: Math - AA
MAT 152 Statistical Methods I UGETC: Math - AA
MAT 167 Discrete Mathematics Pre-Major/Elective
MAT 171 Precalculus Algebra UGETC: Math - AA/AS
MAT 172 Precalculus Trigonometry UGETC: Math- AS
MAT 252 Statistics II Pre-Major/Elective
MAT 263 Brief Calculus UGETC: Math- AS
MAT 271 Calculus I GEN ED: Math- AS
MAT 272 Calculus II GEN ED: Mathematics
MAT 273 Calculus III GEN ED: Mathematics
MAT 280 Linear Algebra Pre-Major/Elective
MAT 285 Differential Equations Pre-Major/Elective
MUS 110 Music Appreciation UGETC: Humanities/Fine Arts - AA/AS
MUS 111 Fundamentals of Music Pre-Major/Elective
MUS 112 Introduction to Jazz UGETC: Humanities/Fine Arts - AA/AS
MUS 113 American Music GEN ED: Humanities/Fine Arts
MUS 114 Non-Western Music GEN ED: Humanities/Fine Arts
MUS 121 Music Theory I Pre-Major/Elective
MUS 122 Music Theory II Pre-Major/Elective
MUS 123 Music Composition Pre-Major/Elective
MUS 131 Chorus I Pre-Major/Elective
MUS 132 Chorus II Pre-Major/Elective
MUS 133 Band I Pre-Major/Elective
MUS 134 Band II Pre-Major/Elective
MUS 135 Jazz Ensemble I Pre-Major/Elective
MUS 136 Jazz Ensemble II Pre-Major/Elective
MUS 137 Orchestra I Pre-Major/Elective
MUS 138 Orchestra II Pre-Major/Elective
MUS 141 Ensemble I Pre-Major/Elective
MUS 142 Ensemble II Pre-Major/Elective

MUS 151 Class Music I Pre-Major/Elective
MUS 152 Class Music II Pre-Major/Elective
MUS 161 Applied Music I Pre-Major/Elective
MUS 162 Applied Music II Pre-Major/Elective
MUS 173 Opera Production I Pre-Major/Elective
MUS 174 Opera Production II Pre-Major/Elective
MUS 181 Show Choir I Pre-Major/Elective
MUS 182 Show Choir II Pre-Major/Elective
MUS 210 History of Rock Music GEN ED: Humanities/Fine Arts
MUS 211 History of Country Music GEN ED: Humanities/Fine Arts
MUS 212 American Musical Theatre GEN ED: Humanities/Fine Arts
MUS 213 Opera and Musical Theatre GEN ED: Humanities/Fine Arts
MUS 214 Electronic Music I Pre-Major/Elective
MUS 215 Electronic Music II Pre-Major/Elective
MUS 217 Elementary Conducting Pre-Major/Elective
MUS 221 Music Theory III Pre-Major/Elective
MUS 222 Music Theory IV Pre-Major/Elective
MUS 231 Chorus III Pre-Major/Elective
MUS 232 Chorus IV Pre-Major/Elective
MUS 233 Band III Pre-Major/Elective
MUS 234 Band IV Pre-Major/Elective
MUS 235 Jazz Ensemble III Pre-Major/Elective
MUS 236 Jazz Ensemble IV Pre-Major/Elective
MUS 237 Orchestra III Pre-Major/Elective
MUS 238 Orchestra IV Pre-Major/Elective
MUS 241 Ensemble III Pre-Major/Elective
MUS 242 Ensemble IV Pre-Major/Elective
MUS 251 Class Music III Pre-Major/Elective
MUS 252 Class Music IV Pre-Major/Elective
MUS 253 Big Band Pre-Major/Elective
MUS 261 Applied Music III Pre-Major/Elective
MUS 262 Applied Music IV Pre-Major/Elective
MUS 265 Piano Pedagogy Pre-Major/Elective
MUS 271 Music History I Pre-Major/Elective
MUS 272 Music History II Pre-Major/Elective
MUS 273 Opera Production III Pre-Major/Elective
MUS 274 Opera Production IV Pre-Major/Elective
MUS 280 Music for the El Classroom Pre-Major/Elective
MUS 281 Show Choir III Pre-Major/Elective
MUS 282 Show Choir IV Pre-Major/Elective
MUS 283 Varied Cultures/Mus Perf Pre-Major/Elective
PED All one-hour PED activity courses Pre-Major/Elective
PED 110 Fit and Well for Life Pre-Major/Elective
PED 165 Sport Science as a Career Pre-Major/Elective
PED 172 Outdoor Living Pre-Major/Elective
PED 252 Officiating/Bsball/Sfball Pre-Major/Elective
PED 254 Coaching Basketball Pre-Major/Elective
PED 256 Coaching Baseball Pre-Major/Elective

PED 259 Prev & Care Ath Injuries Pre-Major/Elective
PHI 210 History of Philosophy GEN ED: Humanities/Fine Arts
PHI 215 Philosophical Issues UGETC: Humanities/Fine Arts - AA/AS
PHI 220 Western Philosophy I GEN ED: Humanities/Fine Arts
PHI 230 Introduction to Logic GEN ED: Humanities/Fine Arts
PHI 240 Introduction to Ethics UGETC: Humanities/Fine Arts - AA/AS
PHS 110 Survey of Phys Science Pre-Major/Elective
PHS 130 Earth Science Pre-Major/Elective
PHY 110 Conceptual Physics UGETC: Natural Sciences - AA/AS
PHY 110A Conceptual Physics Lab UGETC: Natural Sciences - AA/AS
PHY 151 College Physics I UGETC: Natural Sciences - AS
PHY 152 College Physics II UGETC: Natural Sciences - AS
PHY 251 General Physics I UGETC: Natural Sciences - AS
PHY 252 General Physics II UGETC: Natural Sciences - AS
POL 110 Intro to Political Science GEN ED: Social/Behavioral Science
POL 120 American Government UGETC: Social/Behavioral Sci.- AA/AS
POL 130 State & Local Government Pre-Major/Elective
POL 210 Comparative Government GEN ED: Social/Behavioral Science
POL 220 International Relations GEN ED: Social/Behavioral Science
POL 250 Intro to Political Theory Pre-Major/Elective
POR 111 Elementary Portuguese I GEN ED: Humanities/Fine Arts
POR 112 Elementary Portuguese II GEN ED: Humanities/Fine Arts
POR 141 Culture and Civilization Pre-Major/Elective
POR 181 Portuguese Lab I Pre-Major/Elective
POR 182 Portuguese Lab II Pre-Major/Elective
POR 211 Intermediate Portuguese I GEN ED: Humanities/Fine Arts
POR 212 Intermediate Portuguese II GEN ED: Humanities/Fine Arts
POR 221 Portuguese Conversation Pre-Major/Elective
POR 231 Reading and Composition Pre-Major/Elective
POR 281 Portuguese Lab III Pre-Major/Elective
POR 282 Portuguese Lab IV Pre-Major/Elective
PSY 150 General Psychology UGETC: Social/Behavioral Sci.- AA/AS
PSY 211 Psychology of Adjustment Pre-Major/Elective
PSY 215 Positive Psychology Pre-Major/Elective
PSY 231 Forensic Psychology Pre-Major/Elective
PSY 237 Social Psychology GEN ED: Social/Behavioral Science
PSY 239 Psychology of Personality GEN ED: Social/Behavioral Science
PSY 241 Developmental Psych GEN ED: Social/Behavioral Science
PSY 243 Child Psychology Pre-Major/Elective
PSY 246 Adolescent Psychology Pre-Major/Elective
PSY 249 Psychology of Aging Pre-Major/Elective
PSY 259 Human Sexuality Pre-Major/Elective
PSY 263 Educational Psychology Pre-Major/Elective
PSY 271 Sports Psychology Pre-Major/Elective
PSY 275 Health Psychology Pre-Major/Elective
PSY 281 Abnormal Psychology GEN ED: Social/Behavioral Science
REL 110 World Religions GEN ED: Humanities/Fine Arts
REL 111 Eastern Religions GEN ED: Humanities/Fine Arts

REL 112 Western Religions GEN ED: Humanities/Fine Arts
REL 211 Intro to Old Testament GEN ED: Humanities/Fine Arts
REL 212 Intro to New Testament GEN ED: Humanities/Fine Arts
REL 221 Religion in America GEN ED: Humanities/Fine Arts
RUS 111 Elementary Russian I GEN ED: Humanities/Fine Arts
RUS 112 Elementary Russian II GEN ED: Humanities/Fine Arts
RUS 181 Russian Lab 1 Pre-Major/Elective
RUS 182 Russian Lab 2 Pre-Major/Elective
RUS 211 Intermediate Russian I GEN ED: Humanities/Fine Arts
RUS 212 Intermediate Russian II GEN ED: Humanities/Fine Arts
RUS 221 Russian Conversation Pre-Major/Elective
RUS 231 Reading and Composition Pre-Major/Elective
RUS 281 Russian Lab 3 Pre-Major/Elective
RUS 282 Russian Lab 4 Pre-Major/Elective
SOC 210 Introduction to Sociology UGETC: Social/Behavioral Sci.- AA/AS
SOC 213 Sociology of the Family GEN ED: Social/Behavioral Science
SOC 215 Group Processes Pre-Major/Elective
SOC 220 Social Problems GEN ED: Social/Behavioral Science
SOC 225 Social Diversity GEN ED: Social/Behavioral Science
SOC 230 Race and Ethnic Relations GEN ED: Social/Behavioral Science
SOC 232 Social Context of Aging Pre-Major/Elective
SOC 234 Sociology of Gender Pre-Major/Elective
SOC 240 Social Psychology GEN ED: Social/Behavioral Science
SOC 242 Sociology of Deviance Pre-Major/Elective
SOC 244 Soc of Death & Dying Pre-Major/Elective
SOC 245 Drugs and Society Pre-Major/Elective
SOC 250 Sociology of Religion Pre-Major/Elective
SOC 254 Rural and Urban Sociology Pre-Major/Elective
SPA 111 Elementary Spanish I GEN ED: Humanities/Fine Arts
SPA 112 Elementary Spanish II GEN ED: Humanities/Fine Arts
SPA 141 Culture and Civilization Pre-Major/Elective
SPA 161 Cultural Immersion Pre-Major/Elective
SPA 181 Spanish Lab 1 Pre-Major/Elective
SPA 182 Spanish Lab 2 Pre-Major/Elective
SPA 211 Intermediate Spanish I GEN ED: Humanities/Fine Arts
SPA 212 Intermediate Spanish II GEN ED: Humanities/Fine Arts
SPA 221 Spanish Conversation Pre-Major/Elective
SPA 231 Reading and Composition Pre-Major/Elective
SPA 281 Spanish Lab 3 Pre-Major/Elective
SPA 282 Spanish Lab 4 Pre-Major/Elective

Course Catalog

Academic Related (ACA)

ACA-111 College Student Success

1.0 0.0 0.0 1.0

Prerequisites: None

Corequisites: None

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

ACA-115 Success & Study Skills

0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

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-122 College Transfer Success

0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

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

Accounting (ACC)

ACC-120 Principles of Financial Accounting

3.0 2.0 0.0 4.0

Prerequisites: None

Corequisites: None

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

ACC-121 Principles of Managerial Accounting

3.0 2.0 0.0 4.0

Prerequisites: ACC-120

Corequisites: None

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

ACC-129 Individual Income Taxes

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income 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

2.0 2.0 0.0 3.0

Prerequisites: ACC-129 (local)

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC-140 Payroll Accounting

1.0 2.0 0.0 2.0

Prerequisites: ACC-115 or ACC-120

Corequisites: None

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

ACC-150 Accounting Software Applications

1.0 2.0 0.0 2.0

Prerequisites: ACC-115 or ACC-120

Corequisites: None

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

ACC-220 Intermediate Accounting I

3.0 2.0 0.0 4.0

Prerequisites: ACC-120

Corequisites: None

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

ACC-221 Intermediate Accounting II

3.0 2.0 0.0 4.0

Prerequisites: ACC-220

Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC-225 Cost Accounting

3.0 0.0 0.0 3.0

Prerequisites: ACC-121

Corequisites: None

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.

Agriculture (AGR)

AGR-139 Intro to Sustainable Ag

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR-263 Vegetable Production

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course includes a study of vegetable crop production practices. Topics include variety selection, production methods, fertility management, insect and disease control, and harvesting. Upon completion, students should be able to demonstrate a knowledge of vegetable crop production.

AGR-265 Organic Crop Production: Spring

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

Alternative Energy Technology (ALT)

ALT-120 Renewable Energy Technologies

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

Anthropology (ANT)

ANT-210 General Anthropology

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology.

ANT-220 Cultural Anthropology

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed.

Art (ART)

ART-111 Art Appreciation

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

ART-114 Art History Survey I

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

ART-115 Art History Survey II

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

ART-121 Two-Dimensional Design

0.0 6.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

ART-260 Photography Appreciation

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs.

ART-261 Photography I

0.0 6.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition.

ART-264 Digital Photography I

1.0 4.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition.

ART-265 Digital Photography II

1.0 4.0 0.0 3.0

Prerequisites: ART-264

Corequisites: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches.

ART-266 Videography I

0.0 6.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques.

Automation & Robotics (ATR)

ATR-211 Robot Programming

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

ATR-214 Advanced PLCs

3.0 3.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces the study of high-level programming languages and advanced I/O modules. Topics include advanced programming languages; system networking; computer interfacing; analog and other intelligent I/O modules; and system troubleshooting. Upon completion, students should be able to write and troubleshoot systems using high-level languages and complex I/O modules.

Alternative Transportation Technology (ATT)

ATT-115 Green Trans Safety and Service

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers workplace safety, hazardous material and environmental regulation relevant to electric, hybrid and alternative fueled vehicles. Topics include safety of high voltage vehicle systems, gaseous fuel systems and alternative liquid fuels. Upon completion, students should be able to demonstrate safe work practices, utilize appropriate shop tools and explain government regulations associated with alternative transportation.

ATT-125 Hybrid-Electric Transportation

2.0 4.0 0.0 4.0

Prerequisites: TRN-120

Corequisites: None

This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles.

Automotive Body Repair (AUB)

AUB-111 Painting & Refinishing I

2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB-112 Painting & Refinishing II

2.0 6.0 0.0 4.0

Prerequisites: AUB-111

Corequisites: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB-114 Special Finishes

1.0 2.0 0.0 2.0

Prerequisites: AUB-111

Corequisites: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB-121 Non-Structural Damage I

1.0 4.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/replacing of body panels to accepted standards.

