SURRY
COMMUNITY COLLEGE



Catalog
1998-1999

SURRY COMMUNITY COLLEGE CATALOG

1998-99

SURRY COMMUNITY COLLEGE IS ACCREDITED BY THE COMMISSION ON COLLEGES OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (1866 SOUTHERN LANE, DECATUR, GA 30033-4097; TELEPHONE NUMBER 404-679-4501) TO AWARD ASSOCIATE DEGREES, DIPLOMAS, AND CERTIFICATES.

This institution has agreed to abide by the conditions of eligibility for accreditation as established by the Southern Association of Colleges and Schools.

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Surry Community College. The College reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedures as deemed necessary. The College further reserves the right, at any time, to request a student to withdraw when such action is considered to be in the best interest of the College.

An application for admission may be found inside the back cover of this catalog.

Inquiries should be addressed to

SURRY COMMUNITY COLLEGE
P.O. BOX 304
DOBSON, NC 27017-0304
TELEPHONE (336) 386-8121
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Surry Community College provides educational and employment opportunities without regard to race, religion, national origin, age, sex, veteran status or disability. For additional information, contact the Office of the Vice President for Curriculum Programs.

Surry Community College is a certified drug-free workplace, an equal opportunity / affirmative action employer, and an ADA compliant institution.

SURRY COMMUNITY COLLEGE CATALOG VOL. XXX

MESSAGE FROM THE PRESIDENT



James M. Reeves

Dear Student:

Whether you are considering joining us for one course or a full load of courses, we extend to you a warm welcome to Surry Community College. We will be delighted to have you here with us for as long as you care to stay.

This catalog contains information about career choices, individual courses, complete programs, financial assistance, our expectations of you, and other topics of special interest. Surry Community College has a reputation for providing an excellent instructional and student support program. Our former students, as well as our current student body, believe that our positive learning environment is characterized by an especially supportive faculty and staff. Personal involvement with each student is important to us. We believe that now is the ideal time for you to establish a relationship with one or more of our faculty and staff.

The college is committed to offering programs and courses which allow an individual to start where he or she is and progress toward his or her educational and occupational objectives. "To Each His Farthest Star" continues to be an appropriate motto as we begin a new year together.

Now that you have an idea of who we are and what we represent, we hope you will read more about us in our catalog. This publication will be a valuable resource as you begin and continue your studies at this institution. Best wishes for a successful endeavor.

Sincerely,

James M. Reeves

Jim Reeves
President

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10,000 copies of this public document were printed at a cost of $1.45 per copy.

ACADEMIC CALENDAR 1998-99

FALL SEMESTER, 1998-99

August 17, Monday ..... Faculty/Staff Workshop
August 18, Tuesday ..... Registration
August 19, Wednesday ..... Faculty Workday
August 20, Thursday ..... Classes Begin
August 28, Friday ..... Last Day to Add/Drop Classes Without Course Appearing on Record
September 5 & 7, Saturday-Monday ..... *Labor Day Holidays*
October 12, 13, Monday & Tuesday ..... *Fall Holidays*
November 26, 27, 28, Thursday-Saturday ..... *Thanksgiving Holidays*
December 7, 8, 9, 10, 11, Monday-Friday ..... Pre-registration and Early Pay Week
December 15, 16, 17, 18, 19, Tuesday-Saturday ..... Exam Days

SPRING SEMESTER, 1998-99

January 5, Tuesday ..... Registration
January 6, Wednesday ..... Faculty Workday
January 7, Thursday ..... Classes Begin
January 18, Monday ..... *Martin Luther King Holiday*
January 22, Friday ..... Last Day to Add/Drop Classes Without Course Appearing on Record
April 3, 5, 6, 7, 8, 9, Saturday-Friday ..... *Spring Holidays*
May 3, 4, 5, 6, 7, Monday-Friday ..... Pre-registration and Early Pay Week
May 6, Thursday ..... Reading Day
May 7, 10, 11, 12, Friday, Monday, Tuesday, Wednesday ..... Exam Days
May 13, Thursday ..... Faculty Work Day
May 14, Friday ..... Graduation

SUMMER SEMESTER, 1998-99

May 25, Tuesday ..... Registration
May 26, Wednesday ..... Faculty Workday
May 27, Thursday ..... Classes Begin
June 30, Wednesday ..... Last Day of First Summer Session and Registration for Second Summer Session
July 1, Thursday ..... First day of Second Summer Session
July 2. 3, 5, Friday, Saturday, Monday ..... *Independence Day Holidays*
August 7, Saturday ..... Last Day of Summer Semester

SURRY COMMUNITY COLLEGE

HOURS OF OPERATION

ADMINISTRATIVE OFFICES

Monday-Thursday 7:30 a.m.-9:30 p.m.
Friday 7:30 a.m.-4:30 p.m.
Saturday 8:30 a.m.-1:00 p.m.

BUSINESS OFFICE

Monday-Friday 8:00 a.m.-4:30 p.m.
Evening Hours
Prepay week and first week of classes 4:30 p.m.-7:15 p.m.
Other student financial transactions during evening hours handled by Office of Dean of Evening.

STUDENT SERVICES OFFICE

Monday-Thursday 7:30 a.m.-8:00 p.m.
Friday 7:30 a.m.-4:30 p.m.

STUDENT EMPLOYMENT CENTER

Monday, Tuesday 8 a.m.-8 p.m.
Wednesday, Thursday, Friday 8 a.m.-4:30 p.m.

LRC — LIBRARY

Monday-Thursday 7:30 a.m.-9:00 p.m.
Friday 7:30 a.m.-4:30 p.m.
Open 7:30 a.m.-4:30 p.m. during spring break and between quarters.

CONTINUING EDUCATION

Campus Office - Monday-Friday 8:00 a.m.-4:30 p.m.
Monday and Tuesday 5:30 p.m.-8:00 p.m.
Learning Centers
Campus: Monday-Thursday 8:00 a.m.-3:30 p.m.; 6:00 p.m.-9:00 p.m.
Friday 8:00 a.m.-3:30 p.m.
Mount Airy (1249 N. South Street, 336-789-0063):
Monday, Tuesday, Thursday 8:00 a.m.-8:00 p.m.
Wednesday 8:00 a.m.-4:30 p.m.
Friday 8:00 a.m.-12:30 p.m.
Boonville (River Road): Learning Center & Extension Office (336-367-7562)
Monday-Friday 8:30 a.m.-4:00 p.m.
Human Resources Development (336-789-0063) Mount Airy (1249 N. South Street):
Monday-Friday 8:00 a.m.-4:00 p.m.
Continuing Education programs / classes on campus usually follow the regular college schedule. The public school schedule is usually followed for college programs / courses at public schools.

CAFETERIA

Monday-Friday 7:00 a.m.-2:00 p.m.
Monday-Thursday 5:45-8:45 p.m.

BOOKSTORE

Monday-Friday 8:30 a.m.-3:00 p.m.
Monday-Thursday 6:30 p.m.-8:30 p.m.
First Week of Classes
Monday-Friday 8:30 a.m.-4:00 p.m.
Monday-Thursday 6:00 p.m.-8:30 p.m.

HISTORY

Surry Community College is the realization of a dream for many organizations and individuals whose devotion set the wheels in motion and kept them turning until the college became a reality. In 1960, the Mount Airy Lions Club appointed a committee to study the possibility of creating a commuters' college, a school where high school graduates could continue their educations while living at home. By 1965, interest had grown throughout the county, and the committee was expanded to include representatives from all major civic organizations in the county.

Meanwhile, a movement toward a state-wide system of community colleges had begun in 1961. A Governor's Commission of Education Beyond the High School, popularly known as the Carlyle Commission, had been appointed and charged with the task of developing a plan of growth and expansion of higher education for the next twenty years. One of the recommendations of the commission was the establishment of a comprehensive community college system.

By May 1963, enough interest had developed to hold a county-wide meeting in Dobson to discuss procedural steps. Following the meeting, the project was endorsed by the Surry County Board of Commissioners and the Boards of Education of the Elkin City Schools, Mount Airy City Schools, and the Surry County Schools. The Surry County Board of Commissioners appointed a Community College Steering Committee on August 5, 1963. The committee was headed by Robert S. Burrus and included Richard J. Atkinson, Bowman S. George, Joe A Pell, Jr., Bruce H. Tharrington, N. H. Carpenter, J. Sam Gentry, W. H. Hardy, W. M. Matthews, Norris Jarrell, Ralph Howland, Jimmy Hadley, and Paul Melton. This committee authorized the necessary county survey to submit to the county commissioners.

Local officials prepared the application requesting a comprehensive community college for Surry County and presented it to the State Board of Education at its December 1963 meeting. The application was approved by the State Board in January 1964.

Later a site committee was formed. The committee's duty was to locate the college at a place best suited to meet the needs of the greatest number of students. The committee included John Frank, Thomas R. Burgess, R. J. Boaz, Thedford Sprinkle, W. H. Hardy, Edwin Matthews, Kemp Lewis, Robert Lowe, Kester Sink, Glenn Payne, Perry N. Taylor, and Claude Thore. In March 1964, the county citizens approved a $500,000 bond issue and a four-cent tax authorization. This bond provided funds for the purchase of the site and construction of the first buildings.

Following the bond vote, a board of trustees was selected. The school boards in the county selected David Lock Webb of Mount Airy, Howard O. Woltz, Jr., of Mount Airy, R. G. Chatham of Elkin, and Oscar Smith of Pilot Mountain. The county commissioners appointed Charles Folger of Dobson, Robert S. Burrus of Rockford, John P. Frank of Mount Airy, and Mrs. Roxie Roth of Elkin. Governor Terry Sanford completed the twelve-member board by naming Robert Merritt of Mount Airy, W. I. Monday of Mount Airy, Glenn Robertson of Beulah, and Robert Yarborough of Elkin. Robert Burrus was elected chairman of the board of trustees; and he appointed committees and chairmen: Building, Howard O. Woltz, Jr.; Committee to Select a President, R. G. Chatham; and Finance, Glenn Robertson.

On November 2, 1964, I. John Krepick was elected first president of the college. Under his leadership, construction began on the learning resources building, the science-technical building, and the vocational-shop building. The first classes were held in 1965, in borrowed and rented facilities. Continuing Education courses were held in various locations throughout the county.

The first programs offered were college parallel, business, secretarial, drafting, agriculture, electronics, adult basic education, high school completion, and various non-credit classes. Other vocational programs were postponed until facilities were completed in 1967.

The first campus facilities were occupied in the spring and summer of 1967, and the first class graduated in June 1968.

A physical education building was completed and occupied in 1970.

James H. Templeton served as interim president from August 1971 until July 1972.

Dr. Swanson Richards assumed the presidency on July 1, 1972.

In September of 1972, Surry County voters approved a $1-million dollar bond issue which provided a classroom building and vocational-technical building.

The classroom building was completed during the 1974-75 school year and occupied during the winter quarter. The vocational building was first used during the fall quarter of the 1975-76 school year.

A Learning Resources Center, the seventh campus building, was completed and occupied during the 1979-80 academic year. This facility housed the library, audiovisual center, learning center, and several classrooms.

In 1988 construction was completed on the electronics, computer science, and community service building. In addition to laboratories and classrooms, the building housed a conference room and facilities for small business and industrial training centers.

On August 6, 1989, the first GED graduation ceremony was held on campus in the gymnasium.

In November 1993, Surry County voters approved by a 62 percent majority a 3.5 million-dollar local bond referendum in support of the college. These funds, plus four million dollars from the state, were used to construct a new 65,000 square foot health sciences building on the Dobson campus. These funds were also used to renovate the technical building, autobody building and other shop areas, as well as the library and cafeteria. Also included was construction of an emergency services training facility to be used in specific training for police, firemen, and rescue workers.

In December 1994, the college received reaffirmation of accreditation by the Southern Association of Colleges and Schools. Additionally, the SCC Foundation (which provides scholarships to students who might not otherwise be able to attend college) had assets of more than $1,000,000. Foundation scholarships have paid tuition and fees for more than 220 students annually since 1990.

In December 1994, Dr. Swanson Richards retired after serving as the institution's president for more than 22 years. Dr. James Reeves, a veteran staff member of the institution and Surry County native, assumed the office of president in January 1995.

Ground was broken in January 1995 for the tenth campus building—the Richards Health Sciences Building, named in honor of the retired president. The building was completed and occupied in August 1996. Open House and Dedication of the building were held on October 27, 1996. This building houses the allied health programs; the cosmetology department; the Writing and Learning Centers; the developmental studies, English and mathematics divisions; and the president's administrative staff.

During the fall quarter of 1996, renovations were begun on the Learning Resources building. The library was expanded to include both the main and second floors of this building. The reference and special collections, including an extensive genealogy collection and a distance-learning classroom, were relocated on the second floor.

Additional changes to the campus in 1996 included moving Continuing Education classes and staff into the former C or classroom building. This building, which has been renovated, is now the Continuing Education Center. The bookstore is still located in this building. The Continuing Education division has also opened a new Learning Center in Mount Airy. This Center offers ABE and GED classes as well as many other computer classes. The A building, formerly known as the administrative building, is now the Business Office / Student Center. The Business Office and Student Services are located on the main level, and the newly renovated cafeteria is located on the lower level.

A new addition on campus is the One Stop Center which coordinates job-related support services for students and area citizens. These offices include representatives from Social Services, the Employment Security Commission, Vocational Rehabilitation, and JTPA. This program is located in the Continuing Education Center.

SCC also has a newly expanded JobLink Student Employment Center next door to the Student Services office in A building. The employment center includes the Cooperative Education Program, which finds employment for students allowing them to earn an income and job-related experience while they attend classes; and the Job Ready program, which coordinates Surry's technical programs with those offered at local high schools. In this office, students have access to job listings from around the world using World Wide Access on the Internet.

The technical building or T building now contains all science classes and laboratories, the mechanical drafting technology program, as well as the arts programs—music, art, and foreign language. The building will be renovated in the next few years.

The shop building (S building) houses the machining technology and welding programs. The building was air-conditioned in 1996 and renovated to expand the machining technology and consolidate welding programs during late 1997.

The vocational building houses the business technologies division, automotive systems technology, carpentry, and electrical / electronics technology programs. The upper floor of this building was renovated in 1995, and the lower level will be renovated during 1997. During 1998, both floors of the V building will be expanded to add additional business classrooms and double the size of the electrical installation shop area.

The physical education building houses the gymnasium and new fitness rooms.

The body shop building, B building, houses the autobody repair shop. Th expansion of this building, completed during the spring of 1998, will accommodate increased enrollments in the auto body program.

The electronics building, E building, completed in 1988, contains all computer and electronics technologies programs. During 1998, this building will be expanded to include additional computer classrooms and a larger lab area.

Faculty offices are, whenever possible, located in the building that houses the program in which the instructor teaches.

The entire campus is connected by fiber optic cable and is completely networked. SCC offers use and access by students and faculty to the Internet, as well as the conversion of many student services to electronic methods.

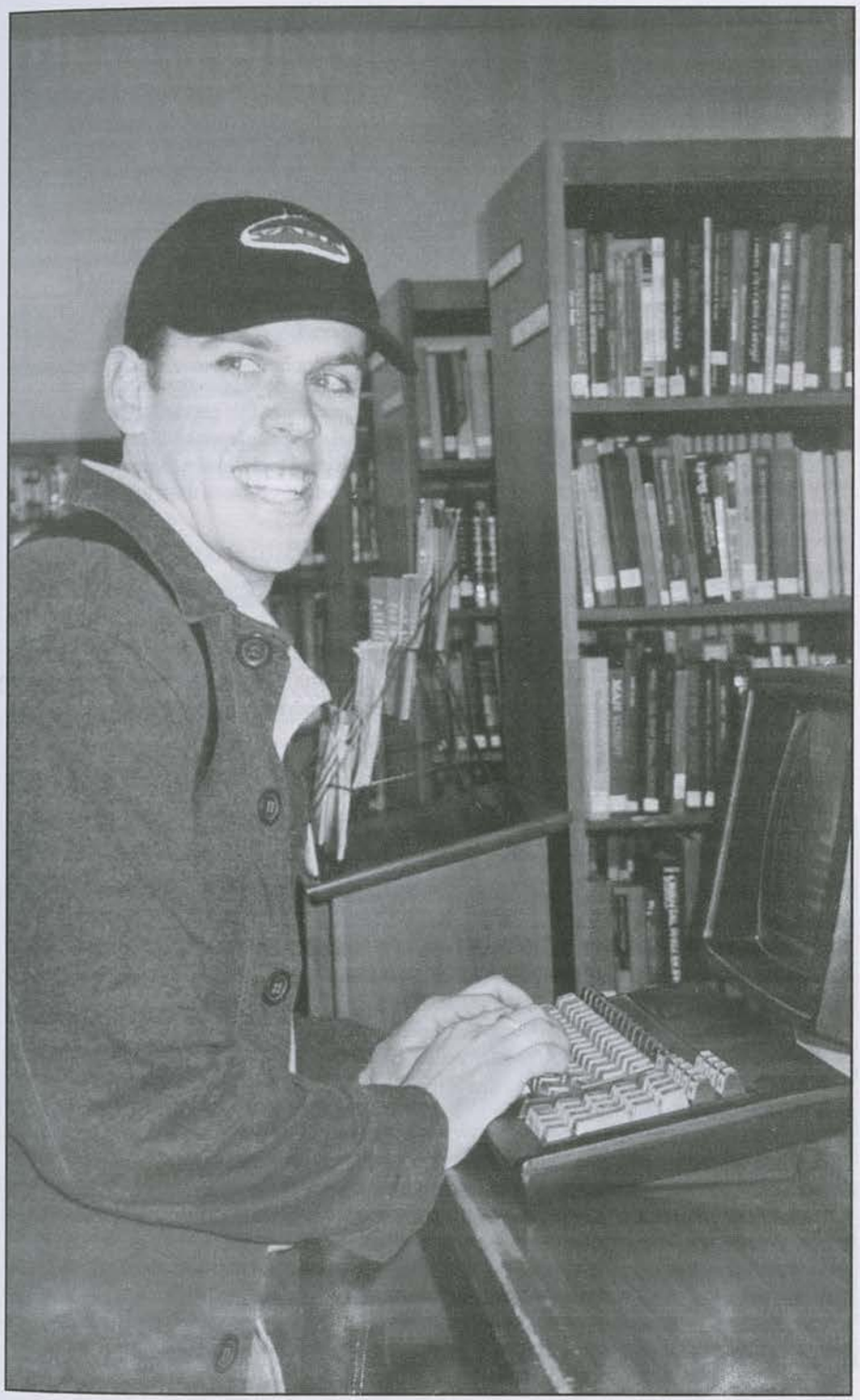
A wide range of occupational, community service, basic education, industry training, small business seminars, and human resources courses are offered to meet the changing needs of the area's businesses and industries, as well as the adult population.

Moreover, in an effort to better serve the needs of area citizens, SCC converted from the quarter system to the semester system of credit in the summer of 1997. This conversion improved articulation between public school systems and higher education institutions. This system also acknowledged the growing number of technical transfer students seeking to meet the increasing educational requirements of the employment market. The semester system reduced student loss of half-units of credit when transferring and the necessity for course repetition or enrollment in additional courses.

Additionally, Surry is nationally, as well as locally, aligned with a system of credit measurement for which national higher educational databases are constructed. One student benefit of this system is that the SCC calendar is coordinated with high schools and four-year colleges and universities in our service area. The conversion also allows faculty to spend more time with a given set of students and reduces the number of registration periods required each year. Finally, the semester system made possible additional review time at the end of the term; provided students with more time to participate in extracurricular activities; enabled students to find summer employment at the time when jobs are most available; and reduced, in some cases, the cost of books to students.

As a part of this process, all 59 community colleges in the North Carolina System now have a common course catalog; the courses have the same number and description. This common course listing enables students enrolled at any community college to transfer credit to any other community college without loss of credit. At the same time, transfer agreements have been negotiated with the North Carolina university system to ensure smooth transferability of classes.

Also, during the spring of 1998, SCC completed the Emergency Services Training Facility for fire, rescue, law enforcement, and emergency medical services training. This new facility, built with state and county bond funds, provides a 600' x 250' driving facility, a classroom / storage facility, a burn prop, five propane burn simulator pads, and a trench rescue / confined space simulator.



SURRY COMMUNITY COLLEGE
STATEMENT OF PURPOSE

Surry Community College is a public, community-centered, open-door two-year institution of higher education whose primary service area consists of Surry and Yadkin counties. As a member of the North Carolina Community College System, and within applicable statutory regulations and available fiscal resources, its purposes are

1. to provide high-quality, reasonably priced educational and job training programs which meet the needs of the adults in its service area,
2. to provide counseling and other support services to enhance the success of students in reaching their educational, occupational, and personal development goals,
3. to provide training opportunities which meet the needs of both new and established businesses, industries, and other agencies in this service area,
4. and to provide social, cultural, and recreational activities to assist students and area citizens in developing their leadership and social skills, their appreciation of aesthetic values, and a more productive use of their leisure time.

The college strives to fulfill its purposes by offering

1. courses leading to associate degrees, diplomas, and certificates which enable individuals to achieve their personal goals for academic enrichment, to enter the workforce, and / or to transfer and continue their educations,
2. specialized training courses, workshops, and seminars which increase the productivity of employees of new or established business, industrial, or public service ogannizations,
3. adult and continuing education programs including literacy training, adult basic education, North Carolina high school equivalency (GED) preparation, occupational skills courses (some of which lead to a certificate), and avocational / personal enrichment courses.

In planning and implementing activities to accomplish its mission, the college affirms the following statements as important guiding principles.

1. The college is committed to offering programs which allow individuals to start where they are and progress toward their educational and occupational objectives.
2. The college is committed to providing and encouraging individuals to respond to opportunities for lifelong learning.
3. The college is committed to ensuring that students who successfully complete a program have the knowledge and skills necessary to meet the job demands of the fields for which they have prepared themselves or to transfer and succeed at another institution.
4. The college is committed to working with other community organizations to promote the economic development of the area and to enrich the quality of community life.
5. The college is committed to the development of effective ways to evaluate college programs, the use of the results of evaluation to improve the college, and the appropriate reporting of results to the public.

6. The college is committed to making the institution a stimulating and rewarding place to work and study.

PURPOSE OF THE CATALOG

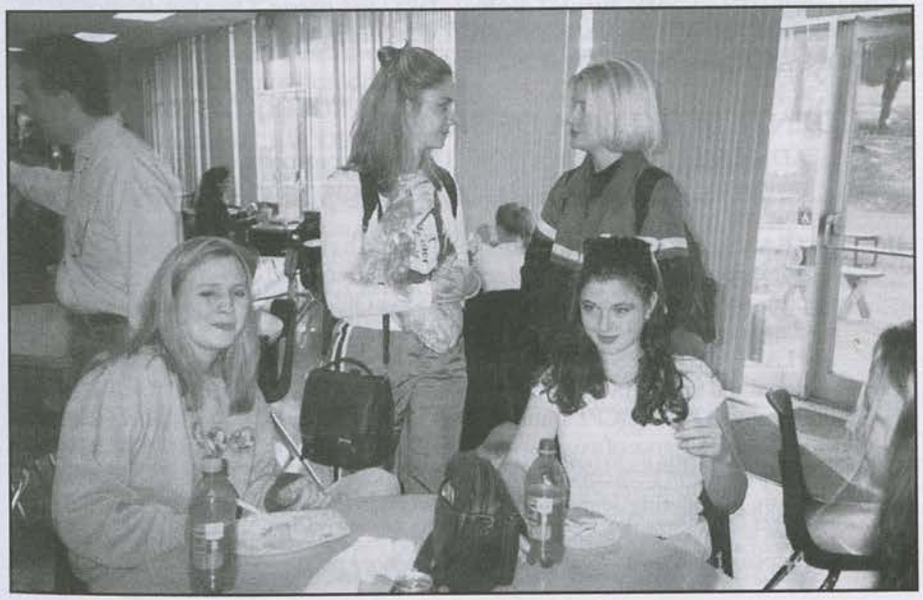
The purpose of this catalog is to provide a general description of Surry Community College and give detailed information regarding the various programs and services offered by the College. Since the educational process necessitates change, the information and educational requirements in this catalog represent a flexible program which may be altered where such alterations are in the mutual interest of the College and its students. Students are expected to follow the course requirements specified in the educational plan.

The provisions of this catalog do not constitute any offer for a contract which may be accepted by students through registration and enrollment in the College. Surry Community College reserves the right to change without notice any fee, provision, offering, or requirements for admission or graduation.

Each curriculum shall be governed by the requirements in effect on the date of enrollment as specified by the student's educational plan. If a student withdraws from Surry Community College and subsequently returns or does not remain continuously enrolled (summers excluded), the requirements in effect at the time of return will govern.

STUDENT RESPONSIBILITY

All programs establish certain academic requirements that must be met before an academic award is granted. Advisors, department chairpersons and deans are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. If at the end of a student's course of study, the requirements for graduation have not been satisfied, the respective certificate, degree, or diploma will not be granted. For this reason, it is important for each student to acquaint himself or herself with all academic requirements throughout his or her college career and to be responsible for completing all such requirements.



ADMISSIONS INFORMATION

ADMISSIONS POLICY

Admission to Surry Community College is open to anyone who is eighteen years of age or older. Under certain conditions, individuals between the ages of sixteen and eighteen may be granted admission if their local school system recommends it as appropriate. Additional details and the Student Release Forms used to document such a recommendation are available in the college Student Services Office and in local high school guidance offices.

Although this open-door admission policy allows access to college courses for virtually anyone, **immediate** admission to some degree / diploma programs is dependent on various factors. These factors include the following:

1. Students admitted to Associate of Arts, Associate of Science, and an Associate of Applied Science Degree programs must have been awarded a high school diploma from an accredited secondary school or have earned either a GED or Adult High School Diploma.
2. Degree-seeking students must complete an orientation session and placement tests prior to enrolling. Results of the testing are used to ensure students' ability to succeed in certain programs. If results indicate a lack of readiness to begin college-level work, students will be required to complete appropriate developmental studies.
3. Students interested in pursuing a degree or diploma in any of the Surry Community College nursing programs must follow the specific admission procedures which follow.

GENERAL ADMISSION PROCEDURES

The Office of Student Services is responsible for the administration and coordination of all admissions procedures.

It's not complicated or time-consuming to become an SCC student. Students should decide whether they want to pursue a degree or take a few classes. Once this decision is made, help is available in the Student Services Office. Interested persons may call the office at (336) 386-8121, extensions 204 or 264.

STUDENTS SEEKING A DEGREE

I. **ADMISSIONS INFORMATION FORM:** The prospective student should remove the form from the back of this catalog, complete it, and return it to the Student Services Office.

II. **TRANSCRIPTS:** Then the individual should have official transcripts sent to SCC from his or her high school and any previously attended colleges. Postcards for this purpose are available in the Student Services Office. If the prospective student completed the GED, SCC requires a copy of these test scores.

III. **PLACEMENT TESTS:** An effective placement system is seldom one dimensional and this is true at Surry Community College. SCC offers the Computerized Placement Testing (CPT's) and the Paper Pencil Companion Tests to help students, with the assistance of a counselor or academic advisor, select courses and programs. The placement tests cover the important "Tool Skills" of Reading, English, and Math. All entering degree-seeking students are required to take the placement tests prior to enrolling. Applicants to the RN and LPN nursing programs must complete the placement tests as one part of the admissions procedure for those programs.

After completing the placement tests, students should meet with a counselor from the Student Services Office to select courses for which they are adequately prepared. The results of the tests are considered with the student's previous academic performance as well as the standard error of measurement for the test. If tests indicate that refresher coursework is necessary, counselors will advise students in selecting appropriate courses. SCC students may request a revision of placement when the students' previous academic performance warrants such action.

Placement Tests are offered on a regularly scheduled basis. Times and places for testing may be obtained by contacting the Student Services Office.

IV. **COURSE SCHEDULING:** After completing the placement tests, students should meet with the staff in Student Services to plan the courses needed for a particular degree program.

STUDENTS NOT SEEKING A DEGREE

I. **ADMISSIONS INFORMATION FORM:** The prospective student should remove the form from the back of this catalog, complete it, and return it to the Student Services Office.

II. **COURSE SCHEDULING:** After completing the placement tests, each student should come talk with the staff in Student Services to plan the courses he or she will need to take for a selected program.

INTERNATIONAL STUDENT ADMISSION

Surry Community College is approved for attendance by non-immigrant students. Application for admission should be made at least three months prior to the semester in which an applicant plans to enroll. Non-immigrant students are treated as non-residents with respect to tuition and fees. The college cannot provide financial aid to foreign students; therefore, students must have sufficient funds to cover all living expenses, tuition, and fees while attending the college. Student housing is not provided by the college and international students are expected to make their own arrangements for housing.

These items are required for admission.

1. **APPLICATION FOR ADMISSION.**
2. **ACADEMIC RECORDS**
   A certified copy of the original education record, to include all previous academic experiences, is required. If the original copy of this record is written in a foreign language, a certified English translation is also required.
3. **THE TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)**
   TOEFL scores are required of all applicants, except those from countries where English is the only official language, as evidence of adequate proficiency in the English language. The minimum acceptable TOEFL score is 500.
4. **FINANCIAL STATEMENT**
   A signed financial resource statement is required of all applicants. This statement should be a detailed account of the applicant's financial situation, including the amount of money available per year, sources of income, and any other pertinent information. The inclusion of any false information constitutes grounds for dismissal from the college.

5. TUITION DEPOSIT

Prior to issuance of the 1-20A, the applicant will be required to deposit an amount equal to one (1) semester of full-time tuition with the SCC Business Office. These funds will be credited to the student's account to satisfy tuition charges.

6. RESPONSIBILITY STATEMENT

Each applicant will furnish a certified statement from a United States citizen in which the citizen assumes complete responsibility for the applicant financially, socially, and otherwise.

United States Department of Justice Form 1-20A, Certificate of Eligibility, will be prepared on request by applicants who have met the preceding conditions and have formally been accepted for admission to the college.

ADMISSIONS REQUIREMENTS

Availability of programs based on educational preparation

If you have a . . .	*You may enroll in . . .*
High School Diploma	–All programs
GED	–All programs
High School Certificate	–All diploma and certificate programs & Agriculture/ Horticulture Technology Diploma
No high school diploma, GED, or high school certificate	–All diploma and certificate programs & Agriculture/ Horticulture Technology Diploma

In order to qualify for financial aid, a student must possess a high school diploma or GED.

***Nursing admissions information is listed on pages 22-24.*

WHERE TO GO FOR . . .

		Ext. #
Academic Advising	Faculty Advisor or Student Services	264 or 218
Academic Honors	Catalog	
Academic Probation	Catalog or Student Services	264 or 238
Admissions	Sherry Lowe, Student Services	204 or 264
Add a Course	Registration Desk	218 or 208
Address Change	Sherry Lowe, Student Services	204 or 264
Advanced Placement	Larry Rooks, Student Services	201 or 264
American Disabilities Act	Larry Rooks, Student Services	201 or 264
Attendance	Instructor Syllabus	
Books, Supplies	Campus Bookstore, Continuing Education Ctr. Bldg.	249
Buy, Sell, Trade Something	Bulletin Boards, All Bldgs.	
Career Counseling	Anne Marie Hardy, Student Services	247 or 264
Change Program/Major	Faculty Advisor/Counselor/Sherry Lowe	204
Clubs & Organizations	Tony Searcy	246
	Melissa Key Atkinson	262
	Student Services	264
Course Selection	Faculty Advisor or Counselor:	
	Counselors: Anne Marie Hardy, Nursing	247
	Melissa Key Atkinson, College Transfer	262
	Bennett Shores, Technical/Carpentry	281
	Tony Searcy, Business	246
Drop a Course	Registration Desk	218 or 208
Emergencies	Student Services	238
Fees	Business Office	207
Financial Aid	Jamie Childress	279
	Mark Tucker	217
	Tammy Church	245
General Interest Courses	Continuing Education	211
Grading System	SCC Catalog or Student Services	264
I.D. Card	Lisa Holcomb, Student Services	264
Insurance	Business Office	207
Job Placement	JobLink Student Employment Center	320
Cooperative Education	JobLink Student Employment Center	320
Lost & Found	Business Office	207
Parking Permits, Regulations	Business Office	207
Personal Counseling	Health & Wellness Center	346
Registration	Student Services	264
Transfer Information	Melissa Key Atkinson	262
	Student Services	264
Tutoring	Larry Rooks, Student Services	201 or 264
Transcripts	Registration Desk	218 or 208
Veterans	Bennett Shores, Student Services	281

Vice President for Student Services - Michael McHone, Ext. 238
SCC Telephone: (336) 386-8121

***Other faculty and staff extension numbers are listed on pages 254-265 in the back of this catalog.*

ADMISSION PROCEDURES FOR NURSING PROGRAMS

Admission to the nursing program is based on the criteria outlined herein and is open to both men and women without regard to race, religion, national origin, age, veteran status, or disability. Please be aware that enrollment in the nursing curricula is limited by available clinical space and resources; therefore, each student will need to follow carefully these specific procedures.

A. Submit a completed Admissions Information Form, including transcripts from each high school, college, and/or nursing school attended. These must be submitted no later than **January 10** for the RN program or by **April 10** for the LPN program. High school graduation or its equivalent is required.

B. Complete the college placement testing program. Tests will be administered on the college campus at announced dates. In order to be further considered for admission to the nursing program, students must score in the 55th percentile or higher on the reading and math sections. They may take the placement test three times during the calendar year, but students **must** observe a 90 day waiting period between tests. The deadline for passing this test is January 31 for RN's and April 30 for LPN's.

C. Have completed one year or high school unit in Biology, Chemistry, Algebra I, and keyboarding with a grade of "C" or better. College substitutions for these requirements are one semester of BIO 111 - General Biology I, CHM 131 and CHM 131A - Introduction to Chemistry and the lab, MAT 070 - Introductory Algebra, and OST 080, Keyboarding Literacy.

D. **Follow one of the two paths into the Surry Community College nursing programs.**

1. **Assured Entry** into the nursing program can be obtained by completing the following courses at Surry Community College and maintaining a 3.0 Grade Point Average on these courses. **This 3.0 Grade Point Average must be obtained by the end of fall semester.** These courses must be completed by the end of the spring semester prior to the starting date of each program. This path is recommended since it has proven to be the most successful for graduates of the program.

FOR RN'S		FOR LPN'S
Courses to be completed		**Courses to be completed**
ENG 111, 114	**Students must complete the required courses and maintain a 3.0 G.P.A. with no grade lower than a "C" on these courses.**	**ENG 111**
PSY 150		**PSY 150**
BIO 165, 166		**BIO 163**
***MAT 110**		
CIS 110		
***Humanities Elective**		

*Prior to taking MAT 110 a student must score in the 47th percentile or higher on the algebra section of the placement test **or** take MAT 070

*Suggested humanities electives

ART 111 Art Appreciation
ENG 131 Introduction to Literature
ENG 231 American Literature

HUM 110 Technology and Society
MUS 110 Music Appreciation

For a listing of all humanities, see pages 76 and 77.

Students may repeat a course once under the assured entry program. If a student registers for any course more than twice, he or she will no longer be eligible for assured entry. Upon completion of all admission requirements for the assured entry program, **students are responsible for notifying Student Services** that their name should be placed on the assured entry list. This listing will be done on a first-come, first-served basis, but all students who qualify will be guaranteed admission into the nursing program. If more assured entry admissions exist than there are openings available, applicants will be placed on a waiting list. These applicants will be admitted into the next available position. If additional openings become available prior to the beginning of the educational sequence, order of acceptance will be determined by the date applicants first meet minimum requirements on the nursing placement tests. If two or more students qualify for the next position by virtue of these placement test dates, the applicant with the earliest application date will be admitted.

2. For new students, a **point system** based on past academic record and placement test scores determines those eligible. Points will be awarded for high school health occupations courses and/or current Nursing Assistant I certification.

D. After being accepted into the nursing program, students **must** complete the following items by the dates requested. Failing to do so will jeopardize admission into the program. Any student without completed documents will not be eligible for entry into the nursing programs. Prospective students should have

1. A medical form, completed by their family physician with test results and the most recent dates of immunizations.
2. A dental form, completed by their dentist.
3. Begun the Hepatitis B vaccination series or provided a doctor's certification of immunity.
4. Evidence of appropriate heath and/or accident insurance.
5. Purchased malpractice insurance through the Business Office.
6. CPR certification (including one-man, two-man, infant, child, adult, obstructed airway, rescue breathing techniques).

*7. A copy of current license.

*8. One year of clinical experience with direct patient care in a health care agency within the last three years.

*For Advanced Placement Student Only

The **Nurse Practice Act**, Article 9, Chapter 90 of the General Statues of North Carolina states that the North Carolina Board of Nursing may deny an application for licensure if the Board determines that the applicant

1. Has given false information or has withheld material information from the Board in procuring or attempting to procure a license to practice nursing;
2. Has been convicted of or pled guilty or nolo contendere to any crime which indicates the nurse is unfit or incompetent to practice nursing or that the nurse has deceived or defrauded the public;

3. Has a mental or physical disability or uses any drug to a degree that interferes with his or her fitness to practice nursing;
4. Engages in conduct that endangers the public health;
5. Is unfit or incompetent to practice nursing by reason of deliberate or negligent acts or omissions regardless of whether actual injury to the patient is established.
6. Engages in conduct that deceives, defrauds, or harms the public in the course of professional activities or services.
7. Has violated any provision of this Article; or
8. Has willfully violated any rules enacted by the Board.

