SURRY COMMUNITY COLLEGE



. . . promoting personal growth and community development through excellence in teaching, learning, and service

CATALOG 2002–2003

SURRY COMMUNITY COLLEGE

CATALOG

2002-2003

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
FAX (336) 386-8951
http://www.surry.edu

Surry Community College provides educational and employment opportunities without regard to race, religion, national origin, age, gender, veteran status or disability.
For additional information, contact the Office of the Vice President for Instruction (336-386-8121, ext. 3216).

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. XXXIV
Printed in Canada

A MESSAGE FROM THE PRESIDENT



G. Frank Sells

Welcome to Surry Community College! Whether you are a current student or a visitor looking into our services, we are extremely pleased that you have chosen to consult our catalog. In it, we have tried to present information that will give you an idea of how we might help you make your future brighter through education.

We are proud of this college, the only higher education institution in its two-county service area. The citizens of Surry and Yadkin Counties created the college in 1964, and have strongly supported it both financially and through their participation in its programs ever since. The campus provides a beautiful place to spend some time, but more than that, it provides a stimulating and rewarding environment in which to study and grow. The faculty and staff invest themselves passionately in a student-focused approach to teaching and learning, which enables students to achieve their goals for basic skills, academic enrichment, workforce entry, career advancement, and/or transfer to senior colleges.

Surry Community College engages in partnerships with other agencies and organizations in order to offer the greatest impact to our communities as we strive to fulfill our mission. When you have read about the opportunities available here, I hope you will let us create a partnership with you, too -- one that will enrich us both.

Please take the time to visit our campus when you can, and let us know how we can assist you as you move toward your own brighter future.

Sincerely,

G Frank Sells

Dr. G. Frank Sells
President

PURPOSE OF THE CATALOG

The purpose of this catalog is to provide a general description of Surry Community College and its various programs and services. Its provisions do not constitute an 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.

The student's catalog of record will be that in effect on the date of his first enrollment in a specific degree program as long as his enrollment is continuous. If the student changes programs or stays out of classes for one or more semesters, his catalog of record will be that in effect when he re-enrolls in his new or old program.

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Application for Admission ..... **Inside Back Cover**

ACADEMIC CALENDAR 2002-2003

FALL SEMESTER, 2002-2003 (2002*03)

August 12, Monday ..... Faculty/Staff Workshop
August 13, Tuesday ..... Registration
August 14, Wednesday ..... Last Day for Full Tuition Refund / Faculty Workday
August 15, Thursday ..... Classes Begin
August 21, Wednesday ..... Last Day to Add/Drop Classes Without Course Appearing on Record
August 26, Monday ..... Last Day to Withdraw With 75% Tuition Refund
August 31, Sept.2, Saturday, Monday ..... Labor Day Holidays
October 14,15,Monday, Tuesday ..... Fall Holidays
November 27,28,29,30 Wednesday-Saturday ..... Thanksgiving Holidays
December 2,3,4,5,6, Monday-Friday ..... Preregistration and Early Pay Days
December 12, Thursday ..... Reading Day
December 16,17&18 ..... Used Book Buyback in College Bookstore
December 13,14,16,17&18 Friday-Wednesday ..... Exam Days
December 20, Friday ..... Grades Mailed to Students

SPRING SEMESTER, 2002-2003 (2003*01)

January 6, Monday ..... Registration Day/Faculty Report
January 7, Tuesday ..... Last Day For Full Tuition Refund/Faculty Workday
January 8, Wednesday ..... Classes Begin
January 14,Tuesday ..... Last Day to Add/Drop Classes Without Course Appearing on Record
January 17, Friday ..... Last Day to Withdraw With 75% Tuition Refund
January 20, Monday ..... Martin Luther King Holiday
March 6 & 7 Thursday & Friday ..... Spring Holidays
April 17-21 Thursday–Monday ..... Easter Holidays
April 28,29,30, May 1,2, Monday-Friday ..... Preregistration and Early Pay Days
May 7, Wednesday ..... Reading Day
May 8-13, Thursday - Tuesday ..... Exam Days
May 14, Wednesday ..... Faculty Work Day
May 16, Friday . ..... Graduation
May 20, Tuesday ..... Grades Mailed to Students

SUMMER SEMESTER, 2002-2003 (2003*02)

May 22, Thursday ..... Registration
May 23, Friday ..... Last Day for Full Tuition Refund
May 27, Tuesday ..... Classes Begin
May 29, Thursday ..... Last Day to Withdraw With Tuition Refund(75%)First Session
June 2, Monday ..... Last Day to Withdraw With Tuition Refund (75%)Full Semester
June 30,Monday ..... Last day of First Summer Session and Registration for Second Summer Session
July 1, Tuesday ..... First day of Second Summer Session
July 3 & 4, Thursday & Friday ..... Independence Day Holidays
July 7, Monday ..... Last Day to Withdraw With Tuition Refund(75%)Second Session
August 1, 4 & 5 ..... Used Book Buyback in College Bookstore
August 5, Tuesday ..... Last Day of Summer Semester
August 7 Thursday ..... Grades Mailed to Students

APPROVED:12/6/2001

HOURS OF OPERATION

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

BUSINESS OFFICE
Monday-Thursday 8:00 a.m.-9:00 p.m., Friday 8:00 a.m.-4:30 p.m.

STUDENT SERVICES OFFICE
Monday-Thursday 7:30 a.m.-8:00 p.m. ; Friday 7:30 a.m.-5:00 p.m.

STUDENT EMPLOYMENT CENTER
Monday, Tuesday 8 a.m.-8 p.m.; Wednesday, Thursday 8 a.m.-7 p.m.; 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 semesters.

CONTINUING EDUCATION

Offices
Campus: Monday-Thursday 8:00 a.m.-8:00 p.m.; Friday 8:00 a.m.-4:30 p.m.
Mt. Airy: Monday - Friday 8:00 a.m.-4:00 p.m.
Boonville: Monday - Friday 8:00 a.m.-4:30 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.
Mt. Airy (1249 N. South St., 336-789-0063):
Monday-Thursday 8:00 a.m.-8:00 p.m.; Friday 8:00 a.m.-12:00 p.m.
Boonville (River Road., 336-367-7562):
Monday-Thursday 8:00 a.m.-3:30 p.m.; Thursday evening 6:00 p.m.-9:00 p.m.;
Friday 8:00 a.m.-12:00 p.m.

Human Resources Development (1249 N. South Street, 336-789-0063)
Mt. Airy: 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.

KNIGHTS' GRILL (CAFETERIA)
Monday-Thursday 7:00 a.m.-8:45 p.m.; Friday 7:00 a.m.-2:00 p.m.

BOOKSTORE
Monday-Thursday 8:30 a.m.-8:00 p.m.; Friday 8:30 a.m.-3:00 p.m.

COMPUTER LAB (E148)
Monday-Thursday 8:00 a.m.-9:30 p.m.; Friday 8:00 a.m.-4:30 p.m.; Saturday 8:00 a.m.-12:00 p.m.

CAMPUS LOCATOR MAP & LEGEND

A - STUDENT SERVICES
BUSINESS OFFICE/CASHIER
TEACHING AUDITORIUM
KNIGHTS' GRILL

B - AUTO BODY

C - COMPUTER SERVICES
CONTINUING EDUCATION
BOOKSTORE
SMALL BUSINESS CENTER
FOCUSED INDUSTRIAL TRAINING

E - COMPUTER INFORMATION SYSTEMS
ELECTRONICS
SOCIAL SCIENCES

F - EMERGENCY SERVICES TRAINING

G - GREENHOUSE (Horticulture)

H - PRESIDENT'S OFFICE
INSTRUCTIONAL ADMINISTRATION
PUBLIC AFFAIRS
HEALTH SCIENCES
LEARNING CENTER
LANGUAGE ARTS
MATHEMATICS
DEVELOPMENTAL STUDIES
COSMETOLOGY

M - VITICULTURE & ENOLOGY
BUILDING & GROUNDS

P - PHYSICAL EDUCATION

R - LEARNING RESOURCES CENTER (Library)

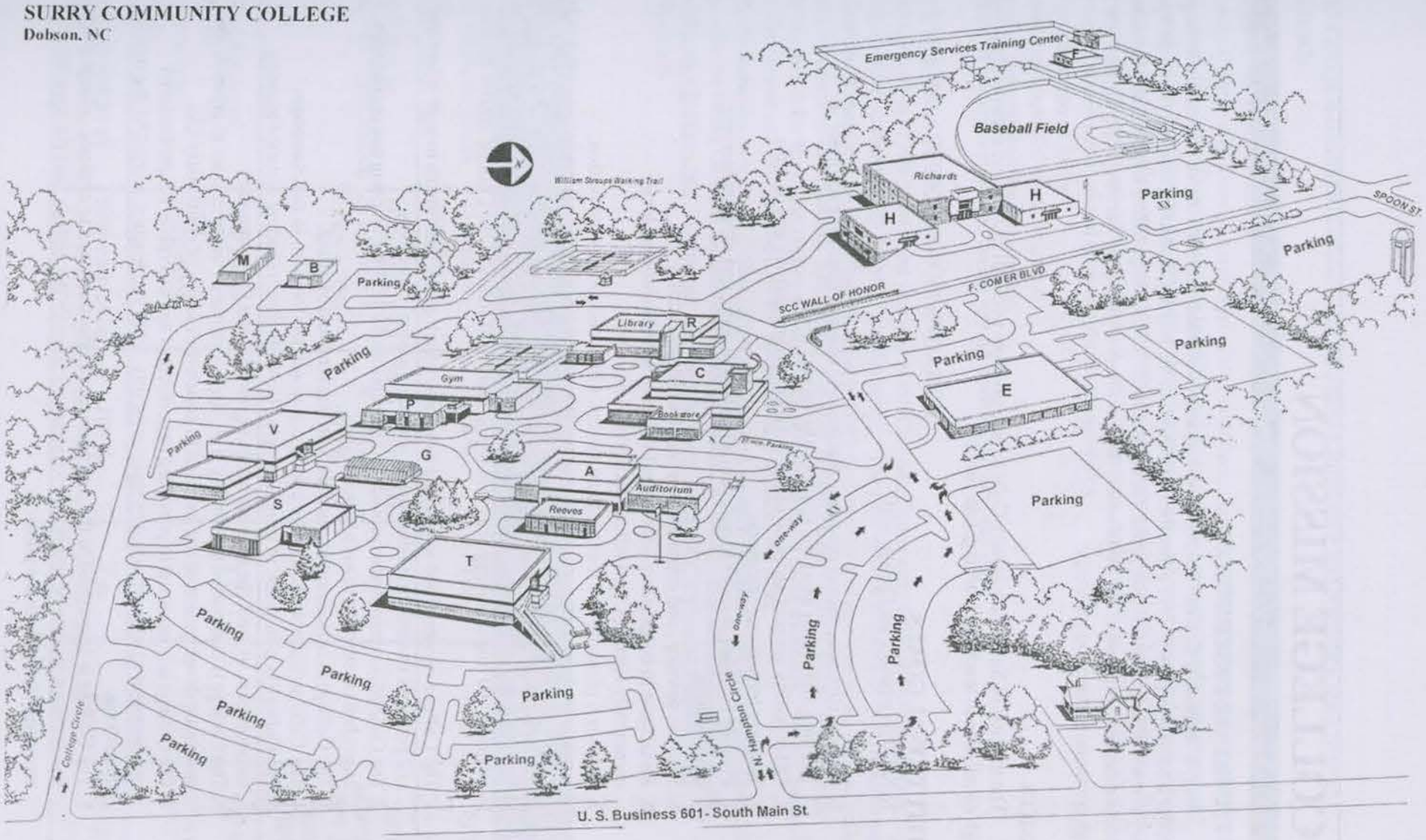
S - MACHINIST TECHNOLOGY
WELDING

T - SCIENCES/SCIENCE LECTURE
ART/MUSIC

V - BUSINESS TECHNOLOGIES
ELECTRICAL/INDUSTRIAL MECHANICS
AUTOMOTIVE MECHANICS
CONSTRUCTION TECHNOLOGY

XX - VISITOR PARKING
X - SHIPPING & RECEIVING

SURRY COMMUNITY COLLEGE
Dobson, NC



COLLEGE MISSION

INSTITUTIONAL DESCRIPTION

Surry Community College is a public, community-centered, comprehensive community college with an open-door admissions policy. It is a member institution of the North Carolina Community College System. Its primary service area consists of Surry and Yadkin counties. The College offers educational programs which lead to associate degrees, diplomas, and certificates. It also offers a variety of learning opportunities and services through continuing education offerings.

MISSION

The mission of Surry Community College is to promote personal growth and community development through excellence in teaching, learning, and service.

INSTITUTIONAL GOALS

To fulfill its mission, the College will:

1. Offer quality educational programs that provide opportunities for excellence in learning and which meet the needs of the service area.
2. Offer quality support services which enhance student growth and success.
3. Improve technology resources.
4. Provide facilities in order to maintain an attractive, safe, and efficient learning environment.
5. Recruit, develop, and retain an excellent faculty and staff.
6. Participate in cooperative educational ventures with businesses, local community agencies, and other educational institutions.
7. Employ a planning and management system which encourages innovation, continuous improvement, and the responsible use of all available resources.

VALUES

In planning and implementing activities to accomplish its mission, the College affirms the following values.

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 opportunities for lifelong learning and encouraging individuals to respond to such opportunities.
3. The College is committed to excellence in teaching and learning.
4. The College is committed to the concept of academic freedom in the classroom.
5. The College is committed to using emerging technologies, including distance learning technologies, to meet the training needs of students and the community.
6. 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.
7. The College is committed to providing opportunities and incentives for professional development to support a quality team of faculty, staff, and trustees unified by the mission of the college.
8. The College is committed to the development of effective ways to evaluate college programs and services, the use of results of evaluation to improve the college, and the appropriate reporting of results to the public.

9. The College is committed to making the institution a stimulating and rewarding place to work and study.

COLLEGE VISION STATEMENT

Surry Community College will strive, through a process of continuous improvement, to exceed the expectations of the people we serve. We strive for excellence in teaching and learning as we provide quality programs and services that anticipate and respond to the needs of a changing community. We are committed to the following values: integrity, academic excellence, personal responsibility, diversity, and a life-long love of learning. We will establish and stand by commitments which foster trust, pride, teamwork, and confidence. We will work to nurture a stimulating and productive educational environment characterized by

the free exchange of ideas,
effective and respectful communication,
innovative approaches to instruction, and
a climate of mutual support and caring among students, faculty, and staff.

PERFORMANCE MEASURES AND STANDARDS

Beginning with the 1999-2000 fiscal year, the North Carolina Community College System initiated a new process to ensure public accountability for state monies spent. The new system consists of twelve performance measures. While these measures do not reflect all aspects Surry Community College's mission, they do reflect many of the key elements of our mission. The faculty and staff of Surry Community College welcome the opportunity to document for the communities we serve our performance on these measures. We are committed to continuous assessment and improvement of the programs and services we offer.

The table below indicates how Surry Community College rated on each measure. For more information on each measure, visit the North Carolina Community College System website: http://www.ncccs.cc.nc.us/Keith_Brown/Planning/perfmas.pdf . Questions may be addressed to the SCC Office of Planning and Institutional Research.

#	Measure	State Standard	SCC Results	Met Standard	Colleges Achieving	System Averages
1. $$	Progress of Basic Skills Students	75% show progress	**78%**	Yes	46	79%
2. $$	Passing Rates on Licensure & Certification Exams	80% aggregate & no single exam <70%	**74% aggregate & 2 exams <70%**	No	11	83% aggregate & 1.26 exams <70%
3. $$	Goal Completion of Program Completers/Non-Completers	90% report goal completion	**91%**	Yes	25	85%
4. $$	Employment Status of Graduates	90% employed	**100%**	Yes	58	99.8%

5. $$	Performance of College Transfer Students	84% attain GPA ≥2.0	**77%**	No	8	76%
6. $$	Passing Rates of Students in Developmental Courses	70%	**76%**	Yes	45	78%
7.	Success of Dev. Students in Subsequent Courses	No statistically significant difference between Developmental and Non-developmental	**Developmental 83% Non-Developmental 92%**	No	*No Data*	*No Data*
8.	Satisfaction of Program Completers and Non-Completers	85% satisfied	**96%**	Yes	58	95%
9.	Curriculum Student Retention & Graduation	60% graduate or return	**70%**	Yes	47	62%
10.	Employer Satisfaction	85% satisfied	*No Data*	Yes[1]	*No Data*	*No Data*
11.	Client Satisfaction with Customized Training	85% satisfied	**99%**	Yes	58	99%
12.	Program Unduplicated Headcount Enrollment	No program <10	**3 programs <10**	No	23	1.3

Note: Data were taken from 2001 Critical Success Factors for 1999-2000 fiscal year. These data are the most current data available at the time of catalog publication. (The most up-to-date data may be found on the Surry Community College website: http://www.surry.cc.nc.us/)

[1]Standard has been met. Data have not been released by the System Office.