AUB-122 Non-Structural Damage II

2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB-131 Structural Damage I

2.0 4.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB-132 Structural Damage II

2.0 6.0 0.0 4.0

Prerequisites: AUB-131

Corequisites: None

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB-136 Plastics & Adhesives

1.0 4.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB-141 Mechanical & Electrical Components I

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB-150 Automotive Detailing

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUB-160 Body Shop Operations

1.0 0.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

AUB-162 Autobody Estimating

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

Automotive (AUT)

AUT-114 Safety and Emissions

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

AUT-114A Safety and Emissions Lab

0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: AUT-114

This course is an optional lab that allows students to enhance their understanding of North Carolina State Emissions Inspection failures. Topics include evaporative, positive crankcase ventilation, exhaust gas recirculation and exhaust emissions systems operation, including catalytic converter failure diagnosis. Upon completion, students should be able to employ diagnostic strategies to repair vehicle emissions failures resulting from North Carolina State Emissions inspection.

AUT-116 Engine Repair

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT-141 Suspension & Steering Systems

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT-151 Brake Systems

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT-181 Engine Performance 1

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT-221 Automatic Transmissions/Transaxles

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT-231 Manual Transmissions/Transaxles/Drive Trains

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing 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.

AUT-281 Advanced Engine Performance

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

Biology (BIO)

BIO-094 Concepts of Human Biology

3.0 2.0 0.0 4.0

Prerequisites: None

Corequisites: ENG-095; RED-090

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO-110 Principles of Biology

3.0 3.0 0.0 4.0

Prerequisites: None

Corequisites: None

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

BIO-111 General Biology I

3.0 3.0 0.0 4.0

Prerequisites: None

Corequisites: None

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

BIO-112 General Biology II

3.0 3.0 0.0 4.0

Prerequisites: BIO-111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, 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.

BIO-120 Introductory Botany

3.0 3.0 0.0 4.0

Prerequisites: BIO-110 or BIO-111

Corequisites: None

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

BIO-130 Introductory Zoology

3.0 3.0 0.0 4.0

Prerequisites: BIO-110 or BIO-111

Corequisites: None

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

BIO-140 Environmental Biology	3.0 0.0 0.0 3.0
Prerequisites: None	
Corequisites: BIO-140A (Local)	
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues.	
BIO-140A Environmental Biology Lab	0.0 3.0 0.0 1.0
Prerequisites: None	
Corequisites: BIO-140	
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues.	
BIO-150 Genetics in Human Affairs	3.0 0.0 0.0 3.0
Prerequisites: BIO-110 or BIO-111	
Corequisites: None	
This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future.	
BIO-160 Introductory Life Science	2.0 2.0 0.0 3.0
Prerequisites: None	
Corequisites: None	
This course introduces scientific and biological concepts. Topics include basic chemistry, cell structure and function, cell division, basic genetic concepts, anatomical terminology, and metric-English measurements and conversions. Upon completion, students should be able to demonstrate an understanding of basic chemistry, cell biology, genetic concepts; anatomical terminology; and metric-English measurements and conversions.	
BIO-168 Anatomy and Physiology I	3.0 3.0 0.0 4.0
Prerequisites: BIO-094 or satisfactory placement test score	
Corequisites: None	
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.	
BIO-169 Anatomy and Physiology II	3.0 3.0 0.0 4.0
Prerequisites: BIO-168	
Corequisites: None	
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.	

BIO-175 General Microbiology

2.0 2.0 0.0 3.0

Prerequisites: BIO-110, BIO-111, BIO-163, and BIO-165 or BIO-168

Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques.

Blueprint Reading (BPR)

BPR-111 Print Reading

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

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

BPR-130 Print Reading-Construction

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

Business (BUS)

BUS-110 Introduction to Business

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

BUS-115 Business Law I

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

BUS-125 Personal Finance

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS-137 Principles of Management 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

BUS-153 Human Resource Management 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

BUS-260 Business Communication 3.0 0.0 0.0 3.0

Prerequisites: ENG-110 or ENG-111

Corequisites: None

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

BUS-280 REAL Small Business 4.0 0.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

Cyber Crime Technology (CCT)

CCT-110 Introduction to Cyber Crime 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

CCT-121 Computer Crime Invest. 3.0 2.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.

Chemistry (CHM)

CHM-090 Chemistry Concepts

4.0 0.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

CHM-132 Organic and Biochemistry

3.0 3.0 0.0 4.0

Prerequisites: Take one set:

CHM-131 and CHM-131A

CHM-151

Corequisites: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields.

CHM-151 General Chemistry I

3.0 3.0 0.0 4.0

Prerequisites: CHM-090 or satisfactory placement test score

Corequisites: None

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

CHM-152 General Chemistry II

3.0 3.0 0.0 4.0

Prerequisites: CHM-151

Corequisites: None

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

Computer Information Systems (CIS)

CIS-110 Introduction to Computers

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

CIS-115 Intro to Programming & Logic

2.0 3.0 0.0 3.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, and DMA-040

MAT-121

MAT-171

MAT-060 and MAT-070

MAT-060 and MAT-080

MAT-060 and MAT-090

MAT-095

Corequisites: None

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

CIS-165 Desktop Publishing I

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.

Criminal Justice (CJC)

CJC-111 Introduction to Criminal Justice

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC-112 Criminology

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC-113 Juvenile Justice

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC-121 Law Enforcement Operations

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC-131 Criminal Law

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC-132 Court Procedure & Evidence

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC-141 Corrections

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC-160 Terrorism: Underlying Issues

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

CJC-212 Ethics & Community Relations

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC-213 Substance Abuse

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC-214 Victimology

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC-221 Investigative Principles

3.0 2.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC-222 Criminalistics

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC-231 Constitutional Law

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

The 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.

Construction Management (CMT)

CMT-120 Codes and Inspections

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects.

Communication (COM)

COM-120 Intro to Interpersonal Communication

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

COM-140 Introduction to Intercultural Communication

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture.

COM-231 Public Speaking

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.

Cosmetology (COS)

COS-111 Cosmetology Concepts I

4.0 0.0 0.0 4.0

Prerequisites: None

Corequisites: COS-112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS-112 Salon I

0.0 24.0 0.0 8.0

Prerequisites: None

Corequisites: COS-111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS-113 Cosmetology Concepts II

4.0 0.0 0.0 4.0

Prerequisites: None

Corequisites: COS-114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS-114 Salon II	0.0 24.0 0.0 8.0
Prerequisites: None	
Corequisites: COS-113	
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.	
COS-115 Cosmetology Concepts III	4.0 0.0 0.0 4.0
Prerequisites: None	
Corequisites: COS-116	
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.	
COS-116 Salon III	0.0 12.0 0.0 4.0
Prerequisites: None	
Corequisites: COS-115	
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.	
COS-117 Cosmetology Concepts IV	2.0 0.0 0.0 2.0
Prerequisites: None	
Corequisites: COS-118	
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.	
COS-118 Salon IV	0.0 21.0 0.0 7.0
Prerequisites: None	
Corequisites: COS-117	
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.	
COS-121 Manicure/Nail Technology I	4.0 6.0 0.0 6.0
Prerequisites: None	
Corequisites: None	
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.	

COS-222 Manicure/Nail Tech. II

4.0 6.0 0.0 6.0

Prerequisites: COS-121

Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS-223 Contemp Hair Coloring

1.0 3.0 0.0 2.0

Prerequisites: COS-111 and COS-112

Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a clients color needs and safely and competently perform color applications and correct problems.

COS-240 Contemporary Design

1.0 3.0 0.0 2.0

Prerequisites: COS-111 and COS-112

Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS-251 Manicure Instructional Concepts

8.0 0.0 0.0 8.0

Prerequisites: None

Corequisites: None

This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS-252 Manicure Instructional Practicum

0.0 15.0 0.0 5.0

Prerequisites: None

Corequisites: COS-251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS-260 Design Applications

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

COS-271 Instructor Concepts I

5.0 0.0 0.0 5.0

Prerequisites: None

Corequisites: COS-272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS-272 Instructor Practicum I

0.0 21.0 0.0 7.0

Prerequisites: None

Corequisites: COS-271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS-273 Instructor Concepts II

5.0 0.0 0.0 5.0

Prerequisites: COS-271 and COS-272

Corequisites: COS-274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS-274 Instructor Practicum II

0.0 21.0 0.0 7.0

Prerequisites: COS-271 and COS-272

Corequisites: COS-273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

Computer Science (CSC)

CSC-134 C++ Programming

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

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.

CSC-139 Visual BASIC Programming

2.0 3.0 0.0 3.0

Prerequisites: CIS-115

Corequisites: DBA-120

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.

Construction (CST)

CST-111 Construction I

3.0 3.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

CST-112 Construction II

3.0 3.0 0.0 4.0

Prerequisites: CST-111

Corequisites: None

This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials.

CST-113 Construction III

3.0 3.0 0.0 4.0

Prerequisites: CST-112

Corequisites: None

This course covers building methods and materials used to complete the interior of a structure. Topics include safety, installation of thermal and acoustical barriers, and interior finishes including millwork, cabinets, interior doors, flooring, and wall treatments. Upon completion, students should be able to safely and accurately install interior treatments including insulation, paneling, drywall, molding, doors, flooring, and cabinetry.

CST-131 OSHA/Safety/Certification

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

CST-211 Construction Surveying

2.0 3.0 0.0 3.0

Prerequisites: MAT-121 or MAT-171

Corequisites: None

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

CST-221 Statics/Structures

3.0 3.0 0.0 4.0

Prerequisites: Take one set:

MAT-121 and ARC-112

MAT-121 and CAR-112

MAT-121 and CST-112

MAT-171 and ARC-112

MAT-171 and CAR-112

MAT-171 and CST-112

Corequisites: None

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

CST-231 Soils & Site Work

3.0 2.0 0.0 4.0

Prerequisites: MAT-121 or MAT-171

Corequisites: None

This course covers site conditions and soil types and their physical properties. Topics include site preparation, access, mechanical analysis, classification of soils, and hydrostatics of groundwater. Upon completion, students should be able to adequately prepare a building site according to plans and specifications.

CST-241 Planning/Estimating I

2.0 2.0 0.0 3.0

Prerequisites: BPR-130 and MAT-121 or MAT-171

Corequisites: None

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

Computer Information Technology (CTS)

CTS-120 Hardware/Software Support

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

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

CTS-130 Spreadsheet

2.0 2.0 0.0 3.0

Prerequisites: CIS-110 and CIS-111 or OST-137

Corequisites: None

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

CTS-285 Systems Analysis & Design

3.0 0.0 0.0 3.0

Prerequisites: CIS-115

Corequisites: DBA-120

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS-289 System Support Project

1.0 4.0 0.0 3.0

Prerequisites: CTS-285

Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Database Management Technology (DBA)

DBA-110 Database Concepts

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA-120 Database Programming I

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

Drafting (DFT)

DFT-151 CAD I

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT-152 CAD II

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT-154 Intro to Solid Modeling

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

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.

Developmental Mathematics (DMA)

DMA-010 Operations With Integers

0.75 0.25 0.0 1.0

Prerequisites: None

Corequisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA-020 Fractions and Decimals

0.75 0.25 0.0 1.0

Prerequisites: DMA-010

Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA-030 Proportion/Ratios/Rates/Percents

0.75 0.25 0.0 1.0

Prerequisites: DMA-010 and DMA-020

Corequisites: None

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA-040 Expressions, Linear Equations, Linear Inequalities

0.75 0.25 0.0 1.0

Prerequisites: Take one set:

DMA-010, DMA-020, and DMA-030

MAT-060

Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA-050 Graphs and Equations of Lines

0.75 0.25 0.0 1.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, and DMA-040
MAT-060 and DMA-040

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA-060 Polynomials and Quadratic Applications

0.75 0.25 0.0 1.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, DMA-040, and DMA-050
MAT-060, DMA-040, and DMA-050
MAT-060 and MAT-070

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA-070 Rational Expressions and Equations

0.75 0.25 0.0 1.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060
MAT-060, DMA-040, DMA-050, and DMA-060
MAT-060, MAT-070, and DMA-060
DMA-010, DMA-020, DMA-030, MAT-070, and DMA-060

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA-080 Radical Expressions and Equations

0.75 0.25 0.0 1.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, and DMA-070
MAT-060, MAT-070, DMA-060, and DMA-070
MAT-060, DMA-040, DMA-050, DMA-060, and DMA-070
DMA-010, DMA-020, DMA-030, MAT-070, DMA-060, and DMA-070

Corequisites: None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

Drama/Theatre (DRA)

DRA-111 Theatre Appreciation

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.

Developmental Reading & English (DRE)

DRE-096 Integrated Reading and Writing I

2.0 1.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) stands for registered trademark.

DRE-097 Integrated Reading and Writing II

2.0 1.0 0.0 3.0

Prerequisites: DRE-096

Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. 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 at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark.

DRE-098 Integrated Reading and Writing III

2.0 1.0 0.0 3.0

Prerequisites: DRE-097

Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; 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.

Electronic Commerce (ECM)

ECM-210 Introduction to E-Commerce

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

Economics (ECO)

ECO-251 Principles of Microeconomics

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.

ECO-252 Principles of Macroeconomics

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

Education (EDU)

EDU-119 Introduction to Early Childhood Education

4.0 0.0 0.0 4.0

Prerequisites: None

Corequisites: ACA 115 (Local)

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, and Community

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-097

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.

EDU-144 Child Development I

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-097

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.

EDU-145 Child Development II

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-097

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.

EDU-146 Child Guidance

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-097

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU-151 Creative Activities

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-097

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.

EDU-153 Health, Safety and Nutrition

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU-163 Classroom Management and Instruction

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-097

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU-173 Becoming a Professional in Early Childhood Education

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-097

This course is an introduction to the early childhood profession. Emphasis is placed on the NAEYC Ethical Code, professional growth through involvement in professional organizations, and development of a professional portfolio. Upon completion, students should be able to identify professional resources and community partners in order to involve oneself in the early childhood field.

EDU-221 Children With Exceptionalities 3.0 0.0 0.0 3.0

Prerequisites: Take one set:
EDU-144 and EDU-145
PSY-244 and PSY-245

Corequisites: DRE-098

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.

EDU-234 Infants, Toddlers, & Twos 3.0 0.0 0.0 3.0

Prerequisites: EDU-119
Corequisites: DRE-098

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU-235 School-Age Development and Programs 3.0 0.0 0.0 3.0

Prerequisites: None
Corequisites: DRE-098

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.

EDU-251 Exploration Activities 3.0 0.0 0.0 3.0

Prerequisites: None
Corequisites: DRE-098

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU-254 Music and Movement for Children 1.0 2.0 0.0 2.0

Prerequisites: None
Corequisites: DRE-098

This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children.

EDU-259 Curriculum Planning 3.0 0.0 0.0 3.0

Prerequisites: EDU-119
Corequisites: DRE-098

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.

EDU-261 Early Childhood Administration I

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: EDU-119; DRE-098

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.

EDU-262 Early Childhood Administration II

3.0 0.0 0.0 3.0

Prerequisites: EDU-261

Corequisites: EDU-119; DRE-098

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.