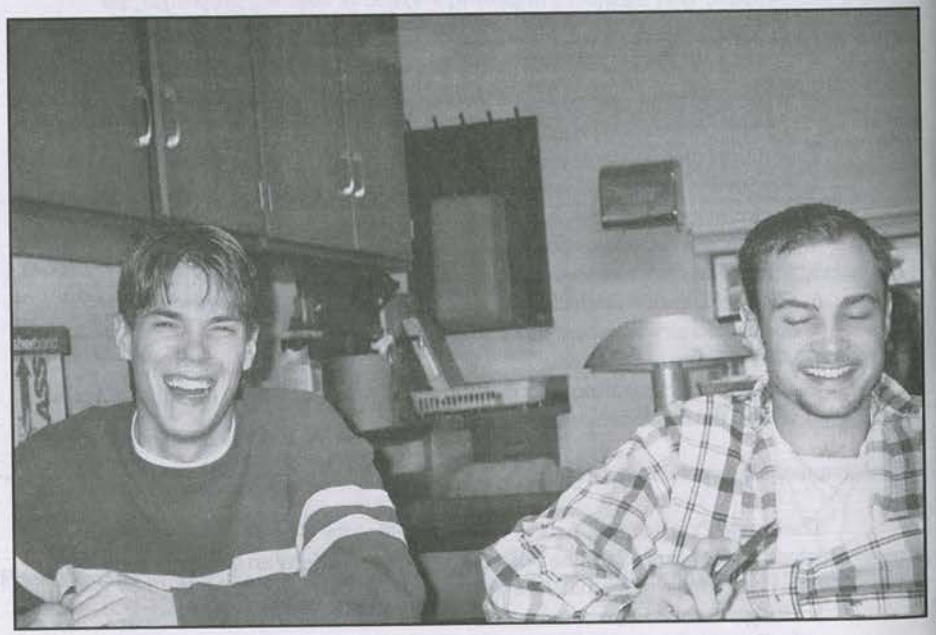
If a student has questions regarding this item, he or she should see the Nursing Counselor in Student Services.

STUDENT CLASSIFICATION

A freshman is a student who has met regular admission requirements and has earned fewer than 30 semester hours of credit.

A sophomore is a student who has earned 30 or more semester hours of credit with at least a 2.0 quality point average.

Full-time students are those who carry academic loads of 12 or more credit hours each semester. Part-time students are those who carry fewer than 12 credit hours per semester.



STUDENTS' RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

Surry Community College exists to help students attain the educational goals they have set for themselves. When students register for classes and pay tuition, they gain certain specific rights designed to guarantee fair and consistent services for all students. Students have the right to

1) receive in writing the requirements, evaluation methods, and the method of grade determination of a course at the beginning of each semester;
2) appeal any grade they think is unfair;
3) express any concerns privately with instructors, administrators, and other staff members;
4) participate in a college-approved process of course evaluation;
5) access their official academic student records;
6) be assured confidentiality of their official student records (Access of student records will be granted to parents of a dependent student, appropriate college officials and persons or agencies having a legitimate educational interest. Others wishing access must have written consent from the student. An exception to the above right will be made in the event of legal action where the safety of persons or property is involved. Copies of this policy are available in the Student Services Office and explained on page 30 of this catalog.
7) permanent maintenance of their academic transcripts by the College; and
8) receive information concerning college student graduation rates.

STUDENT RESPONSIBILITIES

Students are responsible for

1) being aware of and abiding by institutional rules, regulations, and policies (Copies of all these policies are available in the Student Services Office.);
2) maintaining individual honor in their academic pursuits by neither participating in nor condoning acts of academic dishonesty;
3) maintaining the standards of academic performance established by each course in which they are enrolled;
4) learning the content and demonstrating the competencies of any course of study in which they are enrolled;
5) maintaining in each course the standard of classroom conduct deemed by the institution to be conducive to the learning process;
6) complying with procedures governing tardies and absences explained in each course syllabus;
7) reviewing periodically their institutional academic record for completeness and accuracy;
8) conducting themselves in an appropriate manner while on campus or while functioning as a representative of Surry Community College;
9) conducting the business of student clubs and associations in a fair and equitable manner; and
10) adhering to and complying with prescribed institutional grievance procedures.

ROLE IN DECISION-MAKING

The college trustees, administrative staff, and faculty are involved constantly in making decisions which affect students. Because students' ideas and concerns are highly valued, every effort is made to solicit student input for the decision-making process. Student representatives are found on the SCC Foundation Board, Board of Trustees, Planning Committee, Forecasting Committee, and administrative standing committees. Guidelines for appointment to these groups can be found in the Inter-Club Council / Student Government Association Bylaws.

STUDENT CONDUCT

The conduct of college students, both in and out of school, is expected to be that of any respectable adult in a public place. Students should consider at all times that the reputation of the institution depends in no small part upon their behavior. No long list of rules and penalties should be necessary if each student abides by the rules of common courtesy and cooperation; however, certain North Carolina state laws govern the use and possession of drugs or alcoholic beverages in public and the possession of firecrackers, firearms, or explosives of any kind. Surry Community College has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. (A copy of this policy is available in Student Services.)

State laws also prohibit hazing of any student by another student or students. The College will dismiss any students who in its judgment conduct themselves in a manner incompatible with the purposes of the college.

DISCIPLINARY ACTION

Students on SCC premises or at college-sponsored events whose conduct adversely affects the objectives of the College or violates the rules and regulations of the College are subject to disciplinary action. Violations involving cheating; copying; forgery; disruptions; physical threat or abuse; theft; property damage; failure to heed an official's directive; persistent infractions of traffic regulations; selling or solicitation of goods or services; using, possessing, transmitting, or being under the influence of alcohol or drugs; and behavior conflicting with safety are all subject to disciplinary action. The Vice President for Administrative Services, Vice President of Student Services, and President are responsible for enforcing these policies. (Copies are available in Student Services.)

STUDENT SAFETY

The administration and staff at Surry Community College make an effort to provide a safe and healthy educational environment. From time to time, certain elements or factors such as weather conditions, power outages, accidents, human error, or poor judgment by other students can create potentially dangerous situations. Students at Surry Community College are advised and encouraged to be conscious of their personal safety and to always take whatever actions necessary to preserve that safety. Students having concerns about safety on campus should contact the Vice President of Student Services or the Evening Dean.

RESPECT FOR PROPERTY

Respect for private and public property reflects upon a person's character. Students at Surry Community College are requested to show respect for the property of others at all times.

Traditionally, students take pride in their school's property. This means assuming a responsibility for preserving the beauty of the grounds and the buildings. The Inter-Club Council / Student Government Association asks that all students join in an effort to carry out this student responsibility.

EMERGENCY SITUATIONS

The office of the Vice President of Student Services (Extension 238) or the office of the Evening Dean (Extension 276) should be notified immediately if any of these emergencies or disasters develop:

1) Severe or Inclement Weather
2) Tornadoes
3) Bomb Threats
4) Disturbances or Demonstrations
5) Fire
6) Utility Emergencies
7) Hazardous Accidents
8) Chemical Spills
9) Explosion, Downed Aircraft or crash
10) Earthquake
11) Injury / Illness
12) Physical or Sexual Assault

If these officials are not available, dial "0" and the switchboard will connect one with the appropriate college official. If an accident has already occurred and emergency relief is necessary, one should dial "9" for an outside line, then dial "911" which serves as the emergency response number for Surry County.

INCLEMENT WEATHER

Extreme weather conditions during the winter months may require Surry Community College to cancel or delay classes. According to college policy, weather conditions must be **extreme** before classes will be cancelled.

Two decisions are possible in the mornings: (1) Surry Community College will be closed, or (2) the college will delay its opening. **If no announcement is made, classes will operate on a regular schedule.**

An announcement concerning evening classes will be made by 5:00 p.m.

Suggestions are listed here for faculty and students to follow.

1. Listen to one of the following radio or television stations for information:

   WPAQ - Mount Airy
   WSYD - Mount Airy
   WYZD - Dobson
   WIFM - Elkin
   WSJS - Winston-Salem
   WCOK - Sparta
   WHHV - Hillsville
   WBRF-FM - Galax
   WBOB-AM - Galax
   WKZL - Winston-Salem
   WTQR - Winston-Salem
   WXII-TV - Winston-Salem
   WFMY-TV - Greensboro

2. A decision to close the college or operate on a delayed schedule will be announced no later than 7:00 a.m. (usually earlier). **No announcement will be made if the college is to operate on a regular schedule.**
3. Please do not call the college, the radio stations, or college officials during this time. Officials will be communicating to determine weather conditions. If students attempt to call, these communications are delayed.

4. **Two-hour delay:** When a decision is made regarding closing of school because of inclement weather, the safety of students and all employees will be the only factor considered. Delaying the opening of school for two hours has served us well in the past, and SCC will continue this procedure when necessary. Since news media will not explain what a two-hour delay means, it is important that everyone knows what to do.

Most of our classes begin at 8:00 a.m.; therefore, regardless of the day--Monday through Friday--a two-hour delay means that students and faculty should report to the class where they would normally be at 10:00 a.m.

If a student has a class that ends at 10:20, he or she would still report to that class for the last 20 minutes. Students would also be expected to report to any lab or shop class, even if it may be almost over.



GENERAL INFORMATION

TELEPHONES

Pay telephones are available for students to use at any time. These telephones are located in the Business Office / Student Center, Richards Health / Sciences, Technical and Vocational buildings. **Students are requested not to use phones located in the college offices except in an emergency. Also, incoming calls for students will be honored only in the case of emergencies.**

LOST AND FOUND

If students have lost or found an item, they should check with the receptionist in the Business Office.

CHANGE OF NAME/ADDRESS

Students whose name or address changes while they are enrolled at the college should fill out a Data Change Card and inform Sherry Lowe in Student Services. Alan Foster is available in the evening to make these changes.

LOCKERS

If students would like a locker to use during the year, they should see Mr. Watts in the bookstore. A limited number of lockers are available for use on a first-come, first-served basis with the purchase of a lock.

FINAL EXAM SCHEDULE

The schedule for final examinations is distributed approximately two weeks before the end of each semester. Copies of the schedule are available from faculty advisors and counselors.

SMOKING

Smoking is not permitted in any campus building. Smokers should place all waste paper and cigarette butts in the proper disposal units outside each building.

CHILDREN ON CAMPUS

Parents and other students are requested not to bring young children to campus or to class. The college liability insurance will not cover anyone who is not officially registered for classes at SCC. State law requires that a person be 16 years old in order to register for a class. Also, a small child in class can be disconcerting to other students and the instructor. SCC provides supplemental financial support for students unable to afford day care for their children. Students who have day-care needs should contact Tony Searcy in the Student Services Office.

POLICIES

STUDENT RECORDS POLICY

I. **Responsibility for Security and Release of Students Records.** Vice President for Student Services.

II. **Definition of Student Records.** Records are defined as data of an administrative or educational nature normally stored in a student's cumulative record folder. Records not considered a part of the official school records would include notes or other memory aides of a confidential nature maintained by school personnel for their own use in working with students. Such notes become part of the student's official record only when they are shared with another person.

III. **Right to Inspect Student Records.** An eligible student's request to inspect or review his or her record shall be honored within a reasonable time by the Vice President of Student Services; in all cases, within 45 days after the initial request.

IV. **A.** Personnel who may have access to student records:

1. School officials within the local educational agency who have legitimate educational interests.
2. School officials of other local educational agencies in which the student intends to enroll.
3. Certain authorized representatives of the State and Federal Government (PL 93-380).
4. Official representatives of a college, university, or other higher educational institution in connection with a student's application for, or receipt of, financial aid.
5. All other persons may gain access to a student's records only with the specific written consent of the eligible student.
6. Recipients of student records will be cautioned that student information may not be released to third parties without the consent of the eligible student.

B. Information from a student's record should be furnished without the student's consent when required by a judicial order or any lawfully issued subpoena upon condition that students are notified by the law enforcement agency of all such orders or subpoenas in advance of the compliance. Eligible students will be provided with the opportunity to review and challenge their records prior to compliance of the school with the judicial order or subpoena.

V. **Request from Prospective Employers.** Every effort shall be made to cooperate with prospective employers of Surry Community College graduates. Information given shall be of a general nature such as: dates of enrollment; program of study; fair, poor, good, excellent student; participation in extra-curricular activities, etc.

COMMUNICABLE DISEASE POLICY

The communicable disease policy of Surry Community College is an effort to ensure the health and safety of all employees and students. This policy includes, but is not limited to, acquired immune deficiency syndrome (AIDS), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, and whooping cough.

Faculty, staff, students and employees of contractors or contracted services infected with communicable disease have the responsibility of reporting this fact to the Vice President of Student Services, Administrative Services, or Curriculum Programs.

The college will support an ongoing program of educating and informing faculty, staff, and students about communicable diseases, warning signs, and protective measures through publications, seminars, and other appropriate means.

Complete copies of this policy are available in the Student Services Office.

DRUG AND ALCOHOL ABUSE POLICY

Surry Community College has become increasingly aware of the immediate and long term health risks associated with the use of illicit drugs and the abuse of alcohol. These substances can create both physical and psychological dependence. The harmful effects of alcohol abuse are alcoholism; damage to brain cells; malnutrition; blackouts; memory loss; personality disorders; degeneration of muscles and bones; and the increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancers of the liver, mouth, throat, and stomach. The harmful effects of drug abuse include hallucinations, heart problems, malnutrition, loss of coordination, coma, convulsions, damage to the lungs, brain, liver, and bone marrow, risk of AIDS or hepatitis, or death.

Drugs and alcohol are detrimental to the learning process. Surry Community College pledges full support to other agencies in our community in the fight to rid our society of these elements in the school environment. Therefore, drug or alcohol use, possession, and distribution on school grounds and at school functions by students or school personnel will not be tolerated. Surry Community College will impose sanctions on students and employees consistent with local, state and federal laws.

Complete copies of this policy are available in the Student Services Office.

Health Risks

Alcohol (*beer, wine, distilled spirits*) Short-term effects: relaxation, breakdown of inhibitions, euphoria, depression, decreased alertness, stupor, nausea, unconsciousness, hangover, and death. Long-term effects from continued excessive use: obesity, impotence, psychosis, ulcers, malnutrition, liver and brain damage, delirium tremors, and death.

Barbiturates (*chloral, hydrate, doriden, nembutal, phenobarbital, seconal*) Short-term effects: relaxation, euphoria, decreased alertness, drowsiness, impaired coordination, slurred speech, stupor, hangover, and death. Long-term effects: excessive sleepiness, confusion, irritability, severe withdrawal sickness, and death.

Cannabis (*hashish, marijuana, THC*) Short-term effects: relaxation, breakdown of inhibitions, alteration of perceptions, euphoria, increased appetite, increased heartbeat, dry mouth. Long-term effects: fatigue, loss of memory, decline in school grades or work performance, hormonal changes, psychosis.

Tranquilizers (*librium, miltown, equinol, thorazine*) Short-term effects: relief of anxiety and tension, suppression of hallucinations and aggression, sleep, drowsiness, blurred vision, dizziness, slurred speech, allergic reactions, stupor. Long-term effects: blood-cell destruction, jaundice, coma, and death.

Hallucinogens (*LSD, mescaline, PCP, scopolamine, STP, psilocybin, DMT*) Short-term effects: perceptual changes--especially visual, increased energy, hallucinations, panic, anxiety, exhaustion, tremors, psychosis. Long-term effects: increased delusions and panic, psychosis.

Amphetamines (*benzedrine, dexedrine, preludin, methedrine*) Short-term effects: increased alertness, excitation, euphoria, decreased appetite, restlessness, rapid speech, irritability, insomnia, stomach disorders. Long-term effects: insomnia, excitability, skin disorders, malnutrition, delusions, hallucinations, psychosis.

Cocaine *(known as coke, snow, crack)* Short-term effects: feeling of self-confidence and power, intense exhilaration, extreme euphoria, paranoia, violence, increased blood pressure and heart rate, feeling of things crawling under the skin (frequent abrasions and dig marks on skin from scratching "coke bugs"), dilated pupils, runny or stuffy nose if snorted, headaches, chronic fatigue, chronic insomnia, irritability, depression, psychosis. Long-term effects: extreme weight loss, heart damage, depression often leading to suicidal tendencies, cocaine psychosis, damage to nasal septum when snorting, blood vessel damage, extreme agitation, fast and irregular breathing, convulsion, respiratory arrest, and death.

Inhalants (*blue, paint thinner and removers, gas, correction fluid, laughing gas, nitrous oxide*) Short-term effects: relaxation, hypersensitivity, possible violence impaired judgment, reduced muscle reflex control, rapid heartbeat, impaired coordination, headache, nausea, vision disturbance, euphoria. Long-term effects: brain damage, lung and kidney damage, blood and bone marrow alteration, possible death.

Anabolic Steroids (*body-building drugs, synthetic testosterone-like drugs which have tissue-building properties - by prescription*) Short-term effects: mood elevation or depression, increase or decrease in sex drive, increased aggressive behavior, stunted growth, change in electrolyte balance causing retention of sodium, and retention of fluids. Long-term effects: jaundice (yellowing of skin), liver damage, high blood pressure, endocrine imbalance: in males--can cause enlarged breasts, decrease in testicular size and function, decrease in sperm production; in females--can experience acne, menstrual irregularities, irreversible masculinizing effects such as hair on face, deepening of the voice, change in the genitals.

Nicotine (*cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, nicotine gum*) Short-term effects: relaxation, constriction of blood vessels, dry mouth and throat, adrenaline release, increase in pulse, heart, and blood pressure. Long-term effects: hypertension, nervousness, irritability, headaches, fatigue, insomnia, impaired breathing, heart and lung disease, cancer of the lungs, larynx, trachea, esophagus, throat, mouth, cheeks, lips, and nasal cavity, arteriosclerosis, and death.

CHEATING AND PLAGIARISM POLICY

Students at Surry Community College are expected to complete their coursework without resorting to any form of cheating or plagiarism. Any student who engages in either of these activities will be subject to disciplinary action. For clarification purposes, cheating involves giving help of any kind to another student on written assignments or tests; receiving such help from another student is also considered cheating. Examples of cheating include the possession of notes during a test, assistance to others to cheat, alteration of grade records, and

unauthorized entry to an instructor's office. Plagiarism is offering the work of another person as one's own without proper acknowledgment.

Instructors have the authority and responsibility to initiate disciplinary action against any student who engages in any form of cheating or plagiarism in their classes. The student involved has the right to appeal such action.

Students have the right to due process through the review and appeal council. Any appeal or grievance should be filed with the department chairperson, appropriate dean or supervisor within 30 days of the incident or problem's development.

SEXUAL HARASSMENT POLICY

All employees and students at SCC are guaranteed the right to work and learn in an environment free from sexual harassment. No employee or student may engage in conduct that falls under the definition of sexual harassment.

The following definition applies to all employees, prospective employees, students and prospective students of SCC.

Sexual harassment is defined as deliberate, unsolicited, and unwelcomed verbal and / or physical conduct of a sexual nature or with sexual implications which

a. has or may have direct employment consequences resulting from the rejection of such conduct;
b. has or may have direct academic consequences resulting from the acceptance or rejection of such conduct;
c. creates an intimidating, hostile, or offensive working or learning environment; and / or
d. interferes with an employee's work performance or a student's academic performance.

Sexual harassment does not include personal compliments welcomed by the recipient or social interaction or relationships freely entered into by employees, prospective employees or students.

Sexual harassment is considered a form of discrimination based on sex and as such is prohibited by Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

Complete copies of this policy are available in the Student Services Office. Any grievance should be filed with the affirmative action officer in H Building.

CAMPUS SECURITY POLICY

The federal government requires that the college inform all students and employees of the College about the past occurrence of the following crimes -- murder, rape, robbery, aggravated assault, burglary, motor-vehicle theft, forcible and nonforcible sexual offense, and hate crimes. There were no reported occurrences of these crimes on campus between January 1, 1993 and December 31, 1997.

The federal government requires that the college inform all students and employees of the College about past arrests for the following crimes -- alcohol law violations, drug law violations, and weapons possession violations. There were no arrests for these crimes on campus between January 1, 1993 and December 31, 1997.

Surry Community College is a drug-free campus. Policies relating to this matter are available in their entirety in the Student Services Office.

1. **Students are advised to report any emergency or crime to the Vice President for Administrative Services as soon as possible.** If he or she is not available, the report should go to the Vice President of Student

Services or to the Evening Dean. These people will report any crime that takes place at SCC to the Dobson Police Department. In cases of extreme emergency, telephones are conveniently located throughout the campus for "911" calls.

2. **Orientation** - during our fall orientation, students will be advised of security and safety regulations at SCC. Students will be familiarized with the SCC Drug & Alcohol Policy. They will also be advised to seek help in Student Services for any related problems or referral to a professional agency.

3. **Safety Committee** - SCC has a functional safety committee chaired by the Dean of Career Technologies. This committee constantly looks at and studies all aspects of campus safety and security. Recommendations on lighting, cutting back shrubbery, parking lot security, and building security are made on a regular basis.

4. **Campus Security** - The college employs security staff to enhance the safety of students and staff while on campus. Security staff patrol the parking lots on a regular basis.

5. **Programs and Seminars** - SCC plays a major role in Surry County in providing drug, alcohol, and sexual assault prevention educational programs and services. Numerous anti-drug entertainment groups and programs have been brought to campus. Constant efforts are made to maintain a drug and alcohol-free campus.

6. **Publications** - The catalog states, "there are North Carolina state laws which govern the use an possession of drugs or firearms, or explosives of any kind." These state laws will be enforced at SCC. Student Services is responsible for informing students about any crimes that might have taken place here on campus.

7. **Security Awareness and Crime Prevention Programs** - Surry Community College provides a safe environment in which to learn; there has been no campus crime in our thirty-two year history. However, students are advised to keep up with books and other possessions by getting a locker to safely store them. Evening students are advised to walk to their cars with other students, especially if they stay late to complete a class or assignment. In general, our parking lots are close to the classroom buildings, well lighted, and provide very little opportunity for assaults. The general location of the college falls in an environment that creates a very safe and secure atmosphere for attaining an education.

APPEAL PROCESS POLICY

In order to be fair and guarantee due process for faculty, employees, and students, the Board of Trustees of Surry Community College recognizes the need for an Appeal Policy. In approving the policy, the Board of Trustees recognizes that problems should be solved at the level of occurrence. The adoption of an Appeal Policy by the Board of Trustees does not relieve individuals of making every effort to find a solution to the problem before making an appeal to the next authority.

I. Hearing the Appeal Procedure

A. If a person has a grievance or if an impasse occurs between persons at the college, the aggrieved person may request in writing within 30 days a hearing by the department chairperson and appropriate dean or supervisor of employees. A hearing shall be granted within seven days, and within five days after such a hearing, the department shall render in writing a decision on the grievance. A copy of the decision shall be given to the petitioner and a copy filed with the president of the college.

B. If the person receives an unsatisfactory decision from the hearing as outlined in Paragraph I.A., the petitioner may request in writing within seven days for a hearing or a review of the decision by the Appeal Council of the college. The Appeal Council shall render its decision in writing within five days after receiving the request from the petitioner.

C. If the person receives an unsatisfactory decision from the Appeal Council, the petitioner may request in writing for a hearing or a review of the decision by the president. The person shall file his or her request within seven days from the time he or she receives the decision of the Appeal Council.

D. A dean or supervisor of employees shall file his or her grievance directly with the Appeal Council.

II. Appeal Council

The Appeal Council is composed of the college's Vice-President for Curriculum Programs, the Vice-President for Continuing Education, Vice-President for Student Services, and three faculty representatives selected by the Employee Association.

A. Schedule of Hearings. Upon receipt of a written request for hearing by a petitioner, the Appeal Council shall conduct such hearing within a period of seven days.

B. Notice of Hearing. The petitioning party shall be given at least three days' notice of the date, time, and place of the hearing.

C. Conduct of Hearing

1. The petitioning party shall appear before the Appeal Council with witnesses and evidence to support his or her contentions as to the reasons the decision should not be affirmed, but should be changed or modified.
   a. It shall be at the discretion of the Appeal Council to determine the number of witnesses it will hear about the matter under consideration.
   b. All witnesses may be questioned by the petitioner and by the members of the Appeal Council.
2. Within five days after the termination of the hearing, the Appeal Council shall render its decision in writing and furnish a copy to the petitioner and file a copy with the president of the college.

III. Board of Trustees

Requests for Hearing. Within 30 days after a petitioner receives an unsatisfactory decision from the president, the petitioner may file a written request with the president of the college for a hearing by the Board of Trustees stating the reason for the appeal. The hearing by the Board of Trustees shall be conducted according to Article VI of the Bylaws of the Board of Trustees of Surry Community College.

IV. Failure to File Notice of Appeal

Failure to file a notice of appeal within the specified time limit shall result in the termination of the right to appeal unless such failure to file is the result of just cause not attributable to the petitioner.

Adopted June 14, 1976
Amended August 19, 1996

STATEMENT OF COLLEGE POLICY

Surry Community College is proud of its history, its faculty, and its student body. A statement at this time does not indicate any special concern in regard to possible activities on our campus such as have been witnessed on college campuses across the country. However, in view of the temper of the times, we believe it proper to reassure our students, faculty, alumni, and friends by a clear statement relative to the following items:

1. Surry Community College is a county owned and state operated and controlled community college. It has grown and expanded over the past few years with state and local funds. In accordance with state law, its management and control are the responsibility of the Board of Trustees.

2. Surry Community College proudly affirms its belief in and support of the philosophy of individual freedom and responsibility. Academic freedom is not academic license, and the right to criticize and protest is not the right to disrupt or interfere with the freedom of others. Surry Community College believes in a government of law and not of men. It is the right of any citizen to criticize, protest, and attempt to change the law in accordance with constitutional procedures. It is not the citizen's right, however, to disregard or disobey the law even under the excuse of his own conscience.

3. A student enters Surry Community College voluntarily. Students apply presumably because they wish to further their education and because they believe Surry Community College, with its traditions and reputation, is capable of advancing their intellectual development. Any student who is not in agreement with the rules and regulations, traditions, and policies of the college is always welcome to suggest changes in an orderly manner; however, having been accepted and having decided to enroll, he or she is expected to abide by the laws of our nation and comply with the rules and policies of Surry Community College until change is accomplished by proper procedure.

4. Moreover, the administration of the college pledges unequivocally to give full and prompt attention to proposals presented in a serious and orderly manner. The use of violence, disturbances, or force of any kind--whether by single students, a minority or a majority group --will not be tolerated.

Accordingly, the Board of Trustees formally announces this college offers no sanctuary to any individual or group which condones, advocates, or exercises the taking over or damaging of property or the use of intimidation or physical force. Any who engage in such activities will be held legally and individually responsible. Corrective steps may include suspension, expulsion, and / or prosecution in the courts of the State of North Carolina.

-Board of Trustees, SCC



ACADEMIC INFORMATION

CURRICULUM PROGRAMS

Whether people are eighteen, eighty, or somewhere in between -- whether they are seeking a college degree, needing to acquire specific job skills, or wanting to learn something new for its own sake -- they can find what they are looking for in one of the programs SCC offers. For a complete list of these programs, see the colored section (pp. 73-128) of this catalog.

DEGREES

A.A./A.S. COLLEGE TRANSFER

The College Transfer Program offers courses designed to parallel those taken during the freshman and sophomore years of study at a four-year college or university. During these first two years, students pursue general education courses in the areas of humanities, social sciences, mathematics, and science. This program provides great flexibility in course requirements so that students can design a curriculum plan to lead them smoothly into the junior year of a particular four-year college or university.

Students may choose to stay long enough to earn an Associate in Arts or Associate in Science Degree, or they may choose to transfer the credit they've earned at any time along the way. Counselors are available to help students plan their programs to meet their specific needs.

Many courses within the College Transfer Program will also appeal to adults who are not really interested in earning a degree or in transferring to another college. This option is described in more detail under *Special Credit*.

Students who complete the A.A. or A.S. degree, including the general education core and appropriate electives, are assured that their credits will transfer to the University of North Carolina System schools. (Students must, of course, apply to and be accepted by a particular UNC System school in order for their credits to transfer.)

A.A.S. TECHNICAL

Curriculum programs in the technology areas are designed to provide students with technical competence for immediate employment in such fields as business, industry, government, health, agriculture, and social services or as owner / manager of their own business. Some general education courses are included in technical degree programs to provide knowledge essential for success in one's chosen field. Students who complete these two-year programs are awarded an Associate in Applied Science Degree.

A.A.S. COLLEGE TRANSFER

In addition to immediate employment, another option for students who earn an A.A.S. degree is to transfer to a four-year school. Several career technology programs at Surry allow this option. Both public and private four-year institutions have designed programs specifically for A.A.S. degree recipients. For a complete list of these options, as well as transfer guides, contact the Student Services Office.

GENERAL EDUCATION COMPETENCY REQUIREMENTS FOR ALL DEGREES

Students who graduate from Surry Community College's Associate Degree programs must demonstrate competence in written communication, oral communication, and

quantitative skills as described here. These requirements apply to Associate in Arts, Associate in Science, and Associate in Applied Science degree recipients.

Writing Competency: As a part of a basic composition course, students will exhibit mastery of basic written communication skills by writing an in-class composition as directed by the English faculty. These writing samples will be evaluated by identifying their strengths and weaknesses in general. Successful demonstration of basic writing competencies is a requirement for completion of basic composition.

Oral Communication Competency: As a part of an English course, students will demonstrate adequate oral communication skills by delivering a five-minute presentation on a topic of their choice. To be judged adequate, the presentation must be well-researched, well-organized (with an outline), and well-delivered. Presentations will be evaluated by the appropriate instructors. Successful demonstration of oral communication competencies is a requirement for completion of an English course in each associate degree program.

Quantitative Competency: Students will exhibit proficiency in basic mathematical skills by making an acceptable score on the college placement test. Students not achieving the required score must successfully complete a developmental math course in order to be eligible to graduate.

DIPLOMAS

Diploma programs are designed to prepare students for initial employment in skilled occupations, to retrain skilled workers for new occupations, and to provide skill upgrading for one's advancement in current occupations. Most of these diploma programs require one year of participation on a full-time basis to complete, although courses can be taken on a part-time basis. These programs do not require a high school diploma for admission, but if a student has academic deficiencies in subjects basic to success, he or she may be required to complete supplementary studies prior to entering the program on a full-time basis.

GENERAL EDUCATION COMPETENCY REQUIREMENTS FOR ALL DIPLOMAS

Required courses for each diploma are listed with each program in the following pages. In addition, diploma general education competencies are outlined here.

Diploma General Education Competency Requirements

Students who graduate from Surry Community College's Diploma programs must demonstrate competence in written communication, oral communication, and quantitative skills as described below.

Writing Competency: As a part of an English course, students will exhibit adequate writing skills by completing an in-class business correspondence assignment as directed by the instructor. The assignment will be evaluated for clarity and effectiveness. Successful demonstration of basic writing competencies is a requirement for completion of an English course in each diploma program.

Oral Communication Competency: As a part of an English course, students will exhibit adequate oral communication skills by delivering a three-minute presentation on a topic assigned by the instructor. To be judged adequate, the presentation must be well-organized and well-delivered. Successful demonstration of oral communication competencies is a requirement for completion of an English course in each diploma program.

Quantitative Competency: Students will exhibit proficiency in basic mathematical skills by making an acceptable score on the college placement test. Students not achieving the required score must successfully complete an appropriate basic math course in order to be eligible to graduate.

CERTIFICATES

Some technical programs are designed to allow students to receive a certificate after completing a designated set of specific courses. These programs are one year or less in length. Required courses are generally those which provide specific job-related skills. For more information, consult the college catalog (p. 81) or a counselor in Student Services.

DISTANCE LEARNING/TELECOURSES

Unlike traditional college courses, telecourses require fewer class meetings. Telecourse students work independently, watching television programs (or video replays) and reading assigned materials in their homes. Telecourses are equivalent in course content and student requirements to other courses taught on campus. Instructors interact with students through a combination of on-site classes or study sessions, written assignments, telephone contacts, E-mail, and mailings.

SPECIAL CREDIT

If students are not currently interested in pursuing one of the degree or diploma programs described, or if they are just not sure which program they want, they can enroll as a special credit student. Special credit students with a high school diploma or GED can take courses in any program area; those without a diploma or GED may choose to take any courses in the diploma or certificate program area.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) is designed to give students enrolled in many programs within the college an opportunity to work in their fields of study while completing their degrees. This combination of classroom instruction with practical / related work experience provides numerous benefits to participating students.

Co-op students work from one to four semesters in part-time or full-time jobs with employers selected and / or approved by the college. Academic credit is given for the learning gained during the work period. Students are contacted periodically by a faculty coordinator and receive on-the-job supervision by the employers.

Admission to the Cooperative Education Program is based on scholarship and interest, not financial need. Employers select the students and determine salaries to be offered; therefore, the college does not guarantee employment for all who are eligible.

Eligibility. Students who are enrolled in programs offering Co-op for academic credit are eligible to participate if they meet the following conditions:

1. Recommendation of an instructor.
2. A minimum 2.0 GPA.
3. Completion of a professional development course or a job-seeking skills workshop which is arranged on demand by the Co-op office.
4. Approval from program director or job developer.

Certain curriculum programs may specify additional conditions.

Application Procedure. Interested students should obtain an application from the Co-op Office (located in the A-Building), get a copy of their student checksheet from Student Services, and schedule an interview with the director or job developer. Students are selected on the basis of information obtained from their application forms, college transcripts, and an interview regarding career goals. After students have been accepted into the program, the director, job developer, or faculty coordinator will be responsible for locating and / or approving appropriate work assignments.

Academic Credit. Co-op students may earn from one to eight hours of Cooperative Education credit toward completion of diploma or degree requirements in approved curriculums.

Registration. Students must have a "Cooperative Education Registration Approval Form" before officially registering for a Co-op work experience course. Students who are approved for Co-op must register before going on their assignments.

Students interested in Cooperative Education are invited to contact the Student Employment Center. Information is also available through faculty advisors.

NOTE: Co-op options are listed under each participating curriculum course schedule.

STUDENT EMPLOYMENT CENTER

The Student Employment Center offers a variety of services to students and graduates. The Center is located in the "A" Building in the Student Services area. Services include Cooperative Education, assistance with job search, resume preparation, job development, job referral, career assessment, and counseling. Job Information Service terminals and Internet are available, providing easy access to local, national, and international job listings.

If a student is not completely sure that he or she is on the right track to the best career, he or she should visit the Career Resource Library in the Center. This area provides students with up-to-date information concerning a wide variety of career fields. Students can find printed materials, computerized data, videotapes, cassette tapes, and access to career information on the Internet.

The Student Employment Center is staffed five days and two evenings per week: Monday and Tuesday, 8 a.m. to 8 p.m.; Wednesday through Friday, 8 a.m. to 4:30 p.m.

Student Employment Center Staff:

Anita Bullin, Director, Ext. 268
Dennis Lowe, Co-op Coordinator / Job Developer, Ext. 325
Jane Morton, Secretary, Ext. 320

SURRY JOBLINK CAREER CENTER

Surry Community College has partnered with the Employment Security Commission, JTPA, Vocational Rehabilitation and Workfirst to form the Surry JobLink Career Center. The center is user-friendly and provides job seekers and employers access to a variety of employment and training services in one location. For more information, visit the Surry JobLink Career Center in the C-building or call (336) 386-1051, Ext. 379.

ACADEMIC ASSISTANCE/DEVELOPMENTAL STUDIES

The goal of Developmental Studies at Surry Community College is to help students succeed in college. Courses in the basic skills of reading, writing, mathematics, and study skills are offered. After a student begins college level work, Developmental Studies continues to play an important role through the Learning Center where tutoring, individualized instruction, and computer learning take place.

The Learning Center is open Monday through Thursday from 8:00 a.m. to 3:30 p.m. and from 6:00 p.m. to 9:00 p.m. and on Friday from 8:00 a.m. to 3:30 p.m. The Learning Center is located in the Richards Health Sciences Building in room H270 and can be reached by dialing 386-8121, extensions 255 or 355.

Developmental Studies Courses: Courses include mathematics, English comprehension and vocabulary skills, writing skills, and study skills. With the cooperation of the Learning Center, the developmental program offers lab classes that supplement the basic courses. In these lab classes, students work individually on the computer and in small groups with teacher assistants to practice needed skills. Instructors in the Learning Center are always available to provide assistance in English, reading, and mathematics.

Learning Center: All students are invited to the Learning Center to improve their skills. Tutors and professional staff are available in reading, English, and mathematics. The Center also provides services to students enrolled in virtually all courses in the college curriculum. Multi-level materials, software, and computers are available for student use.

The testing program is conducted in the Learning Center. Included in this program are the Computerized Placement Tests (CPT's), adult education tests, and other specifically designed instruments. Placement tests are scheduled through Student Services for students who require them.

Tutor Program: A tutor program is available for students who would like additional help in their academic subjects. Advanced students who have demonstrated competency in a subject area serve as tutors and are assigned to individual students or small groups.

Information Systems Computer Lab: The Computer Lab offers help in all computer classes taught on campus. The Lab is open Monday through Thursday from 8:00 a.m. to 9:30 p.m.; Friday from 8:00 a.m. to 4:30 p.m.; and on Saturday from 8:00 a.m. to 12:00 (noon). The Computer Lab is located in the Electronics Building in room E134 and can be reached by dialing 386-8121, extension 334.

Math Lab: The Math Lab offers assistance in all mathematics classes taught on campus. The Lab is open on Monday, Wednesday, and Friday from 10:00 a.m. to 10:50 a.m. and 12:00 (noon) to 1:00 p.m.; Monday and Wednesday from 3:00 p.m. to 4:00 p.m.; Tuesday, Thursday, and Friday from 12:00 (noon) to 2:00 p.m.; and at other times by appointment. The Lab can be reached by dialing 386-8121, extension 286, and is located in room H150 and in the Learning Center .

Computer English / Math Lab: The Computer English / Math Lab offers tutoring using both computer programs and a tutor in all English and mathematics classes taught on campus. The Lab is open Monday, Wednesday, and Friday from 1:00 p.m. to 4:00 p.m. and Tuesday and Thursday from 1:30 p.m. to 4:30 p.m. The Lab is located in room H256 and can be reached by dialing 386-8121, extension 311.

Nursing Lab: The Nursing Lab offers assistance with all nursing classes taught on campus. The Lab is open Monday through Friday with lab tutors available on a limited schedule. This schedule for lab tutor availability is posted on each lab. The Lab is located in rooms H336 or H339 and can be reached by dialing 386-8121, extension 275.

Mount Airy Learning Center: The Mount Airy Learning Center offers Human Resource Development, Adult Basic Education, General Educational Development, English as a Second Language, and computer classes. The Learning Center is open Monday, Tuesday, and Thursday from 8:00 a.m. to 9:00 p.m.; Wednesday from 8:00 a.m. to 4:30 p.m.; and Friday from 8:00 a.m. to 12:30 p.m. The Center is located on N. South Street in Mount Airy and can be reached by dialing 789-0063.

The Writing Center: The Writing Center provides tutoring, reference, and support services to SCC students. The Center also promotes writing programs for the college community and the college service area.