[$$]Measures 1-5 are included in the state Performance Funding Plan. Measure 6 was selected by SCC to also be included in the plan for the 2001 report.

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. Concurrent enrollment allows high school students the opportunity to enroll in specific courses while still attending high school. Details and student release forms necessary for participation 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 all associate 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 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 or in Advertising & Graphic Design 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) 386-3204.

Students Seeking a Degree

I. Admissions Information Form: Prospective students should remove the form from the back of this catalog, complete it, and return it to the Student Services Office.

II. Transcripts: Have official transcripts sent to SCC from high school and any previously attended colleges. Postcards for this purpose are available in the Student Services Office. GED graduates should have copies of their scores sent to the SCC Admissions Office.

III. Placement Tests: An effective placement system is seldom one dimensional and this is true at Surry Community College. SCC offers the Computerized Placement Tests (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 process for consideration for the pool of candidates for admission.

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 their 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 (Special Credit Students)

I. Admissions Information Form: Prospective students should remove the form from the back of this catalog, complete it, and return it to the Student Services Office.

II. Course Scheduling: Students should meet with the staff in Student Services to select courses they would like to take and for which they are adequately prepared..

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 173 (computerized version) or 500 (traditional version).

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 I-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 I-20A, Certificate of Eligibility, will be prepared on request by applicants who have met the preceding conditions.

WHERE TO GO FOR . . .

		Ext. #
Academic Advising	Faculty Advisor or Student Services	3264 or 3218
Academic Honors	Catalog	
Academic Probation	Catalog or Student Services	3264 or 3238
Admissions	Sherry Lowe, Student Services	3204 or 3264
Add a Course	Registration Desk	3218 or 3208
Address Change	Sherry Lowe, Student Services	3204 or 3264
Placement Testing	Laura Bracken	3264
Americans with Disabilities Act	Laura Bracken	3264
Attendance Policies	Instructor Syllabus	
Books, Supplies	Campus Bookstore, Continuing Education Ctr. Bldg.	3249
Change Program/Major	Faculty Advisor/Counselor/Sherry Lowe	3204
Clubs & Organizations	Tony Searcy	3246
	Student Services	3320
Course Selection	Faculty Advisor or Counselor	
	Counselors:	
	Anne Marie Hardy, Health/Education	3247
	Scott Wilson, College Transfer	3370
	Bennett Shores, Technical/Carpentry	3281
	Tony Searcy, Business	3246
Drop a Course	Registration Desk	3218 or 3208
Emergencies	Student Services	3238
Fees	Business Office	3207
Financial Aid	Jamie Childress	3279
	Mark Tucker	3217
	Tammy Church	3245
General Interest Courses	Continuing Education	3211
Grading System	SCC Catalog or Student Services	3264
Insurance	Business Office	3207
Job Placement	Student Employment Center	3388, 3325
Cooperative Education	Student Employment Center	3388, 3325
Lost & Found	Business Office	3207
Parking Permits, Regulations	Business Office	3207
Registration	Student Services	3264
Transfer Information	Ann Marie Hardy (Health/Education majors)	3247
	Scott Wilson	3370
	Student Services	3320
Tutoring	Academic Assistance Center	3460
Transcripts	Registration Desk	3218 or 3208
Veterans	Bennett Shores, Student Services	3281
Voter Registration Information	Laura Bracken	3264

Vice President for Student Services - Michael McHone, Ext. 3238
SCC Telephone: (336) 386-8121

You may reach any of these extensions directly by dialing 386 in front of the extension number.

***Other faculty and staff extension numbers are listed in the back of this catalog.*

ADMISSION PROCEDURES FOR NURSING PROGRAMS

Admission to the nursing program is based on the criteria below. 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.

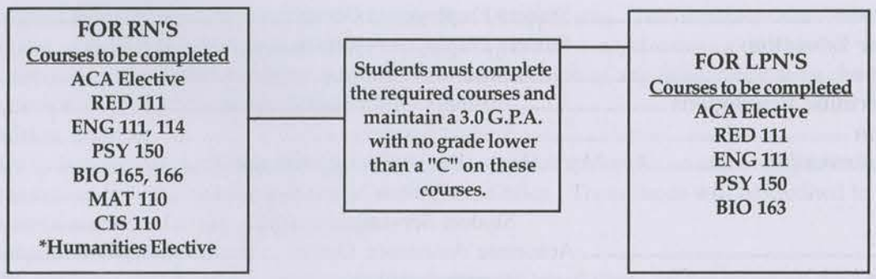
A. Submit a completed Admissions Information Form, including transcripts from each high school, college, and/or nursing school attended. These must be submitted no later than **January 10** for the RN program or by **April 10** for the LPN program. High school graduation or its equivalent is required.

B. Complete the college placement testing program. Tests will be administered on the college campus at announced dates. **The deadline for passing this test is January 31 for RN's and April 30 for LPN's. This test may be taken only once for this purpose.** Test scores are valid for three years. Individuals not meeting the test score requirements may make up the deficiencies through completion of prescribed developmental courses. To be considered for the pool of candidates for the nursing program, students must complete the prescribed courses with a grade of "B" or better by these deadlines: **RN students** - end of fall semester *prior* to application deadline; **LPN students** - end of spring semester immediately *following* the application deadline.. **It is the responsibility of the student to notify Student Services when prescribed courses are completed.**

C. Have completed one year or high school unit in Biology, Chemistry, Algebra I, and keyboarding with a grade of "C" of 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. *These courses are the be completed by the end of spring semester immediately following the application deadline for both RN and LPN programs.*

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 for the program.



*Suggested humanities electives include ART 111, ENG 131, ENG 231, HUM 110, and MUS 110.

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 names 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.

E. 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. Documentation for a current NAI listing with the NC Division of Facility Services or the equivalent in another state at the time of entry into the program.
2. A medical form, completed by their family physician with test results and the most recent dates of immunizations.
3. A dental form, completed by their dentist.
4. Begun the Hepatitis B vaccination series or provided a doctor's certification of immunity.
5. Evidence of appropriate heath and/or accident insurance.
6. Purchased malpractice insurance through the Business Office.
7. CPR certification (including one-man, two-man, infant, child, adult, obstructed airway, rescue breathing techniques).
**8. A copy of current unrestricted North Carolina Practical Nurse License.
**9. Documentation of one year of clinical experience with direct patient care in a health care agency within the last three years.

*Not required for Advanced Placement Student
**For Advanced Placement Student Only

The **Nurse Practice Act**, Article 9, Chapter 90 of the General Statutes 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 nursing admissions, he or she should see the Nursing Counselor in Student Services.

ADMISSION PROCEDURES FOR ADVERTISING & GRAPHIC DESIGN

A. Admissions Procedure

Each student seeking a degree in the Advertising and Graphic Design program at Surry Community College will be required to submit a portfolio for evaluation and acceptance prior to beginning their design coursework. Portfolios will be reviewed and scored by a committee of faculty consultants. The top scoring students will fill the Advertising and Graphic Design program's spots. Five alternates will be chosen during portfolio evaluation to fill vacated spots as they arise before the semester begins.

B. Alternative Admission Procedure

Students who do not receive a high enough score on their portfolio evaluation to place them in the Advertising and Graphic Design Program, or who missed the portfolio evaluation process, may elect to complete the following classes:

*GRD 121 Drawing Fundamentals
*ART 140 Basic Painting
*ART 114 Art History Survey I
*ART 115 Art History Survey II
*CIS 110 Introduction to Computers

Students who maintain at least a B average in each of these classes by the end of their second semester, will be offered a place in the Advertising and Graphic Design Program the following fall.

C. Portfolio Evaluation and Admissions Schedule

June 14 All portfolios due for evaluation
June 15-28 Portfolio evaluations completed by art faculty consultants
July 12 Notification of acceptance into program
July 12 Accepted students may begin design program registration procedure

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.

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	--Some diploma and certificate programs
No high school diploma, GED, or high school certificate	--Most diploma and certificate programs

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

***Nursing admissions information is listed on preceding pages.*

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 to student records will be granted to 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 in the Student Records Policy.)
7) permanent maintenance of their academic transcripts by the College; and
8) receive information concerning college student graduation rates.

STUDENT RESPONSIBILITIES

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.

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; harassing; 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 Finance and Operations, Vice President for 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 for Student Services or the Dean of Evening Studies.

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 for Finance and Operations (386-3274) 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 this official is not available, contact the Vice President for Student Services (386-3238) or the Dean of Evening Studies (386-3276). If an accident has already occurred and emergency relief is necessary, dial "9" for an outside line, then dial "911" which serves as the emergency response number for Surry County.

INCLEMENT WEATHER SITUATIONS

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.** If classes are cancelled or delayed, faculty and staff workday is also cancelled or delayed, unless otherwise specified.

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

Suggestions are listed below for faculty and students to follow.

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

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

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. Any decision to delay or cancel classes will be available as soon as it is made by calling the main campus phone number (386-8121) and by connecting to the college internet website (*www.surry.edu*).
4. A decision to close early will be implemented so that everyone gets the message as close to the same time as possible. No classes are to dismiss before receiving an official message. A decision to close means that faculty and staff may also leave after reasonably assuring that all students in their charge have been released. Any exception to the early release of faculty and staff will be announced.
5. If no announcement is made, classes will operate on a regular schedule.

If you have questions concerning this policy, contact a member of the college administrative staff.

GRADUATION RATE DISCLOSURE

Title II, Public Law 101-542, dated November 8, 1990, requires educational institutions to disclose graduation rate data. Such data for Surry Community College are available in the Office of Planning and Institutional Research, Richards Health Sciences Building, Room H-217.

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GENERAL INFORMATION

TELEPHONES

Pay telephones are available for students to use at any time. These telephones are located in the Reeves, 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 submit it to the Admissions Office. Someone is also available in the evening to make these changes.

LOCKERS

A limited number of lockers are available for use on a first-come, first-served basis with the purchase of a lock. Check in the bookstore for availability.

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.

PARKING AND TRAFFIC

Parking and traffic regulations have been established to make the fullest use of the present parking facilities and to make the campus a safe place to visit, work, and study. All students and staff are required to register their vehicles during registration. Vehicle registrants must present the state vehicle registration card and remit $1 to obtain a parking permit. A copy of ***SCC Traffic Regulations*** is provided to all students and staff at the time of registration.

RELEASE OF STUDENTS' PICTURES

SCC uses pictures of college activities and students for public information and advertising purposes. Students who do not want to appear in such photographs should notify the Office of Planning and Information Services (H218), in writing.

STUDENT-RELATED 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 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 for 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 for Student Services, Finance and Operations, or Instruction.

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.

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.

ANTI-HARASSMENT POLICY

Introduction

Surry Community College recognizes the human dignity of each member of the college community and believes that each member has a responsibility to promote respect and dignity for others so that all employees and students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of the college's employment and educational opportunities. To achieve this end, the college fosters an academic and work environment that is free from harassment on the basis of race, religion, color, national origin, ancestry, age, gender, sexual orientation, disability, marital or veteran status. The college's Workforce Harassment Policy covers this issue for employees. The following policy applies to student behaviors. In addition, the college's more specific Sexual Harassment Policy applies to both employees and students.

Policy

It is the policy of Surry Community College that no student may engage in conduct that falls under the definition of harassment as described above and defined below. All students and employees are assured of the right to study and work in an environment free from harassment and retaliation.

Definitions and Examples

Harassment is unwelcome, offensive, abusive, belittling or threatening behavior directed at students or staff. It is usually based on some real or perceived difference such as gender, race or disability and which may lead to the person harassed being offended, humiliated, intimidated or disadvantaged. Harassment of students or staff is against college policy, and certain forms of harassment may also be unlawful under both state and federal legislation.

Examples of conduct that may constitute harassment include, but are not limited to the following types of behavior:

- Unnecessary of unwanted physical contact
- Blocking someone's path or impeding movement
- Physical interference with work
- Stalking, physical assault or coerced or forced sexual activity
- Deliberate destruction of property
- Display of offensive material or objects
- Insulting comments, gestures, sounds, or whistles
- Innuendo or other suggestive, offensive or derogatory comments or jokes about sex or gender-specific traits
- Obscene or harassing messages sent via computer or left on an answering machine or voice mail

Retaliation is adverse treatment or action taken toward anyone who, in good faith, alleges harassment or who provides information related to a grievance. Such retaliation may be the basis for an additional grievance. To the extent possible, the college will maintain the confidentiality of anyone who reports an alleged violation of this policy.

Complaint Procedures

Anyone who believes that he or she has been subjected to prohibited harassment under the preceding definition is encouraged to report the situation before it becomes severe or pervasive. Complainants must submit a written complaint to the Vice President for Student Services within thirty calendar days of the harassing action. In each case, the Vice President will determine whether an immediate fact-finding investigation is necessary. Although circumstances will affect the time needed to conduct such an investigation, response to an alleged violation of this policy will be handled in a timely manner and a determination reached as soon as possible. In all cases, the college will take appropriate remedial action within sixty calendar days from receipt of the written complaint. The college president will receive a report of each complaint.

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

Federal regulations require that colleges inform all students and employees about recent crime statistics and related concerns. There were no occurrences of criminal activity reported and no arrests made on campus during 2001.

Surry Community College is a drug-free campus. Policies relating to this matter are available in their entirety in the Student Services Office, Building A-Room 108, and on the college web site.

1. **Reporting Criminal Activity.** Students and staff are advised to report any emergency or crime to security personnel and to the Vice President for Finance and Operations as soon as possible. In their absence, the report should go to the Vice President for Student Services or to the Dean of Evening Studies. These staff will report any crime that takes place at SCC to the college security staff and to outside law enforcement officials as appropriate. In cases of extreme emergency, telephones are conveniently located throughout the campus for "911" calls.
2. **Orientation.** Students are advised of security and safety regulations at SCC during fall orientation and in College Student Success classes. Students are also familiarized with the college drug and alcohol policy, and are advised to seek help in Student Services for any related problems. Student Services refers students to other community agencies for additional services when appropriate.
3. **Safety Committee.** SCC has an active safety committee chaired by the Vice President for Finance and Operations. This committee continuously monitors all aspects of campus safety and security. Recommendations for improvements to lighting, visibility, parking lot security and building security are made on a regular basis.
4. **Campus Security.** SCC is a certified law enforcement agency, and as such, employs security staff to enhance the safety of students and staff while on campus. Security staff patrol the campus on a regular basis. The officers are authorized to enforce federal, state and local laws, as well as certain campus policies, and they do have the authority to make arrests. The SCC Police Department cooperates with federal, state and local police agencies in law enforcement matters.
5. **Programs and Seminars.** SCC plays an important role in Surry County in providing drug, alcohol, and sexual assault prevention educational programs. Anti-drug entertainment groups have been brought to campus for performances and other efforts are made constantly to maintain a drug and alcohol-free campus.
6. **Publications.** The annual campus security report is published on the SCC Homepage *(www.surry.edu)*. Prospective students, current students and employees may also request a copy of the report through the Student Services Office.
7. **Security Awareness.** The chief of the SCC Police Department is responsible for collecting statistics on campus crime and for maintaining a daily public crime log. The Chief is also responsible for distributing the campus security report to all employees. The Student Services Office is responsible for distributing the report to students and for informing the campus community in a timely manner of certain crimes considered to represent a threat to students or employees.

Surry Community College provides a safe environment in which to learn. The occurrence of crime on campus has been minimal throughout the history of the college. However, students are advised to keep up with books and other possessions by getting a locker to store them safely. 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, parking lots are close to the classroom buildings, well lighted, and provide little opportunity for assaults. Overall, the College offers a safe and secure environment for its students and is committed to providing the services necessary to keep it so.

Approved September, 2000 ; President's Cabinet

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 Instruction, the Dean of 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

ATHLETIC POLICY

Surry Community College will provide intercollegiate athletic programs to the extent that facilities, as well as student and financial resources, are available to support them. Such programs and the teams that comprise them will continue to receive college sponsorship as long as they remain in good standing with the college and resources allow.