EDU-271 Educational Technology

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-098

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU-280 Language and Literacy Experiences

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: DRE-098

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.

EDU-284 Early Childhood Capstone Practicum

1.0 9.0 0.0 4.0

Prerequisites: Take one set:

EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151

EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151

EDU-119, PSY-245, EDU-144, EDU-146, and EDU-151

EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151

Corequisites: DRE-098

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.

Electrical (ELC)

ELC-112 DC/AC Electricity

3.0 6.0 0.0 5.0

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC-113 Residential Wiring

2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC-114 Commercial Wiring

2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial 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 commercial electrical installations.

ELC-115 Industrial Wiring

2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

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-117 Motors and Controls

2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC-118 National Electrical Code

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC-119 NEC Calculations	1.0 2.0 0.0 2.0
Prerequisites: None	
Corequisites: None	
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.	
ELC-121 Electrical Estimating	1.0 2.0 0.0 2.0
Prerequisites: None	
Corequisites: None	
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.	
ELC-125 Diagrams and Schematics	1.0 2.0 0.0 2.0
Prerequisites: None	
Corequisites: None	
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.	
ELC-128 Introduction to Programmable Logic Controller	2.0 3.0 0.0 3.0
Prerequisites: None	
Corequisites: None	
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.	
ELC-131 Circuit Analysis I	3.0 3.0 0.0 4.0
Prerequisites: None	
Corequisites: None	
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, 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 3.0 0.0 1.0
Prerequisites: None	
Corequisites: ELC-131	
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	1.0 3.0 0.0 2.0
Prerequisites: None	
Corequisites: None	
This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching, orthographic views and dimensions, and print reading. Upon completion, students should be able to interpret technical documents and prints and use basic drafting skills to prepare usable field drawings.	

ELC-215 Electrical Maintenance

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC-220 Photovoltaic System Technology

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

ELC-221 Advanced Photovoltaic System Designs

2.0 3.0 0.0 3.0

Prerequisites: ELC-220

Corequisites: None

This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems.

ELC-228 Programmable Logic Controllers Applications

2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELC-229 Applications Project

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

ELC-234 Electrical System Design

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the principles of electrical design for commercial and industrial facilities. Topics include services, high and low power distribution, switchboards, panelboards, motor control centers, switchgear, overcurrent protection, and grounding. Upon completion, students should be able to design services, feeders, and branch circuits for typical commercial/industrial applications in accordance with the National Electrical Code.

Electronics (ELN)

ELN-131 Analog Electronics I

3.0 3.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN-133 Digital Electronics

3.0 3.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN-231 Industrial Controls

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

English (ENG)

ENG-111 Writing and Inquiry

3.0 0.0 0.0 3.0

Prerequisites: Take one set:

DRE-098

ENG-090 and RED-090

ENG-095

Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English.

ENG-112 Writing and Research in the Disciplines

3.0 0.0 0.0 3.0

Prerequisites: ENG-111

Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.

ENG-114 Professional Research & Reporting 3.0 0.0 0.0 3.0

Prerequisites: ENG-111

Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.

ENG-125 Creative Writing I 3.0 0.0 0.0 3.0

Prerequisites: ENG-111

Corequisites: None

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.

ENG-231 American Literature I 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

ENG-232 American Literature II 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.

ENG-233 Major American Writers 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

ENG-241 British Literature I 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG-242 British Literature II 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG-251 Western World Literature I 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

ENG-252 Western World Literature II 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course provides a survey of selected European works from the Neoclassical 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 selected works.

ENG-272 Southern Literature 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

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.

ENG-274 Literature by Women 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

ENG-275 Science Fiction 3.0 0.0 0.0 3.0

Prerequisites: ENG-112 and ENG-113 or ENG-114

Corequisites: None

This course covers the relationships between science and literature through analysis of short stories and novels. Emphasis is placed on scientific discoveries that shaped Western culture and our changing view of the universe as reflected in science fiction literature. Upon completion, students should be able to trace major themes and ideas and illustrate relationships between science, world view, and science fiction literature.

Emergency Preparedness (EPT)

EPT-210 Response & Recovery 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the basic concepts, operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

Entrepreneurship (ETR)

ETR-210 Introduction to Entrepreneurship 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

Each student will demonstrate this understanding via a written operational plan for their business idea.

ETR-220 Innovation and Creativity 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR-230 Entrepreneur Marketing 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

ETR-240 Funding for Entrepreneurs 3.0 0.0 0.0 3.0

Prerequisites: ACC-120

Corequisites: None

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

ETR-270 Entrepreneurship Issues 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

Forest Management (FOR)

FOR-121 Dendrology 2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course covers field identification, classifications, uses, and nomenclature of trees. Emphasis is placed on silvics, characteristics, commercial importance, and wildlife benefits of trees. Upon completion, students should be able to identify trees and understand their uses.

FOR-123 Forest Botany 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the structures and processes of forest plants. Emphasis is placed on dissection and direct examination of roots, shoots, and leaves. Upon completion, students should be able to identify plant parts and understand their functions.

FOR-131 Forest Measurements 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces basic land and tree measurement equipment and mapping techniques. Emphasis is placed on developing skills for land, tree, and log measurements. Upon completion, students should be able to accurately use land and tree measurement equipment.

FOR-171 Introduction to Forest Resources 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the relationships within the forest and its various uses. Emphasis is placed on forest history, ecology, protection, management, policies, and practices. Upon completion, students should be able to discuss the relationship of the forest and its use to the welfare of mankind.

FOR-173 Soils & Hydrology 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers concepts of soils and water including physical and chemical soil properties. Emphasis is placed on soil sampling, identification, plant-site relationships, water movement, and properties. Upon completion, students should be able to relate soil and water characteristics to forest growth and water quality.

FOR-175 Wildlife and Environmental Studies 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an overview of wildlife and environmental issues pertaining to the ecological, social, and economic aspects of forestry. Topics include wildlife management, wetland delineation, endangered species detection, protection, landowner rights, liabilities, regulations, and law. Upon completion, students should be able to demonstrate a knowledge of how wildlife and environmental issues affect forestry in the United States.

FOR-212 Forest Surveying & Aerial Interpretation 2.0 3.0 0.0 3.0

Prerequisites: MAT-060, MAT-070, FOR-132 (Local)

Corequisites: None

This course covers the basic concepts of plane surveying and aerial photo interpretation. Emphasis is placed on boundary location and acreage determination both on the ground and through aerial photographs. Upon completion, students should be able to confidently use basic surveying equipment and aerial photographs for forest land measurements.

FOR-215 Introduction to GIS/GPS 1.0 4.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces geographic information systems and global positioning devices. Emphasis is placed on the use of existing hardware and software to create and update computer generated maps. Upon completion, students should be able to understand the uses and limitations of GIS and GPS devices in forestry applications.

FOR-225 Silvics & Silviculture 3.0 3.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course covers the establishment, development, care, and harvesting of forest stands. Emphasis is placed on the application of various techniques used to control stand establishment, composition, and growth. Upon completion, students should be able to understand and apply appropriate forest stand improvement techniques.

FOR-232 Forest Mensuration 2.0 6.0 0.0 4.0

Prerequisites: FOR-131

Corequisites: None

This course provides applications of previously covered measurement techniques to the volume estimation and valuation of forest stands. Emphasis is placed on applications of various timber cruising methods. Upon completion, students should be able to determine the size, volume, and quality of forest stands.

FOR-240 Forest Protection 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the forces that affect the health and vigor of the nation's forests. Emphasis is placed on wildfire management, prescribed burning, entomology, pathology, and forest health. Upon completion, students should be able to identify the major pests which affect the forest and understand and recommend control methods.

FOR-241 Forest Fire Management 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the nature of wildfire and the uses of prescribed burning in a forest or urban interface setting. Topics include prevention, detection, suppression, causes, and the ecological and economic effects of fire. Upon completion, students should be able to use fire as a management tool and participate in the suppression of wildfire.

FOR-271 Forest Management 2.0 3.0 0.0 3.0

Prerequisites: Take one set:

FOR-225 and FOR-232

MAT-060, MAT-070, and RED-090 or ENG-090

Corequisites: None

This course is designed as a capstone course for forest management majors to apply skills previously learned. Emphasis is placed on recommendations forest managers make to provide services on forest lands to meet the owners' objectives. Upon completion, students should be able to develop forest management plans for various forest ownerships.

This is the capstone course for the Forest Management Technology A.A.S. degree program.

FOR-275 Natural Resources Issues 0.0 3.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course provides an opportunity to explore natural resource topics of common interest. Emphasis is placed on special topics and organized field trips to expand student knowledge. Upon completion, students should be able to demonstrate an understanding of the issues explored.

FOR-282 Forest Recreation 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the principles and problems involved in the utilization of our natural resources for recreational purposes. Topics include planning, development, and maintenance of trails, campgrounds, waterways, and wilderness areas. Upon completion, students should be able to understand the challenges and demands on our natural resources for recreational purposes.

FOR-285 Logging & Marketing 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: FOR-271 (Local)

This course covers logging systems commonly used in the Southeast. Emphasis is placed on roading, matching equipment to job requirements, safety, legal requirements, and primary manufacturing of forest products. Upon completion, students should be able to supervise a logging operation.

Fish and Wildlife (FWL)

FWL-124 Wildlife Botany 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the classification, physiology, and morphology of plants as needed in fish and wildlife management. Emphasis is placed on plant structures, reproduction, growth, and the economic and ecological importance. Upon completion, students should be able to demonstrate knowledge of the plant kingdom.

FWL-126 Wildlife Ornithology 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course includes the biology, classification, recognition, distribution, and management of game and non-game birds. Topics include anatomy, physiology, morphology, ecology, behavior, identification, and taxonomy with emphasis on waterfowl and upland game species. Upon completion, students should be able to identify various avian species and demonstrate a knowledge of their biology, ecology, and management.

FWL-142 Wildlife Management 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the principles of wildlife management, including basic concepts, terminology, and techniques important to wildlife managers. Topics include a review of the history of wildlife management, ecological principles, an introduction to wildlife habitat requirements, and population dynamics. Upon completion, students should be able to understand and discuss the life history, management techniques, and habitat requirements of North American species.

FWL-212 Wildlife Policy & Law 2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers natural resource policies and laws developed by various governmental agencies. Topics include current political issues involved in resource management and the principles, techniques, and jurisdictional boundaries in the field of wildlife law enforcement. Upon completion, students should be able to identify, describe, and assess the influences of policies and laws on natural resource management.

FWL-222 Wildlife Mammalogy

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course includes the biology, classification, recognition, distribution, and management of game and non-game mammals. Topics include anatomy, physiology, morphology, ecology, behavior, identification and taxonomy with emphasis on game species. Upon completion, students should be able to identify various mammalian species and demonstrate a knowledge of their biology, ecology, and management.

FWL-224 Ichthyology

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces fresh and saltwater fish species. Emphasis is placed on identification of fish. Upon completion, students should be able to recognize sport, commercial, and environmentally unique fish species.

FWL-232 Terrestrial Ecology

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces a wide variety of terrestrial life forms and habitats. Emphasis is placed on the biotic and abiotic factors affecting wildlife species. Upon completion, students should be able to explain the relationships between plants and animals, apply various floral and faunal sampling methods, and understand statistical applications.

FWL-234 Aquatic Ecology

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces a wide variety of aquatic life forms and habitats. Emphasis is placed on freshwater invertebrates, fish and plants of importance in fishery management, and biological monitoring. Upon completion, students should be able to sight identify key invertebrates and fishes and be familiar with aquatic plants and habitats.

FWL-242 Fishery Management

2.0 3.0 0.0 3.0

Prerequisites: FWL-234

Corequisites: None

This course covers the biology and management implications for various species of fish with commercial, sport, and/or ecological value. Emphasis is placed on principles and methods of population management. Upon completion, students should be able to demonstrate an understanding of the anatomy, physiology, age and growth studies, and management techniques for various fish species.

FWL-252 Wildlife Management Techniques

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: FWL-254

This course covers the theory and application of current wildlife management techniques. Emphasis is placed on field techniques which are most commonly used by resource management agencies today. Upon completion, students should be able to apply various wildlife management techniques and safely operate and maintain a variety of equipment.

FWL-254 Habitat Manipulation

2.0 3.0 0.0 3.0

Prerequisites: MAT-060, MAT-070, RED-090, ENG-090, FOR-121, FOR-173, FWL-142, FWL-126, FWL-222, FWL-232, and FWL-234

Corequisites: None

This course is a study and application of management practices beneficial to wildlife. Emphasis is placed on methods for increasing food production, developing water sources, increasing cover requirements, and improving wetlands. Upon completion, students should be able to demonstrate an understanding of techniques and methods to manipulate wildlife habitats.

This is the capstone course for the Fish and Wildlife Technology A.A.S. degree program.

Geology (GEL)

GEL-111 Geology

3.0 2.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth.

Geographic Information Systems (GIS)

GIS-111 Introduction to GIS

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems.

GIS-112 Introduction to GPS

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an overview of Global Positioning Systems (GPS). Topics include the theory, implementation, and operations of GPS, as well as alternate data source remote sensing. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GPS.

Heavy Equipment Maintenance (HET)

HET-110 Diesel Engines

3.0 9.0 0.0 6.0

Prerequisites: None

Corequisites: None

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.

History (HIS)

HIS-111 World Civilizations I 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

HIS-112 World Civilizations II 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations.

HIS-121 Western Civilization I 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

HIS-122 Western Civilization II 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.

HIS-131 American History I 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.

HIS-132 American History II 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War.

Horticulture (HOR)

HOR-116 Landscape Management I

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR-152 Horticultural Practices

0.0 3.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings.

HOR-160 Plant Materials I

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR-162 Applied Plant Science

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR-164 Horticultural Pest Management

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

HOR-166 Soils and Fertilizers

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

HOR-168 Plant Propagation 2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR-265 Advanced Plant Materials 1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

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

Humanities (HUM)

HUM-110 Technology and Society 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.

HUM-115 Critical Thinking 3.0 0.0 0.0 3.0

Prerequisites: Take one set:

DRE-098

ENG-095

RED-090 and ENG-090

Corequisites: None

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.

HUM-120 Cultural Studies 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture.

HUM-121 The Nature of America 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life.

HUM-122 Southern Culture 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture.

HUM-123 Appalachian Culture 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture.

HUM-130 Myth in Human Culture 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture.

HUM-160 Introduction to Film 2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

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.

HUM-220 Human Values and Meaning 3.0 0.0 0.0 3.0

Prerequisites: ENG-111

Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding.

Hydraulics (HYD)

HYD-110 Hydraulics/Pneumatics I 2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Industrial Science (ISC)

ISC-112 Industrial Safety 2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC-220 Lean Manufacturing 2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces students to the concept of lean manufacturing as a means of waste reduction. Topics include the examination of manufacturing operations and the incorporation of lean techniques to reduce waste, cost, time, and materials in manufacturing processes. Upon completion, students should be able to demonstrate an understanding of lean manufacturing systems and how they benefit the environment and business.