Appointments are encouraged for writing help but not required. Computers are available on an unreserved, first-come basis. The Writing Center is open Monday-Thursday from 9:00 a.m. to 3:00 p.m.; Friday from 9:00 a.m. to 12:00 (noon); and Monday and Wednesday from 6:00 p.m. to 9:00 p.m., and is located in H277. The Center may be reached by phone at 386-8121, extension 375.

COMPUTER RESOURCES

Surry Community College has several computer labs which are available for use by its students. These labs are available for computer classes, computer related classes, and for computer-assisted instruction. Most of the computers in these labs are networked in a Novell network environment.

The college has a campus-wide network for faculty, staff, and student use. Fiber optic cable has been installed between all buildings on campus and some network equipment has been installed. Internet access is available for class and research use by faculty, staff, and students in selected labs, the Learning Center, and the Learning Resources Center (Library).

LEARNING RESOURCES CENTER

The Learning Resources Center houses the library and instructional media areas, a local history room, AV circulation, and a TV studio / distance learning classroom.

The LRC's library service provides all printed and book materials, circulation, and reference assistance for study and research. The instructional media area provides the circulation and production of audio-visual and video services.

Services of the Learning Resources Center are available to the students, faculty, and staff of Surry Community College and to the citizens of Surry and Yadkin counties and neighboring areas.

The hours of the Learning Resources Center are 7:30 a.m. to 9:00 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. on Friday, unless otherwise posted. During semester breaks, the LRC is open Monday through Friday from 7:30 a.m. until 4:30 p.m., but is closed on weekends and holidays.

Additional library policies will be given to students when they obtain a library card.

CREDIT AND GRADING ISSUES

CLASS SCHEDULING

Curriculum classes at SCC are normally scheduled to last for sixteen weeks, called an academic semester. At times, especially during the summer, some classes are offered in abbreviated sessions. In developing the curriculum class schedule each semester, SCC tries to provide as broad a schedule as possible to allow for students' needs. Classes are generally available beginning at 8:00 a.m. on weekdays and continuing through the evening hours. Some are also available on weekends. Most curriculum credit classes are taught on the college campus in Dobson. Some are offered at off-campus sites, and some are even available through television via the Public Broadcasting System.

SCC encourages students to take as many or as few classes at a time as they like. Some daytime classes may meet only two or three days each week; others meet each day.

Evening classes usually meet one or two evenings per week. In deciding upon a schedule, students need to remember that study time outside of classroom hours is an integral part of academic success.

CREDIT MEASUREMENT

Credit for curriculum courses is measured in semester credit hours, defined as one credit hour for one contact hour of classwork, two contact hours of laboratory, or three contact hours of shop or clinical work per week for the sixteen weeks of the semester or its equivalent. Contact hours are the actual number of clock hours that are scheduled for a class each week.

Fifteen to eighteen credit hours is considered a normal full-time academic load. A maximum of 21 credit hours may be carried without special approval by the Vice President for Student Services.

GRADE DEFINITIONS

The following grading system is used at Surry Community College.

Letter	Description	Quality Points
A	Superior	4
B	Good	3
C	Average	2
D	Passing	1
F	Failing	0
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0
CR	Credit by Proficiency	0
NS	No Show	0
	Institutional Credit Only	0

GRADE POINT AVERAGE

Student progress is measured by grade point average, or GPA. This average is sometimes called a quality point average, or QPA. Students can compute their GPA by dividing the number of credit hours they have taken into the number of grade points they have received. Grade points are assigned in this manner:

GPA

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

Grade Points Assigned for 3 Credit Hours

A	12
B	9
C	6
D	3
F	0

*If students have taken 30 credit hours and have 90 grade points, their Grade Point Average is 3.0 (90 divided by 30 = 3.0, a "B" average).

*If students have several "C's" or "D's," they need to keep a close check on their Grade Point Average.

*If students repeat a course, the lower grade is not counted in their G.P.A. Repeating a course that students make a "D" in can raise their G.P.A. significantly.

COURSE SYLLABUS

At the beginning of each semester, instructors are required to give each student a course syllabus that should explain all course requirements, the grading scale, and the attendance policy for that class. Students have a much better chance of being successful if they understand all the procedures and requirements for each class.

All instructors do not use the same grading scale. Given the diversity of courses taught within this college, students may find that a particular number grade may be awarded different letter grades in different courses. For example, a 90 may be a "B" in one course and an "A" in another course.

Regular class attendance is a key element in becoming a successful college student. It is the student's responsibility to know and understand the attendance policies for each instructor and to understand how attendance in class might affect his or her final grade. Students should not fail a class as a result of poor attendance or by not understanding the attendance requirements for the class.

GRADING SCALES/ATTENDANCE POLICIES

MID-TERM GRADES

If students are having academic difficulty in any classes (making below a "C" average), they can expect to receive a written notification of unsatisfactory work during the eighth week of the semester. This notification is mailed to the student on grade cards which list a "U" grade for only the affected classes. The purpose of this grading process is to be certain that students are aware of the problem and to give them time to talk with the instructor about how they can raise their grade before the end of the semester. These "U" grades are removed by the final grade for the class. Students will not receive mid-term grades for **all** of their courses, but only those in which they currently have less than a "C" average.

FINAL GRADES

Final grades for each class will be mailed directly to students as soon after the end of each semester as possible. Generally, they are mailed during the first week of the following semester. Students will receive one grade card which lists all courses for which they were registered during the semester. In addition to the semester grades, this grade card will show a student's semester grade point average, the total number of credit hours he or she has earned as a student here, and his or her cumulative grade point average. Students should read this card carefully, and be certain that they have received a grade for each class. If a student thinks there is an error of any kind, he or she should come to Student Services to have it checked.

RELEASE OF RECORDS

The most important document a college student will create for himself or herself is the transcript. It is created when students register for the first time, built upon each semester, and completed only when they have taken their last course. In some ways, it is really more important to a student's future than the diploma he or she receives upon completion of a degree program. Each time a student applies for a job, each time a student applies to take courses at another college, he or she will need an official copy of his or her transcript. It

provides a complete academic record of all courses the student has taken, including grades received. Therefore, even though it may be important to graduate and have a diploma hanging on the wall, jobs in the student's future may be won or lost on the basis of what a potential employer sees on his or her transcript.

A student's transcript is a confidential document maintained by the Registration and Records Office in Student Services. It is accessible only to the student and those he or she permits to have copies. When students need to request a copy of their transcript for a job interview or transfer application, they will need to complete a transcript request form in the Student Services Office. There is no charge for this service.

In accordance with the Family Educational Rights and Privacy Act of 1974, only Directory Information will be released without the written consent of the student. Such information may be released at the discretion of the Vice President for Student Services.

Directory information includes: name, hometown, major field of study, dates of attendance, degrees awarded, and awards received. However, a student may request in writing to the Vice President for Student Services that such information be withheld. Such requests will be honored. **Failure of the student to keep his or her name and address updated in the Student Services Office can cause confusion that could result in mail not being received or colleges and employers not receiving transcripts.** See official policy for release of records on page 30 of this catalog.

CREDIT BY PROFICIENCY

Students who can provide tangible evidence of preparation to challenge a course indicating that they may be proficient in a subject, may request credit by proficiency. Students requesting this type of credit must use this procedure:

(1) Register for the course prior to requesting permission to take the proficiency examination.
(2) Initiate the request through the course instructor. The appropriate form is available from the instructional deans / vice presidents' offices.
(3) Obtain approval from the instructor, the division chair, and the appropriate dean.

A written, oral, and / or performance examination will be developed and administered by the instructor in any manner pertinent to the content of the course. If the student exhibits satisfactory performance on the examination, the appropriate number of credit hours and grade will be placed on the student's permanent record. The decision of the examining instructor will be final.

TRANSFER CREDIT

If a student is transferring to SCC from another accredited college or university, he or she will need to furnish **official transcripts** for evaluation. Courses that are satisfactorily completed at other accredited institutions are evaluated in terms of the program the student selects at Surry Community College. When appropriate, credit may be transferred in for courses in which D grades were earned if the student has a C (2.0) average for all coursework being transferred. However, no "D" credit can be transferred into the nursing curricula.

AP and CLEP credits are granted based on scores recommended by the College Board and other accrediting agencies. (See Advanced Placement) In some cases, transfer credit can be granted for military training. In order to receive this credit, a student must provide official documentation to support his or her claim. Evaluation guides provided by the armed services and the American Council on Education are used along with faculty guidance to award credit for that work which is similar in content to the regular college curriculum requirements of the chosen program.

Transfer credit presented is evaluated and then placed on an official transcript. These transcripts are available in Student Services upon request. Students receiving transfer credit

must complete at least 20 semester hours at Surry Community College in order to complete graduation requirements.

ADVANCED PLACEMENT

Under the terms of an articulation agreement with high schools in Surry, Yadkin, and Stokes counties, entering students may receive advanced placement for a variety of courses taken in high school, e.g., horticulture, forestry, automotive, drafting, computer applications, fashion merchandising, keyboarding, computerized accounting, and electricity / electronics. Only those students who have scored at or above the mastery level of 80% on the VoCats end-of-course tests are eligible.

ENGLISH. Credit for selected English courses may be received by making acceptable scores on the Advanced Placement Examination of the College Board, the Written English Expression (Sentences) section of the Comparative Guidance and Placement Test, or the Sentence skills section of the Computerized Placement Tests.

Advanced Placement Examination. AP exams are usually taken by high school students enrolled in advanced classes. Students are responsible for having scores forwarded to the Vice President for Student Services for consideration. Students who achieve a score of 4 or higher will receive credit for two semesters of English composition. Students who achieve a score of 3 will receive credit for English 111.

Written English Expression Test/CPT Sentences. If a student does not take one of these tests at the time of his or her initial enrollment, he or she may make arrangements for testing through the Student Services Office. Either of these tests may be taken only once in an attempt for advanced placement.

Students who achieve acceptable scores will receive credit for English 111. Credit for English 111 will be awarded after the student takes English 112, 113, or 114. The grade earned in English 112, 113, or 114 will also be recorded for English 111. Should the student receive a grade of "D," "F," or "W" for English 112, 113, or 114 no English 111 credit will be awarded, and the student will have to take the English 111 course.

AUDITING COURSES

If a student should decide that he or she would like to take a particular class, but does not care about earning credit for it, he or she may register to audit the class. The process for registering is the same as if one were taking it for credit, and the tuition is also the same. The only difference is that on the first day of class the student must advise the instructor that he or she is auditing the class. Once begun as an audit, the course may not later be changed to credit. Similarly, after the drop / add period, the course should not be changed to an audit. The course will still appear on the student's transcript and will show a final grade of "AU." It will not be included either as hours attempted or hours earned and will not be considered in the calculation of grade point average. No financial aid or veteran's benefits will be paid for an audited class.

COURSE REPETITION

A student will be allowed to repeat and / or audit courses if he or she does not displace a student who has not previously taken the course. A student lacking adequate background courses may be advised to audit a course more than once in order to gain basic skills necessary for success in the selected course. After repeating a course twice, the student will be required to complete a Course Repetition Application Form found in Student Services. After conferring with the appropriate instructor, counselor, or dean, the Registrar or the Vice President for Student Services will determine if the student has a valid request. The student will then be allowed either to enter the class or be advised why continued participation in the class is inappropriate.

When a course is repeated, the highest grade is recorded as the final grade for the course and will be the only grade used in calculating grade point averages or hours toward graduation. Grade point averages, hours necessary for graduation, and other specific information concerning audits and repetition of courses as related to graduation requirements are outlined in this catalog.

INDEPENDENT STUDY

Degree-seeking students who need to complete a particular course to meet graduation requirements but who cannot take it at its scheduled time as a result of unavoidable problems may request it on an independent study basis. This request is generally made through an instructor or division chairperson on a Request for Independent Study Form. The form is then signed by the student, instructor, division chairperson and the appropriate dean. Registration and tuition for such a course are the same as if taken on a regular basis.

CHANGE OF PROGRAM

Degree-seeking students who change their mind about the curriculum they wish to pursue must see a counselor to make this change official. Special Credit students who decide to complete the requirements for a diploma or degree program must see both a counselor (for orientation and testing requirements) and the admissions staff to be sure required transcripts and other pertinent information are on file.

CLASS CANCELLATION

At times it may become necessary for the college administration to cancel a class appearing on a schedule. Normally this is done only when the enrollment for this class is not sufficient to allow it to be taught as scheduled. When class cancellations are made, Student Services staff will work with students to find an acceptable alternative. Students need to come to the Student Services Office to drop the cancelled class and either replace it or initiate a refund of any tuition paid.

WITHDRAWAL FROM CLASSES

A student who withdraws should do so officially through the office of the Vice President for Student Services and the Business Office. Failure to withdraw officially could result in the assignment of an "F" grade for the work attempted and in a forfeit of refunds.

1. Drop/Add: The drop/add period consists of the first five days of class. If students decide to drop or add a course, they should come by Student Services and fill out a drop/add card.
2. Then students should turn this card in to the registration desk. This course will not appear on their transcript.

After Drop/Add Period: If students decide that they need to drop a class after the drop/add period, they need to follow these procedures:

1. Come by Student Services and fill out a drop/add card.
2. Have the instructor sign the drop/add card. Failure to get the instructor's signature will cause students to receive a "F."
3. Turn in drop/add card to the registration desk.
4. Students receiving financial aid should notify the Financial Aid Office of any changes in their schedule.

Students must make certain their registration is correct. This procedure is the responsibility of the student and is one of the most important functions he or she has as a college student.

When a student withdraws from school or a class after the drop-add period, a "W" (withdrew) grade will be assigned unless the instructor determines that the student's performance at the point of withdrawal has been unsatisfactory. If the instructor's evaluation of the student's status is unsatisfactory, an "F" grade will be recorded on the transcript at the end of the semester. If a punitive grade ("F") is going to be assigned, the student should continue in the class in an effort to earn a passing or non-punitive ("W") grade.

REMOVAL OF INCOMPLETE GRADES

When a student receives a grade of "I" in an individualized course (these are primarily BUS courses), he or she should reregister and pay the appropriate tuition for it for the semester he or she wishes to remove it. The "I" grade for all other courses can be removed by working with the instructor to complete the work necessary to finish the course. The instructor then turns in a change of grade form to Student Services, and this final grade is placed on the student's transcript replacing the "I."

Students having an "I" grade on their transcripts have a maximum of one year from the date it was given in which to remove the "I." If at the end of this time the "I" has not been removed, it will remain on the transcript as an "I." If students need credit for the course, they will need to reregister and repeat the entire course. Transfer students should be aware that "I" grades not removed before transferring are treated as an "F" for computation of grade point averages by many receiving institutions.

ACADEMIC PROGRESS

The policies governing academic progress at Surry Community College are intended to assist students in successfully completing their programs of study and to prevent prolonged failure for all students. Procedures are designed to identify students experiencing academic difficulty and to ensure effective corrective action. These procedures are supported by both the staff and faculty, who are committed to

(1) informing all students of minimum academic standards and grading procedures;
(2) identifying and alerting students displaying signs of academic difficulty as early in the semester as possible;
(3) providing opportunities for corrective action to such students; and
(4) notifying all students of their grade point averages immediately following the end of the semester.

Students enrolled in degree, diploma, or certificate programs are expected to maintain satisfactory academic progress toward the completion of the requirements for their programs. Since a 2.0 minimum grade point average is required for graduation from all programs, students are expected to regularly maintain upward progress toward this average in order to be considered in good academic standing.

For purposes of determining academic progress, final grades on all courses within the student's program will be considered. Because a period of adjustment to college life is often necessary for new students, the following scales are used to determine satisfactory academic progress. Students who are receiving financial aid should also read and consider the *STANDARDS OF ACADEMIC PROGRESS FOR ALL FINANCIAL AID RECIPIENTS* section of this catalog, since some specific additional conditions apply for the continuation of their financial assistance.

SATISFACTORY PROGRESS IN ASSOCIATE DEGREE PROGRAMS

Credit Hours Attempted	Minimum Grade Point Average
0-30	1.00
31-50	1.50
51 and above	1.75
Graduation	2.00

SATISFACTORY PROGRESS IN DIPLOMA/CERTIFICATE PROGRAMS

Credit Hours Attempted	Minimum Grade Point Average
0-25	1.00
26 and above	1.50
Graduation	2.00

Academic Probation

Students who do not achieve the appropriate minimum average shown previously will be placed on academic probation. These students will be notified by letter of their probationary status and will be required to consult with their academic advisor. Students who are placed on academic probation must either remove themselves from probation or demonstrate progress toward removing the probationary status. Progress toward removing probationary status is defined as achieving a minimum 2.0 semester grade point average for each subsequent semester until the probationary status is removed.

Following notification of probation, the student and academic advisor will meet by the third week of the subsequent semester in order to assess cooperatively the problems impeding success and to identify possible corrective actions. Recommendations may be made to the student regarding his or her course load and / or chosen program, as well as obtaining academic assistance.

Students who do not demonstrate progress toward removing themselves from probationary status following these actions will encounter one or more of the following:

(1) suspension for one semester
(2) loss of financial aid
(3) additional semester probation
(4) transfer to another curriculum
(5) loss of veterans educational benefits
(6) reduced academic course load and counseling

The Vice President for Student Services, in consultation with the student and his or her academic advisor, will determine which one or more of these actions will apply in each individual case.

Academic Suspension

Students who do not maintain the minimum grade point average shown here will be subject to a period of academic suspension equal to one semester or more. Length of suspension will be determined on an individual basis by the Vice President for Student Services in

consultation with the student's academic advisor. Maximum length of suspension for academic reasons is one calendar year. Academic suspension may be appealed by the student through the regular grievance / appeal policy explained in this catalog.

Credit Hours Attempted	Minimum Grade Point Average
16-35	0.50
36-50	0.75
51 and above	1.00

Academic Dismissal

Dismissal of students from Surry Community College is an action taken only in the severest situations. Although a student's best interests may sometimes be served through a short-term break from school to promote increased focus and / or responsibility, the college exists to provide opportunities for learning, not to deny them. Students will, therefore, not be dismissed permanently for academic reasons.

Readmission

Students who have withdrawn in good standing and / or who have not enrolled for a period of one year or more will need to request readmission status through the Student Services Office. Normally, new copies of previous academic transcripts and placement tests are not required. Applicants for readmission to limited admission programs must follow regular admissions procedures for those programs. Students who have been suspended for academic or disciplinary reasons may request readmission after the term of suspension has expired. These students will be required to consult with their academic advisor (academic suspensions) and / or the Vice President for Student Services (disciplinary suspensions) prior to registration.

ACADEMIC HONORS

The Dean's List

The Dean's List is published for fall and spring semesters to honor those students who achieve academic excellence in their classes. It recognizes each student who carries at least twelve credit hours of coursework during the semester, maintains at least a 3.0 quality point average for the semester, and has no final grade lower than a "C" in any course taken. The Dean's List is posted each semester on bulletin boards around campus. It is also published in local newspapers.

Honors Graduates

In order to qualify as an honor graduate, a student must have completed the requirements for graduation (see Graduation Requirements) with a 3.0 average on all work required for the degree at Surry Community College with no grade lower than "C."

POLICIES AND REGULATIONS

The SCC staff and faculty work hard to provide students with a safe and healthy educational environment. The college must rely on the cooperation of all students, though, to ensure that these efforts are successful. SCC students are responsible for understanding and at all times abiding by the college policies and regulations as described in the catalog and special

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notices available in Student Services or posted on campus bulletin boards. If students have questions, they can obtain copies of these policies in the Student Services Office.

If students should have any questions or concerns about any SCC policy or regulation, they may discuss them with the Vice President for Student Services.

For additional information about student rights and responsibilities, see pages 25-27 of this catalog.

Academic Regulations - Nursing

All nursing (NUR) courses have prerequisites. These prerequisites are listed in the catalog under the description of the courses. A student must make a grade of "C" or better in both theory and clinical practice in the prerequisite nursing (NUR) courses before registering for the next nursing (NUR) course. For related nursing prerequisites, a student must make a "C" or better to register for the next nursing course.

In accordance with the North Carolina State Board of Nursing rules, a student will be dismissed from the nursing program for problems which conflict with safety essential to nursing practice. These problems include physical or emotional health problems which conflict with safe nursing practice and do not respond to appropriate treatment and counseling within a reasonable period of time.

It is strongly recommended that all required courses in the nursing curriculum be taken either prior to the scheduled semester or during the scheduled semester as published. This recommendation is to better facilitate the student's progression in the nursing program. A student must make a "C" or better in both nursing (NUR) and related prerequisite courses in order to register for the next nursing course. Students transferring into the nursing program will be given no credit for a grade less than a "C."

GRADUATION REQUIREMENTS

In order to receive a degree, diploma, or certificate from Surry Community College, students must fulfill all these requirements:

A. Complete all course work and credit hours required in the program. Students must complete all credit hours with no grade below a "D."
   1. Transfer Credit - All transfer credit must be evaluated by the Registrar and placed on an official transcript before it can be counted toward graduation.
   2. Substitutions - All programs must be completed as stated in the catalog unless a substitution has been approved and filed in Student Services. **Example:** Substitute ENG 112 for ENG 114 in our technical programs. This practice is acceptable, but it must be approved beforehand. The paperwork can be picked up from the department chairperson or in Student Services.

B. Students must have a *2.0 Grade Point Average with no grade below a "D" for all courses counted toward graduation. (A "D" will count toward graduation, but in most cases it will not transfer.) See Grade Point Average on page 45 of this catalog.

*In order to receive a degree, diploma, or certificate, it is THE STUDENT'S RESPONSIBILITY to apply in writing in the Student Services Office and pay the fees in the Business Office. This is normally done at the start of the semester in which he or she will complete all coursework.

*At least 20 credit hours of coursework **must** have been completed at Surry Community College.

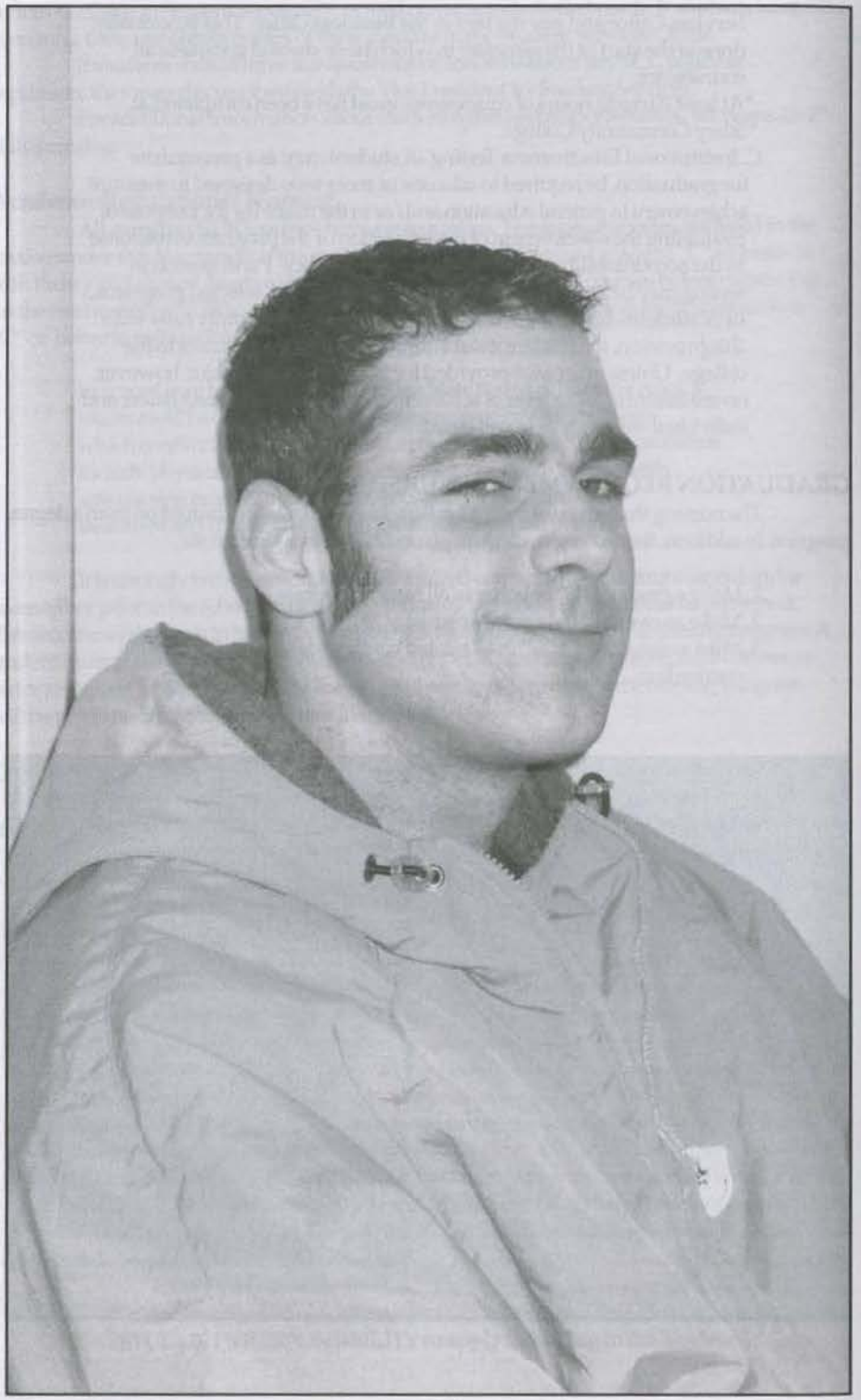
C. Institutional Effectiveness Testing - A student may, as a prerequisite for graduation, be required to take one or more tests designed to measure achievement in general education and / or in the major for the purpose of evaluating the effectiveness of the institution or the program in response to the accountability requirements of public policy. Participation in testing may be required of all students, of students in selected programs, or of students selected on a sample basis. In order to comply fully with this provision, the student must authorize the release of scores to the college. Unless otherwise provided for in an individual major, however, no minimum score or level of achievement is required for graduation, and individual student scores will be treated as confidential.

GRADUATION REQUIREMENTS - NURSING

The nursing student must meet all college requirements for graduation from a degree program. In addition, the nursing student must meet all these requirements:

1. Make a grade of "C" or better in all nursing courses.
2. Make an overall grade point average of 2.0 ("C").
3. Must make at least a "C" in all related courses required in the nursing curriculum.





STUDENT SERVICES

The Student Services Office is a place students may need to visit often. It is filled with competent, friendly staff whose sole purpose is to ensure that student experiences at SCC are the best to be found anywhere. This is the place where the SCC experience begins as students apply for admission, and if they're a degree / diploma student, it's where their SCC experience reaches its apex as they apply for graduation. Additionally, for all the days in between these events, it's the place to come for information and assistance, as well as to register for classes. Whether a student becomes a degree student or a special credit student, he or she needs to take advantage of the help this staff is ready to give. These services include

Academic Advising/Counseling

A wide range of both counseling and academic advising services is available here. If students need to talk with someone about any problem or concern, qualified counselors are available to listen and help resolve problems in a confidential and relaxed setting. Students can talk through whatever is on their mind and quite often gain insight into how to solve the problem through this process.

In addition to personal counseling, academic advising services are readily available to all students. Student Services staff and faculty advisors will work with students to plan a course of study to take them from where they are to where they want to be. From learning more about what a particular course is really like to making sure students are going to be ready to complete a degree when they want to, the staff will be there to help. For students interested in transferring, this staff will help make the transition a positive experience through such assistance as helping students find the right person to see at the senior college or guiding students through the application process.

Academic Assistance

Degree-seeking students whose placement test scores indicate a need for more background preparation and other students who are looking for refresher courses are offered space in developmental studies classes. Participation in this program enables these students to gain the necessary skills to become successful college students. The Learning Center has available student tutors and professional staff for individualized instruction in reading, English, and mathematics.

Veterans Services

If a student is a veteran of military service, serves in Reserves or the N. C. National Guard, or is the spouse or child of someone disabled or killed during service, he or she will want to take advantage of the Veterans Services Office within Student Services. The Veterans Officer will help students apply for any educational benefits available to them and will answer any questions about these benefits. Students receiving veterans educational benefits must (1) follow the Standards of Progress for Financial Aid Recipients at Surry Community College; and (2) maintain regular class attendance in order to continue receiving these benefits.

Veterans Attendance. Any student missing one week of day classes or two consecutive evening classes should be reported to the Veterans Administration. State and federal laws require that all persons receiving veterans educational benefits attend class on a regular basis. Instructors will be notified each semester concerning who these students are.

Student Activities

A well-balanced educational program includes some time for social, cultural, and recreational activities. Each year the college provides a variety of such activities through student clubs and organizations. The SCC Inter Club Council coordinates many of these

activities and the College encourages students to learn more about specific clubs. An active intramural sports program is also offered each year for those not-so-serious about formal sports, but still looking for exercise and fun. Volleyball, basketball, softball, golf, tennis, table tennis, and bowling are offered. Student interest, participation, and enthusiasm are high in these programs. From time to time, club teams are formed to compete in informal tournaments in this area and also against community colleges located nearby.

ADA

Students who have any type of disability are especially encouraged to take advantage of the special services available.

Surry Community College will make every effort to provide auxiliary aids to students who require such assistance; however, SCC is not required to and will not provide attendants, individually-prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

The student with a disability has the responsibility to notify the Special Programs Coordinator of the need for educational auxiliary aids such as interpreters. The disabled student is required to notify the coordinator as soon as he or she begins the application or registration process since ample time is necessary for locating appropriate aids. The Special Programs Coordinator can be contacted in Student Services at (336) 386-8121, Ext. 201. Surry Community College is committed to making educational opportunities offered by the college accessible to everyone.

REMEMBER! EVENING/WEEKEND CLASSES AND TELECOURSES

The college offers evening / weekend classes and telecourses primarily for those students who wish to pursue a part-time program while continuing to work full-time. Full-time students may also enroll in evening / weekend classes or telecourses. A separate evening class bulletin and schedule is published each semester and evening / weekend classes and telecourses are listed in the regular schedule as well. An attempt is made each semester to offer a selection of courses from each program of study. It is possible for a student to complete most programs through part-time study. The evening office maintains waiting lists for classes, and requests for classes should be directed to that office.

Availability

Anytime students are on campus, there is someone in the Student Services Office to assist them if they need help. Regular office hours are

Monday - Thursday
7:30 a.m.-9:00 p.m.
Friday
7:30 a.m.-5:00 p.m.
For More Information . . .
Call (336) 386-8121

	Ext.
Business Programs	246
College Transfer	262
Evening Programs	276
Financial Aid	279
Nursing Program	247
Technical Programs	281
Veterans Services	281
Diploma Programs	281
JobLink Student Employment Center	320

Health Services

First aid supplies are kept at various locations around campus such as Student Services, Administration Offices, Nursing Department, Physical Education Department (Gym), Maintenance Office & shop, as well as all technical and science lab areas.

In the event of any emergency, students are to contact the Student Services Office. If further help is needed for the situation, Surry County Emergency Medical Services will be notified. Students will be transported to Northern Surry Hospital in Mt. Airy if deemed necessary by the EMS.

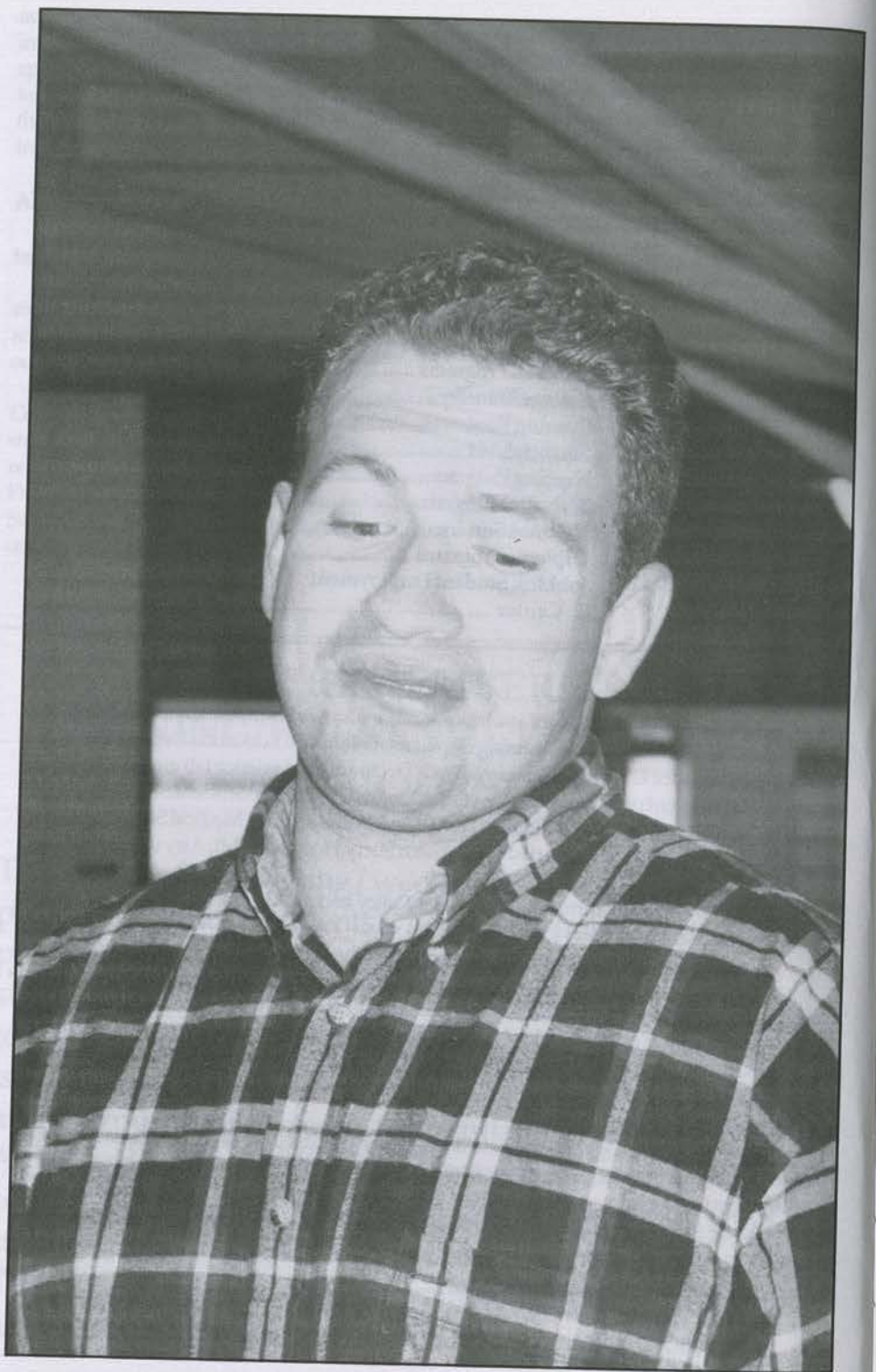
A copy of the Communicable Disease Policy and an Alcohol & Drug Abuse Policy is available in the Student Services Offices.

All health services are coordinated through the Vice President of Student Services.

A limited accident insurance policy is purchased upon registration. Because this is a limited policy, students must read carefully the brochure which is provided. Also, if it becomes necessary to receive medical treatment under this policy, students must notify the Business Office within two days of the injury and complete the required forms.

Cosmetology Services

The Cosmetology Department is located on the first floor of the Richards Health Sciences Building. Although the purpose of the department is to train students to gain employment in the beauty culture field, the department offers its services to SCC students, faculty / staff, and the general public. Services are administered on a first-come, first served basis.



COSTS AND STUDENT FINANCIAL AID

TUITION AND FEES

Surry Community College offers educational opportunities at minimum cost to the students. Charges are set by the North Carolina State Legislature and are subject to change.

The tuition fee for in-state students is $20.00 per credit hour with a maximum charge of $280.00 per semester. To qualify for in-state tuition, a legal resident must have maintained his domicile in North Carolina for at least the twelve months preceding the date of first enrollment or re-enrollment in the college. If questions arise concerning legal residency, students may contact the Vice President for Student Services.

For out-of-state students, tuition is $163.00 per credit hour with a maximum charge of $2,282.00 per semester. Out-of-state students attending Surry Community College are eligible for in-state tuition rates provided they are employed in North Carolina and the employer pays the tuition for the student employee. When the student registers for classes, the employer will be responsible for paying the student's in-state tuition. Also, a letter on company letterhead is needed stating that the student is an employee of the company.

Occupational, practical skills, avocational, and academic extension registration fees are $35.00 per course. There is no charge for Adult Basic Education or G.E.D. enrollment. Curriculum (credit) courses offered off campus through continuing education have the same tuition as if they were offered on campus.

North Carolina residents age 65 and older may register for college classes free of tuition and registration fees.

Tuition Fee Summary (Subject to change by State Legislature)

ALL CURRICULUM PROGRAMS

IN-STATE:

Fall/Spring:	$20.00 per credit hour up to 14 credit hours (maximum $280.00)
Summer:	$20.00 per credit hour up to 9 credit hours (maximum $180.00)

OUT-OF-STATE:

Fall/Spring:	$163.00 per credit hour up to 14 credit hours (maximum $2,282.00)
Summer:	$163.00 per credit hour up to 9 credit hours (maximum $1,467.00)

STUDENT ACTIVITY FEE

Student activity fees are collected from all students taking curriculum or credit classes at Surry Community College. These fees are collected to help cover the cost of all student activities which include all Inter Club Council and club activities, field trips, social and cultural events, and related advertising or any other student related costs.

A $.75 fee is collected for each credit hour taken up to a maximum of $9 for 14 credit hours.

These are the student activity rates:

1 credit hour	$ .75
2 credit hours	1.50
3 credit hours	2.25
4 credit hours	3.00
5 credit hours	3.70
6 credit hours	4.50

7 credit hours	5.25
8 credit hours	6.00
9 credit hours	6.75
10 credit hours	7.50
11 credit hours	8.25
12 credit hours	9.00
13 credit hours	9.00
14 credit hours and above	9.00

Activity fees are refundable only as the result of cancellation of the class by the college.

Student Insurance

All curriculum students are required to pay $1.50 per semester to be covered by the Student Accident Insurance Plan for the 1997-98 academic year. A brochure explaining policy coverage is available from the Business Office. Please be sure to read this policy information carefully in order to be aware of the coverage the insurance provides. Any claims should be reported to the Business Office.

Special Purpose Fees

Graduation Fees: A fee of $20 covering the expenses for diploma and cap and gown is payable at the beginning of the semester in which the student expects to graduate.