Students are requested to contact the Vice President for Student Services to begin the process of creating a new athletic program. New programs will be started as club teams. If significant long-term interest and adequate support can be identified, National Junior College Athletic Association (NJCAA) caliber teams will be sponsored. All teams will be financed with student activity funds and/or monies raised by the participants. No student activity funds will be used for administrative expenses or coaching supplements.

Surry Community College sponsors all athletic programs without regard to race, religion, national origin, age, gender, veterans status, or disability. Moreover, the college operates its athletic programs in accordance with the NJCAA bylaws for Division III schools, which prohibit athletic scholarship aid of any kind. Although some SCC teams may compete at the Division I and II levels at times, the college will retain its Division III status and will provide no scholarship monies for student athletes.

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

BULLETIN BOARDS POLICY

1. Campus bulletin boards are provided for use by recognized student organizations and by individual students for the sale of used books.
2. For purposes of this policy a "recognized student organization" is defined as an organized student group that is recognized through the Student Services Office. To attain this recognition, a student group must file with the Vice President of Student Services an application stating the names, addresses, and student identification numbers of at least ten students who are members of that group, the name and signature of a Surry Community College faculty member who has agreed to serve as advisor for the group, and a copy of the group's bylaws, constitution, or other document outlining its purpose or function.
3. Prior to posting, all materials must be presented to the Vice President for Student Services (or his designee) for verification of the group's recognized status. Neither the recognition of a student organization nor the authorization for its use of campus bulletin boards is the affirmation or acceptance by Surry Community College of the organization's purpose, philosophy, or objective.
4. The use of campus bulletin boards by recognized student organizations or by individual students for the sale of books is subject to the following general regulations:
   - All materials posted on campus bulletin boards must be directly related to college programs.
   - All posted materials must be clear and legible, must include the organization's name and must provide current contact information.
   - Posted materials shall not include: (1) any commercial advertisement; (2) any endorsement of the use, sale, consumption, or distribution of alcohol, controlled substances, or illicit drugs; or (3) profanity, or other language that is offensive, discriminatory, or harassing.
   - No notice, advertisement, document, or signage of any kind may be affixed to any building, wall, window, door, street, sidewalk, traffic sign, campus signage, light post or pole, trash can, staircase, railing, tree or other vegetation, or any other part of the campus of Surry Community College. Campus bulletin boards are the sole designated location for posting of communication.
   - The use of campus bulletin boards to advertise the sale of used books is limited to current or former students of Surry Community College and limited to required or supplemental books used in courses offered through Surry Community College.
5. Any violation of this policy shall result in the immediate forfeiture of the privilege of using campus bulletin boards.

CURRICULUM PROGRAMS AND ACADEMIC SUPPORT SERVICES

DEGREES

A.A./A.S. (Associate in Arts and Associate in Science Degrees)

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. These *Special Credit Students* may take courses in any program for which they meet the admissions criteria (excludes NUR courses).

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. (Associate in Applied Science Degrees)

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 businesses. 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.

In addition to immediate employment, another option for students who earn an A.A.S. degree is to transfer to a four-year school. Some 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.

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

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

GENERAL EDUCATION COMPETENCY REQUIREMENTS FOR ALL DEGREES

Students who graduate from Surry Community College's Associate Degree programs must demonstrate competence in reading, computer usage, written communication, oral communication, and quantitative skills as described here. These requirements apply to Associate in Arts, Associate in Science, Associate in General Education, and Associate in Applied Science degree recipients.

Computer Competency: As part of a required freshman composition course, students will exhibit basic computer usage skills by completing course assignments on computer.

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

Writing Competency: As a part of a basic composition course, students will exhibit mastery of basic written communication skills by completing the Collegiate Assessment of Academic Proficiency. Writing samples will be evaluated by the American College Testing Services. Successful demonstration of basic writing competencies is a requirement for completion of the basic composition courses.

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.

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 a counselor in Student Services.

DISTANCE LEARNING

Distance learning opportunities provide a means for students to enroll in credit classes that do not require traditional classroom attendance. At SCC, these opportunities include telecourses, internet (on-line) courses, and NCIH courses.

Telecourses are offered in cooperation with the UNC-TV public broadcasting stations and with Time Warner Cablevision. Instruction is provided through videotape broadcast at scheduled times and may be recorded for viewing at students' convenience.

Courses are also available via the Internet. Students must have some computer skills, as well as an e-mail account to participate in this type of course. Faculty and student communication takes place primarily through the computer.

Selected courses are taught using SCC's specially-designed NC Information Highway classroom. NCIH classes bring together students located at multiple schools, with communication conducted through interactive use of television monitors, tabletop microphones, and video cameras.

Distance learning class offerings appear on the semester schedule of courses each term. For additional information, contact the Student Services Office.

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 (not required if already employed).
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) 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. Students already employed in curriculum-related jobs may be eligible to receive Co-op credit.

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 who are approved for Co-op must register in the Co-op Office 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 program of study.

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 four evenings per week: Monday and Tuesday, 8 a.m. to 8 p.m.; Wednesday and Thursday, 8 a.m. to 7 p.m.; Friday, 8 a.m. to 4:30 p.m.

ACADEMIC SUPPORT/DEVELOPMENTAL STUDIES

Tutoring Services

The Academic Support Center (ASC), provides free academic assistance to any student enrolled in at least one curriculum course at Surry Community College.

Students needing a tutor must fill out an application at the ASC, located in H-277. Generally students can expect a two to five day wait for placement with a tutor. The assigned tutor will work with the student at regularly scheduled sessions throughout the semester. Walk-in sessions are available for reading and English. All tutoring is held in H-277 and is supervised by the Director or the Assistant Director. No off-campus tutoring is offered.

Students wishing to become tutors must demonstrate proficiency in a subject area. They must also submit faculty referrals, complete an application and interview process, and pass a transcript review. Upon selection, tutors are given an orientation session. On-going training is scheduled throughout the semester, and tutors are compensated for their services.

Testing Services

The Center also provides testing services for distance education. The Center's testing guidelines are available on the Distance Education Instructors' Resource Site.

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. 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 to practice needed skills.

Placement testing is mandatory for all students taking associate level courses with a developmental prerequisite. Degree seeking students must take developmental courses when they score below the cut-off scores established by the college on the ASSET or CPT. Students may waive the placement test requirement if they meet any one of the following criteria:

- Have documented successful completion of appropriate prerequisite developmental courses
- Have met minimum SAT scores (500 verbal; 500, math) and their scores are not more than 3 years old
- Have documented successful completion of appropriate college level English and mathematics courses at another college within the past five years

Students placing into both developmental reading and English at the 070 or 080 levels will be advised to complete these courses before taking transfer level courses. Students seeking exemption from this policy must receive approval from the Dean of Arts and Sciences. Students placing into Reading 090 and English 090 will be advised to take these courses at the beginning of their program as co-requisites or prerequisites to any curriculum courses that they take.

Students must achieve a "C" or better in required developmental courses to advance into curriculum courses. Credits for developmental courses are not counted toward graduation.

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 or NT 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 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, housed in the "R" Building, provides print and non-print materials and support services to supplement classroom instruction and support lifelong learning in the Surry Community College service area. The LRC Collection includes over 47,000 books, 3,000 audiovisual items, and 350 newspaper and magazine subscriptions. The first floor contains the circulating collection of books and audiovisual materials, current issues of newspapers and magazines, computers for typing papers, audiovisual equipment and

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preview rooms, and reserve materials. Non-circulating materials are kept on the second floor and include the reference collection, the genealogy and local history collection, and back issues of periodicals and newspapers. Internet-access computers and a North Carolina Information Highway videoconferencing classroom are also located on the second floor.

The Learning Resources Center also provides a variety of services for students and faculty. Assistance in finding materials is always available at the Circulation Desk or the Reference Desk. Instructors may place materials on reserve at the Circulation Desk. Help with research questions may be found at the Reference Desk, and reference assistance is also available to distance learning students via email. Library use instruction is available for individuals, small groups, or whole classes. The reference staff also handles interlibrary loan services. The audiovisual department provides help with the production and duplication of audiovisual materials.

The Learning Resources Center is open from 7:30 a.m. to 9:00 p.m. on Monday through Thursday, and from 7:30 a.m. to 4:30 p.m. on Friday, but may be closed or have reduced hours during students breaks. The LRC is open to the general public, and local residents aged sixteen and older may apply for a library card and receive limited borrowing privileges.

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 and on the Internet.

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 during fall and spring semesters. A maximum of 21 credit hours may be carried without special approval by the Vice President for Student Services. A maximum of 18 credit hours may be taken during the summer without this approval. (Normal summer load is 9-12 credit hours.)

GRADE DEFINITIONS

The following grading system is used at Surry Community College.

Letter	Description	Quality Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
I	Incomplete	0
W	Withdrawal	0
AU	Audit	0
CR	Credit by Proficiency/Exam	0
NS	No Show	0
NC	No Credit	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:

Grade	GPA 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). When courses are repeated, the lower grade is not counted toward the GPA.

*Courses below 100 level (i.e., ENG 080) are not included in the calculation of GPA or selection for academic honors (dean's list).

COURSE SYLLABUS/ATTENDANCE

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 or the same attendance policy. 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. Any leave of absence from a particular class must be approved by the individual instructor and will include arrangements for missed tests, class work, and any other assignments.

FINAL GRADES

Final grades for each class will be mailed directly to students as soon after the end of each semester as possible. Students will receive one grade mailer which lists all courses for which they were registered during the semester. In addition to the semester grades, this grade mailer 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 mailer 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 for more information.

CREDIT BY PROFICIENCY

Surry Community College recognizes that students gain knowledge and skills both inside and outside traditional classrooms. Therefore, students who can provide tangible evidence of preparation to successfully challenge a course, may request credit by proficiency for that course.

Students who are interested in pursuing credit by proficiency for a course must do the following:

- Register for the course and attend class prior to requesting permission to take the proficiency examination.
- Initiate the request for demonstration of proficiency through the class instructor. Forms to accommodate this written request are available from the instructional deans and vice presidents' offices.
- Provide tangible evidence of preparation to challenge the course.
- Obtain approval from the instructor, the division chair, and the appropriate dean.

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

Additional considerations guiding the implementation of this policy include the following:

- Credit by proficiency must be requested during the first ten percent (10%) of the class content.
- Some courses may not be appropriate for proficiency testing, and are excluded from this procedure.
- Students who earn less than a "C" on the proficiency exam receive no transcript notation and may complete the class for credit.
- Students who earn at least a "C" on the proficiency exam will receive the appropriate credit hours and proficiency grade on their transcripts.
- Students may attempt credit by proficiency only once for any given course.
- To ensure consistency in testing, each instructional department will develop a common proficiency exam for all eligible courses.

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 toward an associate degree 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, keyboarding, and electronics. Only those students who have scored at or above the mastery level of 80% on the VOCATS end-of-course tests and have earned at least a "B" average for the course are eligible. Counselors can provide details concerning these opportunities.

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.

AUDITING COURSES

If a student should decide that he would like to take a particular class, but does not care about earning credit for it, he 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 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

Students may repeat and/or audit curriculum courses as many times as desired, as long as they do not displace a student who has not previously taken the course. In fact, students who lack adequate background courses may be advised to audit a course more than once in order to gain the basic skills necessary for success in the selected course. When a course is repeated, the highest grade earned is recorded as the final grade for the course, and is the only grade used in calculating grade point averages or hours earned 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 explained in other sections of this catalog. Special concerns related to the repetition of courses taken through the Continuing Education Division are described in that section of the 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.

During Drop/Add Period. The drop/add period consists of the first five days of classes each semester. If students decide to drop or add a course, they should come by Student Services and fill out a drop/add card.

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 an "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 students receive a grade of "I" in a course, they should reregister and pay the appropriate tuition for it if completion will require attending the class. 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.

FRESH START/IN-HOUSE TRANSFER

Two policies provide qualifying students a one-time opportunity to petition the registrar to exclude, for GPA calculation purposes, all previously complete courses in which a grade of **D** or **F** was earned. Prior to submitting the written petition, the student must have completed at least 12 semester hours with a minimum 2.5 overall GPA. The only physical change to the transcript will be the placement of an asterisk beside the courses that will not be used in the GPA calculation. These policies do not apply to any course in which the student earned a C or higher. For details about these policies, see the registrar in the Student Services Office.

- ***The Fresh Start Policy** allows a former SCC student who returns after a minimum three-year period of non-enrollment, to submit a written petition to remove previously earned D's and F's from the GPA calculation process. Only courses applicable to the current program will be included, and the student must retake any of these in which he earned a D.
- ***In-House Transfer of Program Policy** enables a student who officially changes programs at SCC to submit a written petition to the registrar to have D's and F's earned in the old program left out of the GPA calculation process for the new program. When a student uses this policy, he forfeits all credits earned in courses not applicable to the new program (for GPA calculation purposes).

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.

Additional Academic Requirements for Nursing Students

Nursing students must meet general academic progress policies. Additionally, 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."

ACADEMIC HONORS

The Dean's List

The Dean's List is published for fall and spring semesters to honor those students who achieve significant academic status in their classes. It recognizes each student who carries at least twelve credit hours of coursework during the semester, maintains at least a 3.25 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 and published in local newspapers. Courses below 100 level (i.e., ENG 080) are not considered part of the course load for selection for the dean's list or president's list.

The President's List

The President's List is used to recognize full-time students who achieve true academic excellence as measured by a minimum semester quality point average of 3.75, with no grade below a "C" in any course. Each President's list student receives a congratulatory letter from the college president..

Honors Graduates

In order to qualify as an honor graduate, a student must have completed the requirements for graduation (see Graduation Requirements) with a 3.25 average on all work required for the degree at Surry Community College with no grade lower than "C."

GRADUATION REQUIREMENTS

In order to receive a degree, diploma, or certificate from Surry Community College, students must fulfill 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 an A.A.S. program. 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 in the Credit and Grading Issues section.

***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 by those applying for an associate degree.

C. In addition to the general graduation requirements described above, the nursing student must meet each of the following requirements:

1. Earn a grade of "C" or better in all nursing courses.
2. Earn an overall minimum grade point average of 2.0 ("C").
3. Earn 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 Academic Support 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 intramural sports program is also offered each year for those not-so-serious about formal

sports, but still looking for exercise and fun. Student interest, participation, and enthusiasm are usually high in these programs.

Disability Support Services (ADA)

Surry Community College is committed to making the educational opportunities it offers accessible to all qualified students with current (within the last three years) documentation. If no current documentation is available, it is the responsibility of the student to have new documentation prepared. Students who have disability requiring special accommodations are encouraged to use the services available through the Student Services Office. To the best of its ability, Surry Community College will provide auxiliary aids to students who document their need for such assistance. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations which verify the need for adjustments or aids. When possible, SCC will rely on the resources available from community agencies such as the Division of Vocational Rehabilitation Services and others which provide educational auxiliary aids. The college is not required to, and cannot provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

It is the responsibility of the student seeking special services to notify the Special Programs Coordinator of his/her needs in a timely manner, since it may take some time to acquire necessary aids and notify the student's instructors. If the student hasn't made a request for services or accommodations in a timely manner prior to enrollment, SCC may not be able to provide them. For additional information, the Special Programs Coordinator can be reached in the Student Services Office (336-386-3264). Students with hearing difficulties may call 1-800-735-2962 (TTY) or 1-800-735-8262 (voice).

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) 386-3264

Business Programs	**386-3246**
College Transfer	**386-3370**
Evening Programs	**386-3276**
Financial Aid	**386-3279**
Nursing Program	**386-3247**
Technical Programs/Veterans Services/Diploma Programs	**386-3281**
Student Employment Center	**386-3325**

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 Vice President for Finance and Operations. 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.

Copies of the Communicable Disease Policy and Alcohol & Drug Abuse Policy are available in the Student Services Offices.

All health services are coordinated through the Vice President for 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. 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 lower level of the Richards Health Sciences (H) 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.

Voter Registration Services

Throughout the academic year, voter registration opportunities will be made available in the Student Services Office. For additional information, contact the Special Programs Coordinator in the Student Services Office.

COSTS AND STUDENT FINANCIAL AID

TUITION AND FEES

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

The tuition for in-state students is $31.00 per credit hour with a maximum charge of $496.00 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 $173.25 per credit hour with a maximum charge of $2,772.00 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 must be submitted to the Business Office stating that the student is an employee of the company. North Carolina residents age 65 and older may register for college classes free of tuition and registration fees.