ISC-271 Sampling & Reliability 2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces sampling and sampling plans. Emphasis is placed on mil standards, OC curves, and data gathering and problem-solving tools. Upon completion, students should be able to prepare a sampling plan and use problem-solving tools such as cause-and-effect diagrams.

Journalism (JOU)

JOU-110 Introduction to Journalism 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles.

Machining (MAC)

MAC-113 Machining Technology III 2.0 12.0 0.0 6.0

Prerequisites: None

Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC-114 Introduction to Metrology 2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC-115 Grinding Operations

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces surface and cylindrical grinding in the toolroom. Topics include safety and the basic setup and operation of surface and cylindrical grinding machines. Upon completion, students should be able to grind steps, slots, angles, radii, dress grinding wheels, and square blocks.

MAC-121 Introduction to CNC

2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC-122 CNC Turning

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC-124 CNC Milling

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC-142 Machining Applications II

2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC-151 Machining Calculations

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC-171 Measure/Material & Safety

0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices.

MAC-172 Job Plan, Bench & Layout

0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course introduces the basics of job process planning, sawing, and manual operations including benchwork and layout. Topics include deciphering blueprints and/or schematics, dimensions, design and using various instruments required in the layout of various components. Upon completion, students should be able to demonstrate an understanding of job plans, dimensions, design, transfer and layout common to the machining industry.

MAC-173 Manual Milling/Drilling

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the fundamental skills associated with the design, setup and operation of drill presses and manual milling machines. Topics include blueprints, cutting tools, coolants, component identification, drill presses and manual milling machine operations, process plans, setup, speeds and feeds, and work holding devices. Upon completion, students should be able to demonstrate the proper set-up and operation of a drill press and manual milling machine.

MAC-174 Manual Turning

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the fundamental skills associated with the design, setup and safe operation of manual lathes including the identification of all major lathe components. Topics include setup and operation of a lathe including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to demonstrate the proper setup and operation of a manual lathe.

MAC-214 Machining Technology IV

2.0 12.0 0.0 6.0

Prerequisites: None

Corequisites: None

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

MAC-222 Advanced CNC Turning

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC-224 Advanced CNC Milling

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC-226 CNC EDM Machining

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.

MAC-229 CNC Programming

2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

MAC-234 Advanced Multi-Axis MacHining

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes.

Masonry (MAS)

MAS-140 Introduction to Masonry

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

Mathematics (MAT)

MAT-101 Applied Mathematics I

2.0 2.0 0.0 3.0

Prerequisites: Take one set:

MAT-060

MAT-070

MAT-080

MAT-090

MAT-095

DMA-010, DMA-020, and DMA-030

Corequisites: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

MAT-121 Algebra/Trigonometry I

2.0 2.0 0.0 3.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-060

MAT-060 and MAT-070

MAT-060 and MAT-080

MAT-060 and MAT-090

MAT-095

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include 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.

MAT-143 Quantitative Literacy

2.0 2.0 0.0 3.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and ENG-095

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, ENG-090, and RED-090

MAT-060, MAT-070, and DRE-098

MAT-060, MAT-070, and ENG-095

MAT-060, MAT-070, ENG-090, and RED-090

Corequisites: None

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.

MAT-152 Statistical Methods I

3.0 2.0 0.0 4.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DRE-098
DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and ENG-095
DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, ENG-090, and RED-090
MAT-060, MAT-070, and DRE-098
MAT-060, MAT-070, and ENG-095
MAT-060, MAT-070, ENG-090, and RED-090

Corequisites: None

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.

MAT-171 Precalculus Algebra

3.0 2.0 0.0 4.0

Prerequisites: Take one set:

DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, DMA-060, DMA-070, and DMA-080
MAT-121
DMA-010, DMA-020, DMA-030, DMA-040, DMA-050, and DMA-065
MAT-060 and MAT-080
MAT-060 and MAT-090
MAT-095

Corequisites: None

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.

MAT-172 Precalculus Trigonometry

3.0 2.0 0.0 4.0

Prerequisites: MAT-171

Corequisites: None

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.

MAT-271 Calculus I

3.0 2.0 0.0 4.0

Prerequisites: MAT-172

Corequisites: None

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.

Mechanical (MEC)

MEC-142 Physical Metallurgy

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MEC-231 Computer-Aided Manufacturing I

1.0 4.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces computer-aided design/ manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

Medical Assisting (MED)

MED-110 Orientation to Medical Assisting

1.0 0.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED-114 Professional Interaction in Health Care

1.0 0.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

MED-116 Introduction to Anatomy & Physiology

3.0 2.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MED-118 Medical Law and Ethics

2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED-121 Medical Terminology I 3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED-122 Medical Terminology II 3.0 0.0 0.0 3.0

Prerequisites: MED-121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED-130 Administrative Office Procedures I 1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED-131 Administrative Office Procedures II 1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED-140 Examining Room Procedures I 3.0 4.0 0.0 5.0

Prerequisites: None

Corequisites: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED-150 Laboratory Procedures I 3.0 4.0 0.0 5.0

Prerequisites: MED-140

Corequisites: None

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED-183 Electronic Med Records I

3.0 2.0 0.0 5.0

Prerequisites: None

Corequisites: CIS-110, CIS-111, or OST-131

This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

MED-240 Examining Room Procedures II

3.0 4.0 0.0 5.0

Prerequisites: MED-140

Corequisites: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED-260 MED Clinical Practicum

0.0 0.0 0.0 5.0

Prerequisites: None

Corequisites: None

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED-264 Medical Assisting Overview

2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: MED-260

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED-272 Drug Therapy

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED-274 Diet Therapy/Nutrition

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

MED-276 Patient Education

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

Marketing and Retailing (MKT)

MKT-120 Principles of Marketing

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

Maintenance (MNT)

MNT-110 Introduction to Maintenance Procedures

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT-111 Maintenance Practices

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

MNT-160 Industrial Fabrication

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

MNT-165 Mechanical Industrial Systems

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers mechanical components used in industrial machine operations. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.

MNT-220 Rigging and Moving

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT-222 Industrial Systems Schematics

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams.

MNT-230 Pumps & Piping Systems

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MNT-240 Indust Equip Troubleshoot

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

Music (MUS)

MUS-110 Music Appreciation

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.

MUS-112 Introduction to Jazz

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

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.

Networking Technology (NET)

NET-125 Networking Basics

1.0 4.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET-126 Routing Basics

1.0 4.0 0.0 3.0

Prerequisites: NET-125

Corequisites: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET-225 Routing & Switching I

1.0 4.0 0.0 3.0

Prerequisites: NET-126

Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET-226 Routing and Switching II

1.0 4.0 0.0 3.0

Prerequisites: NET-225

Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NET-240 Network Design

3.0 0.0 0.0 3.0

Prerequisites: NET-110 or NET-125

Corequisites: None

This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements.

Network Operating Systems (NOS)

NOS-110 Operating Systems Concepts

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS-120 Linux/UNIX Single User

2.0 2.0 0.0 3.0

Prerequisites: NOS-110 and CET-211 or CTI-130

Corequisites: None

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS-130 Windows Single User

2.0 2.0 0.0 3.0

Prerequisites: NOS-110 and CET-211 or CTI-130

Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS-220 Linux/Unix Administration I

2.0 2.0 0.0 3.0

Prerequisites: NOS-120

Corequisites: None

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS-230 Windows Administration I

2.0 2.0 0.0 3.0

Prerequisites: NOS-130

Corequisites: None

This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

Nursing (NUR)

NUR-111 Introduction to Health Concepts

4.0 6.0 0.0 8.0

Prerequisites: None

Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR-112 Health-Illness Concepts

3.0 0.0 0.0 5.0

Prerequisites: NUR-111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR-113 Family Health Concepts

3.0 0.0 0.0 5.0

Prerequisites: NUR-111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR-114 Holistic Health Concepts

3.0 0.0 0.0 5.0

Prerequisites: NUR-111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR-117 Pharmacology

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR-211 Health Care Concepts

3.0 0.0 0.0 5.0

Prerequisites: NUR-111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR-212 Health System Concepts

3.0 0.0 0.0 5.0

Prerequisites: NUR-111

Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR-213 Complex Health Concepts

4.0 3.0 0.0 10.0

Prerequisites: NUR-111

Corequisites: NUR-112; NUR-113; NUR-114; NUR-211; NUR-212

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.

NUR-214 Nsg Transition Concepts

3.0 0.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Office Systems Technology (OST)

OST-131 Keyboarding

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST-136 Word Processing

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST-148 Medical Coding Billing & Insurance

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST-149 Medical Legal Issues

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST-164 Text Editing Applications

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST-243 Med Office Simulation

2.0 2.0 0.0 3.0

Prerequisites: OST-148

Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST-247 Procedure Coding

1.0 2.0 0.0 2.0

Prerequisites: MED-121 or OST-141

Corequisites: None

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.

OST-248 Diagnostic Coding

1.0 2.0 0.0 2.0

Prerequisites: MED-121 or OST-141

Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

Professional Crafts: Clay (PCC)

PCC-110 Intro to Pottery

3.0 15.0 0.0 8.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces pottery making for potters, including clay preparation, wheel throwing and trimming, surface decoration, and glazing and firing techniques. Topics include clay bodies and the mixing process, potter's wheel basics, glazing, kiln loading and firing, and safety issues. Upon completion, students should be able to prepare clay; center and throw basic forms; trim, mix, and apply basic glazes; and load and fire bisque kilns.

PCC-111 Functional Pottery I

3.0 15.0 0.0 8.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course covers the important elements of designing and producing utilitarian pottery, including wall thickness, balance and proportion, surface decoration, and glazing and firing techniques. Topics include bowls, mugs, plates, casseroles, stemware, and bottles, with emphasis on safe glazing and supervised firing. Upon completion, students should be able to produce a variety of functional pots, apply a glaze, and load and assist firing a kiln.

PCC-112 History of Pottery

1.0 0.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course examines the historical development of ceramics and the contributions made by specific cultures or countries. Topics include potters from early societies, including the Mediterranean countries, China, Cyprus, and Crete with emphasis on design, technique, and firing methods. Upon completion, students should be able to identify numerous historical pottery types, discuss the societies which produced them, and demonstrate knowledge of their production methods.

PCC-113 Contemporary Pottery

1.0 0.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course surveys numerous 19th- and 20th-century potters and artists who have contributed to the contemporary ceramics movement. Topics include artists such as Leach, Cardew, and Hamada and the important design and technical contributions these potters have made to the ceramics movement. Upon completion, students should be able to identify numerous contemporary potters and their work.

PCC-114 Raku

1.0 3.0 0.0 2.0

Prerequisites: Invalid, block, level for block, and "L16265"

Corequisites: None

This course introduces clay bodies, glazes, kilns, and firing techniques necessary for making and safely firing raku pottery. Topics include clay properties, glaze types, kiln design, firing techniques, and historical information and safety related to the raku process. Upon completion, students should be able to make, glaze, and fire a variety of raku projects.

PCC-116 Pottery Tool Making

1.0 3.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course covers design concepts and construction techniques for building simple personal studio equipment, including wedging tables, extruders, and kiln furniture. Emphasis is placed on skills and safe use of hand tools, design fundamentals, selection of needed materials, and construction methods. Upon completion, students should be able to identify appropriate projects, select materials and tools, obtain materials, and construct several small and one major project.

PCC-117 Glaze Testing

1.0 3.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides the opportunity to identify and test numerous glazes for a personal glaze inventory. Topics include firing temperature, color, texture, methods of adjustment, and methods of testing on sample tiles. Upon completion, students should be able to select glaze recipes; weigh out test batches; apply glazes to tile; and fire, adjust results, and refire.

PCC-118 Clay: Special Study

0.0 4.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides a format in which to explore personal interests in clay with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay works as specified in student-instructor-designed contractual agreements.

PCC-119 Clay Design: Spec Study

0.0 4.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides a format in which to explore personal interests in clay design with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay design projects as specified in student-instructor-designed contractual agreements.

PCC-210 Functional Pottery II

3.0 15.0 0.0 8.0

Prerequisites: PCC-111

Corequisites: None

This course expands previous wheel throwing skills and involves larger, more complicated forms, production skills, slip and glaze theory, kiln theory, and glaze firing. Topics include centering and throwing larger amounts of clay, production techniques, record keeping, studio layout, kiln design, and fuel systems. Upon completion, students should be able to produce pots with competent handles, proper lids, and matching multiple forms and identify kiln properties and burner types.

PCC-211 Decorative Pottery

3.0 15.0 0.0 8.0

Prerequisites: PCC-111

Corequisites: None

This course continues previous functional skill development, including limited production and one-of-a-kind pieces with emphasis on forming techniques. Topics include multiple cylinder forms, thrown additions, production skills, glaze testing, surface decoration, and firing techniques. Upon completion, students should be able to produce entry-level professional work for show and sale using a variety of forming and finishing techniques.

Professional Crafts: Design (PCD)

PCD-110 Intro to Craft Design

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the basic principles, elements, vocabulary, and process of two-dimensional design within the context of professionally produced crafts. Emphasis is placed on general design concepts and vocabulary, conceptual thinking, design process application, and observational skills. Upon completion, students should be able to demonstrate enhanced observational skills and a working knowledge of design vocabulary, concepts, and processes.

PCD-111 Advanced Craft Design

1.0 3.0 0.0 2.0

Prerequisites: PCD-110

Corequisites: None

This course explores the conceptual process of design as applied to the three-dimensional form. Emphasis is placed on solving three-dimensional design problems which are material, function, site, or client specific. Upon completion, students should be able to apply an enhanced understanding of the relationship between design concept, process, and product in three-dimensional form.

PCD-211 Prof Craft Design

1.0 3.0 0.0 2.0

Prerequisites: PCD-110

Corequisites: None

This course covers the development of customer- or site-influenced design and the development and design of craft marketing promotional materials. Topics include customer-guided, site-specific, and other design influences and development and design of logos, hang tags, websites, brochures, and related promotional materials. Upon completion, students should be able to design within site, customer, or other limitations and complete a design package for their personal marketing needs.

Professional Crafts: Fiber (PCF)

PCF-110 Intro to Weaving

2.0 15.0 0.0 7.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces weaving and the procedures for warping a loom and fiber identification as used in professional weaving. Emphasis is placed on tabby, twills, tapestry, laces, brocades, block theory, pattern drafting, and finishing techniques. Upon completion, students should be able to apply weaving procedures and technical skill to woven samples and some finished objects.