Nursing Program Costs: Nursing students are required to purchase their uniforms, nursing equipment, and malpractice insurance. Also, nursing students are responsible for furnishing their own transportation to the sites of their clinical experiences.

Late Registration Fee: Full-time students who have attended Surry Community College the semester prior to any registration period may be assessed a $5 late registration fee when registering at a date later than the designated registration day. Part-time students may be assessed a $2 fee for late registration.

Vehicle Registration Fee: Students who park vehicles on campus are required to pay a small fee per vehicle to defray registration expenses.

Transportation to Off-Campus Laboratory Experiences: Transportation to regularly scheduled off-campus laboratory experiences is the responsibility of the student. Division Chairpersons or counselors can furnish information related to the amount of travel involved.

BOOKS AND SUPPLIES

A student is required to buy the necessary textbooks and supplies prescribed in the curriculum he or she is pursuing. The average cost of books will vary from $150 to $225 per semester, depending upon the curriculum and the number of courses taken.

Books and supplies are sold during regular bookstore hours.

Refunds on books purchased in the bookstore may be made only when classes requiring the books are dropped by the drop / add date. Students interested in buying used books from other students are encouraged to do so before purchasing books in the bookstore.

TUITION REFUNDS*

Refunds of tuition will be made under the following circumstances only

(1) A 75% refund will be made upon written request of the student if the student has completed the official class withdrawal process prior to or on the official 20 percent point of the class(es).

(2) Upon written request, students who withdraw completely from all classes will receive a 75% tuition refund if they have completed the official college withdrawal process prior to or on the 20 percent date for the semester.

(3) To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations stated in this policy.

(4) All written requests for tuition refunds must be submitted to the Business Office prior to or on the appropriate 20 percent date of the class / semester.

(5) A full refund will be made in all cases where a class is cancelled or otherwise changed by the College. A written request is not necessary in this situation.

(6) A student who officially withdraws from a curriculum class prior to the day the class begins will be eligible for a 100% refund, if a tuition refund request form is submitted to the Student Services Office.

There are no refunds for payment of activity fees, insurance premium fees, or other special fees.

Tuition Refund Request Forms are available in the Student Services Office, along with appropriate drop / withdrawal forms.

**This policy is subject to change by North Carolina Department of Community Colleges.*

Student Activity Fees

Student activity fees are not refundable. However, if the class or curriculum in which a student enrolls fails to materialize, all the activity fee paid will be refunded.

Other Fees

Other listed fees are not refundable.

STUDENT FINANCIAL AID

The Student Financial Aid Program is designed to assist deserving students in meeting the costs of attending Surry Community College. Financial assistance includes several types of aid: grants, scholarships, loans, and student employment. Financial aid awards may include one or more of these. Only students who have been accepted for admission will be offered financial assistance. An enrolled student must reapply in order to receive aid during the second year of attendance.

Anyone interested in financial aid information may contact the Financial Aid Office which is located in Student Services. A booklet entitled ***Student Guide to Financial Aid Opportunities*** is available and explains the opportunities and responsibilities in more detail. All financial assistance is awarded without regard to the student's race, religion, national origin, age, sex, or disability.

Application Procedure

Students should

1. Complete the Free Application for Federal Student Aid (FAFSA), and mail it to the address shown on the form. Students must specify in the appropriate section that they will be attending Surry Community College. SCC's Title IV school code is 002970. Students completing the needs analysis form before March 15 may be considered for the North Carolina Student Incentive Grant. After completing the needs analysis form, students will receive a Student Aid Report in the mail from the Federal Processing Center.

2. Submit all copies of this Student Aid Report to the Financial Aid Office immediately, or notify the office in writing of plans to attend SCC. The report will allow the aid office to determine what types of aid students are eligible for and what amounts of aid they may receive.
3. Complete a Surry Community College Application for Financial Aid and return it to the Financial Aid Office, Surry Community College, PO Box 304, Dobson, NC 27017.

Federal Pell Grant Program

The Federal Pell Grant Program is an aid program designed to provide financial assistance to those who need it to attend college. It does not have to be repaid. Award amounts are based on adjusted gross income and number in household.

Federal Pell Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of education. Students seeking financial assistance should apply for this type of aid.

North Carolina Student Incentive Grant (NCSIG)

Full-time students who are legal residents of North Carolina may apply for the NCSIG. These grants are awarded by College Foundation, Inc., Raleigh, NC. Students must demonstrate substantial financial need as calculated by the Department of Education. Students must apply for federal aid by March 15 of each year to be considered for these monies.

Federal Supplemental Educational Opportunity Grants

The Federal Supplemental Educational Opportunity Grant Program is sponsored by the federal government and was authorized under the Higher Education Act of 1972. A limited number of these grants will be available to students who have "exceptional financial need." Any student who completes the federal application for financial aid is considered for this grant. Priority is given to early applicants.

Federal Work-Study Program

Part-time jobs are available for students wishing to earn money for part of their college expenses. The jobs may be on campus or off campus with a public or private non-profit agency. The amount of work varies and is determined solely on need as determined by the Financial Aid Office.

Students applying for work-study must complete the application forms previously explained. This type of aid is paid to the student in the form of monthly wages. There is no repayment.

Student Loan Programs

Detailed information may be obtained from a high school counselor or from the Director of Financial Aid. Available loan programs are

North Carolina Prospective Teachers Scholarship Loan
Federal Family Educational Loan Program (FFELP)
Educational Loans for Medical and Related Studies
Nursing Scholarships / Loans
Federal PLUS Loans for Parents

Other Scholarships

The Surry Community College Foundation, Inc., provides scholarships for students having financial need and meeting other specified criteria. This form of aid is made possible by business, industry, and individuals who have contributed to this non-profit organization.

A number of local scholarships are provided by various clubs, organizations, businesses, and individuals. Some of the recipients of these scholarships are chosen by the organization involved; other scholarships are administered through the Financial Aid Office. To apply for scholarships administered by the college, a student should complete the Surry Community College Application for Financial Aid. A complete list of scholarships provided by the Foundation and outside agencies is available in the Financial Aid Office and the Institutional Development Office.

STANDARDS OF ACADEMIC PROGRESS FOR ALL AID RECIPIENTS AT SURRY COMMUNITY COLLEGE

Introduction

This college policy outlines the regulations for satisfactory academic progress required of all students receiving financial assistance. These standards apply to any student receiving grants, scholarships, college work-study, or any other type of financial assistance through Surry Community College.

Procedures

Transcripts of all aid recipients will be reviewed at the end of fall and spring semesters by the Financial Aid Office. From this review, a determination will be made about the satisfactory progress of each financial aid recipient. This review will include the student's total academic history at Surry Community College, including remedial or developmental classes. In order to receive aid, a student must be making satisfactory progress regardless of whether he or she has previously received aid. These are the conditions related to satisfactory progress.

I. Financial aid recipients in the two-year college transfer or Associate in Applied Science Degree (Technical) programs must maintain the following grade point average to be classified as making satisfactory progress:

0 to 20 credit hours attempted - 1.00 cumulative grade point average must be attained.

21 to 35 credit hours attempted - 1.50 cumulative grade point average must be attained.

36 to 50 credit hours attempted - 1.75 cumulative grade point average must be attained.

51 credit hours to end of program - 2.0 cumulative grade point average must be attained.

Note: In addition to these GPA requirements, a student must complete at least 50% of the credit hours attempted each semester.

II. Financial aid recipients in the diploma or eligible certificate programs must maintain the following grade point average to be classified as making satisfactory progress:

0 to 15 credit hours attempted - 1.50 cumulative grade point average must be attained.

16-26 credit hours attempted - 1.75 cumulative grade point average must be attained.

27 to end of program - 2.00 cumulative grade point average must be attained.

Note: In addition to these GPA requirements, a student must complete at least 50% of the credit hours attempted each semester.

III. At the end of each level previously described, an aid recipient has one full probationary semester in which to bring his/her GPA up to the minimum requirements. During the probationary semester, a student must attempt at least 6 credit hours, attain a minimum GPA **and** complete at least 50% of the credit hours attempted for that semester. Failure to do so will cause him or her to be terminated from receiving further financial assistance until a minimum GPA of 2.0 is attained.

IV. Students receiving certain types of aid who withdraw from any or all courses during any semester or pay period, may be subject to repay a pro-rated amount of the assistance.

V. Any financial aid recipient who withdraws from school **MUST** notify the Financial Aid Director. Failure to notify the Financial Aid Director can result in a forfeiture of the probationary semester.

VI. Only grades of A, B, C, D, and F will be used to calculate GPA as explained in this catalog. No classes may be taken for an audit. Also Title IV aid will not pay for a student to repeat any classes.

VII. **Time Limitation:** Federal regulations (07-01-94) require that schools establish a maximum time limit during which the student on aid must complete his or her degree at Surry Community College. This time limit is 150% of the number of credit hours needed for the degree. For example, a student pursuing degree in Paralegal Technology (69 credit hours) must attain that degree after attempting 104 credit hours (69 x 150% = 104). Students will lose their aid after reaching the maximum time frame allowed for their degree/diploma unless there are mitigating circumstances. **All** attempted hours on the transcript will be counted in this time frame, unless hours are used for a previous degree received.

Note: Students whose eligibility for aid is terminated must receive counseling from the Financial Aid Director before being eligible for future financial assistance. Any deviation from this policy will be at the discretion of the Financial Aid Director. In order to appeal the termination of financial aid, a student must be able to document mitigating circumstances.

Students must indicate in writing to the Director of Financial Aid the reason why they did not meet satisfactory progress requirements and why financial aid should not be discontinued. Documentation to support the appeal is required.

The Director of Financial Aid will review the appeal to determine whether termination of aid is justified and will advise the student in person or by letter.
A student who wishes to appeal the decision of the Director of Financial Aid may request a hearing with the Vice President of Student Services for final determination.

VETERANS--STANDARDS OF ACADEMIC PROGRESS FOR ALL VETERANS RECEIVING GI BILL OR OTHER VETERAN'S BENEFITS

The minimum grade point averages detailed in Sections I and II of the Standards of Academic Progress Policy previously described also pertain to students receiving veteran's benefits. In addition to these Grade Point Average requirements, the following conditions apply.

1. Only grades of A, B, C, D, and F will be used to calculate GPA as explained in the college catalog. The Veterans Administration will not pay for audits, withdrawals, or incompletes.
2. For all degrees, diplomas, or certificates, after 75% of credit hours are earned in a particular program, a 2.00 cumulative grade point average must be attained. There is no probationary period if students do not meet this requirement. For example, if a student needs 100 total credit hours in his or her program, after 75 credit hours are earned, he or she must have a 2.00 GPA to continue receiving benefits.
3. Students must stay in touch with the veterans representative in Student Services for questions pertaining to veterans benefits.

SURRY COMMUNITY COLLEGE FOUNDATION, INC.

The Surry Community College Foundation, Inc. was established in 1966 as a non-profit organization dedicated to providing financial assistance to students where needed and to promote faculty development and other activities which enhance the college's learning environment. The charter members of the Board of Directors were Mrs. R.G. Chatham, W. Frank Comer, B.F. Folger, Jr., Mrs. Annie Fawcett Jackson, Walter M. Matthews, Hugh Merritt, Robert E. Merritt, Floyd S. Pike, and Locke Webb.

The Foundation is guided by the current Board of Directors—men and women from throughout the college service area—who are outstanding in their respective fields.

Board members are elected by the Foundation's Board of Directors. Meetings are traditionally held in the fall and spring each year. Financial statements and information regarding the Foundation are available upon request from the Director of Institutional Development.

The first grant to the Foundation was an $800 scholarship from North Carolina Foam Industries in September 1966. Today, contributors to the Foundation have a choice of several methods through which their support might be made. Every gift, large or small, is very much appreciated. Gifts can be in the form of cash; common stock or other securities; life insurance policies with the Foundation as beneficiary; property and/or real estate with provisions for continued use for the duration of a person's life; donations by will through an individual's estate; funds to honor individuals during their lifetime or as memorial gifts in respect to deceased persons; annuity trusts; individual retirement accounts; gifts-in-kind; and other methods developed to meet specific wishes of the donor so long as the donation method is consistent with Foundation by-laws and practice.

The Foundation encourages employers to match employee gifts, to designate funds as scholarships for employees or employee families, or to provide funds to advance studies in special fields of business, industry, or the professions so long as they are consistent with Foundation practice and mission.

All philanthropic support to benefit Surry Community College should be channeled through the Surry Community College Foundation, Inc., which is the affiliated agency through which tax deductible gifts can be made to the college.

SURRY COMMUNITY COLLEGE FOUNDATION, INC. BOARD OF DIRECTORS

Edmund I. Adams ..... Sparta, NC
Thomas W. Anderson ..... Pilot Mountain, NC
Robert H. Ball ..... Elkin, NC
Garnett Beasley ..... Dobson, NC
Charlotte S. Bokesch ..... Mount Airy, NC
Johnny Bowman ..... Mount Airy, NC
*Harris Bradley ..... Mount Airy, NC
Tee Gillespie ..... Lowgap, NC
Bobby Harold ..... Mount Airy, NC
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Swanson Richards ..... Mount Airy, NC
Raymond Rock ..... Pilot Mountain, NC
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Student Government Vice President, Ex Officio
James Reeves, Secretary, Ex Officio
Susan N. Wilmoth, Director, Ex Officio
**Directors Emeritus*

The Ambassador Scholars Program

Surry Community College Foundation, Inc.

The Ambassador Scholars Program was originated by the Surry Community College Foundation, Inc., in 1993. Ambassadors are proven leaders and scholars in the college who are trained as public relations representatives for the College and Foundation. They are chosen from a variety of curriculum areas and have differing educational and career goals and experiences. As a group, they represent the varied student population of the College

Ambassadors represent the College and Foundation at special events on campus and in the College's service area. Their duties, to name a few, include welcoming groups to campus, hosting official college events, recruiting prospective students, speaking to civic and service groups, conducting campus tours, working in the Foundation office, and assisting other non-profit organizations with worthwhile projects when Ambassadors' schedules allow, as well as planning and participating in student activities.

Each spring a letter from the President's Office is mailed to all students with grade point averages of 3.0 and 24 or more earned credit hours inviting them to attend one of the orientation sessions on ambassadorships. Final applications are available to students who attend these orientations. Factors influencing the final selection of Ambassadors are references from full-time faculty / staff, references from community members, an essay application, and an interview.

The importance of the program to the College and Foundation is evidenced by the interview which is conducted by a six-member Ambassador Selection Committee. This committee consists of a member of the College's Board of Trustees, a member of the Foundation's Board of Directors, a faculty or staff member, the two Ambassador advisors, and a current Ambassador Scholar. Management of the program is the responsibility of the Student Services Office.



CONTINUING EDUCATION DIVISION

Surry Community College is committed to the continuing education of the adult citizens of its area of service. To fulfill this commitment, the College offers a variety of courses, conferences, workshops, and exhibits designed to meet adult educational needs.

Through the Continuing Education Division, students find opportunities to retrain and update their employment skills, expand their knowledge in general education, and develop their creativity in the fine arts.

Continuing Education courses are offered when there is a community need and interest. Some courses are offered on a regular, continuing basis. Other courses may be initiated by requests from individuals and groups. Surry Community College cooperates with schools, community agencies, and business and industrial groups to provide educational service.

Class Location

Many courses are provided on the college campus at Dobson. Other courses are provided in extension centers in the various communities of Surry and Yadkin counties. New classes may be formed whenever a sufficient number of persons show interest in a particular area of study.

Admission and Registration

Any person eighteen years of age or older may be admitted to a continuing education class. In extenuating circumstances and upon approval of appropriate public school officials, persons sixteen and seventeen years of age may be admitted.

Course schedules are made and published each semester.

Courses which begin between semesters are announced through local news media. Students are encouraged to contact the college and pre-register prior to the beginning of each course.

Fees

Fees vary with the type of course offered. Adult basic education courses, supported primarily from state and federal funds, are free. Fees are announced in the course schedule and are paid at the first class session. Books and supplies are usually the responsibility of the student and may be purchased from the college bookstore.

North Carolina residents age 65 and older may register for most classes in the Continuing Education Division free of charge. All students who enroll in self supporting classes must pay a registration fee. Any student who repeats the same occupational course for a second time after fall term 1993 must pay full cost of the course. Students should ask about the cost when they register.

Refunds of registration fees will be made under the following circumstances only:*

1. For classes that are scheduled to meet no more than four times, a 75% refund will be made upon the written request of the student if the student officially withdraws from the class(es) prior to or on the first day of the class(es).
2. For classes that are scheduled to meet five or more times, a 75% refund will be made upon the written request of the student if the student officially withdraws from the class(es) prior to or on the official 20 percent date for the class(es).
3. All written requests for registration fee refunds must be submitted to the appropriate Director of Continuing Education or to the Vice President for Continuing Education Programs prior to or on the 20 percent date of the class(es).

*This policy is subject to change by the NC System of Community Colleges.

Certificates

North Carolina High School Equivalency Certificates are awarded to students who successfully complete the General Educational Development Program (GED). For the successful completion of many adult education programs, the student is awarded an Achievement Certificate. A minimum of 80 percent student attendance and successful completion of other course requirements entitles one to receive the Achievement Certificate.

Continuing Education Unit (CEU)

The Continuing Education Unit is granted by the Continuing Education Division of Surry Community College on the basis of one CEU for ten contact hours of class work in designated courses. CEU information is recorded for each student and is available to students' employers and educational institutions upon request by the student. The Vice President for Student Services may grant college credit for continuing education credits earned.

PROGRAMS

A wide range of Continuing Education courses is offered through Surry Community College. The following list represents many of the courses offered in Surry and Yadkin counties.

Community Service Courses

Basketweaving
Cake Decorating
Custom Sewing
Driver Education
Instrumental Music
Interior Decorating
Floral Design
Oil Painting
Photography
Pine Needle Crafts
Pottery
Woodworking

Occupational Extension Courses

Air Conditioning and Heating
Auto Body Repair
Auto Safety Inspection
Auto Servicing
Aviation Ground School
Bookkeeping
Brick Masonry
Cabinetmaking
Cardiopulmonary Resuscitation (CPR)
Child Care
Commercial Drivers' License (Test Preparation)
Conversational Spanish
Electrical Contractor License Renewal
Emergency Medical Technician
Fire Science
First Aid
General Contractor License Renewal
Income Taxes (Farm and Business)
Insurance I (Life & Health)
Insurance II (Property & Casualty)
Law Enforcement
Masonry
Notary Public
Nursing Assistant
Real Estate
Sign Language
Teacher Aide
Teacher Renewal
Travel Agent
Typing I
Typing II
Welding

Residents of Surry and Yadkin counties are encouraged to call the Vice President for Continuing Education (386-8121, extension 244) and request courses for their communities. Yadkin County residents may prefer to call the Boonville Extension Center at 367-7562.

BASIC SKILLS PROGRAMS

ADULT BASIC EDUCATION (ABE)

The Adult Basic Education Program provides a means for adults to learn to read, write, and improve basic math skills. A program of study is designed for each student based on his or her goals and needs. Practical teaching methods are used which enable students to acquire applicable skills such as using a telephone directory, reading road signs, counting money, and completing job applications.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESL)

The ESL program provides a means for speakers of other languages to attend classes to learn English communication skills as well as American customs and history.

HIGH SCHOOL COMPLETION (GED)

The High School Completion Program is designed to prepare adults for the Test of General Educational Development (GED). Instruction is provided on an individual basis so each student has a program of study designed to meet his or her specific needs. Upon successful completion of the program of study and a satisfactory score on the GED Test, students are awarded a high school equivalency diploma by the state of North Carolina.

The Basic Skills Programs are FREE. All books and study resources are provided and there is no tuition fee. Classes are available at three learning centers operated by the college.

Campus Learning Center, Dobson, NC, (336) 386-8121, ext. 255
Mount Airy Learning Center, Mount Airy, NC, (336) 789-0063
Boonville Learning Center, Boonville, NC, (336) 367-7562

ABE/GED classes are also available at several public school and industrial locations.

Persons interested in the Basic Skills Programs should contact the Director of Basic Skills Programs at (336) 386-8121, extension 280.

THE TESTS OF GENERAL EDUCATIONAL DEVELOPMENT (GED)

Upon completing the preparatory program of study, students may apply to take the GED Tests at the college. To be eligible for testing individuals must

1. Have not graduated from an accredited high school or received a high school equivalency diploma.
2. Not be currently enrolled in a regular high school.
3. Be 18 years of age - 16-and 17-year olds are eligible only with public school and parental consent on a release form.
4. Be a resident of North Carolina.

The GED Tests are given each month on the college campus in Dobson. There is a $7.50 testing fee.

Adult High School Rings: GED graduates may order an adult high school ring through the college Business Office.

NEW AND EXPANDING INDUSTRY TRAINING

The New and Expanding Industry Training program is designed to train the production employees in skills required by a new or expanding manufacturing company. The program has no standard courses. Since the needs of each new or expanding company are different, a complete customized training package is tailored to the particular needs of each individual company. The final program design is the result of joint planning by company personnel and one or more industrial training specialists from the college and the Business and Industry Services Division of the North Carolina System of Community Colleges.

In order to qualify for New and Expanding Industry Training, a company must create a minimum of twelve new jobs.

HUMAN RESOURCES DEVELOPMENT (HRD) PROGRAM

The Human Resources Development Program is designed to assist unemployed persons in setting career goals and ultimately in obtaining a job. Classes are on-going throughout the year in the Mt. Airy office.

The HRD Program has these as part of its curriculum.

1. Self-image development
2. Goal setting
3. Employer/employee relation
4. Communication skills
5. Positive attitude techniques
6. Job search skills
7. Retention and learning styles
8. Upgrading education

Special attention is given to the needs of each student with emphasis on job or training placement. Also, follow-up services are offered to each student after completion of the program.

"Special" HRD classes are set up on campus for students who need help with improving their study skills and for those who are interested in making their college life more successful. Also, each spring the HRD Program holds classes for career technology students in job search skills in their specialized fields.

BUSINESS AND INDUSTRIAL TRAINING CENTER

INDUSTRIAL TRAINING

Industrial Training is especially designed to respond directly to the needs of industry. Courses are developed through assessment of training needs and cooperative planning between Surry Community College and manufacturing industries. The training will be directed toward industrial type occupations such as machine metal-working and industrial maintenance.

The college is prepared to provide instruction whenever needed to ensure that manufacturing workers have the skills they need to be efficient and productive. Training may be conducted in workshops, seminars, or complete courses. Classes will be located at a site more suitable for meeting the course objectives, at the plant site, or in a classroom.

Training can be done for selected occupations or for an individual industry. Classes sponsored through Focused Industrial Training have no minimum class size. When there are identifiable needs, training can be done for any size class.

For more information regarding training programs available to industry, contact the Director of Industrial Training at (336) 386-8121, extension 265.

SMALL BUSINESS CENTER

The Small Business Center provides free or low-cost services for both start-up businesses and existing businesses. Ask about the following services:



DIRECT CONSULTATION by appointment for start-up information, problem analysis, etc. Contact: SBC Director (336)386-8121, Extension 309. Referrals are also made to other cooperating agencies such as the N.C. Small Business and Technology Development Center. The N.C. Cooperative Extension Service, the Microenterprise Loan Program, etc.

TRAINING & EDUCATION



*Microcomputer Workshops
*"Starting Your Own Business" Seminars
*Small Business Tax Education
*Management Seminars



MANAGERIAL RESOURCES to include business development literature, video and audio training tapes, etc.

ALL CURRICULUM PROGRAMS

The outlines for curricula shown in this catalog are suggested only. The institution reserves the right to arrange teaching and student schedules so as to maximize the use of personnel, plant, equipment, and time. Courses will always be taken in logical or sequential order where appropriate, but not necessarily in the same sequence or order as shown in the catalog. Under extenuating circumstances, course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student's program and a comparable course(s) is offered. Extenuating circumstances may include academic and/or physical limitations, unresolved scheduling conflicts, or the event that a course is no longer offered. Requests for course substitution must be approved by the Department Chairperson and the Vice President for Student Services. If course substitution is granted, the registrar is notified by submitting the course substitution form.

ASSOCIATE IN ARTS
ASSOCIATE IN SCIENCE

The Associate in Arts and Associate in Science degrees are designed for students interested in transferring to a four-year institution. Note, however, that certain other programs, listed in the Associate in Applied Science section of this catalog, may also transfer to four-year schools. Specific transfer guide sheets are available for each four-year institution in the Student Services Office.

Requirements for an Associate in Arts Degree

I. **General Education**
(Courses selected to fulfill requirements for the general education areas listed below must be chosen from courses in the general education core. See pages 76-79).

Composition (ENG 111 and one course from ENG 112, 113, or 114) 6 SHC

Humanities/Fine Arts (Select at least four courses from at least three different disciplines. One course must be a literature course. COM 231 may substitute for one Humanities/Fine Arts course.) 12 SHC

Social/Behavioral Sciences (Select at least four courses from at least three different disciplines. One course must be a history course.) 12 SHC

Natural Sciences (Select two courses with lab from biological and / or physical science disciplines.) 8 SHC

Mathematics (Select at least one course in introductory math; the other course may be selected from MAT 151, CIS 110, or CIS 115.) 6 SHC

II. Other Required Hours*

ACA 111 or 120 or 220 1 SHC

Electives (Electives may be chosen from courses designated as general education core courses or other approved transfer courses not so designated.) 20 SHC**

TOTAL **65 SHC**

*Courses included as Other Required Hours are subject to change pending completion of pre-major articulation agreements.

**May include up to 1 hour of Cooperative Education.

Consult a transfer guide or counselor to determine which courses are appropriate electives for the school to which the student plans to transfer.

The Associate in Arts degree is recommended for students interested in transferring to a four-year institution with a major in accounting, art, business, education, history, political science, psychology, social work, and many other fields. It is also appropriate for the student who is uncertain about a specific major.

Requirements for an Associate in Science Degree

I. General Education

(Courses selected to fulfill requirements for the general education areas listed below must be chosen from courses in the general education core. See pages 76-79).

Composition (ENG 111 and one course from ENG 112, 113, or 114) 6 SHC

Humanities/Fine Arts (Select at least four courses from at least three different disciplines. One course must be a literature course. COM 231 may substitute for one Humanities / Fine Arts course.) 12 SHC

Social/Behavioral Sciences (Select at least four courses from at least three different disciplines. One course must be a history course.) 12 SHC

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

Mathematics (Select at least one course at or above MAT 175; the other course may be selected from MAT 151, CIS 110, CIS 115, or a math course above MAT 175.) 6 SHC

II. Other Required Hours*

ACA 111 or 120 or 220 1 SHC

Electives (Select courses to total at least 20 SHC from courses designated as general education core courses or approved transfer courses not so designated. Of the elective hours, a minimum of 14 must be from mathematics, natural sciences, computer science, and / or other pre-major courses.) 20 SHC

TOTAL 65 SHC

*Courses included as Other Required Hours are subject to change pending completion of pre-major articulation agreements.

**May include up to 1 hour of Cooperative Education.

Consult a transfer guide or counselor to determine which courses are appropriate electives for the school to which a student plans to transfer.

The Associate in Science degree is recommended for students interested in transferring to a four-year institution with a major in biology, chemistry, engineering, mathematics, nursing, physics, physical therapy, pharmacy, and others with a mathematics / science emphasis.



HUMANITIES

ART 111*	Art Appreciation
ART 114*	Art History Survey I
ART 115*	Art History Survey II
ART 116*	Survey of American Art
DRA 111*	Theatre Appreciation
DRA 115*	Theatre Criticism
ENG 125	Creative Writing I
ENG 126	Creative Writing II
ENG 131*	Introduction to Literature
ENG 196*	Seminar in English
ENG 197*	Seminar in English
ENG 198*	Seminar in English
ENG 231*	American Literature I
ENG 232*	American Literature II
ENG 233*	Major American Writers
ENG 241*	British Literature I
ENG 242*	British Literature II
ENG 243*	Major British Writers
ENG 261*	World Literature I
ENG 262*	World Literature II
HUM 110*	Technology and Society
HUM 120*	Cultural Studies
HUM 121*	The Nature of America
HUM 160*	Introduction to Film
HUM 230*	Leadership Development
MUS 110*	Music Appreciation
MUS 112*	Introduction to Jazz
MUS 113*	American Music
MUS 131	Chorus I
MUS 132	Chorus II
MUS 151	Class Music I
MUS 152	Class Music II
MUS 161	Applied Music I
MUS 162	Applied Music II
MUS 231	Chorus III
MUS 232	Chorus IV
MUS 251	Class Music III
MUS 252	Class Music IV
MUS 261	Applied Music III
MUS 262	Applied Music IV
MUS 271	Music History I
MUS 272	Music History II
PHI 210*	History of Philosophy
PHI 215*	Philosophical Issues
PHI 240*	Introduction to Ethics
REL 211*	Introduction to Old Testament
REL 212*	Introduction to New Testament
REL 221*	Religion in America
SPA 111*	Elementary Spanish I
SPA 112*	Elementary Spanish II
SPA 141	Culture and Civilization
SPA 151	Hispanic Literature
SPA 161	Cultural Immersion
SPA 181	Spanish Lab I
SPA 182	Spanish Lab II

SPA 211*	Intermediate Spanish I
SPA 212*	Intermediate Spanish II
SPA 281	Spanish Lab III
SPA 282	Spanish Lab IV

FINE ARTS

ART 130	Basic Drawing
ART 131	Drawing I
ART 132	Drawing II
ART 140	Basic Painting
ART 240	Painting I
ART 241	Painting II

SOCIAL/BEHAVIORAL SCIENCES

ANT 210*	General Anthropology
ANT 220*	Cultural Anthropology
ANT 240*	Archaeology
ECO 151*	Survey of Economics
ECO 251*	Principles of Microeconomics
ECO 252*	Principles of Macroeconomics
GEO 111*	World Regional Geography
HIS 121*	Western Civilization I
HIS 122*	Western Civilization II
HIS 131*	American History I
HIS 132*	American History II
HIS 221*	African-American History
POL 120*	American Government
POL 130	State & Local Government
PSY 150*	General Psychology
PSY 211	Psychology of Adjustment
PSY 237*	Social Psychology
PSY 239*	Psychology of Personality
PSY 241*	Developmental Psychology
PSY 263	Educational Psychology
PSY 281*	Abnormal Psychology
SOC 210*	Introduction to Sociology
SOC 213*	Sociology of the Family
SOC 220*	Social Problems
SOC 225*	Social Diversity
SOC 230	Race and Ethnic Relations
SOC 232	Social Context of Aging
SOC 240*	Social Psychology

NATURAL SCIENCES

BIO 111*	General Biology I
BIO 112*	General Biology II
BIO 140*	Environmental Biology
BIO 140A*	Environmental Biology Lab
BIO 143	Field Biology Minicourse
BIO 145	Ecology
BIO 155	Nutrition
BIO 165	Anatomy and Physiology I
BIO 166	Anatomy and Physiology II
BIO 170	Introductory Microbiology
BIO 240	Waste Management
BIO 242	Natural Resource Conservation

CHM 131*	Introduction to Chemistry
CHM 131A*	Introduction to Chemistry Lab
CHM 132*	Organic & Biochemistry
CHM 151*	General Chemistry I
CHM 152*	General Chemistry II
CHM 251	Organic Chemistry I
CHM 252	Organic Chemistry II
PHY 151*	College Physics I
PHY 152*	College Physics II
PHY 251*	General Physics I
PHY 252*	General Physics II

MATHEMATICS

MAT 140*	Survey of Mathematics
MAT 140A	Survey of Mathematics Lab
MAT 141	Math I for Teachers / K-9
MAT 141A	Math I for Teachers / K-9 Lab
MAT 142	Math II for Teachers / K-9
MAT 142A	Math II for Teachers / K-9 Lab
MAT 145	Analytical Math
MAT 145A	Analytical Math Lab
MAT 151*	Statistics I
MAT 151A	Statistics I Lab
MAT 161*	College Algebra
MAT 161A	College Algebra Lab
MAT 162*	College Trigonometry
MAT 162A	College Trigonometry Lab
MAT 175*	Precalculus
MAT 175A	Precalculus Lab
MAT 223	Applied Calculus
MAT 252	Statistics II
MAT 252A	Statistics II Lab
MAT 263*	Brief Calculus
MAT 263A	Brief Calculus Lab
MAT 271*	Calculus I
MAT 272*	Calculus II
MAT 273	Calculus III
MAT 273A	Calculus III Lab
MAT 280	Linear Algebra
MAT 285	Differential Equations

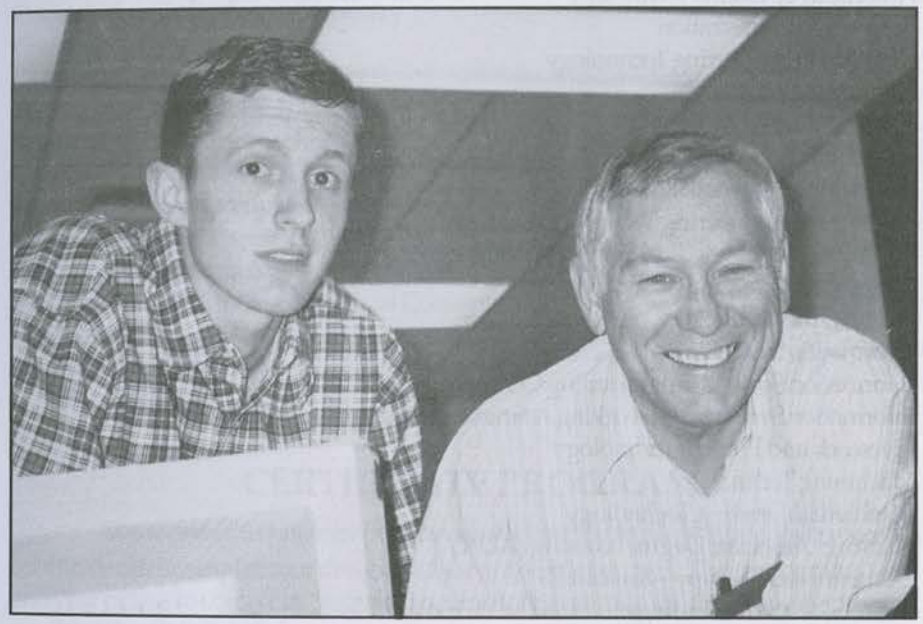
PROFESSIONAL/ELECTIVE COURSES

ACA 118	College Study Skills
CIS 110*	Introduction to Computers
CIS 115*	Introduction to Prog. & Logic
COE 111	Co-op Work Experience I
COM 231	Public Speaking
COM 233	Persuasive Speaking
CSC 134	C++ Programming
CSC 136	Fortran Programming
DFT 170	Engineering Graphics
EDU 116	Introduction to Education
HEA 110	Personal Health / Wellness
HEA 112	First Aid & CPR
HEA 120	Community Heath

JOU 110	Introduction to Journalism
PED 110**	Fit and Well for Life
RED 111	Critical Read. for College

General Education Core Courses

****All PED activity courses are acceptable.***



ASSOCIATE IN APPLIED SCIENCE

Programs in the career technologies are designed to prepare students with technical competence for immediate employment in either business, industry, government, heath fields, agriculture, social services, or as owner-managers of their own firms. In addition, a number of these programs are designed to enable students to transfer to four-year schools. For a complete list of the A.A.S. degree programs which will transfer and the schools to which they transfer, students may contact the Student Services Office.

Accounting
Agribusiness Technology
Automotive Systems Technology
Business Administration
Computer Engineering Technology
Cosmetology
Criminal Justice Technology
Early Childhood Associate
Electrical / Maintenance Mechanic
Electronics Engineering Technology
EMS Emergency Medical Services (Bridging Program) *(2)*
General Occupational Technology
Horticulture Technology
Information Systems
Information System: Programming Concentration
Information Systems: Networking Administration and Support Concentration
Livestock and Poultry Technology
Machining Technology
Mechanical Drafting Technology
Nursing: Associate Degree Nursing (ADN)
Occupational Therapy Assistant *(3)*
Office Systems Technology
Office Systems Technology: Medical Concentration
Paralegal Technology
Physical Therapy Assistant *(2)*
Speech-Language Pathology Assistant *(1)*

(1) Collaborative program with Forsyth Technical Community College.
(2) Collaborative program with Guilford Technical Community College.
(3) Collaborative program with Rockingham Community College

DIPLOMA PROGRAMS

The objectives of the diploma programs are to prepare individuals for initial employment in recognized skilled occupations, to retrain individuals for entering new occupations, to advance individuals in a given occupation by updating or upgrading skills and knowledge.