Tuition Fee Summary ***(Tuition rates listed below are correct at the time the catalog was printed. These rates are subject to change and will not be final until the legislature adjourns at the end of the term.)***

ALL CURRICULUM PROGRAMS

IN-STATE:

Fall/Spring: $31.00 per credit hour up to 16 credit hours (maximum $496.00)
Summer: $31.00 per credit hour up to 9 credit hours (maximum $279.00)

OUT-OF-STATE:

Fall/Spring: $173.25 per credit hour up to 16 credit hours (maximum $2,772.00)
Summer: $173.25 per credit hour up to 9 credit hours (maximum $1,559.25)

STUDENT ACTIVITY FEE

Student activity fees are collected from all students taking curriculum 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 $1.00 fee is collected for each credit hour taken up to a maximum of $14 during fall and spring semesters and $9.00 during summer semester.

These are the student activity rates:

1 credit hour	$1.00	8 credit hours	8.00
2 credit hours	2.00	9 credit hours	9.00
3 credit hours	3.00	10 credit hours	10.00
4 credit hours	4.00	11 credit hours	11.00
5 credit hours	5.00	12 credit hours	12.00
6 credit hours	6.00	13 credit hours	13.00
7 credit hours	7.00	14 credit hours	14.00

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 $2.00 per semester to be covered by the Student Accident Insurance Plan for the 2001-2002 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 $30 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.

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 $250 to $450 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 10 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 10 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 or Student Services prior to or on the appropriate 10 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. Application packets are available which explain 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. 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 using the FAFSA form 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

Separate application forms, in addition to the FAFSA and SCC Aid Application, must be completed to apply for these programs. Detailed information may be obtained from a high school counselor or from the Director of Financial Aid.

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.

Withdrawal Calculation Policy

Effective August 1, 2000, students receiving financial aid must follow official withdrawal procedures. Students will now be required to repay a portion of aid funds used at the time they withdraw, or receive reimbursement for time in attendance.

To comply with this policy, you must do the following:

1. Follow official school withdrawal procedures, which are found in the college catalog.

2. After obtaining "instructors' signatures" and "last date of attendance" on the drop card, bring the card by the aid office for our signature. We use the "last date of attendance" to calculate the repayment/refund amount of aid due. Repayment/Refund pertains just to students completely withdrawing from all classes. Students on approved Leave of Absence are not considered withdrawn unless they do not return to school within the stated time frame.

3. The school will calculate: 1) total amount of aid that the student received from the Pell Grant program, SEOG, and any federal loans; b) total amount of same aid that was used for tuition, fees, books, and supplies (charged to account); c) total number of days student attended classes, and compare this number to total days in semester. This calculation will give school the percentage of the semester completed by the student. If the student has completed at least 60% of the semester, no further action is taken; d) school will apply percentage of semester completed to the amount of aid student received to determine the amount of aid they are eligible to have for the days enrolled; 3) if the student used more aid than they were eligible to receive according to days in attendance, then the student must repay to the school an amount equal to "funds overspent x 50%". NOTE: If student owes repayment on federal funds, money must be repaid in full to school within 45 days, or student will be ineligible for further aid. The student's account can be referred to Department of Education for collections and can result in garnishment of wages and/or tax returns; f) If the student used less aid than they were entitled to receive according to days in attendance, then the school owes the student a "post-withdrawal disbursement". School will notify the student of amount and date of availability of funds. Student must claim funds within 14 days or disbursement is void.

A mathematical example showing the application of this policy is available upon request from the financial aid 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. The "Fresh Start/In-House Transfer: exclusion policy does not apply to the grade point calculation used to qualify students for federal aid. 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.

CONTINUING EDUCATION DIVISION

The Continuing Education Division offers a vast array of courses and programs in over 100 sites throughout our two county service area of Surry and Yadkin Counties. Course categories include arts and crafts, automotive, computer science, insurance, languages, law enforcement, fire/rescue, medical, real estate, recreation, teaching, trades, and miscellaneous other classes.

Through the Continuing Education Division you can prepare for a new career in one of our licensing/certification programs, enhance your work skills, earn your high school diploma (GED), learn a trade, or take a class for personal enrichment.

Occupational Extension Courses are designed to prepare individuals for an occupation/career through licensing and certification courses. Courses are also available to enhance the skills of students in their current employment situation. Some representative courses are law enforcement, certified nursing assistant, real estate, insurance, teacher assistant, emergency medical technician, computer science, HVAC, electrical contractor, general contractor, and plumbing.

The Basic Skills Program includes the following components:

- The High School Completion Program (GED) is designed to prepare adults for the Tests of General Educational Development. Upon successful completion of the program of study and a satisfactory score on the GED Tests, students are awarded a high school diploma by the State of North Carolina.
- The Adult Basic Education Program provides a means for adults to learn to read, write, and improve basic math skills. Practical teaching methods enable students to acquire basic skills such as using a telephone directory, reading road signs, counting money, and completing job applications.
- English for Speakers of Other Languages courses are designed to teach English communication skills as well as American customs and history to persons whose primary language is not English.
- The Compensatory Education Program provides educational opportunities for adults who have special learning needs due to a developmental disability or traumatic brain injury.
- The Family Literacy Program is a comprehensive family oriented educational program that the college offers in partnership with the public school systems and other agencies. Parents and children attend classes together to enhance the education level of the whole family.

The Human Resources Development Program provides employability skills for unemployed and underemployed adults. The curriculum addresses six core components: (1) assessment of an individual's assets and limitations, (2) development of a positive self-concept, (3) development of employability skills, (4) development of communication skills, (5) development of problem-solving skills, and (6) awareness of the impact of information technology in the workplace. Also the framework of the course can be based on four post-employment service strategies: transition, advancement, retention, and re-employment. Career exploration and training success strategies are emphasized for those people returning to school.

The Small Business Center offers free or low-cost services for both start-up and existing businesses. Services include consultation and referral, courses and seminars, and access to managerial literature. The mission of the Small Business Center is to increase the success rate of small businesses and to enhance economic development in North Carolina.

The Focused Industrial Training Program (FIT) is a special training source for North Carolina's traditional industries. Serving primarily manufacturing clients, FIT uses individualized needs assessments and consultants to design and implement targeted, customized training for organizations who need to upgrade workers' skills because of technological or process advances.

The New and Expanding Industry Program is designed to assist any company that creates at least twelve (12) new production jobs in our service area. The versatility of this training is virtually unlimited. The final design of the training is the result of a partnership between the company and the college

Community Service and Self-Supporting Programs include courses designed to meet the personal growth, recreational, and enrichment needs of adult students. Representative courses include painting, photography, sewing, cake decorating, banjo, guitar, basketweaving, floral design, Chrismons, scrapbooking, a variety of needlework classes, golf, fly fishing, motorcycle safety, and Alive at 25.

The Emergency Services Training Center is a comprehensive training facility for fire, rescue, and emergency services personnel, law enforcement personnel, and industrial employees. The center includes a driving range, a structural burn building, confined space and high angle rescue simulators, and an off-road emergency vehicle operators training course.

Basic Law Enforcement Training (BLET) is a course accredited by the North Carolina Criminal Justice Training and Standards Commission and the North Carolina Sheriffs' Commission. Any one desiring to become a sworn law enforcement officer in the State of North Carolina must complete this course. The course consists of 632 hours of instruction in 33 subject areas. To qualify for admission to this course an individual must meet the same requirements as those mandated by the North Carolina Department of Justice for a sworn law enforcement officer.

Detention Officer Certification is a course accredited by the North Carolina Sheriff's Commission. Any individual wishing to become a local detention officer must successfully complete this course. The class consists of 168 hours of instruction in 20 subject areas. To be admitted to this course an individual must meet the same standards as those required by the North Carolina Sheriffs' Commission for a local detention officer.

REGISTRATION AND ATTENDANCE

Continuing Education students register at the first class session unless noted as "pre-registration required" in the course information. To pre-register, please call (336) 386-8121 with the appropriate extension number from the class schedule.

Any person eighteen years of age or older may be admitted to a Continuing Education class.

Students are encouraged to attend all classes. Those who attend for at least 80 percent of the classes and complete course requirements will be awarded a satisfactory grade and CEU's where applicable.

Continuing Education classes may be cancelled if a sufficient number of persons do not register at the first class meeting.

FEES & REFUNDS

Continuing Education Course Fee Schedule (Effective August 1, 1999)

All Basic Skills (ABE, GED, ESL, CED, Family Literacy) classes are offered **tuition free**.

Course Hours	Tuition Charge
0 - 10 hours	$50.00
11 - 30 hours	$55.00
31 - 100 hours	$60.00
101+ hours	$65.00
Community Service Classes	$40.00

North Carolina residents age 65 years of age and older may register free of charge except for Self-Supporting courses. **Registration and tuition fees are set by the North Carolina General Assembly, and may change. Any person repeating an Occupational course for the third time will be charged an additional fee.**

A student who wishes to withdraw from a Continuing Education course must contact the Continuing Education office prior to or on the 10% point of the scheduled hours of the class to be eligible for a refund. A 75% refund will be given if the student requests the refund in a timely manner.

CONTINUING EDUCATION UNITS

Continuing Education Units (CEU's) are awarded by the college (one CEU for ten contact hours of class work) to students who complete all course requirements for non-credit classes above the secondary school level. CEU records are maintained by the Continuing Education Division. Transcripts of individual records are available upon written request.

Continuing Education Course Listing

ARTS/CRAFTS	HRS	SEM	C/L
BANJO	33	S	
BASKETWEAVING	33	FS	
GUITAR	30	FS	
CAKE DECORATING	39	F	
CERAMICS	30	F	
CHRISMONS	30	FS	
CREATIVE WRITING	30	S	
CROCHET	33	FS	
CUSTOM SEWING	39	FSSu	
DECORATIVE ACRYLICS	39	FSSu	
FLORAL DESIGN	30	FS	
INTERIOR DESIGN	33	S	
INSTRUMENTAL MUSIC	45	FS	
KNITTING	33	FS	
OIL PAINTING	39	FS	
PHOTOGRAPHY	30	FS	
POTTERY	45	FSSu	
QUILTING	39	FS	
SEWING	39	FSSu	
UPHOLSTERY	45	FSSu	
WATERCOLORS	39	FS	

AUTOMOTIVE	HRS	SEM	C/L
AUTO BODY REPAIR	100	FSSu	
AUTO SAFETY INSPECTION	8	FSSu	L

COMPUTERS	HRS	SEM	C/L
COMPUTER BASICS/WINDOWS	33	FSSu	
INTERNET BASICS	18	FSSu	
MICROSOFT OFFICE(INTRO)	33	FSSu	
MICROSOFT OFFICE(INTERM)	33	FSSu	
MICROSOFT OFFICE(ADV)	33	FSSu	
QUICKBOOKS(INTRO)	18	FS	
QUICKBOOKS(ADV)	18	FS	

INSURANCE	HRS	SEM	C/L
INS CONT.ED.-LAH (4 classes)	3	F	C
INS CONT.ED.-PC (4 classes)	3	F	C
INS PRE-LICENSING-LAH	48	F	L
INS PRE-LICENSING-PC	48	F	L

LANGUAGES	HRS	SEM	C/L
COMMAND SPANISH	8-24	FSSu	
CONVERSATIONAL SPANISH(Intro)	48	FSSu	
CONVERSATIONAL SPANISH(Beg)	48	FSSu	
CONVERSATIONAL SPANISH(Interm)	48	FSSu	
SPANISH IN THE W/PLACE	48	FSSu	

LAW ENFORCEMENT	HRS	SEM	C/L
BLET	628	FSSu	C
DETENTION OFFICER CERT	170	FS	C
TELECOMMUNICATOR CERT	40	F	C
Adv/In-Service Training for Law Enforcement			
ADV CIVIL PROCESS	4	OR	
ARREST, SEARCH, SEIZURE	16	OR	
BASIC SPECIAL WEAPONS	44	OR	
BOMB RECOGNITION	24	OR	
CANINE TRAINING	8	OR	
CHEMICAL AGENT TRNG	8	OR	
CIVIL PROCESS IN-SER	8	OR	
CRIMINAL LAW UPDATE	4	OR	
CRISIS MANAGEMENT	8	OR	
DEFENSIVE TACTICS	4	OR	
DEFENSIVE TACTICS-ASP BATON	8	OR	
DRIVING IN-SERVICE	16	OR	
FIELD TRAINING OFFICER	40	F	
FIREARM IN-SERVICE	10	OR	
FIREARMS SNIPER	8	OR	
HAZ MATERIAL IN-SERVICE	4	OR	
INVESTIGATIVE TECH	6	OR	
JUVENILE/MINORITY SENSITIVITY	4	OR	
MECH.OF ARREST-VEHICLE STOPS	16	OR	
OC PEPPER SPRAY INITIAL	4	OR	
OC PEPPER SPRAY IN-SERVICE	4	OR	
OFFICER SURVIVAL	40	S	C
RADAR OPERATOR INITIAL CERT	40	OR	C
RADAR OPERATOR RECERT	16	FSSu	
REPORT WRITING	8	OR	
STANDARDIZED FIELD SOBRIETY	32	OR	
SWAT IN-SERVICE	40	OR	
USE OF FORCE	4	OR	

HRS=(#)Hours of the class

SEM=(F)Fall (S)Spring (Su) Summer C/L=(C)Certificate (L)License OR=On Request

Continuing Education Course Listing

ARTS/CRAFTS/MUSIC	HRS	SEM	C/L
BANJO	33	FS	
BASKETWEAVING	45	FS	
CAKE DECORATING	30	FS	
CHRISMONS	45	FS	
CROCHET	45	FS	
CUSTOM SEWING	45	FS	
DECORATIVE TOLE PAINTING	39	FS	
FLORAL DESIGN	36	FS	
GUITAR(Beg.,Interm.,Country/Oldies)	30	FS	
INSTRUMENTAL MUSIC	30	FS	
KNITTING	45	FS	
OIL PAINTING	45	FS	
PHOTOGRAPHY	30	FS	
POTTERY	45	FSSu	
QUILTING	45	FS	
SCRAPBOOKS IN THE MAKING	30	FS	
SEWING	45	FS	
TATTING	45	FS	
WATERCOLORS	45	FS	

AUTOMOTIVE	HRS	SEM	C/L
AUTO BODY REPAIR I, II, III, & IV	100	FSSu	
AUTO SAFETY INSPECTION	8	FSSu	L

COMPUTERS	HRS	SEM	C/L
COMPUTER BASICS	33	FSSu	
INTERNET BASICS	18	FSSu	
MS WORD INTRODUCTORY	18	FSSu	
MS WORD INTERMEDIATE	18	FSSu	
MS EXCEL INTRODUCTORY	18	FSSu	
MS EXCEL INTERMEDIATE	18	FSSu	
MS POWERPOINT INTRO	18	FSSu	
MS POWERPOINT INTER	18	FSSu	
MS ACCESS INTRODUCTORY	18	FSSu	
MS ACCESS INTERMEDIATE	18	FSSu	
MS OFFICE INTRODUCTORY	66	FSSu	
MS OFFICE ADVANCED	66	FSSu	
QUICKBOOKS INTRODUCTORY	21	FSSu	
QUICKBOOKS INTERMEDIATE	21	FSSu	

INSURANCE	HRS	SEM	C/L
INS CONT.ED.-LAH	12	F	C
INS CONT.ED.-PC	12	F	C

LANGUAGES	HRS	SEM	C/L
COMMAND SPANISH	8-24	FSSu	
CONVERSATIONAL SPANISH(Beg)	48	FSSu	
CONVERSATIONAL SPANISH(Interm)	48	FSSu	
SPANISH IN THE WORKPLACE	48	FSSu	