PCF-111 Intermediate Weaving

2.0 10.0 0.0 7.0

Prerequisites: PCF-110

Corequisites: None

This course covers intermediate elements of weaving and weaving theory including structural design, the use of multi-shafts, and computer drafting. Topics include tied structures such as summer and winter, double weave, overshot, supplementary warp, and loom-controlled laces. Upon completion, students should be able to explore the technical aspects of weaving and fibers through samples and apply that knowledge to finished pieces.

PCF-113 Sewing With Handwovens

2.0 6.0 0.0 4.0

Prerequisites: PCF-111

Corequisites: None

This course introduces basic machine and hand sewing techniques with an emphasis on sewing hand-woven cloth. Topics include seam types, hems, interfacing, and closures applicable to a range of products made with handwoven textiles. Upon completion, students should be able to design and professionally stitch a variety of products including garments, home decor products, and accessories.

PCF-120 Color and Pattern Design

1.0 0.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course covers color theory and pattern specifically for use with fibers. Topics include color systems, value, palette development, color mixing, and repeating pattern as used in professional weaving. Upon completion, students should be able to identify hue, value, color systems, and pattern and demonstrate an understanding of their application to woven pieces;

PCF-121 History of Textiles

1.0 0.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course is a cultural survey of the major weaving traditions of the world. Topics include weaving traditions of North and South America, Asia, Africa, and Europe. Upon completion, students should be able to recognize materials, design, and techniques of various cultures and demonstrate an understanding of social implications of the textile craft.

PCF-122 Fiber Dyeing

2.0 3.0 0.0 3.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides a practical application of dye theory including dye types, methods, and color development. Topics include fiber reactive dyes, acid dyes, vat dyes, pigments, ikat, warp painting, variegated dyeing, and dye sample record keeping. Upon completion, students should be able to accurately apply dye to yarns and reproduce colors using a variety of appropriate methods.

PCF-123 Print Design for Textiles

2.0 3.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces printing on fabric with an emphasis on continuous surface and repeating pattern. Topics include various stencil-making methods including photo-emulsion silkscreen and CAD, and printing yardage with dyes, pigments and textile paints. Upon completion, students should be able to use production printing methods to design and print repeating patterns on yardage using techniques appropriate to fiber type.

PCF-130 Spinning	1.0 2.0 0.0 2.0
Prerequisites: None Corequisites: None	
This course introduces spinning yarns using both drop spindles and the spinning wheel. Emphasis is placed on preparation and use of fibers including wool, cotton, flax, and hair in the production of single and plied yarns. Upon completion, students should be able to prepare and spin yarns of various fibers.	
PCF-131 Shibori	1.0 2.0 0.0 2.0
Prerequisites: None Corequisites: None	
This course introduces traditional and non-traditional methods of tied, folded, and stitched resists for dyeing on cloth. Emphasis is placed on developing methods of resist and the use of appropriate dyes and fabrics. Upon completion, students should be able to produce a variety of resist dye effects on hand-woven and commercially woven fabric.	
PCF-132 Vegetable Dyeing	1.0 2.0 0.0 2.0
Prerequisites: None Corequisites: None	
This course introduces mordanting and dyeing yarns and fibers with natural plant materials. Emphasis is placed on developing a basic palette of natural dye sources, color variation through mordants, and gathering and processing plant materials. Upon completion, students should be able to obtain a varied palette of color on yarns and fibers using natural plant materials and mordants.	
PCF-133 Off-Loom Techniques	1.0 2.0 0.0 2.0
Prerequisites: None Corequisites: None	
This course introduces off-loom fiber techniques. Topics include card weaving, felting, plaiting, and braiding. Upon completion, students should be able to produce samples of designated applications as well as finished objects.	
PCF-210 Contemporary Textiles	1.0 0.0 0.0 1.0
Prerequisites: None Corequisites: None	
This course provides a survey of weaving and textile traditions from 1900 to present, including major technical developments in industry, current trends and critical analysis. Topics include the Arts and Crafts Movement, the Bauhaus, the influence of new fibers on industry, and contemporary fiber art and textile designers. Upon completion, students should be able to recognize the work of contemporary fiber artists and critically analyze their work.	
PCF-211 Production Methods for Textiles	2.0 12.0 0.0 6.0
Prerequisites: Admission to the Professional Craft program or departmental approval. Corequisites: None	
This course provides a format for designing prototypes and/or multiples for professional textile work. Topics include designing for specific price categories, studio organization and record keeping as well as production methods for hand weaving, dyeing, printing and sewing. Upon completion, students should be able to develop prototypes and finished pieces for sale with a plan for production in their own studio.	

PCF-213 Professional Textiles

2.0 10.0 0.0 7.0

Prerequisites: PCF-113

Corequisites: None

This course provides an opportunity for students to design and create an original cohesive body of textile work suitable for public exhibition. Emphasis is placed on development of prototypes, finished work, presentation and portfolio. Upon completion, students should be able to prepare and showcase work to galleries and the public in a professional manner.

PCF-230 Fiber: Special Study

0.0 4.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides a format in which to explore personal interests in fiber with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete fiber work as specified in student-instructor-developed contractual agreements.

PCF-232 Fiber Design: Spec Study

0.0 4.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides a format in which to explore personal fiber design interests with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete fiber design work as specified in the contractual agreements.

Professional Crafts: Jewelry (PCJ)

PCJ-111 Intro to Jewelry

2.0 15.0 0.0 7.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces jewelry construction for professional jewelry design and production. Topics include fabrication techniques, basic tool usage, mechanisms, finishing techniques, and studio safety. Upon completion, students should be able to safely solder and rivet to construct and finish jewelry and hollowware.

PCJ-112 Jewelry Forming Tech

2.0 15.0 0.0 7.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces forming techniques. Emphasis is placed on developing skills to form jewelry and hollowware by raising, forging, shell forming, die forming, and casting. Upon completion, students should be able to produce objects that utilize forming techniques.

PCJ-113 Jewelry Decorative Tech.

3.0 9.0 0.0 6.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces decorative techniques. Emphasis is placed on producing objects incorporating repousse granulation, reticulation, inlay, stone setting, patinas, anodizing, and etching. Upon completion, students should be able to demonstrate decorative techniques to enhance the surface of jewelry and hollowware.

PCJ-121 Jewelry Design I 2.0 0.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces two- and three-dimensional jewelry and hollowware design. Emphasis is placed on applying principles, elements, and relationships of design to jewelry and hollowware. Upon completion, students should be able to design jewelry and hollowware and demonstrate visual problem-solving skills.

PCJ-122 Jewelry Design II 2.0 0.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces rendering jewelry and hollowware. Topics include two-point perspective, shading, and rendering metals and stones. Upon completion, students should be able to demonstrate visual presentation skills for jewelry and hollowware.

PCJ-123 Jewelry Design III 2.0 0.0 0.0 2.0

Prerequisites: PCJ-122

Corequisites: None

This course is a continuation of PCJ 122. Emphasis is placed on producing renderings and/or models of original designs of jewelry and hollowware. Upon completion, students should be able to demonstrate visual presentation skills and apply the principles, elements, and relationships of design.

PCJ-214 Jewelry Production Tech 2.0 15.0 0.0 7.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course covers production techniques and development of a production and studio plan. Topics include making and cutting rubber molds, wax injection, multiple spruing, and applying jigs for production. Upon completion, students should be able to develop a production and studio plan and produce multiple jewelry and hollowware.

PCJ-215 Advanced Jewelry 2.0 15.0 0.0 7.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course covers basic jewelry repair and provides an opportunity to develop a body of work for a portfolio or exhibition. Emphasis is placed on prong tipping, ring sizing, and chain repairing and on designing, producing, and presenting objects for a portfolio or exhibition. Upon completion, students should be able to demonstrate jewelry repair skills and complete a body of work for a portfolio or exhibition.

PCJ-241 Jewelry: Special Study 0.0 4.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides a format in which to explore personal interests in jewelry with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete jewelry/hollowware as specified in student-instructor-developed contractual agreements.

PCJ-261 Enameling

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces materials, equipment, procedures, and health hazards involved in producing enamelware. Emphasis is placed on producing enamelware incorporating limoge, basse taille, and cloisonne techniques. Upon completion, students should be able to demonstrate skills needed to safely produce enamelware by preparing the metal and enamel, applying the enamel, firing, and finishing.

PCJ-262 Hand Wrought Metals

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the fundamental processes, techniques and tools for heating and forging ferrous and non-ferrous metals. Topics include fire control, use of hammers, tools and traditional techniques for metal shapes. Upon completion, students should be able to heat and use a variety of metals to create tools and shape basic metal projects.

PCJ-263 Advanced Wrought Metals

1.0 3.0 0.0 2.0

Prerequisites: PCJ-262

Corequisites: None

This course covers ideas and techniques for designing, heating and shaping metal. Topics include hammer control, use of power tools and advanced techniques such as metal lamination. Upon completion, students should be able to use traditional and contemporary techniques to make objects such as buckles, vessels, pendants, and blades.

PCJ-264 Basic Knife Making

1.0 3.0 0.0 2.0

Prerequisites: PCJ-262

Corequisites: None

This course introduces fundamental design and technical skills for knife making. Topics include blade processes of forging and stock removal, as well as handle materials and attachment methods. Upon completion, students should be able to select appropriate techniques, materials, and designs to produce a basic functional or decorative knife.

PCJ-265 Advanced Knife Making

1.0 3.0 0.0 2.0

Prerequisites: PCJ-264

Corequisites: None

This course expands upon basic skills and knowledge of blade making, handle attachment, and ornamentation. Topics include techniques such as laminated blades, ground blades, advanced handle attachment, and decorative elements (inlay, carving, riveting, and stone setting). Upon completion, students should be able to design and finish more professional quality functional and decorative hand-made knives.

PCJ-266 Jewelry Tool Making

1.0 3.0 0.0 2.0

Prerequisites: PCJ-262

Corequisites: None

This course introduces the fundamental design and technical skills for producing tools used in a jewelry studio. Topics include steel selection, tool design, introduction of hardening and tempering processes with emphasis placed on tools for chasing and repousse. Upon completion, students should be able to select proper steel, design and produce tools for decorative techniques used in the jewelry profession.

PCJ-267 Hand Wrought Joinery

1.0 3.0 0.0 2.0

Prerequisites: PCJ-262

Corequisites: None

This course introduces the use of traditional joinery techniques used in the Hand Wrought Metal Profession. Emphasis is placed on the history and processes of the traditional joinery using tenons, mortises, collars, rivets, and forge welded joints. Upon completion, students should be able to create joints for hand wrought metal work using mortise and tenon, collars, and hot wraps.

Professional Crafts (PCR)

PCR-112 20TH-CENTURY Crafts

2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course surveys the origins and influences of American craft from the late 19th century to the present. Emphasis is placed on the relationship between period stylistic trends in craft, the arts, and architecture and larger societal influences. Upon completion, students should be able to demonstrate an understanding of design movements and social events of the 20th century and their influence on American craft.

PCR-210 Studio Craft Photo

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the concepts and processes of 35mm studio photography for the professional crafter. Topics include the 35mm camera and related equipment, basic studio lighting theory, simple to advanced lighting techniques, composition, print and slide evaluation, and marketing applications. Upon completion, students should be able to demonstrate knowledge of the 35mm camera and related equipment, studio lighting, and composition and complete an entry-level portfolio.

PCR-212 Craft Marketing

2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces marketing and business planning as applied to hand crafts and development of a written marketing plan. Emphasis is placed on self-evaluation, goal setting, development of a business idea, presentation skills, professional image, and organizing and writing a marketing plan. Upon completion, students should be able to demonstrate realistic craft marketing goals, individual presentation skills, and professional image and organize, write, and present a marketing plan.

PCR-213 Craft Enterprise

2.0 0.0 0.0 2.0

Prerequisites: PCR-212

Corequisites: None

This course covers financial information and small business skills needed to develop a written business plan combining a craft marketing plan and studio planning. Topics include business plan analysis, break-even point, cash flow, filing systems, operations, policies, manual and computerized bookkeeping, writing, and presentational skills. Upon completion, students should be able to write a craft business plan, project a cash flow statement, explain break-even point, and establish filing and record systems.

Professional Crafts: Wood (PCW)

PCW-110 Intro to Woodworking

3.0 15.0 0.0 8.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces the properties of wood, basic machine and tool use and safety, box design and construction, and various furniture joinery for woodworkers. Topics include the technical study of wood, hand woodworking methods of box making, assorted box and framing joinery, and hand finishing methods. Upon completion, students should be able to demonstrate woodworking joinery, box design and construction techniques, and knowledge of wood properties and their effect on furniture design.

PCW-111 Framing Joinery/Design

3.0 15.0 0.0 8.0

Prerequisites: PCW-110

Corequisites: None

This course introduces design embellishment techniques and design and construction of various furniture functions through the use of framing structures. Topics include designing and making mirror frames, stools, benches, coffee tables, and dining tables, with emphasis on specialty techniques such as woodbending, veneering, and finishing. Upon completion, students should be able to design and make furniture and accessories utilizing framing construction and specialty design techniques.

PCW-112 Production Design

2.0 6.0 0.0 4.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course covers the design, construction, and cost analysis of small-scale production items targeting various price points. Topics include basic market research, production, jigs and fixtures, time studies, and the making of various production prototypes such as lamps, cutting boards, and boxes. Upon completion, students should be able to design, make, and cost out production items for various price points.

PCW-120 Drafting for Woodworkers

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the concepts, techniques, and tools of freehand and mechanical drawing as applied to furniture design and construction. Emphasis is placed on basic drafting conventions and techniques, freehand drawing skills, orthographic and isometric drawing, conceptual drawing, and working and presentation drawings. Upon completion, students should be able to utilize the design process beginning with an idea and progressing through conceptual, working, and presentation drawings.

PCW-122 Furniture Design History

2.0 0.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course covers the historical development of furniture design of western civilization from ancient Egyptian society through the twentieth century. Topics include design themes, styles, and furniture functions of major historical periods from King Tut to late twentieth-century independent designer craftsmen. Upon completion, students should be able to recognize sources of historical design themes and contemporary applications of design in woodworking.

PCW-130 Veneer, Marquetry & Inlay

1.0 3.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course introduces veneering, marquetry, and inlay techniques as means of decorating surfaces in wood design. Emphasis is placed on hands-on experience in veneering, marquetry, and inlay techniques using tools, materials, process, and design applications. Upon completion, students should be able to design and produce a sample of various techniques and develop design applications.