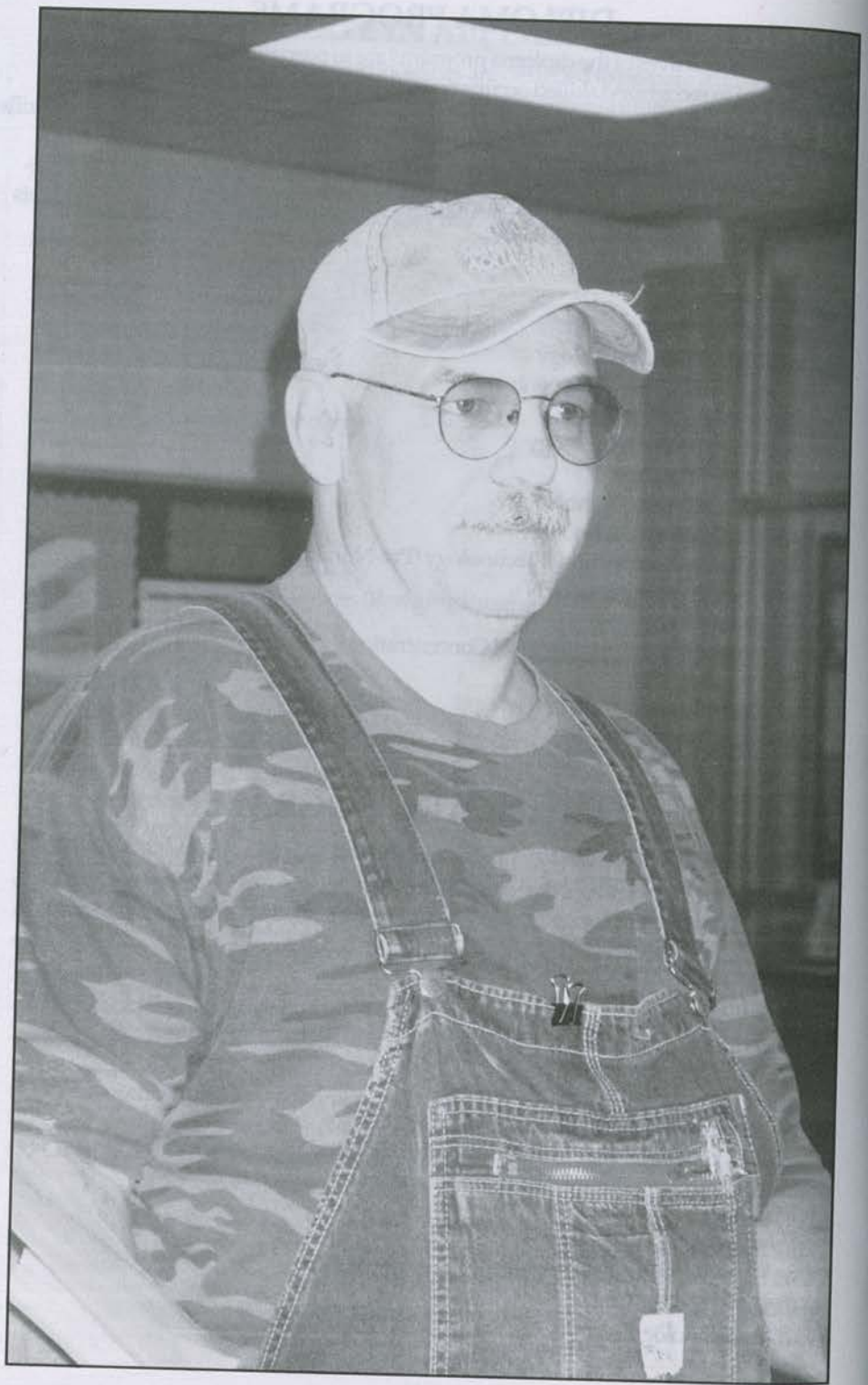
Diploma programs require one full year of participation for students on a full-time basis. Courses will be available during the day and during the evening for students desiring to enroll on a part-time basis.

Agribusiness
Autobody Repair
Automotive Systems Technology
Construction Technology: Carpentry
Cosmetology
Electrical / Electronics Technology
Horticulture Technology
Industrial Maintenance Technology
Livestock and Poultry Technology
Nursing: General Occupational Technology (Pre-Nursing)
Nursing: Practical Nursing (LPN)
Office Systems Technology
Office Systems Technology: Medical Concentration
Practical Nursing
Welding Technology

CERTIFICATE PROGRAMS

Some career technology programs are designed to allow students to receive a certificate after completing a designated set of specific courses. These programs take one year or less to complete. Required courses are generally those which provide specific job-related skills.

Autobody Repair
Carpentry
Early Childhood Associate
Electrical / Electronics Technology
Information Systems
Information Systems: Networking Administration and Support Concentration
Information System: Programming Concentration
LPN Refresher
Office Systems Technology
Office Systems Technology: Medical Concentration
Real Estate Appraisal
Welding Technology



ACCOUNTING
DEGREE
A25100

		Lec.	Lab.	Credit
Fall Semester				
ACC 120	Principles of Accounting I	3	2	4
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 080	Keyboarding Literacy	1	2	0
BUS 110	Introduction to Business	3	0	3
ECO 151	Survey of Economics (or ECO 251)	3	0	3
ACA	Elective	1	0	1
		16	6	17
Spring Semester				
ACC 121	Principles of Accounting II	3	2	4
ENG 114	Professional Research and Reporting	3	0	3
BUS 121	Business Math	2	2	3
CIS 110	Introduction to Computers	2	2	3
PSY 150	General Psychology (or Social Science Elective)	3	0	3
		13	6	16
Fall Semester				
ACC 220	Intermediate Accounting I	3	2	4
BUS 115	Business Law I	3	0	3
ACC 150	Computerized General Ledger	1	2	2
	Humanities/Fine Arts Elective	3	0	3
CIS 120	Spreadsheet I	2	2	3
	Elective (or COE)	3	0	3
		15	6	18
Spring Semester				
ACC 221	Intermediate Accounting II	3	2	4
BUS 116	Business Law II	3	0	3
ACC 225	Cost Accounting	3	0	3
ACC 131	Federal Income Taxes	2	2	3
BUS 225	Business Finance	2	2	3
BUS 255	Organizational Behavior in Business (or COE)	3	0	3
		16	6	19

Total Credit Hours 70

AGRIBUSINESS TECHNOLOGY
DEGREE
A15100

		Lec.	Lab.	Credit
Fall Semester				
AGR 160	Plant Science	2	2	3
ENG 111	Expository Writing	3	0	3
AGR 170	Soil Science	2	2	3
AGR 110	Agricultural Economics	3	0	3
ACA	Elective	1	0	1
ANS 110	Animal Science	3	0	3
		14	4	16
Spring Semester				
AGR 140	Agricultural Chemicals	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
MAT 115	Mathematical Models	2	2	3
AGR 262	Weed Id and Control	2	3	3
BUS 135	Principles of Supervision	3	0	3
		15	7	18
Summer Semester				
COE 112	Co-op Work Experience	0	20	2
ANS 120	Beef Production	2	2	3
		2	22	5
Fall Semester				
BUS	Business Elective	3	0	3
	Humanities Elective	3	0	3
CIS 110	Introduction to Computers	2	2	3
AGR 214	Agricultural Marketing	3	0	3
AGR 271	Soil and Water Engineering	2	2	3
	Elective	3	0	3
		16	4	18
Spring Semester				
AGR 212	Farm Business Mgt.	3	0	3
AGR 180	Crop Insects and Disease	2	3	3
BUS	Business Elective	3	0	3
CIS 172	Intro to the Internet	2	2	3
	Elective	3	0	3
		13	5	15

Total Credit Hours 72

AGRIBUSINESS TECHNOLOGY
DIPLOMA
D15100

Fall Semester				
AGR 160	Plant Science	2	2	3
ENG 111	Expository Writing	3	0	3
AGR 170	Soil Science	2	2	3
AGR 110	Agricultural Economics	3	0	3
ACA	Elective	1	0	1
ANS 110	Animal Science	3	0	3
		14	4	16
Spring Semester				
AGR 140	Agricultural Chemicals	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
MAT 115	Mathematical Models	2	2	3
AGR 262	Weed Id and Control	2	3	3
BUS 135	Principles of Supervision	3	0	3
		15	7	18
Summer Semester				
COE 112	Co-op Work Experience	0	20	2
ANS 120	Beef Production	2	2	3
		2	22	5

Total Credit Hours 39



AUTOBODY REPAIR
DIPLOMA
D60100

		Lec.	Lab.	Credit
Fall Semester				
AUB 134	Autobody MIG Welding	1	4	3
AUB 121	Nonstructural Damage I	1	4	3
AUB 131	Structural Damage I	2	4	4
AUB 111	Painting and Refinishing I	2	6	4
MAT 101	Applied Math I	2	2	3
ACA	Elective	1	0	1
		9	20	18
Spring Semester				
ENG 101	Applied Communications I	3	0	3
AUB 112	Painting and Refinishing II	2	6	4
AUB 136	Plastics and Adhesives	1	4	3
AUB 132	Structural Damage II	2	6	4
		8	16	14
Summer Semester				
AUB 122	Non-Structural Damage II	2	6	4
AUB 114	Special Finishes	1	2	2
AUB 162	Autobody Estimating (or COE)	1	2	2
		4	10	8

Total Credit Hours 40

AUTOBODY REPAIR
CERTIFICATE
C60100

		Lec.	Lab.	Credit
Fall Semester				
AUB 121	Nonstructural Damage I	1	4	3
AUB 131	Structural Damage I	2	4	4
AUB 111	Painting and Refinishing I	2	6	4
		5	14	11
Spring Semester				
AUB 112	Painting and Refinishing II	2	6	4
AUB 136	Plastics and Adhesives	1	4	3
		3	10	7

Total Credit Hours 18



AUTOMOTIVE SYSTEMS TECHNOLOGY
DEGREE
A60160

		Lec.	Lab.	Credit
Fall Semester				
AUT 186	Automotive Computer Applications	1	2	2
AUT 116	Engine Repair	1	3	2
AUT 115	Engine Fundamentals	2	3	3
ENG 111	Expository Writing	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
	Social Science Elective	3	0	3
	ACA Elective	1	0	1
		13	10	17
Spring Semester				
AUT 141	Suspension & Steering Systems	2	4	4
AUT 151	Brake Systems	2	2	3
AUT 152	Brake Systems Lab	0	2	1
AUT 111	Basic Auto Technology	1	2	2
ENG 114	Professional Research & Reporting	3	0	3
PHY 131	Physics - Mechanics	3	2	4
		11	12	17
Summer Semester				
AUT 171	Heating & Air Conditioning	2	3	3
AUT 113	Auto Servicing (or COE)	2	6	4
		4	9	7
Fall Semester				
AUT 183	Engine Performance - Fuels	2	3	3
AUT 184	Engine Performance - Fuels Lab	0	3	1
AUT 181	Engine Performance - Electrical	2	3	3
AUT 182	Engine Performance - Electrical Lab	0	3	1
AUT 161	Electrical Systems	2	6	4
		6	18	12
Spring Semester				
AUT 164	Automotive Electronics	2	2	3
AUT 131	Drive Trains	2	3	3
AUT 281	Advanced Engine Performance	2	2	3
	Humanities/Fine Arts Elective	3	0	3
BUS 230	Small Business Management	3	0	3
	Elective (or COE)	0	0/20	2
		12	7/20	17

Total Credit Hours 70

AUTOMOTIVE SYSTEMS TECHNOLOGY
DIPLOMA
D60160

		Lec.	Lab.	Credit
Fall Semester				
AUT 186	Automotive Computer Applications	1	2	2
AUT 116	Engine Repair	1	3	2
AUT 115	Engine Fundamentals	2	3	3
MAT 101	Applied Mathematics I	2	2	3
		6	10	10
Spring Semester				
AUT 141	Suspension & Steering Systems	2	4	4
AUT 151	Brake Systems	2	2	3
AUT 152	Brake Systems Lab	0	2	1
AUT 111	Basic Auto Technology	1	2	2
ENG 101	Applied Communications I	3	0	3
		8	10	13
Summer Semester				
AUT 171	Heating & Air Conditioning	2	3	3
AUT 113	Auto Servicing (or COE)	2	6	4
		4	9	7
Fall Semester				
AUT 183	Engine Performance - Fuels	2	3	3
AUT 184	Engine Performance - Fuels Lab	0	3	1
AUT 181	Engine Performance - Electrical	2	3	3
AUT 182	Engine Performance - Electrical Lab	0	3	1
AUT 161	Electrical Systems	2	4	3
	Elective (or COE)	2	0/20	2
		8	16/20	13

Total Credit Hours 43

BUSINESS ADMINISTRATION
DEGREE
A25120

		Lec.	Lab.	Credit
Fall Semester				
ACC 120	Principles of Accounting I	3	2	4
BUS 151	People Skills	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 080	Keyboarding Literacy	1	2	0
ECO 151	Survey of Economics (or ECO 251)	3	0	3
ACA	Elective	1	0	1
		16	6	17
Spring Semester				
ACC 121	Principles of Accounting II	3	2	4
ENG 114	Professional Research and Reporting	3	0	3
BUS 121	Business Math	2	2	3
CIS 110	Introduction to Computers	2	2	3
PSY 150	General Psychology			
	(or Social Science Elective)	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		16	6	19
Fall Semester				
BUS 115	Business Law I	3	0	3
MKT 120	Principles of Marketing	3	0	3
ACC 150	Computerized General Ledger	1	2	2
BUS 230	Small Business Management (or BUS 280)	3	0	3
BUS 137	Principles of Management	3	0	3
CIS 120	Spreadsheet I	2	2	3
	Elective (or COE)	3	0	3
		18	4	20
Spring Semester				
BUS 116	Business Law II	3	0	3
BUS 125	Personal Finance (or COE)	3	0	3
ACC 131	Federal Income Tax	2	2	3
BUS 225	Business Finance	2	2	3
BUS 255	Organizational Behavior in Business	3	0	3
BUS 260	Business Communications	3	0	3
		16	4	18

Total Credit Hours 74



COMPUTER ENGINEERING TECHNOLOGY
DEGREE
A40160

		Lec.	Lab.	Credit
Fall Semester				
CIS 115	Introduction to Programming/Logic	2	2	3
ELC 131	DC/AC Circuit Analysis	4	3	5
MAT 121'	Algebra/Trigonometry I	2	2	3
ENG 111	Expository Writing	3	0	3
CET 111	Computer Upgrade/Repair I	2	3	3
ACA	Elective	1	0	1
		14	10	18
Spring Semester				
ELC 133	Advanced Circuit Analysis	2	3	3
ENG 114	Professional Research & Reporting	3	0	3
MAT 122	Algebra/Trigonometry II	2	2	3
PHY 131	Physics-Mechanics	3	2	4
ELN 152	Fabrication Techniques (or COE)	1	3	2
		11	10	15
Summer Semester				
ELN 131	Electronic Devices	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 235	Data Communication Systems	3	3	4
		9	9	12
Fall Semester				
ELN 132	Linear IC Applications	3	3	4
ELN 232	Introduction to Microprocessors	3	3	4
CSC 134	C++ Programming	2	3	3
	Social Science Elective	3	0	3
		11	9	14
Spring Semester				
ELN 233	Microprocessor Systems	3	3	4
ELN 245	Computer Peripherals	3	6	5
	Humanities/Fine Arts Elective	3	0	3
NET 110	Data Comm. Networking	2	2	3
		11	11	15

Total Hours Credit 74

CONSTRUCTION TECHNOLOGY: CARPENTRY
DIPLOMA
D35180

		Lec.	Lab.	Credit
Fall Semester				
CAR 111	Carpentry I	4	15	9
BPR 130	Blueprint Reading/Construction	1	2	2
MAT 101	Applied Mathematics I	2	2	3
ACA	Elective	1	0	1
		8	19	15
Spring Semester				
CAR 112	Carpentry II	4	15	9
CAR 115	Residential Planning/Estimating	3	0	3
ENG 101	Applied Communications I	3	0	3
	*Program Elective (See list below)			3
				18
Summer Semester				
CAR 113	Carpentry III	3	9	6
	*Program Elective (See list below)			2
				8

*PROGRAM ELECTIVES: Students may choose a minimum of five (5) semester hours from the following list of courses:

CAR 114	Residential Building Codes	3	0	3
MAS 140	Introduction to Masonry	1	2	2
CAB 111	Cabinetmaking I	4	9	7
CST 251	Electrical Wiring Systems	2	2	3
CST 110	Introduction to Construction	1	2	2
PLU 111	Introduction to Basic Plumbing	1	3	2
COE 112	Co-op Work Experience I	0	0 (20)	2
DFT 115	Architectural Drafting	1	2	2
PLU 110	Modern Plumbing	4	15	9
CIS 110	Introduction to Computers	2	2	3

Total Credit Hours 41

CONSTRUCTION TECHNOLOGY: CARPENTRY
CERTIFICATE
C35180

		Lec.	Lab.	Credit
Fall Semester				
CAR 111	Carpentry I	4	15	9
Spring Semester				
CAR 112	Carpentry II	4	15	9

Total Credit Hours 18

COMPUTER ENGINEERING TECHNOLOGY
DEGREE
A40160

		Lec.	Lab.	Credit
Fall Semester				
CIS 115	Introduction to Programming/Logic	2	2	3
ELC 131	DC/AC Circuit Analysis	4	3	5
MAT 121'	Algebra/Trigonometry I	2	2	3
ENG 111	Expository Writing	3	0	3
CET 111	Computer Upgrade/Repair I	2	3	3
ACA	Elective	1	0	1
		14	10	18
Spring Semester				
ELC 133	Advanced Circuit Analysis	2	3	3
ENG 114	Professional Research & Reporting	3	0	3
MAT 122	Algebra/Trigonometry II	2	2	3
PHY 131	Physics-Mechanics	3	2	4
ELN 152	Fabrication Techniques (or COE)	1	3	2
		11	10	15
Summer Semester				
ELN 131	Electronic Devices	3	3	4
ELN 133	Digital Electronics	3	3	4
ELN 235	Data Communication Systems	3	3	4
		9	9	12
Fall Semester				
ELN 132	Linear IC Applications	3	3	4
ELN 232	Introduction to Microprocessors	3	3	4
CSC 134	C++ Programming	2	3	3
	Social Science Elective	3	0	3
		11	9	14
Spring Semester				
ELN 233	Microprocessor Systems	3	3	4
ELN 245	Computer Peripherals	3	6	5
	Humanities/Fine Arts Elective	3	0	3
NET 110	Data Comm. Networking	2	2	3
		11	11	15

Total Hours Credit 74

CONSTRUCTION TECHNOLOGY: CARPENTRY
DIPLOMA
D35180

		Lec.	Lab.	Credit
Fall Semester				
CAR 111	Carpentry I	4	15	9
BPR 130	Blueprint Reading/Construction	1	2	2
MAT 101	Applied Mathematics I	2	2	3
ACA	Elective	1	0	1
		8	19	15
Spring Semester				
CAR 112	Carpentry II	4	15	9
CAR 115	Residential Planning/Estimating	3	0	3
ENG 101	Applied Communications I	3	0	3
	*Program Elective (See list below)			3
				18
Summer Semester				
CAR 113	Carpentry III	3	9	6
	*Program Elective (See list below)			2
				8

*PROGRAM ELECTIVES: Students may choose a minimum of five (5) semester hours from the following list of courses:

CAR 114	Residential Building Codes	3	0	3
MAS 140	Introduction to Masonry	1	2	2
CAB 111	Cabinetmaking I	4	9	7
CST 251	Electrical Wiring Systems	2	2	3
CST 110	Introduction to Construction	1	2	2
PLU 111	Introduction to Basic Plumbing	1	3	2
COE 112	Co-op Work Experience I	0	0 (20)	2
DFT 115	Architectural Drafting	1	2	2
PLU 110	Modern Plumbing	4	15	9
CIS 110	Introduction to Computers	2	2	3

Total Credit Hours 41

CONSTRUCTION TECHNOLOGY: CARPENTRY
CERTIFICATE
C35180

		Lec.	Lab.	Credit
Fall Semester				
CAR 111	Carpentry I	4	15	9
Spring Semester				
CAR 112	Carpentry II	4	15	9

Total Credit Hours 18

COSMETOLOGY
DEGREE
A55140

		Lec.	Lab.	Credit
Fall Semester				
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
ENG 111	Expository Writing	3	0	3
COS 120	Esthetics	1	3	2
ACA	Elective	1	0	1
		9	27	18
Spring Semester				
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
MAT 115	Mathematical Models	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
		10	24	18
Fall Semester				
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
COS 124	Trichology & Chemistry	1	3	2
COS 140	Contemporary Design	1	3	2
COS 123	Contemporary Hair Coloring	1	3	2
BUS 280	REAL Small Business	4	0	4
		11	21	18
Spring Semester				
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
ENG 115	Oral Communication	3	0	3
COS 150	Comp. Salon Operations	1	0	1
COS 160	Design Applications	1	3	2
PHI 240	Intro. to Ethics	3	0	3
		10	24	18

Total Credit Hours 72

COSMETOLOGY
DIPLOMA
D55140

		Lec.	Lab.	Credit
Fall Semester				
COS 111	Cosmetology Concepts I	4	0	4
COS 112	Salon I	0	24	8
ENG 101	Applied Communications I	3	0	3
ACA	Elective	1	0	1
		8	24	16
Spring Semester				
COS 113	Cosmetology Concepts Ii	4	0	4
COS 114	Salon II	0	24	8
PSY 118	Interpersonal Psychology	3	0	3
		7	24	15
Summer Semester				
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
		4	12	8
Fall Semester				
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
		2	21	9

Total Credit Hours 48



CRIMINAL JUSTICE TECHNOLOGY
DEGREE
A55180

		Lec.	Lab.	Credit
Fall Semester				
ENG 111	Expository Writing	3	0	3
PSY 150	General Psychology	3	0	3
CJC 111	Introduction to Criminal Justice	3	0	3
CJC 112	Criminology	3	0	3
CIS 110	Introduction to Computers	2	2	3
ACA 111	College Student Success	1	0	1
	Elective	1	0	1
		16	2	17
Spring Semester				
ENG 114	Professional Research & Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 131	Criminal Law	3	0	3
	Elective	1	0	1
		18	2	19
Fall Semester				
CJC 121	Law Enforcement Operations or COE	3	0	3
POL 120	American Government	3	0	3
PSY 246	Adolescent Psychology	3	0	3
CJC 141	Corrections or COE	3	0	3
CJC 132	Court Procedure & Evidence	3	0	3
CJC 231	Constitutional Law	3	0	3
	Electives	1	0	1
		19	0	19
Spring Semester				
PSY 281	Abnormal Psychology	3	0	3
SOC 230	Race & Ethnic Relations	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 215	Organization & Administration or COE	3	0	3
CJC 212	Ethics & Community Relations	3	0	3
	Humanities Elective	3	0	3
		18	2	19

Total Credit Hours 74

*COE may substitute for CJC 121, CJC 141, or CJC 215.

EARLY CHILDHOOD ASSOCIATE
DEGREE
A55220

		Lec.	Lab.	Credit
Fall Semester				
ENG 111	Expository Writing	3	0	3
ACA 111	College Student Success	1	0	1
PSY 150	General Psychology	3	0	3
EDU 111	Early Childhood Credential I (or EDU 119)	2	0	2
MAT 140	Survey of Mathematics	3	0	3
Major Electives		3	0	3
		15	0	15
Spring Semester				
ENG 112	Argument-Based Research (or ENG 113 or ENG 114)	3	0	3
EDU 131	Children, Family, & Community	3	0	3
EDU 112	Early Childhood Credential II	2	0	2
EDU 146	Child Guidance	3	0	3
Major Electives		6	0	6
		17	0	17
Fall Semester				
PHI 240	Introduction to Ethics	3	0	3
EDU 221	Children with Special Needs	3	0	3
PSY 244	Child Development I (or EDU 144)	3	0	3
BUS 280	REAL Small Business (or PSY 243 Child Psychology)	4	0	4
EDU 261	Early Childhood Admin. I (or SOC 213 Sociology of the Family)	2	0	2
Major Electives		3	0	3
		18	0	18
Spring Semester				
PSY 245	Child Development II (or EDU 145)	3	0	3
EDU 262	Early Childhood Administration II (or PSY 263 Educational Psychology)	3	0	3
COE 111	Cooperative Education I	0	0/10	1
Major Electives		8	0	8
		14	10	15

Total Credit Hours 65

EARLY CHILDHOOD ASSOCIATE
CERTIFICATE
C55220

		Lec.	Lab.	Credit
EDU 111	Early Childhood Credential I	2	0	2
EDU 112	Early Childhood Credential II	2	0	2
EDU 113	Family & Early Childhood Credential	2	0	2
EDU 131	Children, Family, & Community	3	0	3
EDU 146	Child Guidance	3	0	3
COE 111	Co-op Work Experience I	0	10	1
		12	10	13

ELECTRICAL/ELECTRONICS TECHNOLOGY
DIPLOMA
D35220

		Lec.	Lab.	Credit
Fall Semester				
BPR 111	Blueprint Reading	1	2	2
ELC 112	DC/AC Electricity	3	6	5
ISC 112	Industrial Safety	2	0	2
ENG 101	Applied Communications I	3	0	3
ELC 113	Basic Wiring I	2	6	4
ACA	Elective	1	0	1
		12	14	17
Spring Semester				
ELC 114	Basic Wiring II	2	6	4
ELC 132	Electrical Drawings	1	3	2
ELC 118	National Electric Code	1	2	1
MAT 101	Applied Math I	2	2	2
ELC 229	Applications Project (or COE Elective)	1	3	2
		7	16	11
Summer Semester				
ELC 117	Motors and Controls	2	6	4
ELC 115	Industrial Wiring	2	6	4
ELC 119	NEC Calculations	1	2	2
		5	14	10

Total Credit Hours 38

ELECTRICAL/ELECTRONICS TECHNOLOGY
CERTIFICATE
C35220

		Lec.	Lab.	Credit
Fall Semester				
ELC 112	DC/AC Electricity	3	6	5
BPR 111	Blueprint Reading	1	2	2
ELC 113	Basic Wiring I	2	6	4
ISC 112	Industrial Safety	2	0	2
		8	14	13
Spring Semester				
•	Program Elective			3

Total Credit Hours 16

***Program Electives:** Choose a minimum of three (3) semester hours from the following list of courses:

ELC 114	Basic Wiring II	2	6	4
ELC 132	Electrical Drawings	1	3	2
ELC 118	National Electric Code	1	2	1
ELC 119	NEC Calculations	1	2	2

ELECTRICAL/MAINTENANCE MECHANIC
GENERAL OCCUPATIONAL TECHNOLOGY
DEGREE
A55280

		Lec.	Lab.	Credit
Fall Semester				
BPR 111	Blueprint Reading	1	2	2
ELC 112	DC/AC Electricity	3	6	5
ISC 112	Industrial Safety	2	0	2
ENG 111	Expository Writing	3	0	3
ELC 113	Basic Wiring I	2	6	4
ACA	Elective	1	0	1
		12	14	17
Spring Semester				
ELC 114	Basic Wiring II	2	6	4
ELC 132	Electrical Drawings	1	3	2
ELC 118	National Electric Code	1	2	1
MAT 115	Mathematical Models	2	2	3
ELC 229	Application Project	1	3	2
		7	16	12
Summer Semester				
ELC 117	Motors & Controls	2	6	4
ELC 115	Industrial Wiring	2	6	4
ELC 119	NEC Calculations	1	2	2
		5	14	10
Fall Semester				
PLU 111	Introduction to Basic Plumbing	1	3	2
HYD 110	Hydraulics/Pneumatics	2	3	3
WLD 112	Basic Welding Processes	1	3	2
MNT 110	Introduction to Maintenance Processes	1	3	2
CIS 110	Introduction to Computers	2	2	3
ENG 114	Professional Research & Reporting	3	0	3
		10	14	15
Spring Semester				
ELC 128	Introduction to PLC	2	3	3
MEC 111	Machine Processes I	2	3	3
AHR 111	HVACR Electricity	2	2	3
MEC 130	Mechanisms	2	3	3
	Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
		14	11	18

Total Credit Hours 72

NOTES: Graduates of G.O.T.(ELC/MNT) also qualify for diplomas in Electrical/Electronics Technology (D35220) and Industrial Maintenance Technology (D50240).

ELECTRONICS ENGINEERING TECHNOLOGY
DEGREE
A40200

		Lec.	Lab.	Credit
Fall Semester				
ELC 131	DC/AC Circuit Analysis	4	3	5
MAT 121	Algebra/Trigonometry I	2	2	3
ENG 111	Expository Writing	3	0	3
ELC 127	Software for Technicians	1	2	2
ACA	Elective	1	0	1
		11	7	14
Spring Semester				
ELC 133	Advanced Circuit Analysis	2	3	3
MAT 122	Algebra/Trigonometry II	2	2	3
PHY 131	Physics-Mechanics	3	2	4
ENG 114	Prof. Research & Reporting	3	0	3
	Social Science Elective	3	0	3
		13	7	16
Summer Semester				
ELN 133	Digital Electronics	3	3	4
ELN 260	Prog. Logic Controllers	3	3	4
ELN 131	Electronic Devices	3	3	4
		9	9	12
Fall Semester				
ELN 234	Communication Systems	3	3	4
ELN 232	Introduction to Microprocessors	3	3	4
ELN 132	Linear IC Applications	3	3	4
CED 111	Computer Upgrade/Repair I	2	3	3
		11	12	15
Spring Semester				
ATR 280	Robotic Fundamentals	3	2	4
ELN 152	Fabrication Techniques (or COE)	1	3	2
	Humanities/Fine Arts Elective	3	0	3
ELN 275	Troubleshooting	1	2	2
ELN 231	Industrial Controls	2	3	3
ELN 246	Cert. Elect. Tech. Prep.	3	0	3
		13	10	17

Total Credit Hours 74

EMS EMERGENCY MEDICAL SERVICES
(BRIDGING PROGRAM)
ASSOCIATE DEGREE
A45340

NOTE: The Emergency Medical Science Bridging Program is designed to allow a currently certified EMT-Paramedic to earn a two-year Associate of Applied Science degree in Emergency Medical Science by completing the EMS Bridging courses and all other related and general education courses required for this degree.

		Lec.	Lab.	Credit
Fall Semester				
ENG 111	Expository Writing	3	0	3
BIO 165	Anatomy & Physiology I	3	3	4
		6	3	7
Spring Semester				
BIO 166	Anatomy & Physiology II	3	3	4
EMS 280	EMS Bridging Course	2	2	3
		5	5	7
Fall Semester				
ENG 114	Professional Research & Reporting	3	0	3
PHI 240	Introduction to Ethics	3	0	3
EMS 140	Rescue Scene Management	1	6	3
		7	6	9
Spring Semester				
EMS 235	EMS Management	2	0	2
PSY 150	General Psychology	3	0	3
CIS 110	Introduction to Computers	2	2	3
		7	2	8

Total Credit Hours 31



GENERAL OCCUPATIONAL TECHNOLOGY
DEGREE
A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn as associate degree by taking courses suited for their occupational interests and/or needs. The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses (all courses except those numbered 100-109 and 200-209) offered by the College. Graduates will become effective workers, better qualified for advancements within the field of employment, and become qualified for a wide range of entry-level employment opportunities.

		Lec.	Lab.	Credit
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
MAT	Elective (courses #110 or above)			3
	Social Science Elective			3
	Humanities/Fine Arts Elective			3
	Subtotal			15
Major Courses				
"Core Courses" Electives				18
Other "major" courses:				
CIS 110	Introduction to Computers	2	2	3
	Electives (may include a maximum of 8 semester hour in COE, cooperative education)			28
	Subtotal			31
Other Required Courses				
ACA	Elective	1	0	1
	Total Credits			**65**



HORTICULTURE TECHNOLOGY
DEGREE
A15240

		Lec.	Lab.	Credit
Fall Semester				
HOR 162	Applied Plant Science	2	2	3
ENG 111	Expository Writing	3	0	3
HOR 166	Soil and Fertilizers	2	2	3
ACA	Elective	1	0	1
AGR 110	Agricultural Economics	3	0	3
HOR 168	Plant Propagation	2	2	3
		13	6	16
Spring Semester				
HOR 164	Horticultural Pest Mgt.	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
MAT 115	Mathematical Models	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
AGR 262	Weed Id and Control	2	3	3
BUS 135	Principles of Supervision	3	0	3
		15	7	18
Summer Semester				
COE 112	Co-op Work Experience	0	20	2
HOR 160	Plant Materials I	2	2	3
		2	24	5
Fall Semester				
BUS	Business Elective	3	0	3
	Humanities Elective	3	0	3
AGR 214	Agricultural Marketing	3	0	3
CIS 110	Introduction to Computers	2	2	3
HOR 124	Nursery Operations	2	3	3
	Elective	3	0	3
		16	5	18
Spring Semester				
HOR 112	Landscape Design I	2	3	3
TRF 110	Intro. Turfgrass Cult & ID	3	2	4
BUS	Business Elective	3	0	3
CIS 172	Intro. to the Internet	2	2	3
	Elective	3	0	3
		13	7	16

Total Credit Hours 73

HORTICULTURE TECHNOLOGY
DIPLOMA
D15240

Fall Semester				
HOR 162	Applied Plant Science	2	2	3
ENG 111	Expository Writing	3	0	3
HOR 166	Soil and Fertilizers	2	2	3
ACA	Elective	1	0	1
AGR 110	Agricultural Economics	3	0	3
HOR 168	Plant Propagation	2	2	3
		13	6	16
Spring Semester				
HOR 164	Horticultural Pest Mgt.	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
MAT 115	Mathematical Models	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
AGR 262	Weed Id and Control	2	3	3
BUS 135	Principles of Supervision	3	0	3
		15	7	18
Summer Semester				
COE 112	Co-op Work Experience	0	20	2
HOR 160	Plant Materials I	2	2	3
		2	24	5

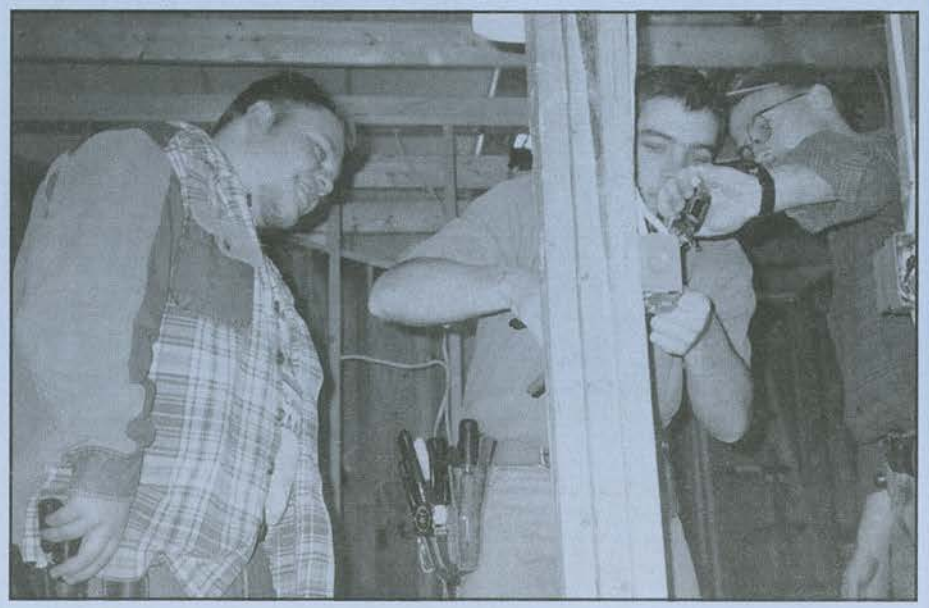
Total Credit Hours 39



INDUSTRIAL MAINTENANCE TECHNOLOGY
DIPLOMA
D50240

		Lec.	Lab.	Credit
Fall Semester				
PLU 111	Introduction to Basic Plumbing	1	3	2
BPR 111	Blueprint Reading	1	2	2
MAT 101	Applied Mathematics I	2	2	3
HYD 110	Hydraulics/Pneumatics	2	3	3
ELC 112	DC/AC Electricity	3	6	5
ACA	Elective	1	0	1
		10	16	16
Spring Semester				
ENG 101	Applied Communications I	3	0	3
MNT 110	Introduction to Maintenance Procedures	1	3	2
WLD 112	Basic Welding Processes	1	3	2
MEC 111	Machine Processes I	2	3	3
ELC 132	Electrical Drawings	1	3	2
ELC 128	Introduction to PLC	2	3	3
		10	15	15
Summer Semester				
MEC 130	Mechanisms	2	3	3
AHR 111	HV ACR Electricity	2	2	3
ELC 229	Application Project (or COE)	1	3	2
		5	8	8

Total Credit Hours 39



INFORMATION SYSTEMS
DEGREE
A25260

		Lec	Lab	Credit
Fall Semester				
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
	Humanities/Fine Arts Elective	3	0	3
CIS 115	Introduction to Programming & Logic	2	2	3
CIS 110	Introduction to Computers	2	2	3
ACA	Elective	1	0	1
		14	4	16
Spring Semester				
ENG 114	Prof. Research & Reporting	3	0	3
ACC 120	Principles of Accounting I	3	2	4
	Social Science Elective	3	0	3
CIS 130	Survey of Operating Systems	2	3	3
CET 111	Computer Upgrade/Repair I	2	3	3
		13	8	16
Summer Semester				
CIS 164	DTP Layout and Design	2	2	3
CIS 147	Operating System-Windows	2	2	3
CIS 152	Database Concepts & Applications	2	2	3
CIS 120	Spreadsheets I	2	2	3
		8	8	12
Fall Semester				
NET 110	Data Communications/Networking	2	2	3
CIS 286	Systems Analysis & Design	3	0	3
CIS 165	Desktop Publishing I	2	2	3
CIS 121	User Support & Software Evaluation	1	4	3
CSC 134	C++ Programming	2	3	3
		10	11	15
Spring Semester				
CIS 220	Spreadsheets II	1	2	2
NET 120	Network Install/Admin I	2	2	3
CIS 169	Business Presentations	1	2	2
CIS 226	Trends in Technology	1	2	2
CIS 288	Systems Project	1	4	3
CIS/CSC	Elective (or COE)	2	2	3
		8	14	15

Total Credit Hours 74

INFORMATION SYSTEMS
CERTIFICATE
C25260

				Credit
Fall Semester	**Lec**	**Lab**		
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming & Logic	2	2	3
CIS 164	DTP Layout and Design	2	2	3
		6	6	9
Spring Semester				
CIS 130	Survey of Operating Systems	2	3	3
CIS 152	Database Concepts & Apps.	2	2	3
CIS 120	Spreadsheets I	2	2	3
		6	7	9