LAW ENFORCEMENT	HRS	SEM	C/L
BLET	632	FSSu	C
DETENTION OFFICER CERT	168	FS	C
TELECOMMUNICATOR CERT	47	F	C
Adv/In-Service Training for Law Enforcement			
ADV CIVIL PROCESS	4	OR	
ARREST, SEARCH, SEIZURE	16	OR	
BASIC SPECIAL WEAPONS	44	OR	
BOMB RECOGNITION	24	OR	
CANINE TRAINING	8	OR	
CHEMICAL AGENT TRNG	8	OR	
CIVIL PROCESS IN-SER	8	OR	
LEGAL UPDATE	8	OR	
CRISIS MANAGEMENT	8	OR	
DEFENSIVE TACTICS/GROUND FIGHTIN	16	OR	
DEFENSIVE TACTICS-ASP BATON	8	OR	
DRIVING IN-SERVICE	8	OR	
DRUG INVESTIGATION PATROL OFFICE	24	OR	
FIELD TRAINING OFFICER	40	F	
FIREARM IN-SERVICE	8	OR	
FIREARMS SNIPER	8	OR	
HAZ MATERIAL IN-SERVICE	4	OR	
INTERVIEW & INTERROGATION	24	OR	
INVESTIGATIVE TECH	6	OR	
JUVENILE/MINORITY SENSITIVITY	4	OR	
MECH.OF ARREST-VEHICLE STOPS	16	OR	
OC PEPPER SPRAY INITIAL	6	OR	
OC PEPPER SPRAY IN-SERVICE	6	OR	
OFFICER SURVIVAL	32	S	C
RADAR OPERATOR INITIAL CERT	40	OR	C
RADAR OPERATOR RECERT	16	FSSu	
RAPID DEPLOYMENT	8	OR	
REPORT WRITING	8	OR	
STANDARDIZED FIELD SOBRIETY	32	OR	
SWAT IN-SERVICE	40	OR	
USE OF FORCE	4	OR	

HRS=(#)Hours of the class

SEM=(F)Fall (S)Spring (Su) Summer C/L=(C)Certificate (L)License OR=On Request

Continuing Education Course Listing

FIRE/RESCUE	HRS	SEM	C/L
FIREFIGHTER I CERTIFICATION		FSSu	
Fire Alarms & Communications	15		C
Fire Behavior	9		C
Portable Extinguishers	6		C
Personal Protective Equip	15		C
Foricible Entry	12		C
Ventilation	21		C
Ropes	12		C
Ladders	15		C
Fire Hose, Appliances & Streams	21		C
Foam Fire Streams	6		C
Fire Control	33		C
Salvage	6		C
Overhaul	6		C
Emergency Medical Care	15		C
Rescue	24		C
Water Supplies	18		C
Sprinklers	15		C
Haz-Mat Awareness & Operations	30		C
Fire Prevention, Public Fire Ed, Fire Cau	21		C
Building Construction	9		C
Fire Depart Orientation & Safety	21		C
Haz-Mat Aware/Oper Terrorism	36		C

FIREFIGHTER II CERTIFICATION	HRS	SEM	C/L
		FSSu	
Fire Alarms & Communications	18		C
Fire Behavior	11		C
Portable Extinguishers	7		C
Personal Protective Equip	18		C
Foricible Entry	14		C
Ventilation	25		C
Ropes	14		C
Ladders	18		C
Fire Hose, Appliances & Streams	25		C
Foam Fire Streams	7		C
Fire Control	40		C
Salvage	7		C
Overhaul	7		C
Emergency Medical Care	18		C
Rescue	29		C
Water Supplies	22		C
Sprinklers	18		C
Haz-Mat Awareness & Operations	36		C
Fire Prevention, Public Fire Ed, Fire Cau	25		C
Building Construction	11		C
Fire Depart Orientation & Safety	25		C
Haz-Mat Aware/Oper Terrorism	43		C

FIRE/RESCUE	HRS	SEM	C/L
FIRE CONTINUING EDUCATION		FSSu	
SCBA	12		
Sprinklers	12		
Water Supply	15		
Flammable Liquids	12		
LP-Gas	12		
General Practices	12		
SPECIAL TOPICS		FSSu	
Rescue	12		C
Fire Control	4		C
Fire Behavior	4		C
Extinguishers	3		C
Fire Hose	3		C
Ladders	4		C
Get Out Alive	9		C
Team Search	12		C
Rookie	36		C
RESCUE CERTIFICATION		FSSu	
General	4		C
Communication	4		C
Incident Command	6		C
Fire Extinguishers	6		C
Lifts, Carries, Drags	4		C
Maintenance	6		C
Vehicle Ext. Tools	12		C
Ropes & Knots	12		C
Low & High Angle	12		C
Rappelling	12		C
Ladders	12		C
Rescue Rigging	15		C
SCBA	12		C
Specialized Operations	18		C
Water Rescue	12		C
Land Search	12		C
Air Transportation	6		C
Safety	6		C
Vehicle Extrication	15		C
Telpher Systems	12		C
Ladder Rigging	15		C
Haz-Mat Operations	36		C
Confined Space	32		C
RESCUE CONTINUING ED		FSSu	
Vehicle Extrication	12		C
Wilderness Rescue	12		C
Vehicle Fire	4		C

HRS=(#)Hours of the class

SEM=(F)Fall (S)Spring (Su) Summer C/L=(C)Certificate (L)License OR=On Request

Continuing Education Course Listing

MEDICAL				REAL ESTATE				
	HRS	SEM	C/L		HRS	SEM	C/L	
Emergency Medical				REAL ESTATE APPRAISAL CE	16	S	C	
MEDICAL RESPONDER	72	OR	C	REAL ESTATE BROKERAGE	60	FS		
EMT-BASIC	203	FS		REAL ESTATE UPDATE/ELEC	8	FS	C	
EMT-DEFIBRILLATOR	43	OR		REAL ESTATE FUNDAMENTALS	67	FS	L	
EMT-INTERMEDIATE	176	F						
EMT-PARAMEDIC	629	S		**RECREATION**				
					HRS	SEM	C/L	
Advanced Certification for Emergency Medical				AQUATIC EXERCISE	21	FSSu		
ACLS	16	FSSu	C	DANCE	24	FS		
BTLS	16	FSSu	C	EXERCISE	20	FS		
PALS	16	OR	C	FLY FISHING	16	S		
				GOLF	24	SSu		
Emergency Medical General				YOGA	20	FS		
EMT-RECERT	36	F						
FIRST RESPONDER CONT.ED.	36	FSSu	C	**TEACHING**				
INDUSTRIAL MEDICAL	24	OR	C		HRS	SEM	C/L	
				CHILD CARE PROVIDER (CE)	30	FSSu		
Medical Office Assistant				CHILD CARE SERIES	12	FS		
MEDICAL OFFICE ASSISTANT	60-72	FS		EFFECTIVE TEACHER TRNG	30	FSSu		
MOA-TERMINOLOGY	60-72	FS		MENTOR TRAINING	27	F		
MOA-CLINICAL	60-72	FS		NATIONAL Bd FOR PUBLIC SCH	24	FSu		
				GRE PREP	20	FSSu		
Nursing Related				SIGN LANGUAGE	33	FS		
ACTIVITY COOR TRNG	60	F	C	TEACHER ASSISTANT	30	FS		
NURSE AIDE LEVEL I	180	FSSu	C					
NURSE AIDE LEVEL II	192	FSSu	C					
NURSE AIDE III (REFRESHER)	24	FS	C	**TRADES**				
					HRS	SEM	C/L	
Phlebotomy				BLUEPRINT READING	72	F		
PHLEBOTOMY I	96	FS	C	CABINETMAKING	100	FSSu		
PHLEBOTOMY II (CLINICAL)	104	FS	C	CFC CERTIFICATION	12	FS	C	
				ELEC CONTRACTORS RENEWAL	8	S		
General				GAS IGNITION SYSTEMS	18	F		
CPR/FIRST AID	8to12	FSSu	C	GEN CONTRACTOR'S LIC PREP	66	FS	L	
PHARMACY TECHNICIAN	60	FS	C	HEATING SYSTEMS	18	F		
VETERINARY ASSISTANT	39	S		HVAC ADVANCED	18	FS		
				HVAC FUNDAMENTALS	72	FS		
				LAND SURVEYING	54	F		
MISCELLANEOUS				MANUFACTURING SKILLS CERT	106	F	C	
	HRS	SEM	C/L	NATIONAL ELECTRIC CODE	66	FS		
AVIATION GROUND SCH	72	FS		PLUMBING CODE PREP	66	FS	L	
AVIATION INSTRUMENT RATING	72	FS		SMALL GAS ENGINE REPAIR	36	Su		
CONTINUING LEGAL ED	6	F	C	THERMOSTAT CONTROLS	18	S		
COSMETOLOGIST INSTR CE	8	S	C	WASTEWATER TREATMENT CE	6	F		
DEFENSIVE DRIVING	4	FSSu		WASTEWATER TM I,II,III,&IV	78	F	C	
INDEPENDENT LIVING SKILLS(VISION	44	FS						
MORTUARY SCIENCE	5	S	C					
NOTARY PUBLIC EDUCATION	6	FSSu	L					
TANNING OPERATOR TRAINING	8	S	C					

HRS=(#)Hours of the class

SEM=(F)Fall (S)Spring (Su) Summary C/L=(C)Certificate (L)License OR=On Request

ALL CURRICULUM PROGRAMS

The outlines for curricula (Associate Degrees, Certificates, and Diplomas) 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. The Department Chairperson and the Vice President for Student Services must approve requests for course substitution. If course substitution is granted, the registrar is notified by submitting the course substitution form.

COLLEGE TRANSFER: ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE

The Associate in Arts and the Associate in Science degrees are designed for students interested in transferring to a four-year institution. Additionally, certain other programs, listed in the Associate in Applied Science section of this catalog, also may transfer to four-year schools (see your counselor or faculty advisor for more information). Specific **pre-major guides** are available in Student Services for those students who are fairly certain of their academic goals. Below is a list of the pre-majors at Surry Community College.

Associate in Arts
Art Education
Business Education & Marketing Education
Business Administration
Criminal Justice
English
English Education
Elementary, Middle, and Special Education
Health Education
History
Nursing
Physical Education
Political Science
Psychology
Social Science Secondary Education
Social Work
Sociology
Speech/Communication

Associate in Science
Biology & Biology Education
Chemistry & Chem. Education
Computer Science
Engineering
Math Education
Mathematics

**Guides are available in fine arts areas (Arts, Music, Drama). Transfer after one year is generally recommended for these three majors.*

Those students who are not sure what they would like to major in should follow the checksheets on the following pages to complete their Associate's Degree. **College transfer students are encouraged to visit the Admissions Office of the senior institutions they are considering early in the program.**

ASSOCIATE IN ARTS (A10100) REQUIREMENTS
65 semester hours

GENERAL EDUCATION: 44 SHC

English/Composition (6 SHC)

___ ENG 111 Expository Writing (3)

and one of the following:

___ ENG 112 Argument-based Research (3)
___ ENG 113 Literature-based Research (3)

Humanities/Fine Arts (12 SHC)
Select four courses from three different prefix areas. One must be Literature.

___ ART 111 Art Appreciation (3)
___ ART 114 Art History Survey I (3)
___ ART 115 Art History Survey II (3)
___ ART 116 Survey of American Art (3)

___ COM 231 Public Speaking (3)

___ DRA 111 Theatre Appreciation (3)
___ DRA 115 Theatre Criticism (3)

___ ENG 131 Intro to Literature (3)
___ ENG 196-198 Seminars in English
___ ENG 231 American Literature I (3)
___ ENG 232 American Literature II (3)
___ ENG 233 Major American Writers (3)
___ ENG 241 British Literature I (3)
___ ENG 242 British Literature II (3)
___ ENG 243 Major British Writers (3)
___ ENG 261 World Literature I (3)
___ ENG 262 World Literature II (3)

___ HUM 110 Technology and Society (3)
___ HUM 120 Cultural Studies (3)
___ HUM 121 Nature of America (3)
___ HUM 160 Intro to Film (3)

___ MUS 110 Music Appreciation (3)
___ MUS 112 Intro to Jazz (3)
___ MUS 113 American Music (3)

___ PHI 210 History of Philosophy (3)
___ PHI 215 Philosophical Issues (3)
___ PHI 240 Intro to Ethics (3)

___ REL 211 Intro to Old Testament (3)
___ REL 212 Intro to New Testament (3)
___ REL 221 Religion in America (3)

___ SPA 111 Elementary Spanish I (3)
___ SPA 112 Elementary Spanish II (3)
___ SPA 211 Intermediate Spanish I (3)
___ SPA 212 Intermediate Spanish II (3)

Social/Behavioral Science (12 SHC)
Select four courses from three different prefix areas. One must be HIS.

___ ANT 210 General Anthropology (3)
___ ANT 220 Cultural Anthropology (3)
___ ANT 240 Archaeology (3)

___ ECO 151 Survey of Economics (3)
___ ECO 251 Prin of Microeconomics (3)
___ ECO 252 Prin of Macroeconomics (3)

___ HIS 121 Western Civilization I (3)
___ HIS 122 Western Civilization II (3)
___ HIS 131 American History I (3)
___ HIS 132 American History II (3)
___ HIS 221 African-American History (3)

___ POL 120 American Government (3)

___ PSY 150 General Psychology (3)
___ PSY 237 Social Psychology (3)
___ PSY 239 Psychology of Personality (3)
___ PSY 241 Developmental Psychology (3)
___ PSY 281 Abnormal Psychology (3)

___ SOC 210 Introduction to Sociology (3)
___ SOC 213 Sociology of the Family (3)
___ SOC 220 Social Problems (3)
___ SOC 225 Social Diversity (3)
___ SOC 240 Social Psychology (3)

Natural Science (8 SHC)
Select two classes on advisement:

___ AST 151 Gen Astronomy I (3)
___ AST 152 Gen Astronomy II (3)
___ BIO 110 Principles of Biology (4)
___ BIO 111 General Biology I (4)
___ BIO 112 General Biology II (4)
___ *BIO 120 Introdutory Botany (4)
___ BIO 140 & 140A Enviro. Biology & Lab

___ CHM 131 Intro to Chemistry & Lab (4)
___ CHM 132 Organic & Biochemistry (4)
___ CHM 151 General Chemistry I (4)
___ CHM 152 General Chemistry II (4)

___ PHY 151 College Physics I (4)
___ PHY 152 College Physics II (4)
___ PHY 251 General Physics I (4)
___ PHY 252 General Physics II (4)

Mathematics (6-8 SHC)
Select one or both courses from the following:

___ *MAT 140 Survey of Mathematics (3)
___ MAT 161 College Algebra (3)
___ MAT 162 College Trigonometry (3)
___ MAT 171 Precalculus Algebra (3)
___ MAT 172 Precalculus Trigonometry (3)
___ MAT 175 Precalculus (4)
___ MAT 263 Brief Calculus (3)
___ MAT 271 Calculus I (4)
___ MAT 272 Calculus II (4)

The second unit may be selected from the following:

___ *CIS 110 Intro to Computers (3)
___ CIS 115 Intro to Programming (3)

___ MAT 151 Statistics (3)
(RECOMMENDED OVER CIS)

More math will typically be required after transfer if MAT 140 & CIS 110 are used to meet these requirements.

The **GENERAL EDUCATION (44 SHC)** core component, if completed successfully with a grade of "C" or better on each course, shall be portable and transferable as a block from Surry Community College to UNC institutions whether or not the student has earned the associate degree. Students who transfer the full general education core component shall be considered to have fulfilled the institution-wide, lower division requirements of the receiving institution. **However, graduates of the Associate in Arts or Science degree program (65 SHC) will be eligible to transfer to all constituent institutions of the University of North Carolina with junior status if admitted into the institution.**

ASSOCIATE IN ARTS **OTHER REQUIRED HOURS ("Electives"): 20-21 SHC**
Select 20 hours from previous page or from following list:

___+ ACA 111 College Student Success (1)
___+ACA 120 Career Assessment (1)
___ ACC 120 Principles of Accounting I (4)
___ ACC 121 Principles of Accounting II (4)
___ ART 130 Basic Drawing (2)
___ ART 131-132 Drawing I & II (3)
___ ART 140 Basic Painting (2)
___ ART 240-241 Painting I & II (3)
___ BIO 143 Field Biology Minicourse (2)
___ BIO 145 Ecology (4)
___ BIO 155 Nutrition (3)
___ BIO 163 Basic Anatomy & Physiology (5)
___ BIO 165 Anatomy & Physiology I (4)
___ BIO 166 Anatomy & Physiology II (4)
___ BIO 170 Introductory Microbiology (4)
___ BIO 240 Waste Management (3)
___ BIO 242 Natural Resource Conservation (3)
___ BUS 110 Introduction to Business (3)
___ BUS 115 Business Law I (3)
___ BUS 116 Business Law II (3)
___ CHM 251 Organic Chemistry I (4)
___ CHM 252 Organic Chemistry II (4)
___ CJC 111 Introduction to Criminal Justice (3)
___+ COE 111 Co-op Work Experience I (1)
___ COM 233 Persuasive Speaking (3)
___ COM 251 Debate (3)
___ CSC 134 C++ Programming (3)
___ DFT 170 Engineering Graphics (3)
___+ EDU 116 Introduction to Education (4)
___ ENG 125 Creative Writing I (3)
___ ENG 126 Creative Writing II (3)
___ENG 132 Intro to Drama (3)
___ ENG 253 The Bible as Literature (3)
___ ENV 110 Environmental Science (3)
___ GEO 120 Physical Geology (4)
___ HEA 110 Personal Health/Wellness (3)
___ HEA 112 First Aid & CPR (2)
___ HEA 120 Community Health (3)
___ JOU 110 Introduction to Journalism (3)
___ MAT 140A Survey of Mathematics Lab (1)
___ MAT 141/141A Math I for Teachers K-9 (3) (1)
___ MAT 145 Analytical Math (3)
___ MAT 151A Statistics I Lab (1)
___ MAT 161A College Algebra Lab (1)
___ MAT 162A College Trigonometry Lab (1)
___ MAT 167 Discrete Math (3)
___ MAT 175A Precalculus Lab (1)
___ MAT 263A Brief Calculus Lab (1)
___ MAT 273 Calculus III (4)
___ MAT 280 Linear Algebra (3)
___ MAT 285 Differential Equations (3)
___ MUS 131-272 Music (1)
___ PED (All activity courses are acceptable)
___ PED 110 Fit and Well for Life (2)
___ PHY 253 Modern Physics (4)
___ POL 130 State & Local Government (3)
___ PSY 211 Psychology of Adjustment (3)
___ PSY 243 Child Psychology (3)
___ PSY 263 Educational Psychology (3)
___ +RED 111 Critical Reading for College (3)
___ SPA 141-161 Spanish Culture (3)
___ SPA 181-282 Spanish Labs (1)
___ SOC 230 Race & Ethnic Relations (3)
___ SOC 232 Social Context of Aging (3)

Additional suggestions:
*Visit Admissions Offices of universities considered during first year.
*Meet and work with SCC Faculty Advisor each semester.
*Apply to universities in fall of sophomore year for following fall.