PCW-131 Woodbending	1.0 3.0 0.0 2.0
Prerequisites: Admission to the Professional Craft program or departmental approval.	
Corequisites: None	
This course covers various types of woodbending methods used in furniture design. Topics include bent lamination, steam bending, and molded plywood methods with emphasis on mold making, clamping systems, and design applications. Upon completion, students should be able to demonstrate mold making, clamping systems, and design applications for laminating, steam bending, and molding plywood.	
PCW-133 Tool & Accessory Making	1.0 3.0 0.0 2.0
Prerequisites: Admission to the Professional Craft program or departmental approval.	
Corequisites: None	
This course covers the design and making of various tools, machines, and woodworking shop accessories. Topics include the design and making of router tables, hand planes, clamping devices, and machine accessories that involve the use of existing tools. Upon completion, students should be able to design and make accessories that will enhance their woodworking skills.	
PCW-136 Wood Finishing	1.0 3.0 0.0 2.0
Prerequisites: None	
Corequisites: None	
This course covers wood finishing options with hand, brush, and spray applications, including special finishing effects. Topics include finish compositions, including oils, varnish, lacquer, paints, dyes, and stains, and special techniques such as fuming, bleaching, and pickling. Upon completion, students should be able to demonstrate various special finishing techniques and skills through samples and completed projects.	
PCW-210 Chair Design & Const	2.0 15.0 0.0 7.0
Prerequisites: Admission to the Professional Craft program or departmental approval.	
Corequisites: None	
This course covers the design and construction of various seating functions and the associated woodworking technology for chair-making. Topics include design of chair prototypes, testing of structures, advanced woodbending, carving, jigs and fixtures, and coloring methods of finishing. Upon completion, students should be able to design, test, and make a chair and demonstrate various advanced specialty woodworking techniques.	
PCW-211 Casework Design & Const	2.0 15.0 0.0 7.0
Prerequisites: Admission to the Professional Craft program or departmental approval.	
Corequisites: None	
This course covers case goods design and construction through an independent project that demonstrates professionalism in a craft business. Topics include the study of various case goods' functions such as dressers, desks, and cabinets and the independent development of a professional quality project. Upon completion, students should be able to design and make a case work piece of furniture and demonstrate professionalism in a project of their choice.	
PCW-230 Wood Design: Special Study	0.0 4.0 0.0 2.0
Prerequisites: Admission to the Professional Craft program or departmental approval.	
Corequisites: None	
This course provides a format in which to explore personal interests in wood design with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete a design project as specified in student-instructor-approved contractual agreement.	

PCW-231 Wood Business: Spec Study 0.0 4.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides a format in which to explore a woodworking business opportunity with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete woodworking business project as specified in student-instructor-approved contractual agreement.

PCW-232 Woodworking: Spec Study 0.0 4.0 0.0 2.0

Prerequisites: Admission to the Professional Craft program or departmental approval.

Corequisites: None

This course provides a format in which to explore personal interests in woodworking with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete a woodworking project as specified in student-instructor-approved contractual agreement.

Physical Education (PED)

PED-110 Fit and Well for Life 1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

PED-120 Walking for Fitness 0.0 3.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

PED-122 Yoga I 0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga.

PED-123 Yoga II 0.0 2.0 0.0 1.0

Prerequisites: PED-122

Corequisites: None

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga.

PED-143 Volleyball-Beginning 0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

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.

PED-152 Swimming-Beginning 0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards.

PED-153 Swimming-Intermediate 0.0 2.0 0.0 1.0

Prerequisites: PED-152

Corequisites: None

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.

PED-154 Swimming for Fitness 0.0 3.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course introduces lap swimming, aquacises, 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.

PED-171 Nature Hiking 0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes.

PED-217 Pilates I 0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course provides an introduction to the pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate pilates exercises using a mat or equipment, history of pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles.

PED-218 Pilates II 0.0 2.0 0.0 1.0

Prerequisites: PED-217

Corequisites: None

This course provides continued instruction to the pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal pilates practice.

PED-219 Disc Golf

0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations.

Philosophy (PHI)

PHI-210 History of Philosophy

3.0 0.0 0.0 3.0

Prerequisites: ENG-111

Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied.

PHI-215 Philosophical Issues

3.0 0.0 0.0 3.0

Prerequisites: ENG-111

Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue.

PHI-240 Introduction to Ethics

3.0 0.0 0.0 3.0

Prerequisites: ENG-111

Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.

Physics (PHY)

PHY-110 Conceptual Physics

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied.

PHY-110A Conceptual Physics Lab

0.0 2.0 0.0 1.0

Prerequisites: None

Corequisites: PHY-110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.

PHY-151 College Physics I

3.0 2.0 0.0 4.0

Prerequisites: MAT-171

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

PHY-152 College Physics II

3.0 2.0 0.0 4.0

Prerequisites: PHY-151

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.

Political Science (POL)

POL-120 American Government

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.

Psychology (PSY)

PSY-150 General Psychology

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.

PSY-237 Social Psychology

3.0 0.0 0.0 3.0

Prerequisites: PSY-150 or SOC-210

Corequisites: None

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior.

PSY-241 Developmental Psychology

3.0 0.0 0.0 3.0

Prerequisites: PSY-150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.

PSY-281 Abnormal Psychology

3.0 0.0 0.0 3.0

Prerequisites: PSY-150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

Religion (REL)

REL-110 World Religions

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL-111 Eastern Religions

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL-112 Western Religions

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL-211 Introduction to Old Testament

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

REL-212 Introduction to New Testament

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

REL-221 Religion in America

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America.

Information Systems Security (SEC)

SEC-110 Security Concepts

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC-160 Security Administration I

2.0 2.0 0.0 3.0

Prerequisites: Take one set:

SEC-110 and NET-110

SEC-110 and NET-125

Corequisites: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

Sociology (SOC)

SOC-210 Introduction to Sociology

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

SOC-213 Sociology of the Family

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.

SOC-215 Group Processes

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces group processes and dynamics. Emphasis is placed on small group experiences, roles and relationships within groups, communication, cooperation and conflict resolution, and managing diversity within and among groups. Upon completion, students should be able to demonstrate the knowledge and skills essential to analyze group interaction and to work effectively in a group context.

SOC-220 Social Problems

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.

SOC-230 Race and Ethnic Relations

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society.

Spanish (SPA)

SPA-111 Elementary Spanish I

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

SPA-112 Elementary Spanish II

3.0 0.0 0.0 3.0

Prerequisites: SPA-111

Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.

Sustainability Technologies (SST)

SST-140 Green Building and Design Concepts

3.0 0.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

Transportation (TRN)

TRN-110 Introduction to Transport Technology

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

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.

TRN-120 Basic Transportation Electricity

4.0 3.0 0.0 5.0

Prerequisites: None

Corequisites: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN-140 Transportation Climate Control

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

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.

TRN-140A Transportation Climate Control Lab

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: TRN-140

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.

TRN-170 Pc Skills for Transportation

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

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.

TRN-180 Basic Welding for Transportation

1.0 4.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard

Work-Based Learning (WBL)

WBL-111 Work-Based Learning I

0.0 0.0 10.0 1.0

Prerequisites: None

Corequisites: None

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-112 Work-Based Learning I

0.0 0.0 20.0 2.0

Prerequisites: None

Corequisites: None

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.

Web Technologies (WEB)

WEB-210 Web Design

2.0 2.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WEB-250 Database Driven Websites

2.0 2.0 0.0 3.0

Prerequisites: DBA-110 and CIS-115 (local)

Corequisites: None

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

Welding (WLD)

WLD-110 Cutting Processes

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD-112 Basic Welding Processes

1.0 3.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD-115 SMAW (Stick) Plate 2.0 9.0 0.0 5.0

Prerequisites: None

Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD-116 SMAW (stick) Plate/Pipe 1.0 9.0 0.0 4.0

Prerequisites: WLD-115

Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD-117 Industrial SMAW 1.0 4.0 0.0 3.0

Prerequisites: None

Corequisites: None

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes.

WLD-121 GMAW (MIG) FCAW/Plate 2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD-122 GMAW (MIG) Plate/Pipe 1.0 6.0 0.0 3.0

Prerequisites: WLD-121

Corequisites: None

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD-131 GTAW (TIG) Plate 2.0 6.0 0.0 4.0

Prerequisites: None

Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD-132 GTAW (TIG) Plate/Pipe 1.0 6.0 0.0 3.0

Prerequisites: WLD-131

Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

<p>WLD-141 Symbols and Specifications</p> <p>Prerequisites: None Corequisites: None</p> <p>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.</p>	<p>2.0 2.0 0.0 3.0</p>
<p>WLD-151 Fabrication I</p> <p>Prerequisites: None Corequisites: None</p> <p>This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.</p>	<p>2.0 6.0 0.0 4.0</p>
<p>WLD-212 Inert Gas Welding</p> <p>Prerequisites: None Corequisites: None</p> <p>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.</p>	<p>1.0 3.0 0.0 2.0</p>
<p>WLD-215 SMAW (stick) Pipe</p> <p>Prerequisites: WLD-115 or WLD-116 Corequisites: None</p> <p>This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.</p>	<p>1.0 9.0 0.0 4.0</p>
<p>WLD-231 GTAW (TIG) Pipe</p> <p>Prerequisites: WLD-132 Corequisites: None</p> <p>This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.</p>	<p>1.0 6.0 0.0 3.0</p>
<p>WLD-261 Certification Practices</p> <p>Prerequisites: WLD-115, WLD-121, and WLD-131 Corequisites: None</p> <p>This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.</p>	<p>1.0 3.0 0.0 2.0</p>
<p>WLD-262 Inspection & Testing</p> <p>Prerequisites: None Corequisites: None</p> <p>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.</p>	<p>2.0 2.0 0.0 3.0</p>

Wood Products (WPP)

WPP-125 Wood Identification

1.0 2.0 0.0 2.0

Prerequisites: None

Corequisites: None

This course introduces the laboratory identification of wood from gross characteristics. Topics include softwood and hardwood species. Upon completion, students should be able to identify a minimum of twenty commercial woods.

Team HCC

Board of Trustees

2014-2015

Members of the Board

Name	Appointed by
Bill Barker	Haywood County Board of Education
Tony Beaman	Gov. Pat McCrory
Charles Boyd	Haywood County Board of Commissioners
Brian Briggs	Haywood County Board of Education
Patsy Dowling	Haywood County Board of Commissioners
Mary Ann Enloe	Haywood County Board of Commissioners
Richard Lanning	Gov. Beverly Perdue (second term)
Dr. Tom McNeel	Haywood County Board of Education
Geroge Marshall	Haywood County Board of Commissioners
Mitchell Powell	Gov. Pat McCrory
Susan Sorrells	Haywood County Board of Education
Bill Yarborough	Gov. Beverly Perdue

Ex-Officio

Javier Avelino Arranz HCC SGA President

Officers of the Board

Name	Office
Richard Lanning	Chair
Mary Ann Enloe	Vice-Chair
Dr. Barbara Parker	Secretary

Foundation Board

John Tench, Chair	Neal Ensley, Treasurer	Louise Baker	James Caldwell
Jane Hipps, Vice Chair	Marjorie Warren, Secretary		George K. Escaravage

Jeff Henderson	Dean McMahon	Darryl D. Nabors, DDS	Reimar Steffen
Charles Henson	Terry McCracken	Nyda Bittmann-Neville	Charles Umberger
Ted Lappas	Dr. Tom McNeel, Trustee	Buffy Queen	
Jeff Ledford	Rep.	Susan Sorrells, Trustee Rep.	
Dr. Michael Lodico	Clifton Metcalf	Dr. Donald Stanton	

Ex-Officio

Dr. Barbara M. Parker, President
Sherri Y. Myers, Director of Institutional Advancement
Karen Denney, Vice President Business Operations

Emeritus

Beverly Norman

Full Time Faculty and Staff

Myra Anderson Shipping/ Receiving Clerk <i>A.A.S. (1994), Haywood Community College</i>	Doug Burchfield..... Interim Dean of Workforce Continuing Education
Vickie Ansley Program Manager, Early Childhood Education <i>B.S. (1976), Western Carolina University</i> <i>M.A. (2005), Western Carolina University</i>	Trent Burgess Arboretum Specialist I <i>A.A.S. (2012), Haywood Community College</i>
Janette Banks Program Manager/Instructor, Cosmetology <i>Certificate, Western Academy of Hair Design</i> <i>A.A.S. (2003), Haywood Community College</i>	David Burnette Instructor, Professional Crafts-Hand Wrought Metal <i>Diploma (1980), Asheville-Buncombe Technical Community College</i> <i>Diploma (1981), Haywood Community College</i> <i>Diploma (1984), Haywood Community College</i> <i>A.A.S. (2008), Haywood Community College</i>
Tyler Beamer Instructor, Mathematics <i>B.A. (2004), UNC Wilmington</i> <i>M.Ed. (2006), College of Charleston</i>	Jessie Burnette Maintenance Specialist I <i>Diploma (2008), Haywood Community College</i> <i>Certificate (2010), Haywood Community College</i>
Joshua Best Campus Development Construction Project and Maintenance Coordinator <i>B.S. (2005), Western Carolina University</i>	Doug Cabe..... Instructor, Machining <i>Dipolma (1993), Haywood Community College</i> <i>Dipolma (1995), Haywood Community College</i>
Blair Bishop Lead Instructor, Forest Management Technology <i>A.A.S. (1999), Haywood Community College</i> <i>B.S. (2001), Virginia Polytechnic Institute and State University</i> <i>M.S. (2004), University of North Carolina at Greensboro</i>	Linda Caldwell Instructor, Business Administration <i>A.A.S. (1969), Haywood Community College</i>
Robert Blanton Instructor, Professional Crafts-Jewelry <i>A.A. (1978), Mitchell Community College</i> <i>B.A. (1981), University of North Carolina at Charlotte</i> <i>M.S. (1993), University of North Carolina at Greensboro</i>	Jeff Carpenter Team Leader/Network Administrator <i>A.A.S. (1996), Haywood Community College</i> <i>A.A.S. (1998), Haywood Community College</i>
Shelley Bleyl LEIS Assessment & Retention Specialist <i>B.S. (1975), Appalachian State University</i>	Meredith Carpenter Instructor, Entrepreneurship <i>B.S.B.A. (2005), Appalachian State University</i> <i>M.B.A. (2007), Western Carolina University</i> <i>M.E. (2008), Western Carolina University</i>
Scott Bolick Accounting Technician/Cashier	Jenny Carver Department Assistant, Natural Resources <i>A.A.S. (1985), Haywood Community College</i> <i>A.G.E. (1997), Haywood Community College</i>
Christopher Bond..... Instructor, Spanish <i>B.A. (2000), Penn State University</i> <i>M.S. (2002), Cambridge University</i>	Kim Carver Learning Support Services Technician <i>A.A. (2010), Haywood Community College</i>
John Bradley..... Web and Security Administrator <i>B.S. (2006), Mississippi State University</i> <i>M.S. (2008), Mississippi State University</i>	Felicia Chambers..... Early Childhood Lead Teacher <i>A.A.S. (2013), Haywood Community College</i>
Kathy Brooks Coordinator of Instructional Support <i>A.A.S. (2003), Haywood Community College</i>	Sharon Childers Recruiter/Admissions Representative <i>B.A. (1988), NC State University</i>
Beverly B. Brown Instructor, Math <i>B.A. (1971), University of North Carolina at Chapel Hill</i> <i>M.A. (1992), Western Carolina University</i>	Rachel Clark Chief GED Examiner <i>B.S. (2000), Louisiana Tech University</i>
Tina Brown Department Assistant, SBC/ Events Coordinator	