Total Credit Hours 18

INFORMATION SYSTEMS: NETWORKING ADMINISTRATION AND SUPPORT CONCENTRATION
DEGREE
A2526D

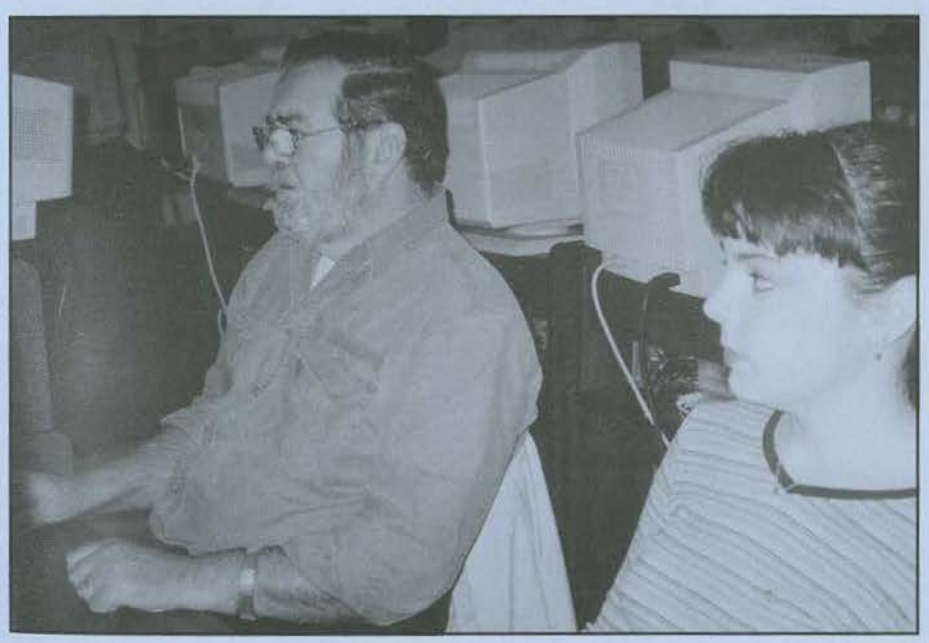
		Lec.	Lab.	Credit
Fall Semester				
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
NET 110	Data Comm/Network	2	2	3
CIS 115	Introduction to Programming & Logic	2	2	3
CIS 110	Introduction to Computers	2	2	3
ACA	Elective	1	0	1
		13	6	16
Spring Semester				
ENG 114	Professional Research & Reporting	3	0	3
ACC 120	Principles of Accounting I	3	2	4
	Social Science Elective	3	0	3
CIS 130	Survey of Operating Systems	2	3	3
CIS 174	Network System Manager I	2	2	3
		13	7	16
Summer Semester				
CIS 164	DTP Layout & Design	2	2	3
CIS 147	Operating Systems-Windows	2	2	3
CIS 152	Database Concepts & Applications	2	2	3
CIS 120	Spreadsheets I	2	2	3
		8	8	12
Fall Semester				
	Humanities/Fine Arts Elective	3	0	3
CIS 286	Systems Analysis & Design	3	0	3
CIS 274	Network System Manager II	2	2	3
CIS 175	Network Management I	2	2	3
CSC 134	C++ Programming	2	3	3
		12	7	15
Spring Semester				
CIS 173	Network Theory	2	2	3
CIS 275	Network Management II	2	2	3
CIS 282	Network Technology	3	0	3
CIS 287	Network Support	2	2	3
CIS/CSC	Elective (or COE)	2	2	3
		11	8	15

Total Credit Hours 74

INFORMATION SYSTEMS: NETWORKING ADMINISTRATION AND SUPPORT CONCENTRATION
CERTIFICATE
C2526D

		Lec.	Lab.	Credit
Fall Semester				
CIS 110	Introduction to Computers	2	2	3
NET 110	Data Comm/Network	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
		6	7	9
Spring Semester				
CIS 174	Network System Manager I	2	2	3
CIS 173	Network Theory	2	2	3
CIS 115	Introduction to Programming & Logic	2	2	3
		6	6	9

Total Credit Hours 18



INFORMATION SYSTEMS: PROGRAMMING CONCENTRATION
DEGREE
A2526E

		Lec	Lab	Credit
Fall Semester				
ENG 111	Expository Writing	3	0	3
MAT140	Survey of Mathematics	3	0	3
	Humanities/Fine Arts Elective	3	0	3
CIS 115	Introduction to Programming & Logic	2	2	3
CIS110	Introduction to Computers	2	2	3
ACA	Elective	1	0	1
		14	4	16
Spring Semester				
ENG 114	Prof. Research & Reporting	3	0	3
CIS130	Survey ofOperating Systems	2	3	3
CIS 135	COBOL Programming	2	3	3
ACC 120	Principles of Accounting I	3	2	4
	Social Science Elective	3	0	3
		13	8	16
Summer Semester				
CIS 164	DTP Layout and Design	2	2	3
CIS 147	Operating System-Windows	2	2	3
CIS 152	Database Concepts & Applications	2	2	3
CIS 120	Spreadsheets I	2	2	3
		8	8	12
Fall Semester				
CIS 235	Advanced COBOL	2	3	3
NET 110	Data Communications/Networking	2	2	3
CIS 286	Systems Analysis & Design	3	0	3
CSC 134	C++ Programming	2	3	3
CSC 138	RPG Programming	2	3	3
		11	11	15
Spring Semester				
CIS 288	Systems Project	I	4	3
NET 120	Network Install/Admin I	2	2	3
CSC 143	Object Oriented Programming	2	3	3
CSC 238	Advanced RPG	2	3	3
CIS/CSC	Elective (or COE)	2	2	3
		9	14	15

Total Credit Hours 74

INFORMATION SYSTEMS: PROGRAMMING CONCENTRATION
CERTIFICATE
C2526E

		Lec.	Lab.	Credit
Fall Semester				
CIS 110	Introduction to Computers	2	2	3
CIS 115	Introduction to Programming & Logic	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
		6	7	9
Spring Semester				
CSC 135	COBOL Programming	2	3	3
CSC 134	C++ Programming **or**	2	2	3
CSC 138	RPG Programming			
CIS 152	Database Concepts & Apps	2	2	3
		6	8	9

Total Credit Hours 18



LIVESTOCK AND POULTRY TECHNOLOGY
DEGREE
A15280

		Lec.	Lab.	Credit
Fall Semester				
AGR 160	Plant Science	2	2	3
ENG 111	Expository Writing	3	0	3
ACA	Elective	1	0	1
AGR 170	Soil Science	2	2	3
ANS 140	Swine Production	2	2	3
ANS 110	Animal Science	3	0	3
		13	6	16
Spring Semester				
ANS 115	Animal Feeds & Nutrition	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
MAT 115	Mathematical Models	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
ANS 130	Poultry Production	2	2	3
BUS 135	Principles of Supervision	3	0	3
		15	6	18
Summer Semester				
COE 112	Co-op Work Experience	0	20	2
ANS 120	Beef Production	2	2	3
		2	22	5
Fall Semester				
BUS	Business Elective	3	0	3
	Humanities Elective	3	0	3
AGR 214	Agricultural Marketing	3	0	3
CIS 110	Introduction to Computers	2	2	3
ANS 160	Animal Waste Management	3	0	3
	Elective	3	0	3
		17	2	18
Spring Semester				
ANS 212	Livestock Records & Analysis	3	0	3
ANS 150	Animal Health Mgt.	3	0	3
BUS	Business Elective	3	0	3
CIS 172	Intro. to the Internet	2	2	3
	Elective	3	0	3
		14	2	15

Total Credit Hours 72

LIVESTOCK AND POULTRY TECHNOLOGY
DIPLOMA
D15280

		Lec.	Lab.	Credit
Fall Semester				
AGR 160	Plant Science	2	2	3
ENG 111	Expository Writing	3	0	3
ACA	Elective	1	0	1
AGR 170	Soil Science	2	2	3
ANS 140	Swine Production	2	2	3
ANS 110	Animal Science	3	0	3
		13	6	16
Spring Semester				
ANS 115	Animal Feeds & Nutrition	2	2	3
PSY 118	Interpersonal Psychology	3	0	3
MAT 115	Mathematical Models	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
ANS 130	Poultry Production	2	2	3
BUS 135	Principles of Supervision	3	0	3
		15	6	18
Summer Semester				
COE 112	Co-op Work Experience	0	20	2
ANS 120	Beef Production	2	2	3
		2	22	5

Total Credit Hours 39



MACHINING TECHNOLOGY
DEGREE
A50300

		Lec	Lab	Credit
Fall Semester				
ACA	Elective	1	0	1
MAC 111	Machining Technology I	2	12	6
ENG 111	Expository Writing	3	0	3
BPR 111	Blueprint Reading	1	2	2
MAC 114	Introduction to Metrology	2	0	2
		9	14	14
Spring Semester				
MAC 112	Machining Technology II	2	12	6
ENG 114	Professional Research & Report	3	0	3
BPR 121	Blueprint Reading: Mechanical	1	2	2
MAC 151	Machining Calculations	1	2	2
MEC 142	Physical Metallurgy	1	2	2
		8	18	15
Summer Semester				
MAC 113	Machining Technology III	2	12	6
MAC 152	Advanced Machining Calculations	1	2	2
MAC 121	Introduction to CNC	2	0	2
		5	14	10
Fall Semester				
MAC 214	Machining Technology IV	2	12	6
MAT 121*	Algebra/Trigonometry I	2	2	3
MAC 124	CNC Milling	1	3	2
ISC 112	Industrial Safety (or COE Elective)	2	0	2
BPR 221	Interpretation of GD&T	1	2	2
		8	19	15
Spring Semester				
MAC 215	Machining Technology V	2	12	6
CIS 110	Introduction to Computers	2	2	3
MAC 122	CNC Turning	1	3	2
	Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
		11	17	17

Total Credit Hours 71

* Minimum CPT score/MAT 070 required as pre-requisite

MECHANICAL DRAFTING TECHNOLOGY
DEGREE
A50340

		Lec.	Lab.	Credit
Fall Semester				
ACA	Elective	1	0	1
MAT 121	Algebra/Trigonometry I	2	2	3
ENG 111	Expository Writing	3	0	3
CIS 110	Introduction to Computers	2	2	3
MEC 111	Machine Processes I	2	3	3
DFT 111	Technical Drafting I	2	6	4
		12	13	17
Spring Semester				
MAT 122	Algebra/Trigonometry II	2	2	3
ENG 114	Professional Research & Reporting	3	0	3
PHY 131	Physics-Mechanics	3	2	4
DFT 112	Technical Drafting II	2	6	4
	Social Science Elective	3	0	3
		13	10	17
Summer Semester				
MEC 251	Statics	2	2	3
DFT 121	Introduction to GD & T	1	2	2
DFT 214	Descriptive Geometry	1	2	2
		4	6	7
Fall Semester				
MEC 211	Engineering Mats & Testing	3	3	4
MEC 252	Strength of Materials	2	2	3
MEC 275	Engineering Mechanisms	2	2	3
DFT 151	CAD I	2	3	3
CIS 112	Windows (or COE)	1	2	2
		10	12	15
Spring Semester				
MEC 265	Fluid Mechanics	2	2	3
DFT 152	CAD II	2	3	3
DDF 211	Design Drafting I	2	6	4
CIS 120	Spreadsheet I (or COE)	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		11	13	16

Total Credit Hours 72

NURSING: ASSOCIATE DEGREE NURSING (ADN) (NON-INTEGRATED) A45120

		Class	Lab.	Cl.	Credit
Fall Semester					
NUR 115	*Fundamentals of Nursing	2	3	6	5
NUR 117	Pharmacology	1	3	0	2
BIO 165	Anatomy & Physiology I	3	3	0	4
MAT 110	Mathematical Measurement	2	2	0	3
NUR 133	Nursing Assessment	2	3	0	3
		10	14	6	17
Spring Semester					
NUR 125	Maternal Child Nursing	5	3	6	8
BIO 166	Anatomy & Physiology II	3	3	0	4
PSY 150	General Psychology	3	0	0	3
NUR 118	Nutrition/Diet Therapy	2	0	0	2
		13	6	6	17
Summer Semester					
NUR 185	Mental Health Nursing	3	0	6	5
CIS 110	Introduction to Computers	2	2	0	3
ENG 111	Expository Writing	3	0	0	3
		8	2	6	11
Fall Semester					
NUR 135	**Adult Nursing I	5	3	9	9
ENG 114	Prof. Research & Reporting	3	0	0	3
	Humanities/Fine Arts Elective	3	0	0	3
NUR 255	Professional Issues	3	0	0	3
		14	3	9	18
Spring Semester					
NUR 235	Adult Nursing II	4	3	15	10
NUR 233	Leadership in Nursing	2	0	0	2
		6	3	15	12

Total Credit Hours 75

*Upon successful completion the student has met the requirements for listing as Nurse Aide I.
**Upon successful completion the student has met the requirements for listing as Nurse Aide II.

NURSING: ASSOCIATE DEGREE NURSING EVENING OPTION (ADN) (FOR LICENSED PRACTICAL NURSES ONLY) A45120

		Class	Lab.	Cl.	Credit
Fall Semester					
BIO 165	Anatomy & Physiology I	3	3	0	4
PSY 150	General Psychology	3	0	0	3
MAT 110	Mathematical Measurement	2	2	0	3
		8	5	0	10
Spring Semester					
BIO 166	Anatomy & Physiology II	3	3	0	4
CIS 110	Introduction to Computers	2	0	2	3
		5	3	2	7
Summer Semester					
ENG 111	Expository Writing	3	0	0	3
		3	0	0	3

The student must complete the above courses in order to be accepted into the nursing program.

Fall Semester					
NUR 115B	Fundamentals of Nursing (Part B)	2	0	0	2
		2	0	0	2
Spring Semester					
NUR 125B	Maternal Child Nursing	3	0	3	4
ENG 114	Professional Research & Reporting	3	0	0	3
		6	0	3	7
Summer Semester					
NUR 185	Mental Health Nursing	3	0	6	5
		3	0	6	5
Fall Semester					
NUR 135B	Adult Nursing I (Part B)	3	0	6	5
	Humanities/Fine Arts Elective	3	0	0	3
NUR 255	Professional Issues	3	0	0	3
		9	0	6	11
Spring Semester					
NUR 235B	Adult Nursing II (Part B)	3	0	6	5
NUR 233	Nursing Leadership	2	0	0	2
		5	0	6	7

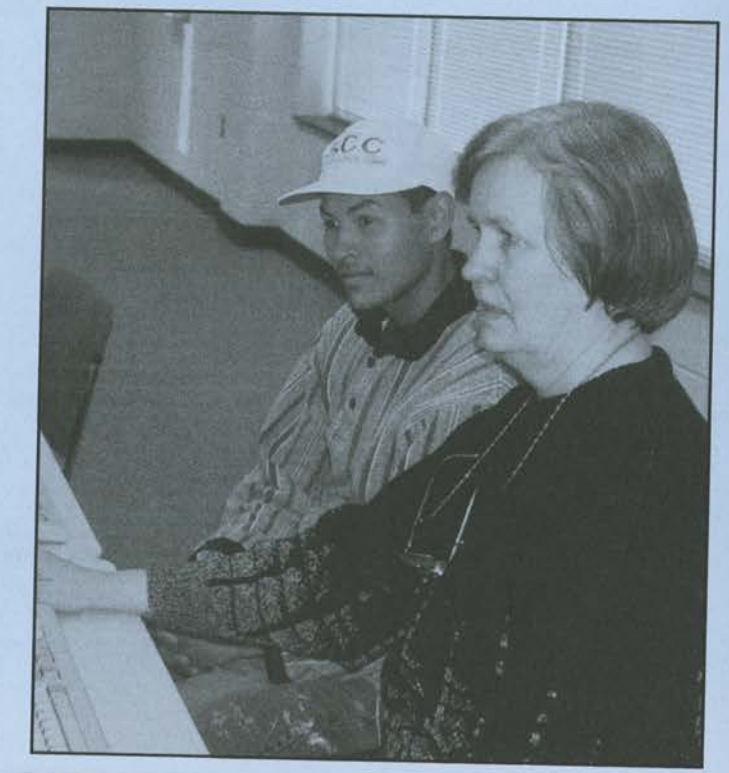
Credit hours awarded for previous work and LPN course work: 23

Total Credit Hours:52

NURSING: GENERAL OCCUPATIONAL TECHNOLOGY (PRE-NURSING)
DIPLOMA
D55280

		Lec.	Lab.	Credit
Fall Semester				
ENG 111	Expository Writing	3	0	3
PSY 150	General Psychology	3	0	3
BIO 165	Anatomy & Physiology I	3	3	4
SPA 120	Spanish for the Workplace (or Humanities Elective)	3	0	3
OST 141	Medical Terminology I - Medical Office	3	0	3
CIS 110	Introduction to Computers	2	2	3
ACA 111	College Student Success	1	0	1
		18	5	20
Spring Semester				
ENG 114	Professional Research & Reporting	3	0	3
MAT 110	Mathematical Measurement	2	2	3
BIO 166	Anatomy & Physiology II	3	3	4
PSY 241	Developmental Psychology	3	0	3
BIO 170	Introductory Microbiology	3	3	4
		14	8	17

Total Credit Hours 37



NURSING: PRACTICAL NURSING (LPN)
DIPLOMA
D45660

		Lec.	Lab.	Cl.	Credit
Spring Semester					
NUR 101	*Nursing I	7	6	6	11
NUR 117	Pharmacology	1	3	0	2
BIO 163	Basic Anatomy & Physiology	4	2	0	5
PSY 150	General Psychology	3	0	0	3
		15	11	6	21
Summer Semester					
NUR 102A	**Practical Nursing IIA	5	0	9	8
ENG 111	Expository Writing	3	0	0	3
		8	0	9	11
Fall Semester					
NUR 102B	Practical Nursing IIB	3	0	3	4
NUR 103	Practical Nursing III	6	0	12	10
NUR 118	Nutrition/Diet Therapy	2	0	0	2
		11	0	15	16

Total Credit Hours 48

*Upon successful completion the student has met the requirements for listing as Nurse Aide I.
**Upon successful completion the student has met the requirements for listing as Nurse Aide II.



OFFICE SYSTEMS TECHNOLOGY
DEGREE
A25360

		Lec.	Lab.	Credit
Fall Semester				
BUS 110	Introduction to Business	3	0	3
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
OST 131	Keyboarding	1	2	2
CIS 110	Introduction to Computers	2	2	3
ACA	Elective	1	0	1
		12	6	15
Spring Semester				
OST 134	Text Entry & Formatting	3	2	4
OST 164	Text Editing Applications	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
CIS 120	Spreadsheet I	2	2	3
ACC 120	Principles of Accounting I	3	2	4
		14	6	17
Summer Semester				
BUS 121	Business Math	2	2	3
	Elective	3	0	3
		5	2	6
Fall Semester				
OST 136	Word Processing	1	2	2
OST 181	Introduction to Office Systems	3	0	3
OST 286	Professional Development	2	0	2
BUS 260	Business Communications	3	0	3
CIS 112	Windows	1	2	2
BUS 115	Business Law I	3	0	3
OST 184	Records Management	1	2	2
		14	6	17
Spring Semester				
PSY 150	General Psychology (or Social Science Elective)	3	0	3
OST 289	Office Systems Management	2	2	3
OST 236	Advanced Word/Information Processing	2	2	3
OST 223	Machine Transcription I	1	2	2
SPA 120	Spanish for the Workplace	3	0	3
COE 111	Co-Op Work Experience I	0	10	1
		11	16	15

Total Credit Hours 70

OFFICE SYSTEMS TECHNOLOGY
DIPLOMA
D25360

		Lec.	Lab.	Credit
Fall Semester				
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
OST 184	Records Management	1	2	2
CIS 110	Introduction to Computers	2	2	3
OST 131	Keyboarding	1	2	2
		9	8	13
Spring Semester				
OST 134	Text Entry & Formatting	3	2	4
OST 164	Text Editing Applications	3	0	3
BUS 121	Business Math	2	2	3
CIS 120	Spreadsheet I	2	2	3
		10	6	13
Fall Semester				
OST 136	Word Processing	1	2	2
OST 286	Professional Development	2	0	2
BUS 260	Business Communications	3	0	3
CIS 112	Windows	1	2	2
OST 181	Intro to Office Systems	3	0	3
		10	4	12
Spring Semester				
OST 289	Office Systems Management	2	2	3
OST 223	Machine Transcription I	1	2	2
		3	4	5

Total Credit Hours 43

OFFICE SYSTEMS TECHNOLOGY
CERTIFICATE
C25360

		Lec.	Lab.	Credit
Fall Semester				
OST 131	Keyboarding	1	2	2
CIS 110	Introduction to Computer	2	2	3
		3	4	5
Spring Semester				
OST 134	Text Entry & Formatting	3	2	4
OST 164	Text Editing Applications	3	0	3
		6	2	7
Fall Semester				
OST 136	Word Processing	1	2	2
OST 184	Records Management	1	2	2
		2	4	4

Total Credit Hours 16

OFFICE SYSTEMS TECHNOLOGY: MEDICAL CONCENTRATION
DEGREE
A2536B

		Lec.	Lab.	Credit
Fall Semester				
OST 131	Keyboarding	1	2	2
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
CIS 110	Introduction to Computers	2	2	3
BIO 161	Introduction to Human Biology	3	0	3
OST 141	Medical Terminology I - Medical Office	3	0	3
ACA	Elective	1	0	1
		15	6	18
Spring Semester				
ENG 114	Professional Research & Reporting	3	0	3
OST 134	Text Entry & Formatting	3	2	4
OST 164	Text Editing Applications	3	0	3
BUS 121	Business Math	2	2	3
OST 148	Medical Coding, Billing, & Insurance	3	0	3
OST 142	Medical Terminology II - Medical Office	3	0	3
		17	4	19
Fall Semester				
OST 136	Word Processing	1	2	2
OST 286	Professional Development	2	0	2
OST 181	Intro to Office Systems	3	0	3
OST 184	Records Management	1	2	2
OST 243	Medical Office Simulation	2	2	3
OST 241	Medical Office Transcription I	1	2	2
		10	8	14
Spring Semester				
OST 289	Office Systems Management	2	2	3
OST 236	Advanced Word/Information Processing	2	2	3
OST 149	Medical Legal Issues	2	0	2
PSY 150	General Psychology I (or Social Science Elective)	3	0	3
OST 242	Medical Office Transcription II	1	2	2
SPA 120	Spanish for the Workplace	3	0	3
COE 111	Co-Op Work Experience I	0	10	1
		13	16	17

Total Credit Hours 68

OFFICE SYSTEMS TECHNOLOGY: MEDICAL
DIPLOMA
D2536B

		Lec.	Lab.	Credit
Fall Semester				
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
CIS 110	Introduction to Computers	2	2	3
BIO 161	Introduction to Human Biology	3	0	3
OST 141	Medical Terminology I	3	0	3
		11	6	14
Spring Semester				
OST 134	Text Entry & Formatting	3	2	4
OST 164	Text Editing Applications	3	0	3
BUS 121	Business Math	2	2	3
OST 148	Medical Coding, Billing, & Insurance	3	0	3
OST 142	Medical Terminology II	3	0	3
		14	4	16
Fall Semester				
ENG 111	Expository Writing	3	0	3
OST 136	Word Processing	1	2	2
OST 181	Introduction to Office Systems	3	0	3
OST 243	Medical Office Simulation	2	2	3
OST 241	Medical Office Transcription I	1	2	2
		10	6	13
Spring Semester				
OST 289	Office Systems Management	2	2	3
OST 149	Medical Legal Issues	2	0	2
		4	2	5

Total Credit Hours 48

OFFICE SYSTEMS TECHNOLOGY: MEDICAL
CERTIFICATE
C2536B

		Lec.	Lab.	Credit
Fall Semester				
OST 131	Keyboarding	1	2	2
OST 141	Medical Terminology I	3	0	3
OST 184	Records Management	1	2	2
		5	4	7
Spring Semester				
OST 142	Medical Terminology II	3	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	3
OST 164	Text Editing Applications	3	0	3
		9	0	9
Fall Semester				
OST 136	Word Processing	1	2	2

Total Credit Hours 18

PARALEGAL TECHNOLOGY
DEGREE
A25380

		Lec.	Lab.	Credit
Fall Semester				
LEX 110	Intro. to Paralegal Study	2	0	2
LEX120	Legal Research & Writing I	2	2	3
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
OST 131	Keyboarding	1	2	2
CIS 110	Introduction to Computers	2	2	3
ACA	Elective	1	0	1
		13	8	17
Spring Semester				
LEX 130	Civil Injuries	2	0	2
LEX 140	Civil Litigation I	3	0	3
LEX 150	Commercial Law	2	2	3
LEX 121	Legal Research & Writing II	2	2	3
OST 134	Text Entry & Formatting	3	2	4
ACC 120	Prin. Of Acct. I	3	2	4
		15	8	19
Summer Semester				
LEX 240	Family Law	2	0	2
LEX 192	Selected Topics	1	2	2
		3	2	4
Fall Semester				
OST 136	Word Processing	1	2	2
LEX 210	Real Property I	2	0	2
LEX 260	Bankruptcy & Collections	2	0	2
ENG 114	Professional Research & Reporting	3	0	3
LEX 141	Civil Litigation II	2	2	3
LEX 160	Criminal Law & Procedure	2	2	3
	Social Science Elective	3	0	3
		15	6	18
Spring Semester				
LEX 211	Real Property II	1	4	3
LEX 250	Wills, Estates, & Trusts	2	2	3
LEX 270	Law Office Mgt./Technology	1	2	2
	Humanities/Fine Arts Elective	3	0	3
COE 111	Co-op Work Experience I (or Elective)	0	10	1
		7	8	12

Total Credit Hours 70

REAL ESTATE APPRAISAL
CERTIFICATE
C25420

		Lec.	Lab.	Credit
Fall Semester				
REA 101	Introduction to Real Estate Appraisal (R-1)	3	0	2
REA 201	Introduction to Income Prop. Appraisal (G-1)	3	0	2
		6	0	4
Spring Semester				
REA 102	Valuation Principles & Practices (R-2)	3	0	2
REA 202	Advanced Income Capital Procedures (G-2)	3	0	2
		6	0	4
Fall Semester				
REA 103	Applied Residential Property Valuation (R-3)	3	0	2
REA 203	Introduction to Income Prop. Appraisal (G-3)	3	0	2
		6	0	4

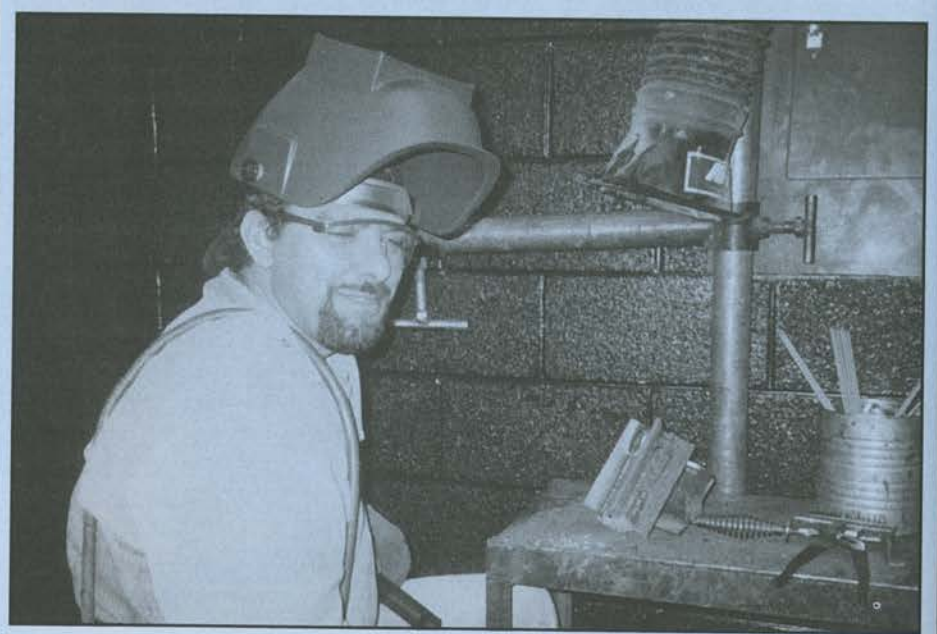
Total Credit Hours 12



WELDING TECHNOLOGY
DIPLOMA
D50420

		Lec.	Lab.	Credit
Fall Semester				
WLD 110	Cutting Processes	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
MAT 101	Applied Mathematics I	2	2	3
BPR 111	Blueprint Reading	1	2	2
ACA	Elective	1	0	1
		7	16	13
Spring Semester				
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
WLD 116	SMAW (Stick) Plate/Pipe	1	9	4
MEC 142	Physical Metallurgy	1	2	2
BPR 121	Blueprint Reading: Mechanical	1	2	2
ENG 101	Applied Communications I	3	0	3
		8	19	15
Summer Semester				
WLD 141	Symbols and Specifications	2	2	3
WLD 131	GTAW (TIG) Plate	2	6	4
WLD 261	Certification Practices (or COE)	1	3	2
		5	11	9

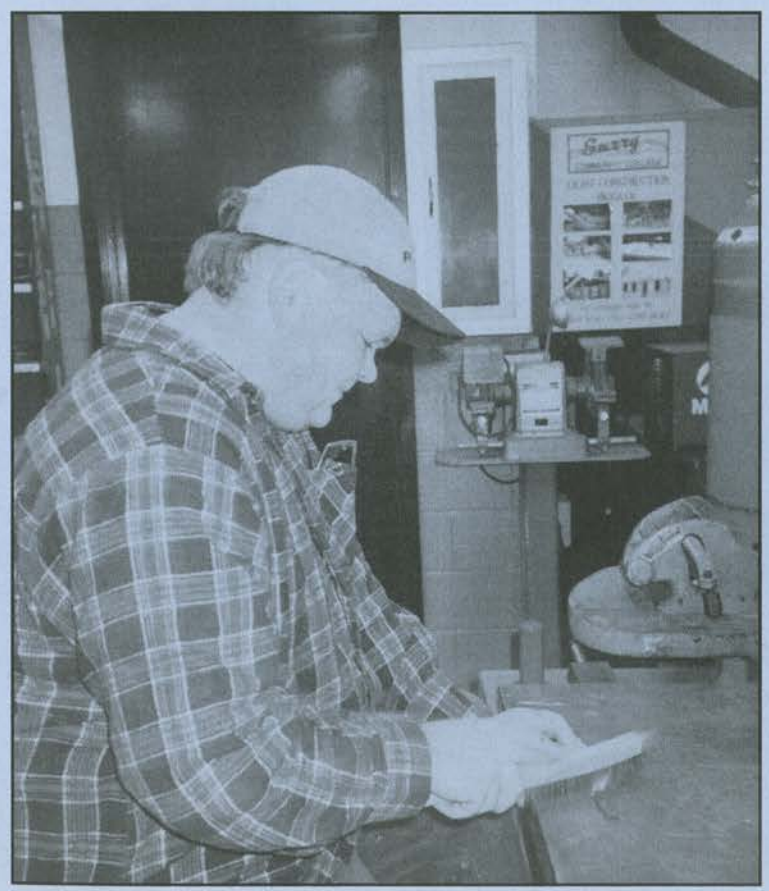
Total Credit Hours 37



WELDING TECHNOLOGY
CERTIFICATE
C50420

		Lec.	Lab.	Credit
Fall Semester				
WLD 110	Cutting Processes	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
		3	12	7
Spring Semester				
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4
Summer Semester				
WLD 141	Symbols and Specifications	2	2	3
WLD 131	GTAW (TIG) Plate	2	6	4
		4	8	7

Total Credit Hours 18





COURSES OF INSTRUCTION

COURSE NUMBERING SYSTEM

Course designations consist of the subject area followed by a number to indicate the level within the given program. The course number is followed by the exact title of the course. Following the title, a sequence of three numbers indicates the number of lecture hours per week, the number of lab hours per week, and the number of credit hours earned when the course is successfully completed.

ACADEMIC RELATED

ACA 090 **Study Skills (OD)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 111 **College Student Success (F, S)** **1** **0** **1**
Prerequisites:
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 118 **College Study Skills (OD)** **1** **2** **2**
Prerequisites:
Corequisites: None

This course covers skills and strategies designed to improve study behaviors. Topics include time management, note taking, test taking, memory techniques, active reading strategies, critical thinking, communication skills, learning styles, and other strategies for effective learning. Upon completion, students should be able to apply appropriate study strategies and techniques to the development of an effective study plan.

ACA 120 **Career Assessment (F, S)** 1 0 1
Prerequisites:
Corequisites: None

This course provides the information and strategies necessary to develop clear personal, academic, and professional goals. Topics include personality styles, goal setting, various college curricula, career choices, and campus leadership development. Upon completion, students should be able to clearly state their personal, academic, and professional goals and have a feasible plan of action to achieve those goals.

ACA 220 **Professional Transition (F, S)** 1 0 1
Prerequisites:
Corequisites: None

This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

ACCOUNTING

ACC 120 **Prin Of Accounting I (F, S, Su)** 3 2 4
Prerequisites
Corequisites: None

This course introduces the basic principles and procedures of accounting. Emphasis is placed on collecting, summarizing, analyzing, and reporting financial information. Upon completion, students should be able to analyze data and prepare journal entries and reports as they relate to the accounting cycle.

ACC 121 **Prin of Accounting II (F, S, Su)** 3 2 4
Prerequisites: ACC 120
Corequisites: None

This course is a continuation of ACC 120. Emphasis is placed on corporate and managerial accounting for both external and internal reporting and decision making. Upon completion, students should be able to analyze and record corporate transactions, prepare financial statements and reports, and interpret them for management.

ACC 131 **Federal Income Taxes (S)** 2 2 3
Prerequisites:
Corequisites: None

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Emphasis is placed on the application of the Internal Revenue Code to preparation of tax returns for individuals, partnerships, and corporations. Upon completion, students should be able to complete federal tax returns for individuals, partnerships, and corporations.

ACC 150 **Computerized Gen Ledger (F)** 1 2 2
Prerequisites: ACC 115 or ACC 120
Corequisites: None

This course introduces microcomputer applications related to the major 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 (F)** 3 2 4
Prerequisites: ACC 121
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 statements and extensive analyses 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 Acct II (S)** 3 2 4
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 (F, S, Su)** 3 0 3
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 110 **Agricultural Economics (F)** 3 0 3
Prerequisites:
Corequisites: None

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

AGR 140 **Agricultural Chemicals (S)** 2 2 3
Prerequisites:
Corequisites: None

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations, and demonstrate safe handling of pesticides.

AGR 160 **Plant Science (F)** 2 2 3
Prerequisites:
Corequisites: None

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

AGR 170 **Soil Science (F)** 2 2 3
Prerequisites:
Corequisites: None

This course covers the basic principles of soil fertilizing. Topics include liming, fertilization, management, and plant nutrients. Upon completion, students should be able to give nutrient and liming recommendations for soils.

AGR 180 **Crop Insects & Diseases (S)** 2 3 3
Prerequisites:
Corequisites: None

This course includes a study of the major insects and diseases in the southeast. Topics include the structure, life cycle, identification, and control of various insects and diseases. Upon completion, students should be able to identify and recommend methods of control for selected insects and diseases.

AGR 212 **Farm Business Management (S)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. *This course is a unique concentration requirement in the Agribusiness concentration in the Agricultural Technology program.*

AGR 214 **Agricultural Marketing (F)** 3 0 3
Prerequisites:
Corequisites: None

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

AGR 262 **Weed ID & Control (S)** 2 3 3
Prerequisites:
Corequisites: None

This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control.

AGR 271 **Soil & Water Engineering (F)** 2 2 3
Prerequisites:
Corequisites: None

This course is designed to introduce basic soil and water conservation practices. Topics include waterways, strip cropping, terracing, ditching, conservation farming, and water quality. Upon completion, students should be able to operate a differential level, interpret a farm plan, and explain water quality principles.

ANIMAL SCIENCE

ANS 110 **Animal Science (F)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock in North Carolina.

ANS 115 **Animal Feeds & Nutrition (S)** 2 2 3
Prerequisites:
Corequisites: None

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

ANS 120 **Beef Production (Su)** **2** **2** **3**
Prerequisites: ANS 110
Corequisites: None

This course provides an introduction to the beef cattle industry. Topics include reproduction, cattle management, marketing, anatomy and physiology, and pasture management. Upon completion, students should be able to demonstrate a basic understanding of beef cattle production practices and the economic impact of the beef cattle industry in North Carolina.

ANS 130 **Poultry Production (S)** **2** **2** **3**
Prerequisites: ANS 110
Corequisites: None

This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic impact of the poultry industry in North Carolina.

ANS 140 **Swine Production (F)** **2** **2** **3**
Prerequisites: ANS 110
Corequisites: None

This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic impact of the swine industry in North Carolina.

ANS 150 **Animal Health Management (S)** **3** **0** **3**
Prerequisites: ANS 110
Corequisites: None

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

ANS 160 **Animal Waste Management (F)** **3** **0** **3**
Prerequisites: ANS 110
Corequisites: None

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

ANS 212 **Livestock Records & Analy (S)** **3** **0** **3**
Prerequisites: ANS 110
Corequisites: None

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

ANTHROPOLOGY

ANT 210 **General Anthropology (OD)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 220 **Cultural Anthropology (OD)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 240 **Archaeology (OD)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ART

ART 111 **Art Appreciation (F, S)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

ART 114 **Art History Survey I (F)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115 **Art History Survey II (S)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 116 **Survey of American Art (OD)** **3** **0** **3**
Prerequisites:
Corequisites: None

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

ART 130 **Basic Drawing (OD)** **0** **4** **2**
Prerequisites:
Corequisites: None

This course introduces basic drawing techniques and is designed to increase observation skills. Emphasis is placed on the fundamentals of drawing. Upon completion, students should be able to demonstrate various methods and their application to representational imagery.

ART 131 **Drawing I (OD)** **0** **6** **3**
Prerequisites:
Corequisites: None

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

ART 132 **Drawing II (OD)** **0** **6** **3**
Prerequisites: ART 131
Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

ART 135 **Figure Drawing I OD)** **0** **6** **3**
Prerequisites: ART 132
Corequisites: None

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure.

ART 140 **Basic Painting (OD)** **0** **4** **2**
Prerequisites:
Corequisites: None

This course introduces the mechanics of painting. Emphasis is placed on the exploration of painting media through fundamental techniques. Upon completion, students should be able to demonstrate a basic understanding and application of painting.

ART 240 **Painting I (OD)** **0** **6** **3**
Prerequisites:
Corequisites: None

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

ART 241 **Painting II (OD)** 0 6 3
Prerequisites: ART 240
Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety.

ART 288 **Studio (OD)** 0 6 3
Prerequisites: Limited to those who have completed a sequence of art courses in the proposed area of study.
Corequisites: None

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques.

AUTOMATION TRAINING

ATR 280 **Robotic Fundamentals (S)** 3 2 4
Prerequisites:
Corequisites: None

This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems.

AUTOMOTIVE BODY REPAIR

AUB 111 **Painting & Refinishing I (F)** 2 6 4
Prerequisites:
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 (S)** 2 6 4
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 (Su)** 1 2 2
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 (F)** 1 4 3
Prerequisites:
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 (Su)** 2 6 4
Prerequisites:
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 (F)** 2 4 4
Prerequisites:
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 (S)** 2 6 4
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 134 **Autobody MIG Welding (F)** 1 4 3
Prerequisites:
Corequisites: None

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 **Plastics & Adhesives (S)** 1 4 3
Prerequisites:
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.