NOTES
1. *Students must meet the receiving institution's foreign language requirement, if applicable, prior to or after transfer.*
2. *1 SHC of Cooperative Education (+COE) may be included in the AS and AA as an elective.*

In compliance with the Comprehensive Articulation Agreement, graduates of the Associate in Arts degree program as outlined here will be eligible to transfer to all constituent institutions of the University of North Carolina with junior status if admitted into the institution. To be considered for junior status, graduates must meet the same requirements set for native university students with respect to such things as grade point average and credit hours accumulated. Graduates will normally receive 64 SHC upon admission to a university. Admission to a university does not constitute admission to a particular school or a specific program within the university.

All courses listed on this sheet (except those identified with a +) will transfer to all UNC institutions. These and other courses offered at SCC may transfer to selected public and private colleges and universities. ***See your SCC advisor and contact an advisor at the college you wish to attend for additional information.***

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ASSOCIATE IN SCIENCE (A10400) REQUIREMENTS
65 semester hours

GENERAL EDUCATION: 44 SHC

English/Composition (6 SHC)

___ ENG 111 Expository Writing (3)

and one of the following:

___ ENG 112 Argument-based Research(3)
___ ENG 113 Literature-based Research (3)

Humanities/Fine Arts (12 SHC)
Select four courses from three different prefix areas. One must be Literature.

___ ART 111 Art Appreciation (3)
___ ART 114 Art History Survey I (3)
___ ART 115 Art History Survey II (3)
___ ART 116 Survey of American Art (3)

___ COM 231 Public Speaking (3)

___ DRA 111 Theatre Appreciation (3)
___ DRA 115 Theatre Criticism (3)

___ ENG 131 Intro to Literature (3)
___ ENG 196-198 Seminars in English
___ ENG 231 American Literature I (3)
___ ENG 232 American Literature II (3)
___ ENG 233 Major American Writers (3)
___ ENG 241 British Literature I (3)
___ ENG 242 British Literature II (3)
___ ENG 243 Major British Writers (3)
___ ENG 261 World Literature I (3)
___ ENG 262 World Literature II (3)

___ HUM 110 Technology and Society (3)
___ HUM 120 Cultural Studies (3)
___ HUM 121 Nature of America (3)
___ HUM 160 Intro to Film (3)

___ MUS 110 Music Appreciation (3)
___ MUS 112 Intro to Jazz (3)
___ MUS 113 American Music (3)

___ PHI 210 History of Philosophy (3)
___ PHI 215 Philosophical Issues (3)
___ PHI 240 Intro to Ethics (3)

___ REL 211 Intro to Old Testament (3)
___ REL 212 Intro to New Testament (3)
___ REL 221 Religion in America (3)

___ SPA 111 Elementary Spanish I (3)
___ SPA 112 Elementary Spanish II (3)
___ SPA 211 Intermediate Spanish I (3)

Social/Behavioral Science (12 SHC)
Select four courses from three different prefix areas. One must be HIS.

___ ANT 210 General Anthropology (3)
___ ANT 220 Cultural Anthropology (3)
___ ANT 240 Archaeology (3)

___ ECO 151 Survey of Economics (3)
___ ECO 251 Prin of Microeconomics (3)
___ ECO 252 Prin of Macroeconomics (3)

___ HIS 121 Western Civilization I (3)
___ HIS 122 Western Civilization II (3)
___ HIS 131 American History I (3)
___ HIS 132 American History II (3)
___ HIS 221 African-American History (3)

___ POL 120 American Government (3)

___ PSY 150 General Psychology (3)
___ PSY 237 Social Psychology (3)
___ PSY 239 Psychology of Personality (3)
___ PSY 241 Developmental Psychology (3)
___ PSY 281 Abnormal Psychology (3)

___ SOC 210 Introduction to Sociology (3)
___ SOC 213 Sociology of the Family (3)
___ SOC 220 Social Problems (3)
___ SOC 225 Social Diversity (3)
___ SOC 240 Social Psychology (3)

Natural Science (8 SHC)
Select two classes on advisement:

___AST 151 Gen Astronomy I (3)
___AST 152 Gen Astronomy II (3)
___ BIO 110 Principles of Biology (4)
___ BIO 111 General Biology I (4)
___ BIO 112 General Biology II (4)
___ BIO 120 Introductory Botany (4)
___ BIO 140 & 140A Enviro. Biology & Lab

___ CHM 131 Intro to Chemistry & Lab (4)
___ CHM 132 Organic & Biochemistry (4)
___ CHM 151 General Chemistry I (4)
___ CHM 152 General Chemistry II (4)

___ PHY 151 College Physics I (4)
___ PHY 152 College Physics II (4)
___ PHY 251 General Physics I (4)
___ PHY 252 General Physics II (4)

Mathematics (6-8 SHC)
Select one or both courses from the following:
(Recommended to select both From this category)

___ MAT 171 Precalculus Algebra (3)
___ MAT 172 Precalculus Trig (3)
___ MAT 175 Precalculus (4)
___ MAT 252 Statistics II (3)
___ MAT 263 Brief Calculus (3)
___ MAT 271 Calculus I (4)
___ MAT 272 Calculus II (4)
___ MAT 273 Calculus III (4)
___ MAT 280 Linear Algebra (3)
___ MAT 285 Differential Equations (3)

The second unit may be selected from the following:

___ CIS 110 Intro to Computers (3)
___ CIS 115 Intro to Programming (3)

___ MAT 151 Statistics (3)

The general education core component (44 SHC), if completed successfully with a grade of "C" or better on each course, shall be portable and transferable as a block from Surry Community College to UNC institutions whether or not the student has earned the associate degree. Students who transfer the full general education core component shall be considered to have fulfilled the institution-wide, lower division requirements of the receiving institution. **However, graduates of the Associate in Arts or Science degree program (65 SHC) will be eligible to transfer to all constituent institutions of the University of North Carolina with junior status if admitted into the institution.**

ASSOCIATE IN SCIENCE **OTHER REQUIRED HOURS ("Electives") : 20-21 SHC**

Required Courses:

Select 20 hours from previous page or from following list:
(Of the elective hours, a minimum of 14 must be from mathematics, natural sciences, computer science, and/or other pre-major courses.)

___+ ACA 111 College Student Success (1)
___+ACA 120 Career Assessment (1)
___ ACC 120 Principles of Accounting I (4)
___ ACC 121 Principles of Accounting II (4)
___ ART 130 Basic Drawing (2)
___ ART 131-132 Drawing I & II (3)
___ ART 140 Basic Painting (2)
___ ART 240-241 Painting I & II (3)
___ BIO 143 Field Biology Minicourse (2)
___ BIO 145 Ecology (4)
___ BIO 155 Nutrition (3)
___ BIO 163 Basic Anatomy & Physiology (5)
___ BIO 165 Anatomy & Physiology I (4)
___ BIO 166 Anatomy & Physiology II (4)
___ BIO 170 Introductory Microbiology (4)
___ BIO 240 Waste Management (3)
___ BIO 242 Natural Resource Conservation (3)
___ BUS 110 Introduction to Business (3)
___ BUS 115 Business Law I (3)
___ BUS 116 Business Law II (3)
___ CHM 251 Organic Chemistry I (4)
___ CHM 252 Organic Chemistry II (4)
___ CJC 111 Introduction to Criminal Justice (3)
___+ COE 111 Co-op Work Experience I (1)
___ COM 233 Persuasive Speaking (3)
___ COM 251 Debate (3)
___ CSC 134 C++ Programming (3)
___ DFT 170 Engineering Graphics (3)
___ +EDU 116 Introduction to Education (4)
___ ENG 125 Creative Writing I (3)
___ ENG 126 Creative Writing II (3)
___ ENG 132 Intro to Drama (3)
___ ENG 253 The Bible as Literature (3)
___ ENV 110 Environmental Science (3)
___ GEO 120 Physical Geology (4)
___ HEA 110 Personal Health/Wellness (3)
___ HEA 112 First Aid & CPR (2)
___ HEA 120 Community Health (3)
___ JOU 110 Introduction to Journalism (3)
___ MAT 140A Survey of Mathematics Lab (1)
___ MAT 151A Statistics I Lab (1)
___ MAT 161A College Algebra Lab (1)
___ MAT 162A College Trigonometry Lab (1)
___ MAT 175A Precalculus Lab (1)
___ MAT 263A Brief Calculus Lab (1)
___ MAT 273 Calculus III (4)
___ MAT 280 Linear Algebra (3)
___ MAT 285 Differential Equations (3)
___ MUS 131-272 Music (1)
___ PED (All activity courses are acceptable)
___ PED 110 Fit and Well for Life (2)
___ PHY 253 Modern Physics (4)
___ POL 130 State & Local Government (3)
___ PSY 211 Psychology of Adjustment (3)
___ PSY 243 Child Psychology (3)
___ PSY 263 Educational Psychology (3)
___ +RED 111 Critical Reading for College (3)
___ SPA 141-161 Spanish Culture (3)
___ SPA 181-282 Spanish Labs (1)
___ SOC 230 Race & Ethnic Relations (3)
___ SOC 232 Social Context of Aging (3)

Additional suggestions:
*Visit Admissions Offices of universities considered during first year.
*Meet and work with SCC Faculty Advisor each semester.
*Apply to universities in fall of sophomore year for following fall.

NOTES:
1. *Students must meet the receiving institution's foreign language requirement, if applicable, prior to or after transfer.*
2. *1 SHC of Cooperative Education (+COE) may be included in the AS and AA as an elective.*

In compliance with the Comprehensive Articulation Agreement, graduates of the Associate in Science degree program as outlined here will be eligible to transfer to all constituent institutions of the University of North Carolina with junior status if admitted into the institution. To be considered for junior status, graduates must meet the same requirements set for native university students with respect to such things as grade point average and credit hours accumulated. Graduates will normally receive 64 SHC upon admission to a university. Admission to a university does not constitute admission to a particular school or a specific program within the university.

All courses listed on this sheet (except those identified with a +) will transfer to all UNC institutions. These and other courses offered at SCC may transfer to selected public and private colleges and universities. ***See your SCC advisor and contact an advisor at the college you wish to attend for additional information.***

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COMPREHENSIVE ARTICULATION AGREEMENT TRANSFER COURSE LIST

COURSE	TITLE	UNIVERSITY REQUIREMENT SATISFIED
ACC 120	Principles of Accounting I	Pre-Major/Elective
ACC 121	Principles of Accounting II	Pre-Major/Elective
ANT 210	General Anthropology	GEN ED: Social/Behavioral Science
ANT 220	Cultural Anthropology	GEN ED: Social/Behavioral Science
ANT 240	Archaeology	GEN ED: Social/Behavioral Science
ART 111	Art Appreciation	GEN ED: Humanities/Fine Arts
ART 114	Art History Survey I	GEN ED: Humanities/Fine Arts
ART 115	Art History Survey II	GEN ED: Humanities/Fine Arts
ART 116	Survey of American Art	GEN ED: Humanities/Fine Arts
ART 130	Basic Drawing	Pre-Major/Elective
ART 131	Drawing I	Pre-Major/Elective
ART 132	Drawing II	Pre-Major/Elective
ART 135	Figure Drawing I	Pre-Major/Elective
ART 140	Basic Painting	Pre-Major/Elective
ART 240	Painting I	Pre-Major/Elective
ART 241	Painting II	Pre-Major/Elective
ART 244	Watercolor	Pre-Major/Elective
BIO 110	Principles of Biology	GEN ED: Natural Science
BIO 111	General Biology I	GEN ED: Natural Science
BIO 112	General Biology II	GEN ED: Natural Science
BIO 120	Introductory Botany	GEN ED: Natural Science
BIO 140	Environmental Biology	GEN ED: Natural Science
BIO 140A	Environmental Biology Lab	GEN ED: Natural Science
BIO 143	Field Biology Minicourse	Pre-Major/Elective
BIO 145	Ecology	Pre-Major/Elective
BIO 155	Nutrition	Pre-Major/Elective
BIO 163	Basic Anat & Physiology	Pre-Major/Elective
BIO 165	Anatomy and Physiology I	Pre-Major/Elective
BIO 166	Anatomy and Physiology II	Pre-Major/Elective
BIO 175	General Microbiology	Pre-Major/Elective
BIO 224	Local Flora Spring	Pre-Major/Elective
BIO 225	Local Flora Summer	Pre-Major/Elective
BIO 226	Local Flora Fall	Pre-Major/Elective
BIO 227	Winter Plant ID	Pre-Major/Elective
BIO 235	Orinthology	Pre-Major/Elective
BUS 110	Introduction to Business	Pre-Major/Elective
BUS 115	Business Law I	Pre-Major/Elective
CHM 131	Introduction to Chemistry	GEN ED: Natural Science
CHM 131A	Introduction to Chemistry Lab	GEN ED: Natural Science
CHM 132	Organic and Biochemistry	GEN ED: Natural Science
CHM 151	General Chemistry I	GEN ED: Natural Science
CHM 152	General Chemistry II	GEN ED: Natural Science
CHM 251	Organic Chemistry I	Pre-Major/Elective
CHM 252	Organic Chemistry II	Pre-Major/Elective
CIS 110	Introduction to Computers	GEN ED: Mathematics (quantitative option)
CIS 115	Intro to Programming and Logic	GEN ED: Mathematics (quantitative option)
CJC 111	Introduction to Criminal Justice	Pre-Major/Elective
CJC 121	Law Enforcement Operations	Pre-Major/Elective
CJC 141	Corrections	Pre-Major/Elective
COM 231	Public Speaking	GEN ED: Humanities/Fine Arts (substitute)
COM 233	Persuasive Speaking	Pre-Major/Elective
CSC 134	C++ Programming	Pre-Major/Elective
DFT 170	Engineering Graphics	Pre-Major/Elective
DRA 111	Theatre Appreciation	GEN ED: Humanities/Fine Arts
DRA 115	Theatre Criticism	GEN ED: Humanities/Fine Arts
ECO 151	Survey of Economics	GEN ED: Social and Behavioral Science
ECO 251	Principles of Microeconomics	GED ED: Social and Behavioral Science
ECO 252	Principles of Macroeconomics	GEN ED: Social and Behavioral Science