James Hillary Cobb .. Program Manager, Industrial Systems/
Engineering/Industry Specialist
B.S. (1976), Western Carolina University
A.A.S. (1987), Haywood Community College
B.S. (1988), Western Carolina University
M.S. (2000), Western Carolina University

Diana S. Conard Technician, Marketing and
Communications
B.A. (1995), Western Carolina University

Michael Conard Maintenance Specialist II
Certificate (1989), Haywood Community College

Joan Corbin Early Childhood Lead Teacher
A.A.S. (2008), Haywood Community College

Clay Couch Instructor, English
B.A. (1994), North Carolina State University
M.A. (2008), North Carolina State University

Jason Craig Maintenance Specialist II

Heather Cyre Librarian
B.A. (2002), Mars Hill College
M.A. (2004), Western Carolina University
*M.L.S. (2009), University of North Carolina at
Greensboro*

Kimberly Czaja Department Assistant, Workforce
Continuing Education
B.S. (2003), Southern Illinois University

Kelly Davis Purchasing Technician
B.S. (2009), Western Carolina University

Pam Davis Instructor, Reading
A.A. (1995), Haywood Community College
B.A. (1998), Western Carolina University

Sharon Davis Instructor, Early Childhood Education
B.S. (1973), The University of Tennessee, Knoxville
M.S. (1999), Western Carolina University

Eliza Dean Instructor, Early Childhood Education
B.A. (1988), Cornell University
Ph.D. (2000), University of Tennessee

Emma Dechant Coordinator of Work Based Learning
B.A. (2009), Appalachian State University

Donna DeLuca Department Assistant, Advanced
Technologies
A.A.S. (1986), Haywood Community College

Karen Denney Vice President, Business Operations
B.S.B.A. (1986), Western Carolina University

Matthew Dillard Financial Aid Specialist
B.S. (2013), Western Carolina University

Sandra Dillingham Instructor, English
B.A. (1972), University of North Carolina at Asheville
M.A. (1985), Western Carolina University

Brenda W. Fannon Operations Technician

Farhan Farhan Electronic and Mechanical Engineering
Technology Instructor
B.S. (2010), Univ. Engineering & Technology
M.S. (2013), Western Carolina University

Cheryl G. Farrell Enrollment Manager
A.A.S. (1984), Haywood Community College
A.A.S. (1990), Haywood Community College

Lori Farrell Accounts Receivable

Denise Finger Instructor, Cosmetology
A.A.S., Haywood Community College

Renee A. Finsterwalder HR Specialist/Prof. Dev Coordinator
A.A.S. (1987), Prince George's Community College
B.S. (1999), Hodges University
M.P.A. (2002), Hodges University

Sandra Fischer Instructor, Nursing
A.A.S. (1991), Ocean County College
B.S.N. (1997), Thomas Edison State College

David Forester Instructor, Accounting and Business
Administration
C.P.A. (1986), University of South Carolina
B.S. (1986), University of South Carolina
M.S. (1988), University of South Carolina

Cheryl Fulghum Coordinator, Distance Learning
B.A. (1992), Asbury College
M.A. (2011), Appalachian State University

Terry Gess Program Manager, Professional Crafts
B.F.A. (1991), Cleveland Institute of Art
M.F.A. (1994), Southern Illinois University

Tammy Goodson Executive Assistant to the President
A.A.S. (1993), Haywood Community College

Katy Gould Director, Small Business Center
M.S. (2011), Western Carolina University

Glenn Grady Program Manager/Instructor, Medical Assisting
B.S.M.T. (1974), East Carolina University
M.Ed. (1988), North Carolina State University

Rinda Green Success Manager
B.A. (1980), University of North Carolina at Asheville

Katherine Greysen Communication Instructor
B.A. (1989), University of New Mexico
M.S. (1997), University of New Mexico
Ph.D (2007), University of New Mexico

R. Michael Gunter Department Assistant, College and Career
 Readiness
A.A.S. (2006), Southwestern Community College
B.S.ED. (2008), Western Carolina University
B.S. (2008), Western Carolina University

Debbie Hannah Early Childhood Assistant Teacher
Certificate (2005), Haywood Community College

Melanie Hannah Early Childhood Lead Teacher
A.A.S. (2005), Haywood Community College

Catherine Hayes Instructor, English
B.A. (1996), University of North Carolina at Wilmington
M.A. (2002), University of North Carolina at Wilmington

Eva CeCe Hayes Pre K Lead Teacher
B.A. (1977), Western Carolina University

Matt Heimburg... Program Manager, English & Humanities,
 High School Programs Coordinator
A.S. (1998), Monroe Community College
B.A. (2000), University of Dayton
M.A. (2002), University of Dayton

Elizabeth Hembree Instructor, Compensatory Education
M.A., Lesley University

Jennifer Herrera Director, Enrollment Management
A.A.S. (1998), Haywood Community College
B.S. (2004), Mars Hill College

Steven Heulett Dean
B.S. (1992), Stetson University
M.S. (1996), Duke University
Ed.D. (2013), Western Carolina University

Lacey Hicks Printshop/Bookstore Technician
A.A.S. (2011), Southwestern Community College

Mark Hicks Instructor, Autobody Repair
Diploma (1984), Haywood Community College

Josh Hilbert Enrollment Management Technician/Career
 Pathways Coordinator

Amy Hill Department Assistant (BEPC side)
A.A.S. (2012), Haywood Community College

Wendy Hines, RN, MSN Dean
B.S.N. (2000), Western Carolina University
M.S.N. (2006), Gardner-Webb University

Ken Hipps Instructional Technology Specialist
B.A. (1978), Appalachian State University
M.A. (1980), Appalachian State University

Amanda Holder Enrollment Management Technician II
A.A.S. (2011), Haywood Community College

Craig Holloway... Computer Integrated Machining Instructor

Darrell Honeycutt Instructor, Automotive Technology
A.A.S. (2012), Haywood Community College

Jeff House Operating Systems Administrator
B.S. (2005), Western Carolina University

Renee Javens Administrative Assistant, Information
 Technology Services
A.A.S. (1980), Haywood Community College

Deana Jordan Assistant Director
A.A.S. (2005), Haywood Community College

Gerry Kelly Instructor, Reading
B.S. (1975), North Georgia University
M.A. (1977), Western Carolina University

Haven Kennedy DOL Project Coordinator
B.S. (1999), Geology
Certificate (2005), Haywood Community College

Bill Kinyon Director, Library and Learning Resources
B.S. (1979), The University of Tennessee, Knoxville
M.S.L.S. (1984), The University of Tennessee, Knoxville
M.B.A. (2009), East Carolina University

Sandra Laney Instructor, Cosmetology
A.A.S. (2007), Haywood Community College

Brek Lanning Director of Campus Development
B.A. (2002), University of NC - Charlotte

Laura Leatherwood Vice President, Student Services
B.S. (1993), Western Carolina University
M.S. (1996), Western Carolina University
Ed.D. (2007), Western Carolina University

Candis Ledford..... Assistant Pre-K Teacher	Greg McLamb Early College Liason
Austin Lee Instructor, Networking Technology	<i>B.A. (2000), Western Carolina University</i>
<i>B.S. (1999), North Carolina State University</i>	<i>M.A. (2005), Auburn University</i>
<i>M.S. (2006), East Carolina University</i>	<i>M.A. (2009), Auburn University</i>
Tina Lee Instructor, Mathematics	Betsy McMahan Technician, Facilities Services
<i>B.S. (2001), Western Carolina University</i>	Christie Medford Director, Business Office
<i>M.A.Ed. (2004), Western Carolina University</i>	<i>B.S.B.A. (1997), Western Carolina University</i>
Marc Lehmann Instructional Technology Specialist	Kerrie Mock Human Resources Specialist/Recruiter
<i>B.S.ED. (1978), Bowling Green State University</i>	<i>A.A.S. (2010), Haywood Community College</i>
<i>B.F.A. (1997), Bowling Green State University</i>	Shantel Molinary Student Services Technician
<i>M.Ed. (2008), Appalachian State University</i>	<i>A.A.S (2014), Haywood Community College</i>
Melanie S. Lewis Technician, Learning Support Services	Marsha Monroe..... Instructor, Computer Information Technology
<i>A.A. (2007), Haywood Community College</i>	<i>A.A.S. (1988), Haywood Community College</i>
Landon Long Technician, Enrollment Management	<i>A.A.S. (1992), Haywood Community College</i>
<i>B.S. (2007), Western Carolina University</i>	<i>B.A. (2003), Montreat College</i>
Lucy Lowe Lead Instructor, Biology	<i>M.B.A. (2006), Montreat College</i>
<i>M.S. (1993), Western Carolina University</i>	Kimberly Morehouse..... Administrative Assistant, Student Services
Aaron Mabry Director, Marketing and Communications	<i>MBA (2004), Hodges University</i>
<i>B.A. (2010), University of North Carolina at Charlotte</i>	Alan Morrow..... Arboretum/Grounds Coordinator
Marlowe Mager Executive Director, Research and Institutional Effectiveness	<i>A.A.S. (1999), Haywood Community College</i>
<i>B.A. (1992), St. Andrews Presbyterian College</i>	<i>B.S. (2001), Western Carolina University</i>
<i>M.S. (1994), University of North Carolina at Charlotte</i>	<i>B.S. (2004), The University of Tennessee, Knoxville</i>
<i>Ed.D (2012), Western Carolina University</i>	Sherri Y. Myers Director, Institutional Advancement
Tammy Maney Instructor, Nursing	<i>A.A.S. (1980), Haywood Community School</i>
<i>A.A.S. (1993), Haywood Community College</i>	<i>B.A. (2009), Strayer University</i>
<i>B.A. (2009), Western Carolina University</i>	Julie Newland..... Manager
Sara Martin Instructor, Biology	<i>A.A.S. (1996), Haywood Community College</i>
<i>M.S. (2005), Western Carolina University</i>	Linda Norris..... Manager
Paula Mathis Instructor, Cosmetology	<i>A.A.S. (1999), Haywood Community College</i>
<i>A.A.S. (2004), Haywood Community College</i>	<i>A.A.S. (1999), Haywood Community College</i>
Sarah McAvoy Instructor, Nursing	Catherine Oslund..... Lead Teacher
<i>B.S. (2000), University of North Carolina at Chapel Hill</i>	Dr. Barbara M. Parker President
Jim McClure Instructor, Automotive Technology	<i>BS (1980), University of Tennessee</i>
<i>Diploma (2004), Haywood Community College</i>	<i>MA (1987), Western Carolina University</i>
<i>A.A.S. (2005), Haywood Community College</i>	<i>Ed.D (2003), Western Carolina University</i>
Wayne McCrary Instructor, Welding Technology	Joshua Parris Fish/Wildlife Management Technology Instructor
<i>A.A.S. (2001), Asheville-Buncombe Technical Community College</i>	<i>B.S.Ed (2008), Western Carolina University</i>
	<i>M.S. (2013), Missouri State University</i>

Connie Parsons Front Desk Receptionist
Degree (1966), Venus Academy of Beauty

Wendy Patton Specialist
A.A.S., Haywood Community College

Nikae Perkinson Instructor, Chemistry
B.A. (1987), Bryn Mawr College
M.A. (1993), University of North Carolina at Chapel Hill

Anita Peters .. Accountant II, Bdgt/Grants/Inventory/EAGLE
Diploma (1989), Tri-County Community College
A.A. (1989), Tri-County Community College
B.S.B.A. (1992), Western Carolina University

Jeremy Phillips Instructor, Religion & Humanities
B.A. (1997), University of North Carolina at Asheville
M. Divinity (2003), Westminster Theological Seminary

Amy Putansu Instructor, Professional Crafts-Fiber
B.F.A. (1995), Rhode Island School of Design

Shannon Rabby ... Instructor, Fish and Wildlife Management
 Technology
A.A.S. (1997), Haywood Community College
A.A.S. (1998), Haywood Community College
B.S. (2001), Western Carolina University
M.S. (2005), Western Carolina University

Tracy Rapp Director of Financial Aid
B.S. (1998), University of Southern Mississippi
M.A.Ed. (2014), Appalachian State University

Doug Reece Maintenance Specialist III
Diploma (1992), Haywood Community College

Paige Reece Instructor, Nursing
B.S. (1994), Western Carolina University

Kari Rinn Director of Creative Arts
B.F.A. (2007), Virginia Commonwealth University

John Mark Roberts Instructor, Building Construction
 Technology
B.S. (2000), Appalachian State University
MCM (2008), Western Carolina University

Susan Roberts Instructor, Biology
B.S. (2000), Appalachian State University
M.S. (2004), Western Carolina University

Imogene Rogers Department Assistant, Arts, Sciences &
 Natural Resources

George Rolland Project Manager/Network Administrator
B.A. (1978), St. Andrews College

Debbie P. Rowland Academic and Career Counselor
A.A.S. (1987), Southwestern Community College
B.S. (1989), Western Carolina University
M.I.E. (1991), Western Carolina University

Brian Schneider Instructor, Forestry/Fish&Wildlife
B.S. (2003), University of Vermont
M.S. (2005), University of Maine

Karen Scott Department Assistant, Human Resources

John Sherman Program Manager
B.S. (1989), Mississippi University for Women
M.S. (1991), Mississippi State University
Ph.D. (1997), North Carolina State University

Laura Simmons.. Student Activities Advisor/Placement Test
 Administrator
B.S. (2007), Appalachian State University

Alyssa Sinyard Instructor, PE/HEA & ACA
B.S. (1987), Auburn University
M.Ed (1988), Auburn University

Jennings Sizemore Electrical Instructor
Diploma (1992), Haywood Community College

David Smathers Technician, Facilities Services

Ngaire Smith Librarian/Technology Specialist
B.A. (2001), University of New Zealand
M.S. (2004), Western Carolina University
M.S. (2010), Valdosta State University

Patricia Smith Dean
B.S. (1986), Mars Hill College
M.B.A. (1987), Western Carolina University

Peter Stanley Information Systems Administrator
A.A.S. (2002), Haywood Community College
B.S.B.A. (2007), Western Carolina University

Teresa Starrs Energy Manager/Associate Director
A.A. (2001), Haywood Community College
B.S.B.A. (2007), Western Carolina University

Marsha Stines Director, Human Resources
A.A.S. (1990), South College

Justin Stocker Computer Technician
A.A. (2011), Haywood Community College

Kesi Stoneking Instructor Forestry & Fish and Wildlife
B.S. (2005), Warren Wilson College
M.S. (2011), North Carolina State University
M.S. (2011), Swedish University of Agriculture Sciences