AUTOMOTIVE

AUT 111 **Basic Auto Technology (S)** 1 2 2
Prerequisites:
Corequisites: None

This course introduces basic concepts, terms, workplace safety, regulations, and service information relating to automotive technology. Emphasis is placed on developing familiarity with automotive components along with basic identification and proper use of various hand and power tools and shop equipment. Upon completion, students should be able to define and use terms associated with automobiles and identify and use basic tools and shop equipment.

AUT 113 **Automotive Servicing (Su)** 2 6 4
Prerequisites:
Corequisites: None

This course covers diagnostic procedures necessary to determine the nature and cause of auto service problems and the procedures used to repair/replace components. Emphasis is placed on troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and operate appropriate equipment.

AUT 115 **Engine Fundamentals (F)** 2 3 3
Prerequisites:
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/repair of automotive engines using appropriate tools, equipment, procedures, and service information..

AUT 116 **Engine Repair (F)** 1 3 2
Prerequisites:
Corequisites: None

This course covers service/repair/rebuilding of block, head, and internal engine components. Topics include engine repair/reconditioning using service specifications. Upon completion, students should be able to rebuild/recondition an automobile engine to service specifications.

AUT 131 **Drive Trains (S)** 2 3 3
Prerequisites:
Corequisites: None

This course introduces principles of operation of basic automotive drive trains. Emphasis is placed on manual and automatic transmissions, transaxles, and final drive components. Upon completion, students should be able to describe, diagnose, and determine needed service and repairs.

AUT 141 **Suspension & Steering Sys (S)** 2 4 4
Prerequisites:
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 various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151 **Brake Systems (S)** 2 2 3
Prerequisites:
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 152 **Brake Systems Lab (S)** 0 2 1
Prerequisites:
Corequisites: AUT 151

This course provides a laboratory setting to enhance brake system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 151. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 151.

AUT 161 **Electrical Systems (F)** 2 6 4
Prerequisites:
Corequisites: None

This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.

AUT 164 **Automotive Electronics (S)** 2 2 3
Prerequisites:
Corequisites: None

This course covers fundamentals of electrical/electronic circuitry, semi-conductors, and microprocessors. Topics include Ohm's law, circuits, AC/DC current, solid state components, digital applications, and the use of digital multimeters. Upon completion, students should be able to apply Ohm's law to diagnose and repair electrical/electronic circuits using digital multimeters and appropriate service information.

AUT 171 **Heating & Air Conditioning (Su)** 2 3 3
Prerequisites:
Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181 **Engine Performance-Electrical (F)** 2 3 3
Prerequisites:
Corequisites: None

This course covers the principles, systems, and procedures required for diagnosing and restoring engine performance using electrical/electronics test equipment. Topics include procedures for diagnosis and repair of ignition, emission control, and related electronic systems. Upon completion, students should be able to describe operation of and diagnose/repair ignition/emission control systems using appropriate test equipment and service information.

AUT 182 **Engine Perfor-Elec Lab (F)** 0 3 1
Prerequisites:
Corequisites: AUT 181

This course provides a laboratory setting to enhance the skills for diagnosing and restoring engine performance using electrical/electronics test equipment. Emphasis is placed on practical experiences that enhance the topics presented in AUT 181. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 181.

AUT 183 **Engine Performance-Fuels (F)** 2 3 3
Prerequisites:
Corequisites: None

This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and exhaust/emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.

AUT 184 **Engine Perfor-Fuels Lab (F)** 0 3 1
Prerequisites:
Corequisites: AUT 183

This course provides a laboratory setting to enhance the skills for diagnosing and repairing fuel delivery/management and emission systems. Emphasis is placed on practical experiences that enhance the topics presented in AUT 183. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 183.

AUT 186 **Automotive Computer Appl (F)** 1 2 2
Prerequisites:
Corequisites: None

This course introduces computer operating systems, word processing, and electronic automotive service information systems. Emphasis is placed on operation systems, word processing, and electronic automotive service information systems. Upon completion, students should be able to use an operating system to access information pertaining to automotive technology and perform word processing.

AUT 281 **Adv Engine Performance (S)** 2 2 3
Prerequisites:
Corequisites: None

This course utilizes service information and specialized test equipment to diagnose/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 advanced engine performance diagnosis and repair.

BIOLOGY

BIO 111 **General Biology I (F, S, Su)** 3 3 4
Prerequisites
Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 **General Biology II (F, S, Su)** 3 3 4
Prerequisites: BIO 111
Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 **Environmental Biology (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A **Environmental Biology Lab (OD)** 0 3 1
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 143 **Field Biology Minicourse (OD)** 1 2 2
Prerequisites:
Corequisites: None

This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment.

BIO 145 **Ecology (OD)** 3 3 4
Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics.

BIO 155 **Nutrition (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups.

BIO 156 **Nutrition and the Child (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course provides an outline of food requirements for children. Topics include menu plans, food preparation, and nutrition education for children and their parents. Upon completion, students should be able to identify sources and functions of nutrients and describe and use standards for evaluating nutritional adequacy in children.

BIO 161 **Intro to Human Biology (F)** 3 0 3
Prerequisites:
Corequisites: None

This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 163 **Basic Anatomy & Physiology (F, S)** 4 2 5
Prerequisites:
Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

BIO 165 **Anatomy and Physiology I (F, S, Su)** 3 3 4
Prerequisites:
Corequisites: None

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 166 **Anatomy and Physiology II (F, S, Su)** 3 3 4
Prerequisites: BIO 165
Corequisites: None

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.

BIO 170 **Introductory Microbiology (S)** 3 3 4
Prerequisites:
Corequisites: None

This course introduces fundamental concepts of microbiology with emphasis on the relationships of microorganisms to humans. Topics include common groups of microorganisms and their relationships to human disease, including means of transmission, body defenses, prevention, control, and treatment. Upon completion, students should be able to practice and recognize the value of aseptic technique in microbial control.

BIO 240 **Waste Management (OD)** 3 0 3
Prerequisites: BIO 110 or BIO 111
Corequisites: None

This course is a study of human use of and impact on the environment. Topics include how human activities can negatively affect the land and water and how to avoid and cope with waste problems. Upon completion, students should be able to identify both hazardous and nonhazardous waste products and solutions for their management.

BIO 242 **Natural Resource Conservation (OD)** 3 0 3
Prerequisites: BIO 112
Corequisites: None

This course describes the importance of natural resources and their role in our environment. Emphasis is placed on the physical, biological, and ecological principles underlying natural resource conservation with attention to the biological consequences of human impacts. Upon completion, students should be able to demonstrate an understanding of natural resource conservation.

BLUEPRINT READING

BPR 111 **Blueprint Reading (F)** 1 2 2
Prerequisites:
Corequisites: None

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

BPR 121 **Blueprint Reading: Mech (S)** 1 2 2
Prerequisites: BPR 111 or MAC 131
Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130 **Blueprint Reading/Const (F)** 1 2 2
Prerequisites:
Corequisites: None

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BPR 221 **Interpretation of GD & T (F)** 2 0 2
Prerequisites: BPR 121 or MAC 132
Corequisites: None

This course introduces dimensioning and tolerancing standards as established by ANSI and ISO 9000. Topics include dimensioning, symbols and terms, application of tolerances and limits, tolerances of position and form, and the advantages of geometric concepts. Upon completion, students should be able to interpret blueprints that utilize the GD & T system.

BUSINESS

BUS 110 **Introduction to Business (F, S)** 3 0 3
Prerequisite: None
Corequisite: None

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

BUS 115 **Business Law I (F, Su)** 3 0 3
Prerequisites:
Corequisites: None

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

BUS 116 **Business Law II (S, Su)** 3 0 3
Prerequisites: BUS 115
Corequisites: None

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

BUS 121 **Business Math (F, S, Su)** 2 2 3
Prerequisites:
Corequisites: None

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

BUS 125 **Personal Finance (S)** 3 0 3
Prerequisites:
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 135 **Principles of Supervision (S)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 **Principles of Management (F)** 3 0 3
Prerequisites:
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 151 **People Skills (F)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 225 **Business Finance (S)** 2 2 3
Prerequisites: ACC 120
Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 **Small Business Management (F, S, Su)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 255 **Org Behavior in Business (F, S, Su)** 3 0 3
Prerequisites:
Corequisites: None

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

BUS 260 **Business Communication (F, S)** 3 0 3
Prerequisites: 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 (F)** 4 0 4
Prerequisites:
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.

CABINETMAKING

CAB 111 **Cabinetmaking I (OD)** 4 9 7
Prerequisites:
Corequisites: None

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets. *This is a diploma-level course.*

CARPENTRY

CAR 111 **Carpentry I (F, S, Su)** 4 15 9
Prerequisites:
Corequisites: None

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

CAR 112 **Carpentry II (F, S, Su)** 4 15 9
Prerequisites: CAR 111
Corequisites: None

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

CAR 113 **Carpentry III (F, S, Su)** 3 9 6
Prerequisites: CAR 111
Corequisites: None

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

CAR 114 **Residential Bldg Codes (Su)** 3 0 3
Prerequisites:
Corequisites: None

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

CAR 115 **Res Planning/Estimating (S)** 3 0 3
Prerequisites: BPR 130
Corequisites: None

This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

COMPUTER ENGINEERING TECHNOLOGY

CET 111 **Computer Upgrade/Repair I (F, S)** 2 3 3
Prerequisites:
Corequisites: None

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CHEMISTRY

CHM 131 **Introduction to Chemistry (F)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A **Introduction to Chemistry Lab (F)** 0 3 1
Prerequisites:
Corequisites: CHM 101

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. ***This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.***

CHM 132 **Organic and Biochemistry (S)** 3 3 4
Prerequisites: CHM 131
Corequisite: None

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 151 **General Chemistry I (F)** 3 3 4
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152 **General Chemistry II (S)** 3 3 4
Prerequisites: CHM 151
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 251 **Organic Chemistry I (OD)** 3 3 4
Prerequisites: CHM 152
Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252.

CHM 252 **Organic Chemistry II (OD)** 3 3 4
Prerequisites: CHM 251
Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields.

INFORMATION SYSTEMS

CIS 110 **Introduction to Computers (F, S, Su)** 2 2 3
Prerequisites:
Corequisites: None

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. 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 111 **Basic PC Literacy (OD)** 1 2 2
Prerequisites:
Corequisites: None

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

CIS 112 **Windows™ (F)** 1 2 2
Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course includes the fundamentals of the Windows™ software. Topics include graphical user interface, icons, directories, file management, accessories, and other applications. Upon completion, students should be able to use Windows™ software in an office environment.

CIS 113 **Computer Basics (OD)** 0 2 1
Prerequisites:
Corequisites: None

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.

CIS 115 **Intro to Prog & Logic (F, S)** 2 2 3
Prerequisites: MAT 080 or MAT 090
Corequisites: None

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. 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 120 **Spreadsheet I (F, S, Su)** 2 2 3
Prerequisites: CIS 110 or CIS 111
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.

CIS 121 **User Support & Softw Eval (F)** 1 4 3
Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.

CIS 126 **Graphics Software Intro (F)** 2 2 3
Prerequisites: CIS 110
Corequisites: None

This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.

CIS 130 **Survey of Operating Sys (F, S)** 2 3 3
Prerequisites: CIS 110
Corequisites: None

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 147 **Operating System - Windows™ (F, S, Su)** 2 2 3
Prerequisites: CIS 110
Corequisites: CIS 130

This course introduces operating systems concepts for a Windows™ operating system. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a Windows™ environment.

CIS 148 **Operating System - Windows™ NT (OD)** 2 2 3
Prerequisites: CIS 110
Corequisites: CIS 130

This course introduces operating systems concepts for the Windows™ NT operating system. Topics include hardware management, file and memory management, system configuration/ optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows™ NT environment.

CIS 152 **Database Concepts & Apps (S, Su)** 2 2 3
Prerequisites: CIS 110, CIS 111, or CIS 115
Corequisites: None

This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 153 **Database Applications (OD)** 2 2 3
Prerequisites: CIS 152
Corequisites: None

This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

CIS 157 **Database Programming I (OD)** 2 2 3
Prerequisites: CIS 130 and CIS 152
Corequisites: None

This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements.

CIS 162 **MM Presentation Software (OD)** 2 2 3
Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

CIS 164 **DTP Layout & Design (F, S, Su)** 2 2 3
Prerequisites: CIS 110
Corequisites: None

This course introduces the fundamentals of design and page layout. Emphasis is placed on page layout organization, typography, and color. Upon completion, students should be able to create projects that visually enhance communication.

CIS 165 **Desktop Publishing I (F)** 2 2 3
Prerequisites: CIS 110
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.

CIS 169 **Business Presentations (S)** 1 2 2
Prerequisites: CIS 110 or CIS 111
Corequisites: None

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

CIS 172 **Intro to the Internet (F, S)** 2 3 3
Prerequisites: CIS 110
Corequisites: None

This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

CIS 173 **Network Theory (S)** 2 2 3
Prerequisites: NET 110
Corequisites: None

This course examines Token Ring, Ethernet, and Arcnet networks. Topics include LAN topologies and design; cable characteristics; cable, interface cards, server, and client installation; basic management techniques; linking networks; and troubleshooting LAN problems. Upon completion, students should be able to install both hardware and software for a small client/server LAN and troubleshoot common network problems.

CIS 174 **Network System Manager I (F, S)** 2 2 3
Prerequisites: NET 110
Corequisites: None

This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system.

CIS 175 **Network Management I (OD)** 2 2 3
Prerequisites: NET 110
Corequisites: None

This course covers fundamental network administration and system management. Topics include accessing and configuring basic network services, managing directory services, and using network management software. Upon completion, students should be able to apply system administrator skills in developing a network management strategy.

CIS 182 **Printing on the Network (OD)** 2 2 3
Prerequisites: CIS 174 or CIS 175
Corequisites: None

This course focuses on effective management of printing on a network. Topics include installation, configuration, and management of print servers and print queues, remote printer setup, and customizing print jobs. Upon completion, students should be able to implement and troubleshoot network printing.

CIS 220 **Spreadsheets II (OD)** 1 2 2
Prerequisites: CIS 120
Corequisites: None

This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

CIS 222 **Programmable Word Processing (OD)** 1 2 2
Prerequisites: CIS 115 and OST 136
Corequisites: None

This course provides a comprehensive study of end-user interface design principles within a word processing environment. Emphasis is placed on application automation through the use of macros and advanced functions. Upon completion, students should be able to automate a word processing design within the context of a well-designed user interface.

CIS 226 **Trends in Technology (S)** 1 2 2
Prerequisites: CIS 110
Corequisites: None

This course introduces emerging information systems technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

CIS 244 **Operating System - AS/400 (OD)** 2 3 3
Prerequisites: CIS 130
Corequisites: None

This course includes operating systems concepts for AS/400 systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, Job Control Language, and support functions. Upon completion, students should be able to perform operating system functions in an AS/400 environment.

CIS 245 **Operating System - Multi-User (OD)** 2 3 3
Prerequisites: CIS 130
Corequisites: None

This course includes operating systems concepts for multi-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions in a multi-user environment.

CIS 274 **Network System Manager II (OD)** 2 2 3
Prerequisites: CIS 174
Corequisites: None

This course is a continuation of CIS 174 focusing on advanced network management, configuration, and installation. Emphasis is placed on server configuration files, startup procedures, server protocol support, memory and performance concepts, and management and maintenance. Upon completion, students should be able to install and upgrade networks and servers for optimal performance. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 275 **Network Management II (OD)** 2 2 3
Prerequisites: CIS 175
Corequisites:

This course is a continuation of CIS 175 focusing on advanced enterprise networks. Topics include directory service tree planning, management distribution and protection, improving network security, auditing the network, printing, networking, and system administration of an Internet node. Upon completion, students should be able to manage client services and network features and optimize network performance. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 282 **Network Technology (OD)** 3 0 3
Prerequisites: CIS 110
Corequisites: CIS 173

This course examines concepts of network architecture. Topics include various network types, topologies, transmission methods, media and access control, the OSI model, and the protocols which operate at each level of the model. Upon completion, students should be able to design a network based on the requirements of a company. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 286 **Systems Analysis & Design (F)** 3 0 3
Prerequisites: CIS 115
Corequisites: None

This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE 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.

CIS 287 **Network Support (S)** 2 2 3
Prerequisites: CIS 274 or CIS 275
Corequisites: None

This course provides experience using CD ROM and on-line research tools and hands-on experience for advanced hardware support and troubleshooting. Emphasis is placed on troubleshooting network adapter cards and cabling, network storage devices, the DOS workstation, and network printing. Upon completion, students should be able to analyze, diagnose, research, and fix network hardware problems. *This course is a unique concentration requirement in the Network Administration and Support concentration in the Information Systems program.*

CIS 288 **Systems Project (F, S)** 1 4 3
Prerequisites: CIS 227 or CIS 286
Corequisites: None

This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

CRIMINAL JUSTICE

CJC 111 **Intro to Criminal Justice (F)** 3 0 3
Prerequisites:
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 (F)** 3 0 3
Prerequisites:
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 (S)** 3 0 3
Prerequisites:
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 (F)** 3 0 3
Prerequisites:
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 (S)** 3 0 3
Prerequisites:
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 (F)** 3 0 3
Prerequisites:
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 (F)** 3 0 3
Prerequisites:
Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC 212 **Ethics & Comm Relations (S)** 3 0 3
Prerequisites:
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215 **Organization & Administration (S)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 **Investigative Principles (S)** 3 2 4
Prerequisites:
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 231 **Constitutional Law (F)** 3 0 3
Prerequisites:
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.

COOPERATIVE EDUCATION

COE 110 **World of Work (OD)** 1 0 0 1
Prerequisites:
Corequisites:

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

COE 111 **Co-op Work Experience I (OD)** 0 0 10 1
Prerequisites: ACA 220, COE 110, OST 286, a Co-op Workshop, or permission from Co-op staff
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 **Co-op Work Experience I (OD)** 0 0 20 2
Prerequisites: ACA 220, COE 110, OST 286, a Co-op Workshop, or permission from Co-op staff
Corequisites:

This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 113 **Co-op Work Experience I (Apprenticeship) (OD)** **0 0 30 3**
Prerequisites: ACA 220, COE 110, OST 286, a Co-op Workshop, or permission from Co-op staff
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 114 **Co-op Work Experience I (Apprenticeship) (OD)** **0 0 40 4**
Prerequisites: ACA 220, COE 110, OST 286, a Co-op Workshop, or permission from Co-op staff
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 **Work Exp Seminar I (S)** **1 0 0 1**
Prerequisites:
Corequisites: COE 111, COE 112, COE 113, or COE 114

This course provides the opportunity for students to share their work experiences. Emphasis is placed on integrating classroom learning with related work experience. Upon completion students should be able to apply the qualities and skills they have acquired through working to become a more productive employee.

COE 121 **Co-op Work Experience II (OD)** **0 0 10 1**
Prerequisites: COE 111 or COE 112
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122 **Co-op Work Experience II (OD)** **0 0 20 2**
Prerequisites: COE 111 or COE 112
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 123 **Co-op Work Experience II (Apprenticeship) (OD)** **0 0 30 3**
Prerequisites: COE 113
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 124 **Co-op Work Experience II (Apprenticeship) (OD)** **0 0 40 4**
Prerequisites: COE 114
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125 **Work Exp Seminar II (OD)** **1 0 0 1**
Prerequisites: COE 121, COE 122, COE 123, or COE 124
Corequisites:

This course provides the opportunity for students to share their work experiences. Emphasis is placed on integrating classroom learning with related work experience. Upon completion students should be able to apply the qualities and skills they have acquired through working to become a more productive employee.

COE 131 **Co-op Work Experience III (OD)** **0 0 10 1**
Prerequisites: COE 121 or COE 122
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 132 **Co-op Work Experience III (OD)** **0 0 20 2**
Prerequisites: COE 121 or COE 122
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 133 **Co-op Work Experience III (Apprenticeship) (OD)** **0 0 30 3**
Prerequisites: COE 123
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 134 **Co-op Work Experience III (Apprenticeship) (OD)** **0 0 40 4**
Prerequisites: COE 124
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 211 **Co-op Work Experience IV (OD)** **0 0 20 2**
Prerequisites: COE 131 or COE 132
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 212 **Co-op Work Experience IV (OD)** **0 0 20 2**
Prerequisites: COE 131 or COE 132
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 213 **Co-op Work Experience IV (Apprenticeship) (OD)** **0 0 30 3**
Prerequisites: COE 133
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 214 **Co-op Work Experience IV (Apprenticeship) (OD)** **0 0 40 4**
Prerequisites: COE 134
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 221 **Co-op Work Experience V (OD)** **0 0 10 1**
Prerequisites: COE 211 or COE 212
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 222 **Co-op Work Experience V (OD)** **0 0 20 2**
Prerequisites: COE 211 or COE 212
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 223 **Co-op Work Experience V (Apprenticeship) (OD)** **0 0 30 3**
Prerequisites: COE 213
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 224 **Co-op Work Experience V (OD)** **0 0 40 4**
Prerequisites: COE 214
Corequisites:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Co-op courses are available each semester.

COMMUNICATION

COM 231 **Public Speaking (F, S, Su)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 233 **Persuasive Speaking (OD)** **3** **0** **3**
Prerequisites: ENG 112 or ENG 113
Corequisites: None

This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting.

COSMETOLOGY

COS 111 **Cosmetology Concepts I (F, S)** **4** **0** **4**
Prerequisites:
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 (F, S)** **0** **24** **8**
Prerequisites:
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 (S, Su)** **4** **0** **4**
Prerequisites:
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 (S, Su)** **0** **24** **8**
Prerequisites:
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 (S, Su)** **4** **0** **4**
Prerequisites:
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 (F, Su)** **0** **12** **4**
Prerequisites:
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 (F, S)** **2** **0** **2**
Prerequisites:
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 (F, S)** **0** **21** **7**
Prerequisites: COS 114 and COS 116
Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 120 **Esthetics (OD)** **1** **3** **2**
Prerequisites:
Corequisites: None

This course covers the concepts and techniques of esthetics. Topics include safety, skin care, make-up, aromatherapy, massage, and superfluous hair removal. Upon completion, students should be able to perform professional skin care and make-up services.

COS 121 **Manicure/Nail Technology I (OD)** **4** **6** **6**
Prerequisites:
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 122 **Manicure/Nail Technology II (OD)** **4** **6** **6**
Prerequisites: COS 121
Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 123 **Contemp Hair Coloring (OD)** **1** **3** **2**
Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 124 **Trichology & Chemistry (OD)** **1** **3** **2**
Prerequisites:
Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 140 **Contemporary Design (OD)** **1** **3** **2**
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 150 **Computerized Salon Ops (OD)** **1** **0** **1**
Prerequisites:
Corequisites: None

This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.

COS 160 **Design Applications (OD)** **1** **3** **2**
Prerequisites:
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 251 **Manicure Instr Concepts (OD)** **8** **0** **8**
Prerequisites:
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 Instr Practicum (OD)** 0 15 5
Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon
Corequisites: COS 251

This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 271 **Instructor Concepts I (OD)** 5 0 5
Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 **Instructor Practicum I (OD)** 0 21 7
Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 **Instructor Concepts II (OD)** 5 0 5
Prerequisites: COS 271 and COS 272
Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 **Instructor Practicum II (OD)** 0 21 7
Prerequisites: COS 271 and COS 272
Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

COMPUTER SCIENCE

CSC 131 **Assembly Programming (OD)** 2 3 3
Prerequisites: CIS 115
Corequisites: None

This course introduces assembly language programming with emphasis on program efficiency. Topics include registers, instruction, data types, memory layout, I/O, bit manipulation, debugging, and code considerations. Upon completion, students should be able to create and modify program modules written in an assembly language.

CSC 132 **BASIC Programming (OD)** 2 3 3
Prerequisites: CIS 115
Corequisites: None

This course is designed to introduce computer programming using the BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug BASIC language programs.

CSC 134 **C++ Programming (F)** 2 3 3
Prerequisites: CIS 115 and MAT 080 or 090
Corequisites: None

This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs.

CSC 135 **COBOL Programming (S)** 2 3 3
Prerequisites: CIS 115
Corequisites: None

This course introduces computer programming using the COBOL programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug COBOL language programs.

CSC 136 **FORTRAN Programming (OD)** 2 3 3
Prerequisites: CIS 115
Corequisites: None

This course introduces computer programming using the FORTRAN programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, subprograms, and other related topics. Upon completion, students should be able to design, code, test, and debug FORTRAN language programs.

CSC 137 **Pascal Programming (OD)** 2 3 3
Prerequisites: CIS 115
Corequisites: None

This course introduces structured computer programming using the Pascal programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Pascal language programs.

CSC 138 **RPG Programming (F, S)** 2 3 3
Prerequisites: CIS 115
Corequisites: None

This course introduces computer programming using the RPG programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug RPG language programs.

CSC 143 **Object-Oriented Prog (S)** 2 3 3
Prerequisites: CIS 115
Corequisites: None

This course introduces the concepts of object-oriented programming. 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, test, debug, and implement objects at the application level using the appropriate environment. *This course is a unique concentration requirement of the Programming concentration in the Information Systems program.*

CSC 232 **Advanced BASIC (OD)** 2 3 3
Prerequisites: CSC 132
Corequisites: None

This course is a continuation of CSC 132 using BASIC with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program..*

CSC 234 **Advanced C++ (S)** 2 3 3
Prerequisites: CSC 134
Corequisites: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

CSC 235 **Advanced COBOL (F)** 2 3 3
Prerequisites: CSC 135
Corequisites: None

This course is a continuation of CSC 135 using COBOL with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

CSC 236 **Advanced FORTRAN (OD)** 2 3 3
Prerequisites: CSC 136
Corequisites: None

This course is a continuation of CSC 136 using FORTRAN with structured programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 237 **Advanced Pascal (OD)** 2 3 3
Prerequisites: CSC 137
Corequisites: None
This course is a continuation of CSC 137 using Pascal with structured programming principles. Emphasis is placed on advanced arrays, file management/processing techniques, data structures, sub-programs, interactive processing, algorithms, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.

CSC 238 **Advanced RPG (S)** 2 3 3
Prerequisites: CSC 138
Corequisites: None

This course is a continuation of CSC 138 using RPG with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. *This course is a unique concentration requirement in the Programming concentration in the Information Systems program.*

CSC 260 **Prog in Another Language (OD)** 2 2 3
Prerequisites: CSC 120
Corequisites: None

This course provides in-depth coverage, with applications, of a programming language which was not covered in CSC 120, 130, 220, or 230. Emphasis is placed on using the covered language to develop well-structured programs to solve appropriate problems. Upon completion, students should be able to understand the uses, syntax, and limitations of the language while comparing similarities and differences with other languages.

CONSTRUCTION

CST 110 **Intro to Construction (OD)** 1 2 2
Prerequisites:
Corequisites: None

This course introduces construction terminology, materials, and practices found at a construction worksite. Emphasis is placed on common and innovative practices, methods, materials, and other related topics of the construction industry. Upon completion, students should be able to successfully identify various practices, methods, and materials used in the construction industry.

CST 251 **Electrical Wiring Systems (OD)** 2 2 3
Prerequisites:
Corequisites: None

This course introduces residential and commercial electrical wiring systems. Topics include safety, care and use of tools and materials, use of NEC, circuit planning, overcurrent protection, and installation of conduits, cables, and conductors. Upon completion, students should be able to correctly identify tools, materials, and procedures for electrical installation.

DESIGN DRAFTING

DDF 211 **Design Drafting I (S)** 2 6 4
Prerequisites: DFT 112
Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

DRAFTING

DFT 111 **Technical Drafting I (F)** 2 6 4
Prerequisites:
Corequisites: None

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 112 **Technical Drafting II (S)** 2 6 4
Prerequisites: DFT 111
Corequisites: None

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

DFT 115 **Architectural Drafting (OD)** 1 2 2
Prerequisites:
Corequisites: None

This course introduces basic drafting practices used in residential and light commercial design. Topics include floor plans, foundations, details, electrical components, elevations, and dimensioning practice. Upon completion, students should be able to complete a set of working drawings for a simple structure.

DFT 121 **Intro to GD & T (Su)** 1 2 2
Prerequisites: DFT 111
Corequisites: None

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

DFT 151 **CAD I (F)** 2 3 3
Prerequisites:
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 (S)** 2 3 3
Prerequisites: DFT 151
Corequisites: None

This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.

DFT 170 **Engineering Graphics (OD)** 2 2 3
Prerequisites: None
Corequisites: None

This course introduces basic engineering graphics skills, equipment, and applications (manual and computer-aided). Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, and sectional and auxiliary views. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved for transfer through the Comprehensive Articulation Agreement.*

DFT 214 **Descriptive Geometry (Su)** 1 2 2
Prerequisites: DFT 111
Corequisites: None

This course includes a graphic analysis of space problems. Topics include points, lines, planes, connectors, and combinations of these. Upon completion, students should be able to solve real world spatial problems using descriptive geometry techniques.

DRAMA/THEATRE

DRA 111 **Theatre Appreciation (OD)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 115 **Theatre Criticism (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course is designed to develop a critical appreciation of the theatre from the viewpoint of the audience/consumer. Emphasis is placed on viewing, discussing, and evaluating selected theatre performance, either live or on film/video. Upon completion, students should be able to express their critical judgments both orally and in writing. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ECONOMICS

ECO 151 **Survey of Economics (F, S)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 **Prin of Microeconomics (F, S)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 **Prin of Macroeconomics (S)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDUCATION

EDU 111 **Early Childhood Cred I (F, S)** 2 0 2
Prerequisites:
Corequisites: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

EDU 112 **Early Childhood Cred II (S)** 2 0 2
Prerequisites:
Corequisites: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 113 **Family/Early Child Cred** 2 0 2
Prerequisites:
Corequisites: None

This course covers business/professional practices for family early childhood providers, developmentally appropriate practices, positive guidance, and methods of providing a safe and healthy environment. Topics include developmentally appropriate practices; health, safety and nutrition; and business and professionalism. Upon completion, students should be able to develop a handbook of policies, procedures, and practices for a family child care home.

EDU 116 **Intro to Education (F, S)** 3 2 4
Prerequisites: None
Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved for transfer through the Comprehensive Articulation Agreement.

EDU 119 **Early Childhood Ed** 3 2 4
Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession, types of programs, professionalism, and planning quality programs for children. Topics include historical foundations, career options, types of programs, professionalism, observational skills, and planning developmentally appropriate schedules, environments, and activities for children. Upon completion, students should be able to demonstrate observational skills, identify appropriate schedules and environments, develop activity plans, and describe influences on the profession.

EDU 131 **Child, Family, & Commun** 3 0 3
Prerequisites: None
Corequisite: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

EDU 146 **Child Guidance** 3 0 3
Prerequisite: None
Corequisite: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151 **Creative Activities** 3 0 3
Prerequisite: None
Corequisite: None

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

EDU 153 **Health, Safety, & Nutrit** 3 0 3
Prerequisite: None
Corequisite: None

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 155 **Art & Drama for Children** 1 2 2
Prerequisite: None
Corequisite: None

This course introduces the use of visual art and drama for children. Emphasis is placed on the development of basic forms and planning, designing, and implementing visual art and drama for children. Upon completion, students should be able to discuss the development of basic form and plan, design, and implement visual art and drama in an educational setting.

EDU 161 **Intro to Exceptional Child** 3 3 4
Prerequisite: None
Corequisite: None

This course covers exceptional children as learners within the context of community, school, and family. Emphasis is placed on the legal, social, physical, political, and cultural issues relating to the analysis and teaching of exceptional children. Upon completion, students should be able to demonstrate knowledge of identification processes, mainstreaming techniques, and professional practices and attitudes.

EDU 163 **School Learning** 3 0 3
Prerequisites: EDU 116
Corequisites: None

This course is a study of the learning process within the school environment. Topics include techniques of classroom organization and management, teaching strategies, and individual student differences in development and learning styles. Upon completion, students should be able to demonstrate an understanding of instructional strategies applied in the classroom.

EDU 188 **Issues in Early Child Ed** 2 0 2
Prerequisite: None
Corequisite: None

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

EDU 221 **Children with Sp Needs** 3 0 3
Prerequisite: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisite: None

This course introduced working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

EDU 234 **Infants, Toddlers, & Twos** 3 0 3
Prerequisite: None
Corequisite: None

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 261 **Early Childhood Admin I** 2 0 2
Prerequisite: None
Corequisite: None

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 **Early Childhood Admin II** 3 0 3
Prerequisite: EDU 261
Corequisite: None

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 275 **Effective Tech Train** 2 0 2
Prerequisite: None
Corequisite: None

This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.

EDU 282 **Early Childhood Lit** 3 0 3
Prerequisite: None
Corequisite: None

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 288 **Adv Issues/Early Child Ed** 2 0 2
Prerequisite: None
Corequisite: None

This course covers advanced topics and issues in early childhood. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues in early childhood education.

ELECTRICITY

ELC 112 **DC/AC Electricity (F)** 3 6 5
Prerequisites:
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 **Basic Wiring I (F)** 2 6 4
Prerequisites:
Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 **Basic Wiring II (S)** 2 6 4
Prerequisites: ELC 113
Corequisites: None

This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 **Industrial Wiring (Su)** 2 6 4
Prerequisites: ELC 113
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 (Su)** 2 6 4
Prerequisites: ELC 112 or ELC 131
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 trouble-shoot motors and control circuits.

ELC 118 **National Electrical Code (S)** 1 2 2
Prerequisites:
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 (S)** 1 2 2
Prerequisites:
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 127 **Software for Technicians (F)** 1 2 2
Prerequisites:
Corequisites: None

This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations, applications, and controls. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.

ELC 128 **Intro to PLC (S, Su)** 2 3 3
Prerequisites:
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 install PLCs and create simple programs.

ELC 131 **DC/AC Circuit Analysis (F)** 4 3 5
Prerequisites:
Corequisites: MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 132 **Electrical Drawings (S)** 1 3 2
Prerequisites:
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 of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

ELC 133 **Adv Circuit Analysis (S)** 2 3 3
Prerequisite: ELC 131
Corequisite: None

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques for electrical/electronics majors. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits, use advanced circuit analysis theorems, circuit simulators, and test equipment.

ELC 228 **PLC Applications (F)** 2 6 4
Prerequisites: ELC 128
Corequisites: None

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

ELC 229 **Applications Project (Su)** 1 3 2
Prerequisites: ELC 112, ELC 113, or ELC 140
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.

ELECTRONICS

ELN 131 **Electronic Devices (S)** 3 3 4
Prerequisites: ELC 112, ELC 131, or ELC 140
Corequisites: None

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 **Linear IC Applications (Su)** 3 3 4
Prerequisites: ELN 131
Corequisites: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 **Digital Electronics (Su)** 3 3 4
Prerequisites: ELN 111, ELC 112, ELC 131, or ELC 140
Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, 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 152 **Fabrication Techniques (S)** 1 3 2
Prerequisites:
Corequisites: None

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, wire wrapping, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

ELN 231 **Industrial Controls (S)** 2 3 3
Prerequisite: ELC 112 or ELC 131 or ELC 140
Corequisite: None

This course introduces the fundamental concepts of solid-state 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 ladder diagrams and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232 **Intro to Microprocessors (F)** 3 3 4
Prerequisites: ELN 133
Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 233 **Microprocessor Systems (S)** 3 3 4
Prerequisites: ELN 232
Corequisites: None

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

ELN 234 **Communication Systems (F)** 3 3 4
Prerequisites: ELN 132 or ELN 140
Corequisites: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 235 **Data Communication System (Su)** 3 3 4
Prerequisites: ELN 133
Corequisites: None

This course covers data communication systems and the transmission of digital information from source to destination. Topics include data transmission systems, serial interfaces and modems, protocols, networks, and other related topics. Upon completion, students should be able to demonstrate knowledge of the concepts associated with data communication systems.

ELN 244 **Computer Repair (F)** 3 6 5
Prerequisites: ELN 133 or ELN 141
Corequisites: None

This course covers the assembly, upgrading, and repair of microcomputers. Topics include logic test equipment, computer motherboards, storage devices, I/O devices, power supplies, and other peripherals. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputers.

ELN 245 **Computer Peripherals (S)** 3 6 5
Prerequisites:
Corequisites: None

This course covers the assembly, upgrading, and repair of microcomputer peripherals. Topics include printers, monitors, and modems. Upon completion, students should be able to assemble, upgrade, maintain, troubleshoot, and repair microcomputer peripherals.

ELN 246 **Cert Elect Tech Prep (S)** 3 0 3
Prerequisites:
Corequisites: None

This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination.

ELN 260 **Prog Logic Controllers (Su)** 3 3 4
Prerequisite: None
Corequisite: None

This course provides a detailed study of PLC applications, with a focus on design of industrial control circuits using the PLC. Topics include PLC components, memory organization, math instructions, programing documentation, input/output devices, and applying PLC's in the design of industrial control systems. Upon completion, students should be able to design and program a PLC system to perform a wide variety of industrial control functions.

ELN 275 **Troubleshooting (S)** 1 2 2
Prerequisites:
Corequisites: ELN 133 or ELN 141

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

EMERGENCY MEDICAL SCIENCE

EMS 140 **Rescue Scene Management (OD)** 1 6 0 3
Prerequisites: Enrollment in EMS program
Corequisites: None

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 235 **EMS Management (OD)** 2 0 0 2
Prerequisites: Enrollment in EMS program
Corequisites: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 280 **EMS Bridging Course (OD)** 2 0 0 2
Prerequisites: Enrollment in the EMS Bridging program
Corequisites: None

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Topics include patient assessment, documentation, twelve-lead ECG analysis, thrombolytic agents, cardiac pacing, and advanced pharmacology. Upon completion, students should be able to perform advanced patient assessment documentation using the problem-oriented medical record format and manage complicated patients.

ENGLISH

ENG 060 **Speaking English Well (F, S)** 2 0 2
Prerequisite: None
Corequisite: None

This course is designed to improve conversational skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to converse comfortably in a variety of situations.

ENG 070 **Basic Language Skills (F, S)** 2 2 3
Prerequisite: None
Corequisite: None

This course introduced the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas.