EDU 116	Introduction to Education	*Pre-Major/Elective
ENG 111	Expository Writing	GEN ED: English Composition
ENG 112	Argument-Based Research	GEN ED: English Composition
ENG 113	Literature-Based Research	GEN ED: English Composition
ENG 114	Professional Research and Reporting	GEN ED: English Composition
ENG 125	Creative Writing I	Pre-Major/Elective
ENG 126	Creative Writing II	Pre-Major/Elective
ENG 131	Introduction to Literature	GEN ED: Humanities/Fine Arts
ENG 132	Introduction to Drama	Pre-Major/Elective
ENG 231	American Literature I	GEN ED: Humanities/Fine Arts
ENG 232	American Literature II	GEN ED: Humanities/Fine Arts
ENG 233	Major American Writers	GEN ED: Humanities/Fine Arts
ENG 241	British Literature I	GEN ED: Humanities/Fine Arts
ENG 242	British Literature II	GEN ED: Humanities/Fine Arts
ENG 243	Major British Writers	GEN ED: Humanities/Fine Arts
ENG 253	The Bible as Literature	GEN ED: Humanities/Fine Arts
ENG 261	World Literature I	GEN ED: Humanities/Fine Arts
ENG 262	World Literature II	GEN ED: Humanities/Fine Arts
GEO 111	World Regional Geography	GED ED: Social Behavioral Science
HEA 110	Personal Health and Wellness	Pre-Major/Elective
HEA 112	First Aid and CPR	Pre-Major/Elective
HEA 120	Community Health	Pre-Major/Elective
HIS 121	Western Civilizations I	GEN ED: Social/Behavioral Science
HIS 122	Western Civilizations II	GEN ED: Social/Behavioral Science
HIS 131	American History I	GEN ED: Social/Behavioral Science
HIS 132	American History II	GEN ED: Social/Behavioral Science
HIS 141	Genealogy & Local History	Pre-Major/Elective
HIS 162	Women and History	Pre-Major/Elective
HIS 163	The World Since 1945	Pre-Major/Elective
HIS 221	African-American History	Pre-Major/Elective
HUM 110	Technology and Society	GEN ED: Humanities/Fine Arts
HUM 120	Cultural Studies	GEN ED: Humanities/Fine Arts
HUM 121	The Nature of America	GEN ED: Humanities/Fine Arts
JOU 110	Intro to Journalism	Pre-Major/Elective
MAT 140	Survey of Mathematics	GEN ED: Mathematics
MAT 140A	Survey of Mathematics Lab	Pre-Major/Elective
MAT 141	Math I for Teachers/K-9	Pre-Major/Elective
MAT 142	Math II for Teachers/K-9	Pre-Major/Elective
MAT 145	Analytical Math	Pre-Major/Elective
MAT 151	Statistics I	GEN ED: Mathematics (quantitative option)
MAT 151A	Statistics I Lab	Pre-Major/Elective
MAT 161	College Algebra	GEN ED: Mathematics
MAT 161A	College Algebra Lab	Pre-Major/Elective
MAT 162	College Trigonometry	GEN ED: Mathematics
MAT 162A	College Trig Lab	Pre-Major/Elective
MAT 167	Discrete Math	Pre-Major/Elective
MAT 171	Precalculus Algebra	GEN ED: Mathematics
MAT 172	Precalculus Trigonometry	GEN ED: Mathematics
MAT 175	Precalculus	GEN ED: Mathematics
MAT 175A	Precalculus Lab	Pre-Major/Elective
MAT 252	Statistics II	Pre-Major/Elective
MAT 252A	Statistics II Lab	Pre-Major/Elective
MAT 263	Brief Calculus	GEN ED: Mathematics
MAT 263A	Brief Calculus Lab	Pre-Major/Elective
MAT 271	Calculus I	GEN ED: Mathematics
MAT 272	Calculus II	GEN ED: Mathematics
MAT 273	Calculus III	GEN ED: Mathematics
MAT 280	Linear Algebra	Pre-Major/Elective
MAT 285	Differential Equations	Pre-Major/Elective
MUS 110	Music Appreciation	GEN ED: Humanities/Fine Arts
MUS 112	Introduction to Jazz	GEN ED: Humanities/Fine Arts

MUS 113	American Music	GEN ED: Humanities/Fine Arts
MUS 131	Chorus I	Pre-Major/Elective
MUS 132	Chorus II	Pre-Major/Elective
MUS 151	Class Music I	Pre-Major/Elective
MUS 152	Class Music II	Pre-Major/Elective
MUS 161	Applied Music I	Pre-Major/Elective
MUS 162	Applied Music II	Pre-Major/Elective
MUS 231	Chorus III	Pre-Major/Elective
MUS 232	Chorus IV	Pre-Major/Elective
MUS 251	Class Music III	Pre-Major/Elective
MUS 252	Class Music IV	Pre-Major/Elective
PED	All PED courses	Pre-Major/Elective
PHI 215	Philosophical Issues	GEN ED: Humanities/Fine Arts
PHI 240	Introduction to Ethics	GEN ED: Humanities/Fine Arts
PHY 151	College Physics I	GEN ED: Natural Science
PHY 152	College Physics II	GEN ED: Natural Science
PHY 251	General Physics I	GEN ED: Natural Science
PHY 252	General Physics II	GEN ED: Natural Science
POL 120	American Government	GEN ED: Social/Behavioral Science
POL 130	State & Local Government	Pre-Major/Elective
PSY 150	General Psychology	GEN ED: Social/Behavioral Science
PSY 211	Psychology of Adjustment	Pre-Major/Elective
PSY 237	Social Psychology	GEN ED: Social/Behavioral Science
PSY 239	Psychology of Personality	GEN ED: Social/Behavioral Science
PSY 241	Developmental Psychology	GEN ED: Social/Behavioral Science
PSY 243	Child Psychology	Pre-Major/Elective
PSY 246	Adolescent Psychology	Pre-Major/Elective
PSY 247	Psychology of Adulthood	Pre-Major/Elective
PSY 249	Psychology of Aging	Pre-Major/Elective
PSY 263	Educational Psychology	Pre-Major/Elective
PSY 271	Sports Psychology	Pre-Major/Elective
REL 211	Introduction to Old Testament	GEN ED: Humanities/Fine Arts
REL 212	Introduction to New Testament	GEN ED: Humanities/Fine Arts
REL 221	Religion in America	GEN ED: Humanities/Fine Arts
SOC 210	Introduction to Sociology	GEN ED: Social/Behavioral Science
SOC 213	Sociology of the Family	GEN ED: Social/Behavioral Science
SOC 220	Social Problems	GEN ED: Social/Behavioral Science
SOC 225	Social Diversity	GEN ED: Social/Behavioral Science
SOC 230	Race and Ethnic Relations	Pre-Major/Elective
SOC 232	Social Context of Aging	Pre-Major/Elective
SOC 234	Sociology of Gender	Pre-Major/Elective
SOC 240	Social Psychology	GEN ED: Social/Behavioral Science
SOC 244	Soc of Death & Dying	Pre-Major/Elective
SPA 111	Elementary Spanish I	GEN ED: Humanities/Fine Arts
SPA 112	Elementary Spanish II	GEN ED: Humanities/Fine Arts
SPA 141	Culture and Civilization	Pre-Major/Elective
SPA 151	Hispanic Literature	Pre-Major/Elective
SPA 161	Cultural Immersion	Pre-Major/Elective
SPA 181	Spanish Lab 1	Pre-Major/Elective
SPA 182	Spanish Lab 2	Pre-Major/Elective
SPA 211	Intermediate Spanish I	GEN ED: Humanities/Fine Arts
SPA 212	Intermediate Spanish II	GEN ED: Humanities/Fine Arts
SPA 281	Spanish Lab 3	Pre-Major/Elective
SPA 282	Spanish Lab 4	Pre-Major/Elective

*Pre-major credit at select institutions only.

NOTE: ***This list includes all courses that are currently transferrable under the CAA. Under this agreement, students who complete the AA or AS degree or who complete the 44-hour core will, upon acceptance to a university, meet the institution's general education requirements. Students who do not complete the degree or the 44-hour core will receive general education or elective credit for courses at the discretion of the university.***

ASSOCIATE IN GENERAL EDUCATION

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of fine arts, social and behavioral sciences, natural sciences and mathematics, and English Composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

GENERAL EDUCATION (A10300) REQUIREMENTS

65 semester hours

GENERAL EDUCATION: 15 SHC

English/Composition (6 SHC)

___ ENG 111 Expository Writing (3)
and one of the following:
___ ENG 112 Argument-based Research (3)
___ ENG 113 Literature-based Research (3)
___ ENG 114 Prof Research & Reporting (3)

Humanities/Fine Arts (3 SHC)

Select one course.
___ ART 111 Art Appreciation (3)
___ ART 114 Art History Survey I (3)
___ ART 115 Art History Survey II (3)
___ ART 116 Survey of American Art (3)

___ COM 231 Public Speaking (3)

___ DRA 111 Theatre Appreciation (3)
___ DRA 115 Theatre Criticism (3)

___ ENG 131 Intro to Literature (3)
___ ENG 196-198 Seminars in English
___ ENG 231 American Literature I (3)
___ ENG 232 American Literature II (3
___ ENG 233 Major American Writers (3)
___ ENG 241 British Literature I (3)
___ ENG 242 British Literature II (3)
___ ENG 243 Major British Writers (3)
___ ENG 261 World Literature I (3)
___ ENG 262 World Literature II (3)

___ HUM 110 Technology and Society (3)
___ HUM 120 Cultural Studies (3)
___ HUM 121 Nature of America (3)
___ HUM 160 Intro to Film (3)

___ MUS 110 Music Appreciation (3)
___ MUS 112 Intro to Jazz (3)
___ MUS 113 American Music (3)

___ PHI 210 History of Philosophy (3)
___ PHI 215 Philosophical Issues (3)
___ PHI 240 Intro to Ethics (3)

___ REL 211 Intro to Old Testament (3)
___ REL 212 Intro to New Testament (3)
___ REL 221 Religion in America (3)

___ SPA 111 Elementary Spanish I (3)
___ SPA 112 Elementary Spanish II (3)
___ SPA 211 Intermediate Spanish I (3)
___ SPA 212 Intermediate Spanish II (3)

Social/Behavioral Science (3 SHC)

Select one course.
___ ANT 210 General Anthropology (3)
___ ANT 220 Cultural Anthropology (3)
___ ANT 240 Archaeology (3)

___ ECO 151 Survey of Economics (3)
___ ECO 251 Prin of Microeconomics (3)
___ ECO 252 Prin of Macroeconomics (3)

___ HIS 121 Western Civilization I (3)
___ HIS 122 Western Civilization II (3)
___ HIS 131 American History I (3)
___ HIS 132 American History II (3)
___ HIS 221 African-American History (3)

___ POL 120 American Government (3)

___ PSY 150 General Psychology (3)
___ PSY 237 Social Psychology (3)
___ PSY 239 Psychology of Personality (3)
___ PSY 241 Developmental Psychology (3)
___ PSY 281 Abnormal Psychology (3)

___ SOC 210 Introduction to Sociology (3)
___ SOC 213 Sociology of the Family (3)
___ SOC 220 Social Problems (3)
___ SOC 225 Social Diversity (3)
___ SOC 240 Social Psychology (3)

Natural Science (3 SHC)

Select one class.
___ BIO 110 Prin of Biology (4)
___ BIO 111 General Biology I (4)
___ BIO 112 General Biology II (4)
___ BIO 140 & 140A Enviro. Biology & Lab

___ CHM 131 Intro to Chemistry & Lab (4)
___ CHM 132 Organic & Biochemistry (4)
___ CHM 151 General Chemistry I (4)
___ CHM 152 General Chemistry II (4)

___ PHY 151 College Physics I (4)
___ PHY 152 College Physics II (4)
___ PHY 251 General Physics I (4)
___ PHY 252 General Physics II (4)

OR

Mathematics (3 SHC)

Select one course.
___ MAT 151 Statistics (3)
___ MAT 161 College Algebra (3)
___ MAT 162 College Trigonometry (3)
___ MAT 175 Precalculus (4)
___ MAT 263 Brief Calculus (3)
___ MAT 271 Calculus I (4)
___ MAT 272 Calculus II (4)

___ CIS 110 Intro to Computers (3)
___ CIS 115 Intro to Programming (3)

OTHER REQUIRED HOURS: 50 SHC

Select one course:
___ ACA 111 College Student Success (1) ___ ACA 120 Career Assessment (1) ___ ACA 220 Professional Transition (1)

Select 49 additional credit hours from general education courses and/or professional courses numbered 110-199 and/or 210-299. Courses used to complete the requirements of other associate-level degrees may also be counted toward the A.G.E. degree. However, completion of this degree requires a minimum of twelve (12) credit hours that have not been counted toward any other degree.

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 allow 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, contact the Student Services Office.

Accounting
Advertising & Graphic Design
Agribusiness Technology
Air Conditioning, Heating, and Refrigeration Technology
Automotive Systems Technology
Business Administration
Business Administration: Electronic Commerce
Computer Engineering Technology
Computer Programming
Cosmetology
Criminal Justice Technology
Early Childhood Associate
Early Childhood: Teacher Associate
Electronics Engineering Technology
General Occupational Technology
Horticulture Technology
Industrial Systems Technology
Information Systems
Information Systems: Networking Administration and Support Concentration
Livestock and Poultry Technology
Machining Technology
Mechanical Drafting Technology
Medical Office Administration
Nursing: Associate Degree Nursing (ADN)
Nursing: Associate Degree Nursing (Evening Option) For Licensed Practical Nurses Only
Occupational Therapy Assistant *(3)*
Office Systems Technology
Paralegal Technology
Physical Therapy Assistant *(2))*
Viticulture & Enology Technology

(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

Diploma programs prepare students for initial employment in recognized skilled occupations and retrain adults for entering new career fields or advancing in their current fields.

Diploma programs normally require one full year of full-time participation. Most courses will be available during both the day and evening hours.

Agribusiness Technology
Air Conditioning, Heating & Refrigeration Technology
Autobody Repair
Automotive Systems Technology
Construction Technology: Carpentry
Cosmetology
Electrical/Electronics Technology
Horticulture Technology
Industrial Systems Technology
Livestock and Poultry Technology
Machining Technology
Mechanical Drafting Technology
Medical Office Administration
Nursing: General Occupational Technology (Pre-Nursing)
Nursing: Practical Nursing (LPN)
Office Systems Technology
Practical Nursing
Viticulture & Enology
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.

Accounting
Agribusiness
Autobody Repair
Business Administration
Computer-Assisted Drafting
Computer Programming
Construction Technology: Carpentry
Early Childhood Associate
Electrical/Electronics Technology
Industrial Systems Technology
Information Systems
Information Systems Networking Administration and Support Concentration
LPN Refresher
Medical Office Administration
Office Systems Technology
Real Estate Appraisal
Viticulture & Enology
Welding Technology

PROGRAMS OF STUDY

ACCOUNTING — Degree/Certificate

CURRICULUM DESCRIPTION

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

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

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

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ACCOUNTING
CERTIFICATE PROGRAM
C25100

		Lec	Lab	Crd
Fall Semester				
OST 080	Keyboarding	1	2	0
ACC 120	Accounting I	3	2	4
BUS 110	Intro. to Business	3	0	3
		7	4	7
Spring Semester				
ACC 121	Accounting II	3	2	4
ACC 150	Comp. Gen. Ledger	1	2	2
BUS 260	Business Communication	3	0	3
		7	4	9
Total Credit Hours				**16**

ACCOUNTING
DEGREE
A25100

		Lec	Lab	Crd
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	2
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	19
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				**72**

ADVERTISING & GRAPHIC DESIGN TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials. Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media. Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

ADVERTISING & GRAPHIC DESIGN TECHNOLOGY
DEGREE
A30100

		Lec	Lab	Crd
Fall Semester				
ACA 111	College Student Success	1	0	1
GRD 141	Graphic Design I	2	4	4
ART 114	Art History Survey I	3	0	3
CIS 110	Introduction to Computers	2	2	3
GRD 110	Typography	2	2	3
GRD 121	Drawing Fundamentals I	1	3	2
		11	11	16
Spring Semester				
GRD 142	Graphic Design II	2	4	4
MAT 140	Survey of Mathematics (or MAT 115)	3	0	3
ART 115	Art History Survey II	3	0	3
GRA 151	Computer Graphics I	1	3	2
GRD 131	Illustration	1	3	2
		10	10	14
Summer Semester				
GRD 160	Photo Fundamentals	1	4	3
GRA 152	Computer Graphics II	1	3	2
		2	7	5
Fall Semester				
GRD 241	Graphic Design III	2	4	4
ENG 111	Expository Writing	3	0	3
GRA 153	Computer Graphics III	1	3	2
GRA 163	Computer Graphics Application	0	3	1
	Social Science Elective	3	0	3
		9	10	13
Spring Semester				
GRD 242	Graphic Design IV	2	4	4
ENG 112	Argument Based Research	3	0	3
	Business/Marketing Elective	3	0	3
	Art Elective	3	0	3
		11	4	13
Summer Semester				
GRD 280	Portfolio Design	2	4	4
COE 111	Co-op Work Experience	0	10	1
		2	14	5
	Total Credit Hours			**66**

AGRIBUSINESS TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

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

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

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

AGRIBUSINESS TECHNOLOGY
DEGREE
A15100

		Lec	Lab	Crd
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
CIS 111	Basic PC Literacy	1	2	2
		15	6	18
Spring Semester				
AGR 140	Agricultural Chemicals	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
AGR 214	Agricultural Marketing	3	0	3
MAT 115	Mathematical Models	2	2	3
AGR 261	Agronomy	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
	Elective/Co-op	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
AGR 271	Soil and Water Engineering	2	2	3
	Elective	3	0	3
		14	2	15
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
	Humanities Elective	3	0	3
AGR 262	Weed ID and Control	2	3	3
		13	6	15
	Total Credit Hours			**71**

AGRIBUSINESS TECHNOLOGY — Diploma/Certificate

AGRIBUSINESS TECHNOLOGY
DIPLOMA
D15100

		Lec	Lab	Crd
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	Agri. Economics	3	0	3
ACA	Elective	1	0	1
ANS 110	Animal Science	3	0	3
CIS 111	Basic PC Literacy	1	2	2
		15	6	18
Spring Semester				
AGR 140	Agri. Chemicals	2	2	3
ENG 114	Prof. Research/Rep.	3	0	3
AGR 214	Agricultural Marketing	3	0	3
MAT	Math Elective	3	0	3
AGR 261	Agronomy	2	2	3
BUS 135	Prin. of Supervision	3	0	3
		16	4	18
Summer Semester				
COE 112	Co-op Work Exp.	0	20	2
ANS 120	Beef Production	2	2	3
		2	22	5

Total Credit Hours **41**

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AGRIBUSINESS TECHNOLOGY
CERTIFICATE
C15100

		Lec	Lab	Crd
AGR 160	Plant Science	2	2	3
AGR 170	Soil Science	2	2	3
ANS 110	Animal Science	3	0	3
AGR 261	Agronomy	2	2	3
		9	6	12

Total Credit Hours
12

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY — Degree/Diploma

CURRICULUM DESCRIPTION

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of systems selection and balance and advanced systems. Students may stop at the end of the summer semester and earn a diploma or complete the entire program of study to earn a degree.