Margaret Studenc Program Manager
B.A. (1985), Western Carolina University
M.A. (1990), Western Carolina University

Rose Suttles Accounts Payable Technician
A.A.S. (1976), Asheville-Buncombe Technical Community College

George Thomas Lead Instructor, Horticulture Technology
B.S.E.E. (1978), Auburn University
B.S. (1993), University of Georgia
M.Ag. (2009), University of Nebraska

Milton (Buddy) Tignor Vice President, Instruction
B.S. (1990), Virginia Tech
M.S. (1992), Virginia Tech
Ph.D. (1997), University of Florida

Phillip Turner Lead Computer Technician
B.A. (2004), Western Carolina University

Latrasa Ufot-Manuel Lead Teacher

Angela Uhl-Kalev Counselor
B.A. (1992), Malone College
M.Ed. (2001), Clemson University

Teresa Vanlandingham Instructor, Early Childhood Education
M.S. (2000), College of New Rochelle

Erica Vaughn Development/Foundation Associate
A.A.S. (2012), Haywood Community College

Annemarie Virgo Faculty/Research Analyst
B.A. (1987), East Carolina University
M.L.S. (1989), East Carolina University
C.A.S. (1996), East Carolina University
Ph.D. (2007), North Carolina State University

Russ Virgo Instructor, Computer Information Technology
B.S. (1978), University of Illinois–Urbana–Champaign
M.B.A. (2003), Western Carolina University

Karen Wade Payroll Technician

Stephanie Wampler Instructor, English
B.A. (1994), Mississippi State University
M.A. (1995), Mississippi State University

Steve Wampler Instructor, Psychology
M.S. (1995), Mississippi State University

Joe Warren Project Specialist

John Weatherford Instructor, Accounting and Business Administration
B.S. (1998), Mississippi State University
M.B.A. (1999), Mississippi State University

Donna White Instructor, Medical Office Administration
A.A.S. (1984), Haywood Community College
B.S. (1997), Western Carolina University

Jodi Wijewickrama . Program Manager, Healthcare Business Informatics & Medical Office Administration
B.S. (1995), Western Carolina University

Deborah Williams Financial Aid Specialist II
B.A. (1988), University of Florida

Barbara Wolfe Program Manager, Criminal Justice
B.S. (1986), Western Carolina University
M.S. (1989), University of South Carolina

Rick Wolfe Program Manager, Automotive
A.A.S. (1993), A-B Tech Community College
B.S. (1998), Western Carolina University

Megan Woody Instructor, Nursing
M.S. (2013), Western Carolina University

Brian Wurst Instructor, Professional Crafts-Wood
B.A. (1996), Rice University
A.A.S. (2001), Haywood Community College

Chris Wyatt Instructor, Criminal Justice
B.S. (1963), Western Carolina University
M.A. (2008), Western Carolina University

Scott Yager Instructor, Mathematics
A.A. (1973), Seminole Community College
B.S. (1986), University of Central Florida
M.S. (1991), University of Central Florida

Michael A. Youngwood Clinical Coordinator/ Lead Instructor, Nursing
A.A.S., Haywood Community College
B.S. (2010), Western Carolina University
M.S.(N) (2013), Western Carolina University

Index

A

ARO (Armed Resource Officer), 92
Academic Advisement, 33
Academic Forgiveness, 70
Academic Policies and Procedures, 65
Academic Probation, 70
Academic Suspension, 70
Access Fee, 46
Accounting, 97
Admission as a Non-Degree Seeking Curriculum Student, 22
Admission of Distance Learning Students Residing Outside of NC, 24
Admission of International Students, 24
Admission of Undocumented Students, 25
Admissions Criteria, 160
Admissions Denial Appeal Procedure, 23
Admissions Overview, 21
Admissions Procedure for Certificate Programs, 22
Admissions Procedure for Continuing Education (Non-credit) Programs, 21
Admissions Procedure for Diploma and Associate Degree Seeking Programs (Curriculum Students), 21
Admissions, Enrollment, and Advisement, 20
Aid Received from Sources other than the Financial Aid Office, 57
Allied Health Training (WCE), 7
Appeal of Decision to the Board of Trustees, 84
Appeal of Decision to the President, 83
Apprenticeships, 44
Armed Resource Officers, 8
Arts, Sciences, and Natural Resources (College Transfer-Associate in Arts, Associate in Science, and Associate in General Education), 7
Arts, Sciences, and Natural Resources (Fish and Wildlife Management, Forest Management, and Horticulture Technology), 7
Attendance, 65
Auditing Courses, 68
Automotive Systems Technology, 100

B

Board of Trustees, 280
Bookstore, 8
Building Construction Technology - Green Building, 104
Business & Industry, 40

Business & Industry (Accounting, Business Administration, Computer Information Technology, Entrepreneurship, Networking Technology, and Professional Crafts-Clay, Fiber, Jewelry and Wood), 7
Business & Industry (Automotive Systems, Building Construction, Collision Repair and Refinishing, Computer-Integrated Machining, Electrical Systems, Electronics Engineering Technology, Industrial Systems Technology, and Welding) , 7
Business Administration, 107

C

CLEP, Advanced Placement, and Armed Forces Training, 34
Campus Locations, 18
Campus Safety, 8
Campus Security, 8
Campus Tours (Individual Tours or Group Tours), 51
Career & College Promise (CCP), 94
Career Counseling, 51
Career Readiness Certificate (CRC), 42
Career Technical Education Pathways, 27
Career and College Promise Program, 26
Cashier, 8
Certificate, Diploma and Degree Seeking Students, 33
Change of Major (Program of Study), 22
Child Care Services, 8
Class Absence for Religious Observance, 66
Co-ops, Internships, Service Learning, 9
College & Career Readiness, 29
College Contacts, 7
College Goal 1 - Master Plan, 14
College Goal 2 - Business & Industry, 14
College Goal 3 - Student Success, 14
College Goal 4 - Community & Schools, 14
College Goal 5 - Efficiency, 15
College History, 16
College Services, 8
College Transfer, 110
College Transfer Counseling, 51
College Transfer Pathways, 94
College Transfer Pathways, 26
College and Career Readiness (Adult Education, Basic Skills, North Carolina High School Equivalency-formerly GED, and ESL) , 7
Collision Repair and Refinishing Technology, 121
Communication, 15

- Compliance Officers, 92
 - Comprehensive Articulation Agreement-Transfer Courses, 184
 - Computer Information Technology, 124
 - Computer-Integrated Machining, 127
 - Computing Grade Point Average, 67
 - Contact Workforce Continuing Education, 39
 - Cooperative Innovative High School Programs, 28
 - Corporate & Community Education (WCE), 7
 - Cosmetology, 131
 - Cosmetology Instructor, 133
 - Costs, 37
 - Counseling, 51
 - Counseling Services, 51
 - Counseling and Career Services, 9
 - Course Catalog, 195
 - Course Repetition, 38
 - Course Repetition, 68
 - Course and Program Changes, 93
 - Credit by Examination, 68
 - Crime Prevention, 13
 - Criminal Background Checks and Drug Screens, 45
 - Criminal Justice Technology, 134
 - Critical Thinking/Problem Solving, 15
 - Customized Training Program, 40
- D**
- Dean's List, 71
 - Developmental Course List, 36
 - Developmental Education, 35
 - Developmental Education Instruction (Department of Arts, Sciences, and Natural Resources), 9
 - Directory Information, 79
 - Disability Services, 52
 - Distance Learning, 9
 - Domestic Violence, 92
 - Drug and Alcohol Policy and Procedure, 72
- E**
- Early Childhood Education, 137
 - Electrical Systems Technology, 140
 - Electronics Engineering Technology, 142
 - Emergency Call Boxes, 12
 - Emergency Services Training (WCE), 7
 - Enrollment Management, 52
 - Enrollment Management Office, 9
 - Enrollment Procedures, 37
 - Enrollment of High School Students (non-degree seeking), 26
 - Entrepreneurship, 145
- F**
- Fall and Spring Semesters, 46
 - Financial Aid, 9
 - Financial Aid Appeal Policy and Procedures, 59
 - Financial Aid, Scholarships, Grants, 53
 - Fire Training (WCE), 7
 - Fish and Wildlife Management Technology, 148
 - Five-Year Strategic Planning Goals, 14
 - Food Services- Sunrise Café, 9
 - For Employees, 92
 - For Students, 92
 - Forest Management Technology, 150
 - Foundation Board, 280
 - Full Time Faculty and Staff, 282
- G**
- General Competencies, 15
 - General Tuition for Continuing Education Courses, 47
 - General Tuition for Curriculum Courses (Credit Courses), 46
 - Governance, 15
 - Grade Corrections, 69
 - Grades, 67
 - Graduation Fee, 46
 - Graduation Requirements & Procedures, 71
 - Graduation with Honors, 72
 - Grants, 54
- H**
- HCC Foundation, 9
 - Haywood Community College Foundation, 16
 - Haywood Early College High School, 10
 - Health & Human Services (Cosmetic Arts, Criminal Justice, Early Childhood, Medical Assisting, Medical Office Administration, and Nursing) , 7
 - High School Programs, 10
 - High School Programs, 26
 - High School Student Parking, 29
 - Home-Schooled Students, 29
 - Honors Program, 71
 - Honors and Achievements, 71
 - Horticulture Technology, 152
 - How We Do It, 40
 - How to Apply for Financial Aid, 53
 - Human Resource Development (WCE), 8

Human Resources Development (Career Works) Program, 39

I

Incomplete Grades, 69
Industrial Systems Technology, 154
Industry Training (WCE), 8
Infant Toddler Certificate, 157
Information Technology Services, 10
Information about Haywood Community College, 14
Institutional Fees, 47
Intellectually Gifted and Mature Program, 29
Internships, 43

L

LSS Faculty member and Online Information:, 11
Learning Resource Center (Library), 61
Learning Resource Center (Library), 10
Learning Support Services (LSS) formerly TLC, 11
Library Resources and Services, 61
Loans, 56

M

Maintaining Eligibility for Financial Aid, 58
Major Department, 93
Manicuring Instructor, 158
Manicuring/Nail Technology, 159
Marketing and Communications, 10
Maximum Time Frame:, 58
Medical Assisting, 160
Medical Office Administration, 162
Message from the President, 1
Methods of Payment, 8
Methods of Payment, 11
Minimum Computer, Internet Connection & Software Recommendations, 49
Minors on Campus, 78
Mission, 14

N

Networking Technology, 165
Non-Degree Seeking Students or Continuing Education Students, 33
Nursing, 167

O

Obligation for Payment, 47
On-Line Course, 66
On-Site Course, 65
Other Course Types, 66

Other Expenses, 47
Other Information Regarding SAP, 59

P

Performance Measures, 17
Placement Testing, 35
Planning Calendar, 6
Policy 3.30: Tobacco Free Campus, 72
Policy 5.1: Admissions, 20
Policy 5.4: Student Rights and Code of Conduct, 79
Policy 5.7: Student Discipline Policy Related Policies & Procedures, 86
Policy 6.1: Alcohol and Drug Free Campus, 72
Policy 8.2: Technology Resources and Equipment, 74
Policy 8.4: ID and Password Authentication, 74
Preamble, 79
President's Office, 10
Procedure 5.1.1: Admissions Procedure , 21
Procedure 5.4.1: Student Grievance Procedure, 82
Procedure 5.4.2: Voluntary Medical Withdrawal Procedures, 84
Procedure 5.4.3: Involuntary/Administrative Withdrawal for Students with Medical, Mental/ Psychological Conditions or Disabilities, 85
Procedure 5.7.1: Student Discipline Procedures , 87
Procedure 6.1.1: Alcohol and Drug Free Campus, 73
Procedure 8.2.2: Information Technology Usage Procedure, 75
Procedures, 83
Process, 92
Professional Crafts - Clay, 171
Professional Crafts - Fiber, 173
Professional Crafts - Jewelry, 175
Professional Crafts - Wood, 178
Program Outcomes, 43
Programs of Study, 93
Provisional Admission, 23
Public Safety Training (WCE), 8
Public Safety on Campus, 92
Purpose, 82

R

Readmission of Curriculum Students, 23
Refund Policy, 38
Refunds, 47
Registered Sex Offenders, 13
Registration, 42
Reporting , 92
Research and Institutional Effectiveness, 10

Residency Ruling Appeal Procedure, 24
Residency: Admission of Out-of-State Students, 23
Resources, 92
Return of Federal Title IV Funds Policy, 59
Right of Parties Involved in a Grievance, 84
Right to Appeal Probation or Suspension, 70
Rules and Regulations:, 61

S

SAP Status:, 58
Scholarships, 54
Scholarships for Applied Technology programs:, 56
Scholarships for Arts and General Education programs:, 56
Scholarships for Business Education-related programs:, 56
Scholarships for Early Childhood programs :, 55
Scholarships for Health-Related and Human Services programs :, 55
Scholarships for Professional Crafts programs:, 56
Scholarships for any program of study:, 54
School - Age Education, 180
Security, 8
Security, 12
Service Learning, 43
Services, 38
Sexual Harassment, 13
Sexual Misconduct, 92
Small Business Center, 10
Standards for Academic Progress, 70
State of NC Scholarship Programs:, 56
Student Academic Appeal Procedure, 70
Student Activities, 10
Student Activity Fees, 46
Student Ambassador Program, 57
Student Application Procedures, 27
Student Code of Conduct, 81
Student Government, 63
Student Government Association Office, 10
Student Grievance Committee Organization, 83
Student Grievance Request, 83
Student Insurance, 48
Student Life/Activities, 63
Student Organizations, 64
Student Outcomes, 43
Student Policies & Procedures, 65

Student Resolution, 83
Student Rights, 80
Student Services, 51
Student Services - Vice President's Office, 10
Students' Rights in regard to Official Academic Records & FERPA, 78
Suggested Schedules, 93
Supervisor Resolution, 83

T

Team HCC, 280
Tech Prep High School Transfer Credit, 23
Technical Standards for Programs of Study, 32
Technology Fee, 46
Technology Fee, 47
Testing, 11
The Student Grievance Committee, 84
Title IX, 92
Title IX Administrators, 92
Transcripts, 33
Transfer Credit, 22
Transfer of Credit & Transcript Evaluation, 33
Tuition Payment, 11
Tuition and Institutional Fees, 46
Tuition for Curriculum Self-Supporting Courses in the Summer Semester, 47

V

Veterans and Financial Aid, 56
Violations, 12
Vision, 14

W

WBL Courses, 43
Welding Technology, 181
What We Do, 40
What you need to know, 92
Why We Do It, 41
Withdrawal from a Course AFTER the Drop/Add Period, 69
Withdrawal from the College, 69
Withdrawing from College, 60
Work Based Learning, 43
Workforce Continuing Education, 37
Workforce Continuing Education, 7

Education changes everything.