ENG 080 **Writing Foundations (F, S)** 3 2 4
Prerequisites: ENG 070 or ENG 075
Corequisites: None

This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 090 **Composition Strategies (F, S, Su)** 3 0 3
Prerequisites: ENG 080 or ENG 085
Corequisites: None

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental reading and writing prerequisite for ENG 111 and ENG 111A.*

ENG 090A **Comp Strategies Lab (OD)** 0 2 1
Prerequisites: ENG 080 or ENG 085
Corequisites: ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 101 **Applied Communications I (F, S)** 3 0 3
Prerequisites:
Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

ENG 102 **Applied Communications II (S)** 3 0 3
Prerequisites:
Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

ENG 111 **Expository Writing (F, S, Su)** 3 0 3
Prerequisites: ENG 090 and RED 090; or ENG 095
Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 111A **Expository Writing Lab (OD)** 0 2 1
Prerequisites: ENG 090 and RED 090; or ENG 095
Corequisites: ENG 111

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 112 **Argument-Based Research (F, S, Su)** 3 0 3
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113 **Literature-Based Research (F, S)** 3 0 3
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 **Prof Research & Reporting (F, S, Su)** 3 0 3
Prerequisites: ENG 111
Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 115 **Oral Communication (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

ENG 125 **Creative Writing I (OD)** 3 0 3
Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114

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 126 **Creative Writing II (OD)** 3 0 3
Prerequisites: ENG 125
Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication.

ENG 131 **Introduction to Literature (OD)** 3 0 3
Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 231 **American Literature I (F)** 3 0 3
Prerequisites: ENG 112, 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 interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 **American Literature II (S)** 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 **Major American Writers (OD)** 3 0 3
Prerequisites: ENG 112, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 **British Literature I (F)** 3 0 3
Prerequisites: ENG 112, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 **British Literature II (S)** 3 0 3
Prerequisites: ENG 112, 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243 **Major British Writers (OD)** 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261 **World Literature I (F)** 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262 **World Literature II (S)** 3 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GEOGRAPHY

GEO 111 **World Regional Geography (OD)** 3 0 3
Prerequisites
Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences*

HEALTH

HEA 110 **Personal Health/Wellness (F, S)** 3 0 3
Prerequisites:
Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

HEA 112 **First Aid & CPR (F, S)** 1 2 2
Prerequisites:
Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

HEA 120 **Community Health (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems.

HISTORY

HIS 121 **Western Civilization I (F, S)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 **Western Civilization II (F, S)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 **American History I (F, S)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 **American History II (F, S)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 141 **Genealogy & Local History (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history.

HIS 162 **Women and History (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history.

HIS 163 **The World Since 1945 (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course surveys world developments since the end of World War II. Topics include the Cold War, nationalism, colonialism, the Third World, the arms race, and global capitalism and regionalism. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the world since 1945.

HIS 221 **African-American History (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

HORTICULTURE

HOR 112 **Landscape Design I (S)** **2** **3** **3**
Prerequisites:
Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 124 **Nursery Operations (F)** **2** **3** **3**
Prerequisites:
Corequisites: None

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

HOR 160 **Plant Materials I (Su)** **2** **2** **3**
Prerequisites:
Corequisites: None

This course covers identification, culture, characteristics, and use of plants. 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

HOR 162 **Applied Plant Science (F)** **2** **2** **3**
Prerequisites:
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 **Hort Pest Management (S)** **2** **2** **3**
Prerequisites:
Corequisites: None

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166 **Soils & Fertilizers (F)** **2** **2** **3**
Prerequisites:
Corequisites: None

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

HOR 168 **Plant Propagation (F)** **2** **2** **3**
Prerequisites:
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.

HUMANITIES

HUM 110 **Technology and Society (F, S)** **3** **0**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts*

HUM 120 **Cultural Studies (OD)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 121 **The Nature of America (OD)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160 **Introduction to Film (OD)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230 **Leadership Development (OD)** 3 0 3
Prerequisites: ENG 111
Corequisites: None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

HYDRAULICS

HYD 110 **Hydraulic Pneumatics I (F)** 2 3 3
Prerequisites:
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 112 **Industrial Safety (F)** 2 0 2
Prerequisites:
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment.

ISC 121 **Envir Health & Safety (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

ISC 131 **Quality Management (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 135 **Principles of Industrial Mgmt (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 210 **Oper & Prod Planning (OD)** 3 0 3
Prerequisites: Completion of curriculum mathematics requirement
Corequisites: None

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

JOURNALISM

JOU 110 **Intro to Journalism (OD)** 3 0 3
Prerequisites:
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.

LEGAL EDUCATION

LEX 110 **Intro Paralegal Study (F)** **2** **0** **2**
Prerequisites:
Corequisites: None

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

LEX 120 **Legal Research/Writing I (F)** **2** **2** **3**
Prerequisites:
Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121 **Legal Research/Writing II (S)** **2** **2** **3**
Prerequisites: LEX 120
Corequisites: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 **Civil Injuries (S)** **2** **0** **2**
Prerequisites:
Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140 **Civil Litigation I (S)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Emphasis is placed on jurisdiction and the state and federal rules of civil procedure and rules of evidence. Upon completion, students should be able to assist an attorney in the preparation of a civil case.

LEX 141 **Civil Litigation II (F)** **2** **2** **3**
Prerequisites: LEX 140
Corequisites: None

This course covers the paralegal's role in the civil litigation process. Topics include investigation, interviewing, pleadings, motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing, directing, and organizing documents for civil litigation.

LEX 150 **Commercial Law (S)** **2** **2** **3**
Prerequisites:
Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 160 **Criminal Law & Procedure (F)** **2** **2** **3**
Prerequisites:
Corequisites: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 192 **Law Office (Su)** **1** **2** **2**
Prerequisite: OST 134
Corequisite: None

This course provides an opportunity to explore areas of current interest in the paralegal program. Emphasis is placed on subject matter appropriate to legal studies. Upon completion, students should be able to demonstrate an understanding of filing, telephone usage and general office procedures.

LEX 210 **Real Property I (F, Su)** **2** **0** **2**
Prerequisites:
Corequisites: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

LEX 211 **Real Property II (S)** 1 4 3
Prerequisites: LEX 210
Corequisites: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 240 **Family Law (F)** 2 0 2
Prerequisites:
Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

LEX 250 **Wills, Estates, & Trusts (S, Su)** 2 2 3
Prerequisites:
Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

LEX 260 **Bankruptcy & Collections (F)** 2 0 2
Prerequisites:
Corequisites: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

LEX 270 **Law Office Mgt/Technology (S)** 1 2 2
Prerequisites: OST 134, OST 136
Corequisites: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

MACHINING

MAC 111 **Machining Technology I (F)** 2 12 6
Prerequisites:
Corequisites: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 **Machining Technology II (S)** 2 12 6
Prerequisites: MAC 111
Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113 **Machining Technology III (Su)** 2 12 6
Prerequisites: MAC 112
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 **Intro to Metrology (F)** 2 0 2
Prerequisites:
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 121 **Intro to CNC (S)** 2 0 2
Prerequisites:
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.

MAT 122 **CNC Turning (S)** 1 3 2
Prerequisite: None
Corequisite: None

This course introduced 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 (F)** 1 3 2
Prerequisites:
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 151 **Machining Calculations (S)** 1 2 2
Prerequisites:
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 152 **Adv Machining Calc (Su)** 1 2 2
Prerequisites:
Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems

MAC 214 **Machining Technology IV (F)** 2 12 6
Prerequisites: MAC 112
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 215 **Machining Technology V (S)** 2 12 6
Prerequisites: MAC 214
Corequisites: None

This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gaging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

MASONRY

MAS 140 **Intro to Masonry (OD)** 1 2 2
Prerequisites:
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 050 **Basic Math Skills (F, S)** 3 2 4
Prerequisite: None
Corequisite: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 **Essential Mathematics (F, S)** 3 2 4
Prerequisites: MAT 050
Corequisites: None

This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 **Introductory Algebra (F, S)** 3 2 4
Prerequisites: MAT 060
Corequisites: RED 080 or ENG 085

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 **Intermediate Algebra (F, S)** 3 2 4
Prerequisites: MAT 070
Corequisites: RED 080 or ENG 085

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 090 **Accelerated Algebra (F, S)** 3 2 4
Prerequisites: MAT 060
Corequisites: RED 080 or ENG 085

This course covers algebraic concepts with emphasis on applications. Topics include those covered in MAT 070 and MAT 080. Upon completion, students should be able to apply algebraic concepts in problem solving using appropriate technology.

MAT 101 **Applied Mathematics I (F)** 2 2 3
Prerequisites: MAT 060
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. *This course is intended for certificate and diploma programs.*

MAT 102 **Applied Mathematics II (S)** 2 2 3
Prerequisites: MAT 101
Corequisites: None

This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry. Upon completion, students should be able to solve applied problems both independently and collaboratively. *This course is intended for certificate and diploma programs.*

MAT 110 **Mathematical Measurement (F, S)** 2 2 3
Prerequisites: MAT 070
Corequisites: None

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

MAT 115 **Mathematical Models (F, S)** 2 2 3
Prerequisites: MAT 070
Corequisites: None

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121 **Algebra/Trigonometry I (F)** 2 2 3
Prerequisites: MAT 070
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 simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 **Algebra/Trigonometry II (S)** 2 2 3
Prerequisites: MAT 121
Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 **Survey of Mathematics (F, S)** 3 0 3
Prerequisites: MAT 070
Corequisites: None

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 140A **Survey of Mathematics Lab (OD)** 0 2 1
Prerequisites: MAT 070
Corequisites: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 151 **Statistics I (F, S, Su)** 3 0 3
Prerequisites: MAT 080 or MAT 090
Corequisites: None

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151A **Statistics I Lab (OD)** 0 2 1
Prerequisites: MAT 080 or MAT 090
Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 161 **College Algebra (F, S)** 3 0 3
Prerequisites: MAT 080 or MAT 090
Corequisites: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 161A **College Algebra Lab (OD)** 0 2 1
Prerequisites: MAT 080 or MAT 090
Corequisites: MAT 161

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 162 **College Trigonometry (S)** 3 0 3
Prerequisites: MAT 161
Corequisites: None

This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 162A **College Trig Lab (OD)** 0 2 1
Prerequisites: MAT 161
Corequisites: MAT 162

This course is a laboratory for MAT 162. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 175 **Precalculus (F, S)** 4 0 4
Prerequisites: High School Algebra III/Trigonometry
Corequisites: None

This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 175A **Precalculus Lab (OD)** 0 2 1
Prerequisites: High School Algebra III/Trigonometry
Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 252 **Statistics II (OD)** 3 0 3
Prerequisites: MAT 151 and either MAT 121 or MAT 161
Corequisites: None

This course provides a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences on multiple sample data taken from business and health, social, natural, and applied sciences.

MAT 252A **Statistics II Lab (OD)** 0 2 1
Prerequisites: MAT 151 and either MAT 121 or MAT 161
Corequisites: MAT 252

This course is a laboratory for MAT 252. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 263 **Brief Calculus (OD)** 3 0 3
Prerequisites: MAT 161
Corequisites: None

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 263A **Brief Calculus Lab (OD)** 0 2 1
Prerequisites: MAT 161
Corequisites: MAT 263

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 271 **Calculus I (F, S)** 3 2 4
Prerequisites: MAT 172 or MAT 175
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272 **Calculus II (S)** 3 2 4
Prerequisites: MAT 271
Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273 **Calculus III (S)** 3 2 4
Prerequisites: MAT 272
Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 280 **Linear Algebra (S)** 3 0 3
Prerequisites: MAT 271
Corequisites: None

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems.

MAT 285 **Differential Equations (S)** 3 0 3
Prerequisites: MAT 272
Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena.

MECHANICAL

MEC 111 **Machine Processes I (S)** **2** **3** **3**
Prerequisites:
Corequisites: None

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MEC 142 **Physical Metallurgy (S)** **1** **2** **2**
Prerequisites:
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 211 **Engineering Mats & Testing (F)** **3** **3** **4**
Prerequisites:
Corequisites: None

This course introduces the electrical, physical, and mechanical properties of materials and appropriate test methods and equipment. Topics include ferrous and non-ferrous metals, plastics, and other engineering materials. Upon completion, students should be able to solve problems regarding material selection and processing based on knowledge of the behavior and characteristics of engineering materials.

MEC 251 **Statics (Su)** **2** **2** **3**
Prerequisites: PHY 131 or PHY 151
Corequisites: None

This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.

MEC 252 **Strength of Materials (F)** **2** **2** **3**
Prerequisites: MEC 251
Corequisites: None

This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/mount diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.

MEC 265 **Fluid Mechanics (S)** **2** **2** **3**
Prerequisites: PHY 131 or PHY 151
Corequisites: None

This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.

MEC 275 **Engineering Mechanisms (F)** **2** **2** **3**
Prerequisites: DFT 151 and PHY 131 or PHY 151
Corequisites: None

This course covers plane motion and devices used to generate plane motion. Topics include analysis of displacement, velocity, acceleration, gears, cams, and other mechanical systems. Upon completion, students should be able to graphically and mathematically analyze a plane motion system.

MARKETING AND RETAILING

MKT 110 **Principles of Fashion (OD)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course introduces the terminology and components of the fashion industry. Topics include the roles and responsibilities of designers, manufacturers, and retailers and an exploration of careers in the fashion industry. Upon completion, students should be able to identify economic, sociological, and psychological factors which influence fashion demands.

MKT 120 **Principles of Marketing (F)** **3** **0** **3**
Prerequisites:
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.

MKT 122 **Visual Merchandising (OD)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 123 **Fundamentals of Selling (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 125 **Buying and Merchandising (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course includes an analysis of the organization for buying—what, when and how to buy—and the principles of effective inventory and stock control. Topics include organization for buying, analysis of buyers' responsibilities, pricing, inventory control, planning, cost effectiveness, and vendor relationships. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 220 **Advertising and Sales Promotion (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 225 **Marketing Research (OD)** 3 0 3
Prerequisites: MKT 120
Corequisites: None

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MKT 226 **Retail Applications (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course is designed to develop occupational competence through participation in case studies, group work, and simulations. Emphasis is placed on all aspects of store ownership and operation, including securing financial backing and a sufficient market share. Upon completion, students should be able to demonstrate an understanding of concepts covered through application. *This course is a unique concentration requirement of the Marketing and Retailing concentration in the Business Administration program.*

MAINTENANCE

MNT 110 **Intro to Maint Procedures (F)** 1 3 2
Prerequisites:
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.

MUSIC

MUS 110 **Music Appreciation (F, S)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 112 **Introduction to Jazz (OD)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 113 **American Music (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 131 **Chorus I (F, S)** 0 2 1
Prerequisites: Appropriate vocal proficiency
Corequisites: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

MUS 132 **Chorus II (F, S)** 0 2 1
Prerequisites: MUS 131
Corequisites: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

MUS 151 **Class Music I (F, S)** 0 2 1
Prerequisites:
Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

MUS 152 **Class Music II (F, S)** 0 2 1
Prerequisites: MUS 151
Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

MUS 161 **Applied Music I (OD)** 0 2 1
Prerequisites: Audition
Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

MUS 162 **Applied Music II (OD)** 0 2 1
Prerequisites: MUS 161
Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance..

MUS 231 **Chorus III (F, S)** 0 2 1
Prerequisites: MUS 132
Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

MUS 232 **Chorus IV (F, S)** 0 2 1
Prerequisites: MUS 231
Corequisites: None

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

MUS 251 **Class Music III (F, S)** 0 2 1
Prerequisites: MUS 152
Corequisites: None

This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance..

MUS 252 **Class Music IV (F, S)** 0 2 1
Prerequisites: MUS 251
Corequisites: None

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance..

MUS 261 **Applied Music III (OD)** **0** **2** **1**
Prerequisites: MUS 162
Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance..

MUS 262 **Applied Music IV (OD)** **0** **2** **1**
Prerequisites: MUS 261
Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

NETWORKING TECHNOLOGY

NET 110 **Data Comm/Networking (F, S)** **2** **2** **3**
Prerequisites:
Corequisites: CIS 110

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 120 **Network Install/Admin I (S)** **2** **2** **3**
Prerequisites: NET 110
Corequisites: None

This course covers the installation and administration of network hardware and system software. Topics include network topologies, various network operating systems, server and workstation installation and configuration, printer services, and connectivity options. Upon completion, students should be able to perform basic installation and administration of departmental networks.

NET 220 **Network Install/Admin II (OD)** **2** **2** **3**
Prerequisites: NET 120 and ELC 111
Corequisites: None

This course covers advanced network installation and administration concepts and procedures. Topics include basic network troubleshooting techniques, advanced print services, traffic management, security, backup, multiple protocol support, server configuration options, fault tolerance, and inter-network options. Upon completion, students should be able to demonstrate understanding of advanced management of departmental networks.

NET 250 **Advanced Networks I (OD)** **2** **2** **3**
Prerequisites: CIS 245 or CIS 246
Corequisites: None

This course covers advanced network management, security, and server issues. Topics include server types (file, database, fax, communication, FTP, e-mail, CD-ROM), encryption, authentication, remote monitoring, viruses, and disaster recovery. Upon completion, students should be able to perform advanced monitoring and management of various types of servers and networks.

NET 251 **Advanced Networks II (OD)** **2** **2** **3**
Prerequisites: NET 250
Corequisites: None

This course is a continuation of NET 250. Topics include further discussion of network management, monitoring and security, as well as additional work with various types of servers. Upon completion, students should be able to detect and resolve problems relating to network security, performance, and recovery on various types of servers.

NET 260 **Internet Dev & Support (OD)** **3** **0** **3**
Prerequisites: NET 110
Corequisites: None

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

NURSING

NUR 101 **Practical Nursing I (S)** 7 6 6 11
Prerequisites: Enrollment in the Practical Nursing program
Corequisites: None

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *Clinical experience will be provided in area health care facilities and selected community agencies. This is a diploma-level course.*

NUR 102 **Practical Nursing II (Su, F)** 8 0 12 12
Prerequisites: NUR 101
Corequisites:

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *Clinical experiences will be provided in maternal/child health care facilities and other health care facilities and community agencies. This is a diploma-level course.*

NUR 103 **Practical Nursing III (F)** 6 0 12 10
Prerequisites: NUR 102
Corequisites:

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. Clinical experiences will be provided in area health care facilities with emphasis on the role of collaborator and delegator within the health care team.

NUR 105 **Integrated LPN Refresher (OD)** 8 6 6 12
Prerequisites: Previous licensure as a Licensed Practical Nurse
Corequisites: None

This refresher course is designed to provide a review for the previously licensed Practical Nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. **Subject to approval by State Board.*

NUR 106 **Noninteg LPN Refresher (OD)** 7 3 6 10
Prerequisites: Previous licensure as a Licensed Practical Nurse
Corequisites: None

This refresher course is designed to provide a review for the previously licensed Practical Nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. **Subject to approval by State Board.*

NUR 107 **LPN Refresher (OD)** 9 0 9 12
Prerequisites: Previous licensure as a Licensed Practical Nurse
Corequisites: None

This refresher course is designed to provide an independent didactic review for the previously licensed Practical Nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure. **Subject to approval by State Board.*

NUR 115 **Fundamentals of Nursing (F)** 2 3 6 5
Prerequisites: Admission to the Associate Degree Nursing program
Corequisites: NUR 117, NUR 133

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health

NUR 117 **Pharmacology (F, S)** 1 3 0 2
Prerequisites: Admission to the ADN or LPN program
Corequisites: NUR 115, NUR 133 or NUR 101

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 118 **Nutrition/Diet Therapy (S)** 2 0 0 2
Prerequisites: NUR 115, NUR 117, NUR 133 or NUR 102A
Corequisites: NUR 125 or NUR 102B and NUR 103

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

NUR 125 **Maternal-Child Nursing (S)** 5 3 6 8
Prerequisites: NUR 115, NUR 117, NUR 133
Corequisites: NUR 118

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

NUR 133 **Nursing Assessment (F)** 2 3 0 3
Prerequisites: Admission to the ADN program
Corequisites: NUR 115, NUR 117

This course provides theory and application experience for performing nursing assessment of individuals across the life span. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

NUR 135 **Adult Nursing I (F)** 5 3 9 9
Prerequisites: NUR 115, NUR 185
Corequisites: NUR 233

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185 **Mental Health Nursing (Su)** 3 0 6 5
Prerequisites: NUR 115, NUR 117, NUR 125, NUR 133
Corequisites: None

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

NUR 233 **Leadership in Nursing (S)** 2 0 0 2
Prerequisites: NUR 135
Corequisites: NUR 235

This course is designed to enhance nursing leadership and management skills in a variety of health care settings. Emphasis is placed on leadership styles, supervision, delegation, leadership and management theories, conflict resolution, change, and time management. Upon completion, students should be able to apply leadership and management skills in a variety of health care settings.

NUR 235 **Adult Nursing II (S)** 4 3 15 10
Prerequisites: NUR 135, NUR 255
Corequisites: NUR 233

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.

NUR 255 **Professional Issues (F)** 3 0 0 3
Prerequisites: NUR 185
Corequisites: NUR 135

This course explores basic concepts of practice in the management of patient care in a complex health care system. Emphasis is placed on professional, legal, ethical, and political issues and management concepts. Upon completion, students should be able to articulate professional and management concepts.

OPERATIONS MANAGEMENT

OMT 112 **Materials Management (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

OMT 260 **Issues in Operations Mgt. (OD)** 3 0 3
Prerequisites: ISC 130, ISC 131, ISC 132, or ISC 221
Corequisites: None

This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment. *This course is a unique concentration requirement of the Operations Management concentration in the Business Administration program.*

OFFICE SYSTEMS TECHNOLOGY

OST 080 **Keyboarding Literacy (F, S)** **1** **2** **2**
Prerequisite: None
Corequisite: None

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 131 **Keyboarding (F)** **1** **2** **2**
Prerequisites:
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 134 **Text Entry & Formatting (S)** **3** **2** **4**
Prerequisites: OST 131
Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.

OST 135 **Adv Text Entry & Format (OD)** **3** **2** **4**
Prerequisites: OST 134
Corequisites: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 **Word Processing (F)** **1** **2** **2**
Prerequisites: OST 131, OST 134
Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 137 **Office Software Applications (OD)** **1** **2** **2**
Prerequisites: OST 131
Corequisites: None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.

OST 141 **Med Terms I-Med Office (F)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 **Med Terms II-Med Office (S)** **3** **0** **3**
Prerequisites: OST 141
Corequisites: None

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 **Med Coding Billing & Insu (S)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 149 **Med Legal Issues (S)** 2 0 2
Prerequisites:
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. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 164 **Text Editing Applications (S)** 3 0 3
Prerequisites: OST 131
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 181 **Intro to Office Systems (F)** 3 0 3
Prerequisites: OST 131
Corequisites: None

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 **Records Management (F)** 1 2 2
Prerequisites:
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223 **Machine Transcription I (S)** 1 2 2
Prerequisites: OST 134, OST 136, and OST 164
Corequisites: None

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

OST 236 **Adv Word/Information Proc (S)** 2 2 3
Prerequisites: OST 136
Corequisites: None

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 241 **Med Ofc Transcription I (F)** 1 2 2
Prerequisites: OST 134, OST 141
Corequisites: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 242 **Med Ofc Transcription II (S)** 1 2 2
Prerequisite: OST 241
Corequisite: None

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

OST 243 **Med Office Simulation (F)** 2 2 3
Prerequisites: OST 131 and 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. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 286 **Professional Development (F)** 2 0 2
Prerequisites:
Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289 **Office Systems Management (S)** **2** **2** **3**
Prerequisites: OST 134, OST 136, OST 164, OST 181
Corequisites: None

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

PHYSICAL EDUCATION

PED 110 **Fit and Well for Life (OD)** **1** **2** **2**
Prerequisites:
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 111 **Physical Fitness I (F, S)** **0** **3** **1**
Prerequisites:
Corequisites: None

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

PED 112 **Physical Fitness II (F, S)** **0** **3** **1**
Prerequisites: PED 111
Corequisites: None

This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program.

PED 113 **Aerobics I (F, S)** **0** **3** **1**
Prerequisites:
Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program.

PED 114 **Aerobics II (F, S)** **0** **3** **1**
Prerequisites: PED 113
Corequisites: None

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine.

PED 117 **Weight Training I (F, S)** **0** **3** **1**
Prerequisites:
Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

PED 118 **Weight Training II (OD)** **0** **3** **1**
Prerequisites: PED 117
Corequisites: None

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.

PED 119 **Circuit Training (OD)** **0** **3** **1**
Prerequisites:
Corequisites: None

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness.

PED 120 **Walking for Fitness (OD)** **0** **3** **1**
Prerequisites:
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 125 **Self-Defense-Beginning (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

PED 126 **Self-Defense-Intermediate (OD)** **0** **2** **1**
Prerequisites: PED 125
Corequisites: None

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations.

PED 127 **Karate (OD)** **0** **3** **1**
Prerequisites:
Corequisites: None

This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion, students should be able to perform line drill techniques and Kata for various ranks.

PED 128 **Golf-Beginning (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 129 **Golf-Intermediate (OD)** **0** **2** **1**
Prerequisites: PED 128
Corequisites: Non

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf.

PED 130 **Tennis-Beginning (F, S)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 131 **Tennis-Intermediate (F, S)** **0** **2** **1**
Prerequisites: PED 130
Corequisites: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis.

PED 134 **Wrestling (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course introduces the basics of wrestling. Emphasis is placed on the basic techniques and fundamentals of wrestling. Upon completion, students should be able to wrestle on a recreational level.

PED 137 **Badminton (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations.

PED 138 **Archery (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion, students should be able to participate safely in target archery.

PED 143 **Volleyball-Beginning (F)** **0** **2** **1**
Prerequisites:
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 144 **Volleyball-Intermediate (OD)** **0** **2** **1**
Prerequisites: PED 143
Corequisites: None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball.

PED 145 **Basketball-Beginning (S)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.

PED 146 **Basketball-Intermediate (S)** **0** **2** **1**
Prerequisites: PED 145
Corequisites: None

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level.

PED 147 **Soccer (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.

PED 148 **Softball (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

PED 158 **Whitewater Rafting (OD)** **0** **2** **1**
Prerequisites: PED 152
Corequisites: None

This course covers the skills necessary to safely participate in whitewater rafting. Topics include raft guiding, paddling skills, scouting rapids, and rigging boats. Upon completion, students should be able to successfully complete a whitewater rafting experience.

PED 160 **Canoeing-Basic (OD)** **0** **2** **1**
Prerequisites: PED 152
Corequisites: None

This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.

PED 161 **Canoeing-Rivers (OD)** **0** **2** **1**
Prerequisites: PED 160
Corequisites: None

This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills.

PED 170 **Backpacking (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience.

PED 181 **Snow Skiing-Beginning (S)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis.

PED 182 **Snow Skiing Intermediate (S)** **0** **2** **1**
Prerequisites: PED 181
Corequisites: None

This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety.

PHILOSOPHY

PHI 215 **Philosophical Issues (OD)** **3** **0** **3**
Prerequisites: ENG 111
Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 240 **Introduction to Ethics (F, S)** 3 0 3
Prerequisites: ENG 111
Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

PHYSICS

PHY 122 **Applied Physics II (S)** 3 2 4
Prerequisites:
Corequisites: None

This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Emphasis is placed on systems of units, problem-solving methods, graphical analysis, static electricity, AC and DC circuits, magnetism, transformers, AC and DC motors, and generators. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 131 **Physics-Mechanics (S)** 3 2 4
Prerequisites: MAT 121 or MAT 161
Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 **College Physics I (F, Su)** 3 2 4
Prerequisites: MAT 162, MAT 172, or MAT 175
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 **College Physics II (S, Su)** 3 2 4
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251 **General Physics I (F)** 3 3 4
Prerequisites: MAT 271
Corequisites: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252 **General Physics II (S)** 3 3 4
Prerequisites: MAT 272 and PHY 251
Corequisites: None

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.

PLUMBING

PLU 110 **Modern Plumbing (OD)** 4 15 9
Prerequisites:
Corequisites: None

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 111	**Intro to Basic Plumbing (F)**	**1**	**3**	**2**
Prerequisites:				
Corequisites:	None			

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE

POL 120	**American Government (F, S)**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130	**State & Local Government (OD)**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.

PSYCHOLOGY

PSY 115	**Stress Management (OD)**	**2**	**0**	**2**
Prerequisites:				
Corequisites:	None			

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 118	**Interpersonal Psychology (F, S)**	**3**	**0**	**3**
Prerequisites:				
Corequisites:	None			

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/ leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150	**General Psychology (F, S)**	**3**	**0**	**3**
Prerequisites:				
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 211	**Psychology of Adjustment (OD)**	**3**	**0**	**3**
Prerequisites:	PSY 150			
Corequisites:	None			

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment

PSY 237	**Social Psychology (OD)**	**3**	**0**	**3**
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 239 **Psychology of Personality (OD)** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 **Developmental Psych (S)** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243 **Child Psychology (OD)** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children.

PSY 244 **Child Development I (OD)** 3 0 3
Prerequisite: PSY 150
Corequisite: None

This course provide an introduction to the study of child development and examines the growth and development of children from conception through early childhood. Topics include historical and theoretical perspectives, terminology, research and observation techniques as well as physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of the early stages of child development.

PSY 245 **Child Development II (OD)** 3 0 3
Prerequisite: PSY 244
Corequisite: None

This course examines the growth and development of children during early and middle childhood. Emphasis is placed on factors influencing physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of early and middle child development.

PSY 246 **Adolescent Psychology (F)** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents.

PSY 256 **Exceptional Children (OD)** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course introduces major exceptionalities in children including mental, emotional, and physical variations; learning disabilities; and giftedness. Emphasis is placed on theoretical perspectives, identification methods, and intervention strategies. Upon completion, students should be able to demonstrate a general knowledge of the exceptionalities of children and recommended intervention techniques.

PSY 263 **Educational Psychology (OD)** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice.

PSY 271 **Sports Psychology (OD)** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise.

PSY 281 **Abnormal Psychology (F, S)** 3 0 3
Prerequisites: PSY 150
Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

REAL ESTATE APPRAISAL

REA 101 **Intro Real Est App R-1 (OD)** 2 0 2
Prerequisites:
Corequisites: None

This course introduces the entire valuation process, with specific coverage of residential neighborhood and property analysis. Topics include basic real property law, concepts of value and operation of real estate markets, mathematical and statistical concepts, finance, and residential construction/design. Upon completion, students should be able to demonstrate adequate preparation for REA 102. *This course is required for the Real Estate Appraisal certificate.*

REA 102 **Valuation Prin & Prac R-2 (OD)** 2 0 2
Prerequisites: REA 101
Corequisites: None

This course introduces procedures used to develop an estimate of value and how the various principles of value relate to the application of such procedures. Topics include the sales comparison approach, site valuation, sales comparison, the cost approach, the income approach, and reconciliation. Upon completion, students should be able to complete the Uniform Residential Appraisal Report (URAR). *This course is required for the Real Estate Appraisal certificate.*

REA 103 **Applied Res Prop Val R-3 (OD)** 2 0 2
Prerequisites: REA 102
Corequisites: None

This course covers the laws and standards practiced by appraisers in the appraisal of residential 1-4 unit properties and small farms. Topics include Financial Institutions Reform and Recovery Enforcement Act (FIRREA), Uniform Standards of Professional Appraisal Practice (USPAP), and North Carolina statutes and rules. Upon completion, students should be able to demonstrate eligibility to sit for the NC Appraisal Board license trainee examination and to enroll in REA 201. *This course is required for the Real Estate Appraisal certificate.*

REA 201 **Intro Income Prop App G-1 (OD)** 2 0 2
Prerequisites: REA 103
Corequisites: None

This course introduces concepts and techniques used to appraise real estate income properties. Topics include real estate market analysis, property analysis and site valuation, how to use financial calculators, present value, NOI, and before-tax cash flow. Upon completion, students should be able to estimate income property values using direct capitalization and to sit for the NC Certified Residential Appraiser examination. *This course is required for the Real Estate Appraisal certificate.*

REA 202 **Adv Inc Capital Proc G-2 (OD)** 2 0 2
Prerequisites: REA 201
Corequisites: A financial calculator is required for this course

This course expands direct capitalization techniques and introduces yield capitalization. Topics include yield rates, discounted cash flow, financial leverage, and traditional yield capitalization formulas. Upon completion, students should be able to estimate the value of income producing property using yield capitalization techniques. *This course is required for the Real Estate Appraisal certificate.*

REA 203 **Applied Inc Prop Val G-3 (OD)** 2 0 2
Prerequisites: REA 202
Corequisites: None

This course covers the laws, rules, and standards pertaining to the principles and practices applicable to the appraisal of income properties. Topics include FIRREA, USPAP, Uniform Commercial and Industrial Appraisal Report (UCIAR) form, North Carolina statutes and rules, and case studies. Upon completion, students should be able to prepare a narrative report that conforms to the USPAP and sit for the NC Certified General Appraisal examination. *This course is required for the Real Estate Appraisal certificate.*

READING

RED 070 **Essential Reading Skills (F, S)** 3 2 4
Prerequisite: None
Corequisite: None

This course is designed for those with limited reading skills. Emphasis is placed on basic work attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080.

RED 080 **Intro to College Reading (OD)** **3** **2** **4**
Prerequisites: RED 070 or ENG 075
Corequisites: None

This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 090 **Improved College Reading (OD)** **3** **2** **4**
Prerequisites: RED 080 or ENG 085
Corequisites: None

This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 111 **Crit Reading for College (OD)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

RELIGION

REL 211 **Intro to Old Testament (F, S)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 **Intro to New Testament (F, S)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221 **Religion in America (OD)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SOCIOLOGY

SOC 210 **Introduction to Sociology (F, S)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences.*

SOC 213 **Sociology of the Family (S)** **3** **0** **3**
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/ behavioral sciences*

SOC 220 **Social Problems (OD)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 225 **Social Diversity (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 230 **Race and Ethnic Relations (S)** 3 0 3
Prerequisites:
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.

SOC 232 **Social Context of Aging (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults.

SOC 234 **Sociology of Gender (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women.

SOC 240 **Social Psychology (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 244 **Soc of Death & Dying (OD)** 3 0 3
Prerequisites:
Corequisites: None

This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying.

SPANISH

SPA 111 **Elementary Spanish I (F)** 3 0 3
Prerequisites:
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112 **Elementary Spanish II (S)** 3 0 3
Prerequisites: SPA 111
Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

SPA 120 **Spanish for the Workplace (OD)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 **Culture and Civilization (OD)** **3** **0** **3**
Prerequisites:
Corequisites: None

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

SPA 151 **Hispanic Literature (OD)** **3** **0** **3**
Prerequisites: ENG 111
Corequisites: None

This course includes selected readings by Hispanic writers. Topics include fictional and non-fictional works by representative authors from a variety of genres and literary periods. Upon completion, students should be able to analyze and discuss selected texts within relevant cultural and historical contexts.

SPA 161 **Cultural Immersion (OD)** **2** **3** **3**
Prerequisites: SPA 111
Corequisites: None

This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.

SPA 181 **Spanish Lab 1 (OD)** **0** **2** **1**
Prerequisites:
Corequisites: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness

SPA 182 **Spanish Lab 2 (OD)** **0** **2** **1**
Prerequisites: SPA 181
Corequisites: None

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness.

SPA 211 **Intermediate Spanish I (F)** **3** **0** **3**
Prerequisites: SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts.*

SPA 212 **Intermediate Spanish II (S)** **3** **0** **3**
Prerequisites: SPA 211
Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 281 **Spanish Lab 3 (OD)** **0** **2** **1**
Prerequisites: SPA 182
Corequisites: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

SPA 282 **Spanish Lab 4 (OD)** **0** **2** **1**
Prerequisites: SPA 281
Corequisites: None

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

TURFGRASS MANAGEMENT

TRF 110 **Intro Turfgrass Cult & ID (OD)** **3** **2** **4**
Prerequisites:
Corequisites: None

This course provides an in-depth study of turfgrass. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species through characteristics and reproductive stages and develop an establishment and maintenance plan for high quality turf areas.

WELDING

WLD 110 **Cutting Processes (F)** **1** **3** **2**
Prerequisites:
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 (F)** **1** **3** **2**
.Prerequisites:
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 (F)** **2** **9** **5**
Prerequisites:
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 (S)** **1** **9** **4**
Prerequisites: WLD 115
Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 **GMAW (MIG) FCAW/Plate (S)** **2** **6** **4**
Prerequisites:
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 131 **GTAW (TIG) Plate (Su)** **2** **6** **4**
Prerequisites:
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 141 **Symbols & Specifications (Su)** **2** **2** **3**
Prerequisites:
Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 261 **Certification Practices (Su)** **1** **3** **2**
Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.



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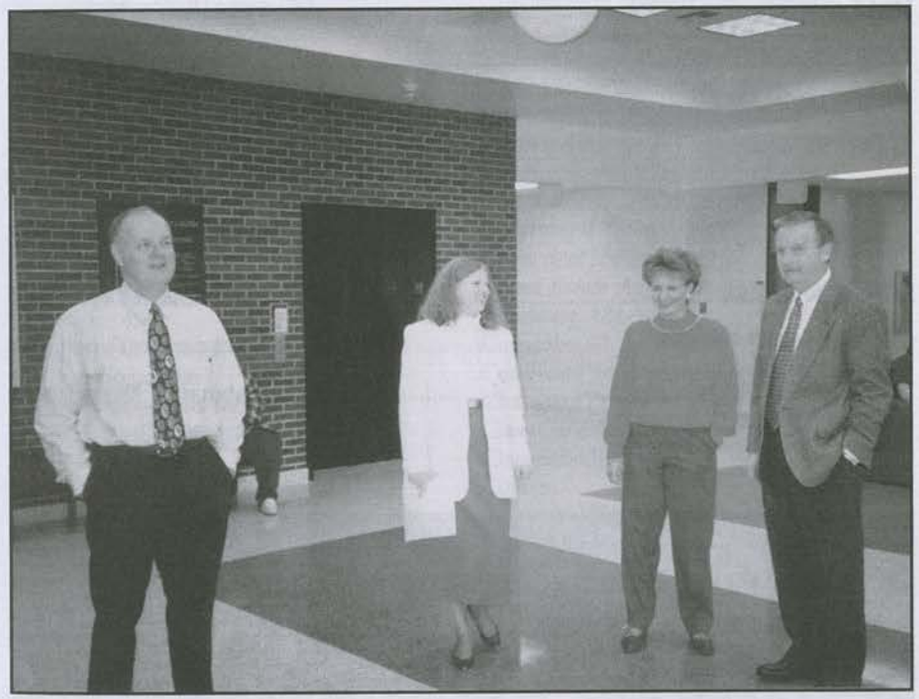
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