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AIR CONDITIONING, HEATING, & REFRIGERATION
DIPLOMA
D35100

		Lec	Lab	Crd
Fall Semester				
ENG 101	App. Communic. I (or Eng 111)	3	0	3
AHR 110	Intro. to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 112	Heating Technology	2	4	4
BPR 111	Blueprint Reading	1	2	2
		10	14	17
Spring Semester				
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Tech.	2	4	4
AHR 130	HVAC Controls	2	2	3
AHR 160	Refrigerant Cert.	1	0	1
AHR 210	Res.Bldg. Codes	1	2	2
ISC 112	Industrial Safety	2	0	2
MAT 101	App. Math I (or MAT 115)	2	2	3
		12	14	19
Summer Semester				
AHR 212	Adv. Comfort Syst.	2	6	4
AHR 250	HVAC Syst. Diag.	0	4	2
		2	10	6

Total Credit Hours **42**

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY
DEGREE
A35100

		Lec	Lab	Crd
Fall Semester				
ENG 111	Expository Writing	3	0	3
AHR 110	Introduction to Refrigeration	2	6	5
AHR 111	HVACR Electricity	2	2	3
AHR 112	Heating Technology	2	4	4
BPR 111	Blueprint Reading	1	2	2
		10	14	17
Spring Semester				
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Technology	2	4	4
AHR 130	HVAC Control	2	2	3
AHR 160	Refrigerant Certification	1	0	1
AHR 210	Residential Bldg. Codes	1	2	2
ISC 112	Industrial Safety	2	0	2
MAT 115	Mathematical Models	2	2	3
		12	14	19
Summer Semester				
AHR 212	Advanced Comfort Systems	2	6	4
AHR 250	HVAC System Diagnostics	0	4	2
		2	10	6
Fall Semester				
AHR 211	Residential System Design	2	2	3
AHR 215	Commercial HVAC Controls	1	3	2
AHR 140	All-Weather Systems	1	3	2
AHR 180	HVAC Custom. Relations	1	0	1
CIS 110	Introduction to Computers	2	2	3
	Social Science Elective	3	0	3
		10	10	14
Spring Semester				
AHR 133	HVAC Servicing	2	6	4
AHR 120	HVACR Maintenance	1	3	2
ENG 114	Prof. Research Reporting	3	0	3
	Humanities Elective	3	0	3
	Elective or COE	2	0	2
		11	9	14

Total Credit Hours **70**

AUTO BODY REPAIR — Diploma/Certificate

CURRICULUM DESCRIPTION

The Auto Body Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

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

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

AUTOBODY REPAIR
DIPLOMA
D60100

		Lec	Lab	Crd
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 (or MAT 115)	2	2	3
ACA	Elective	1	0	1
		9	20	18
Spring Semester				
ENG 101	App. Communications I (or ENG 111)	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**

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AUTOBODY REPAIR
CERTIFICATE
C60100

		Lec	Lab	Crd
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/Diploma

CURRICULUM DESCRIPTION

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

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

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

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AUTOMOTIVE SYSTEMS TECHNOLOGY
DIPLOMA
D60160

		Lec	Lab	Crd
Fall Semester				
AUT 186	Auto. Computer Appl.	1	2	2
AUT 116	Engine Repair	1	3	2
AUT 115	Engine Fundamentals	2	3	3
MAT 101	Applied Math. I (or MAT 115)	2	2	3
		6	10	10
Spring Semester				
AUT 141	Susp. & Steering Syst.	2	4	4
AUT 151	Brake Systems	2	2	3
AUT 152	Brake Systems Lab	0	2	1
AUT 111	Basic Auto Tech.	1	2	2
ENG 101	App. Comm. I (or ENG 111)	3	0	3
		8	10	13
Summer Semester				
AUT 171	Heating & Air Cond.	2	3	3
AUT 113	Auto Servicing (or COE)	2	6	4
		4	9	7
Fall Semester				
AUT 183	Engine Perf.-Fuels	2	3	3
AUT 184	Eng. Perf.-Fuels Lab	0	3	1
AUT 181	Eng. Perf.-Electrical	2	3	3
AUT 182	Eng. Perf.-Elec. 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**

AUTOMOTIVE SYSTEMS TECHNOLOGY
DEGREE
A60160

		Lec	Lab	Crd
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
	Humanities/Fine Arts Elective	3	0	3
		11	10	16
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
AUT 221	Automatic Transmissions	2	6	4
		8	24	16
Spring Semester				
AUT 164	Automotive Electronics	2	2	3
AUT 231	Manual Drive Train/Axles	2	3	3
AUT 232	Manual Drive Trains/Axles Lab	0	3	1
AUT 162	Chassis/Elect & Electronics	2	2	3
AUT 163	Chassis Elec & Elect Lab	0	2	1
BUS 230	Small Business Management	3	0	3
	Elective (or COE)	0	0/20	2
		9	12/20	16

Total Credit Hours **72**

BUSINESS ADMINISTRATION — Degree

CURRICULUM DESCRIPTION

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

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

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

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BUSINESS ADMINISTRATION
CERTIFICATE
C25120

		Lec/Lab/Crd		
Fall Semester				
OST 080	Keyboarding	1	2	0
BUS 110	Intro. to Business	3	0	3
ACC 120	Accounting I	3	2	4
		7	4	7
Spring Semester				
BUS 121	Business Math	2	2	3
BUS 260	Bus. Communication	3	0	3
BUS 137	Prin. of Management	3	0	3
		8	2	9

Total Credit Hours 16

BUSINESS ADMINISTRATION
DEGREE
A25120

		Lec/Lab/Crd		
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	2
ECO 151	Survey of Economics (or ECO 251)	3	0	3
ACA	Elective	1	0	1
		16	6	19
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	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	3	0	3
ACC 131	Federal Income Tax	2	2	3
BUS 225	Business Finance	2	2	3
BUS 255	Organiz. Behavior in Bus. (or COE)	3	0	3
BUS 260	Business Communications	3	0	3
		16	4	18

Total Credit Hours 76

BUSINESS ADMINISTRATION: ELECTRONIC COMMERCE — Degree

CURRICULUM DESCRIPTION

Electronic Commerce is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career in the Internet economy.

Course work includes topics related to electronic business, Internet strategy in business, basic business principles in the world of E-Commerce. Students will be able to demonstrate the ability to identify and analyze such functional issues as planning, technical systems, marketing, security, finance, law, design, implementation, assessment and policy issues at an entry level.

Graduates from this program will have a sound business educational base for life long learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and small to medium size businesses or industry.

BUSINESS ADMINISTRATION: ELECTRONIC COMMERCE
DEGREE
A25121

		Lec/Lab/Crd		
Fall Semester				
ACA 111	Success & Study Skills	1	0	1
BUS 110	Introduction to Business	3	0	3
OST 080	Keyboarding Literacy	1	2	2
CIS 110	Introduction to Computers	2	2	3
ECM 168	Electronic Business	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematic Models	2	2	3
		14	8	18
Spring Semester				
ACC 120	Principles of Accounting I	3	2	4
ECO 251	Principles of Microeconomics	3	0	3
ECM 210	Introduction to Electronic Commerce	2	2	3
ENG 114	Professional Research & Reporting	3	0	3
CIS 152	Database Concepts & Application	2	2	3
		13	6	16
Summer Semester				
ECO 252	Principles of Macroeconomics	3	0	3
MKT 120	Principles of Marketing	3	0	3
		6	0	6
Fall Semester				
CIS 120	Spreadsheet I	2	2	3
ECM 220	E-Commerce Planning & Implement.	2	2	3
BUS 137	Principles of Management	3	0	3
ITN 160	Principles of Web Design	2	2	3
BUS 115	Business Law I	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		15	6	18
Spring Semester				
BUS 225	Business Finance	2	2	3
COE 111	Co-op Work Experience I	0	10	1
ECM 230	Capstone Project	1	6	3
ENG 115	Oral Communication	3	0	3
MKT 220	Advertising and Sales Promotion	3	0	3
		9	18	13

Total Credit Hours 71

COMPUTER ENGINEERING TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

The Computer Engineering Technology curriculum provides the skills required to install, service and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Course work includes mathematics, physics, electronics, digital circuits and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

COMPUTER ENGINEERING TECHNOLOGY
DEGREE
A40160

		Lec	Lab	Crd
Fall Semester				
CSC 131	Assembly Programming	2	3	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
ACA	Elective	1	0	1
		12	8	15
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
CET 111	Computer Upgrade/Repair I	2	3	3
		12	10	16
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
	Humanities/Fine Arts Elective	3	0	3
		14	9	17
Spring Semester				
ELN 233	Microprocessor Systems	3	3	4
ELN 245	Computer Peripherals	3	6	5
NET 110	Data Comm. Networking	2	2	3
ELN 152	Fabrication Techniques	1	3	2
		9	14	14
	Total Credit Hours			**74**

COMPUTER PROGRAMMING — Degree/Certificate

CURRICULUM DESCRIPTION

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

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

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

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COMPUTER PROGRAMMING
CERTIFICATE
C25130

		Lec	Lab	Crd
Fall Semester				
CIS 110	Intro. to Computers	2	2	3
CIS 115	Intro. to Prog. & Logic	2	2	3
CIS 244	Operat. Syst. AS/400	2	3	3
		6	7	9
Spring Semester				
CSC 135	COBOL Programming	2	3	3
CIS 152	Database Con. & Apps	2	2	3
CSC 139	Visual BASIC Prog.	2	3	3
		6	8	9
	Total Credit Hours			**18**

COMPUTER PROGRAMMING
DEGREE
A25130

		Lec	Lab	Crd
Fall Semester				
ENG 111	Expository Writing	3	0	3
MAT 145	Analytical Math	3	0	3
NET 110	Data Comm/Networking	2	2	3
CIS 115	Intro. 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	Prof. Research & Reporting	3	0	3
CSC 134	C++ Programming	2	3	3
CIS 152	Database Concepts & Applications	2	2	3
CSC 139	Visual BASIC Programming	2	3	3
CIS 244	Operating Systems-AS/400	2	3	3
		11	11	15
Summer Semester				
CSC 234	Advanced C++	2	3	3
CIS 153	Database Applications	2	2	3
	CIS/CSC/NET Elective or COE	2	2	3
CIS 138	RPG Programming	2	3	3
CIS 130	Survey of Operating Systems	2	3	3
		10	13	15
Fall Semester				
CSC 135	COBOL Programming	2	3	3
CIS 286	Systems Analysis & Design	3	0	3
BUS 110	Intro to Business	3	0	3
CSC 239	Adv. Visual BASIC	2	3	3
		10	6	12
Spring Semester				
CSC 235	Advanced COBOL	2	3	3
CSC 285	Programming Project	2	2	3
CSC 148	Java Programming	2	3	3
	Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
		12	8	15
	Total Credit Hours			**73**

CONSTRUCTION TECHNOLOGY:
CARPENTRY — Diploma/Certificate

CURRICULUM DESCRIPTION

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters, and other related job titles.

CONSTRUCTION TECHNOLOGY: CARPENTRY
DIPLOMA
D35180

		Lec	Lab	Crd
Fall Semester				
CAR 111	Carpentry I	3	15	8
BPR 130	Blueprint Reading/Construction	1	2	2
MAT 101	Applied Mathematics I (or MAT 115)	2	2	3
CST 110	Intro to Construction	1	2	2
ACA	Elective	1	0	1
		8	21	16
Spring Semester				
CAR 112	Carpentry II	3	15	8
CAR 115	Residential Planning/Estimating	3	0	3
ENG 101	App. Communications I (or ENG 111)	3	0	3
	*Program Elective (See list below)	—	—	3
		9+	15+	17
Summer Semester				
CAR 113	Carpentry III	3	9	6
	*Program Elective (See list below)	_	_	2
		3+	9+	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
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

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CONSTRUCTION TECHNOLOGY: CARPENTRY
CERTIFICATE
C35180

		Lec	Lab	Crd
Fall Semester				
CAR 111	Carpentry I	3	15	8
CST 110	Intro to Const.	1	2	2
Spring Semester				
CAR 112	Carpentry II	3	15	8
		7	32	18

Total Credit Hours — 18

CONSTRUCTION TECHNOLOGY/BUSINESS:
GENERAL OCCUPATIONAL TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an 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 and local businesses and industries are encouraged to design programs to meet their employees specific 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.

This curriculum is designed as a foundation for General Contractor licensing in North Carolina.

CONSTRUCTION TECHNOLOGY/BUSINESS:
GENERAL OCCUPATIONAL TECHNOLOGY
DEGREE
A55280C

		Lec	Lab	Crd
Fall Semester				
CAR 111	Carpentry I	3	15	8
BPR 130	Blueprint Reading/Construction	1	2	2
MAT 115	Mathematical Models	2	2	3
CST 110	Intro to Construction	1	2	2
ACA 111	College Student Success	1	0	1
		8	21	16
Spring Semester				
CAR 112	Carpentry II	3	15	8
CAR 115	Residential Planning/Estimating	3	0	3
ENG 111	Expository Writing	3	0	3
CAR 114	Residential Building Codes	3	0	3
		12	15	17
Summer Semester				
CAR 113	Carpentry III	3	9	6
MAS 140	Introduction to Masonry	1	2	2
CIS 110	Intro. to Computers	2	2	3
		6	13	11
Fall Semester				
ENG 114	Prof. Research & Reporting	3	0	3
BUS 115	Business Law I	3	0	3
ACC 120	Prin. of Accounting I	3	2	4
BUS 121	Business Math	2	2	3
PSY 150	General Psychology or	3	0	3
	Social Science Elective	14	4	16
Spring Semester				
BUS 116	Business Law II	3	0	3
BUS 125	Personal Finance	3	0	3
ART 111	Art Appreciation or	3	0	3
	Humanities/Fine Arts Elective			
BUS 230	Small Business Management	3	0	3
SPA 120	Spanish for the Workplace	3	0	3
		15	0	15

Total Credit Hours — 75

COSMETOLOGY — Degree/Diploma

CURRICULUM DESCRIPTION

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

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

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

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COSMETOLOGY
DIPLOMA
D55140

		Lec/Lab/Crd		
Fall Semester				
COS 111	Cosmetology Conc. I	4	0	4
COS 112	Salon I	0	24	8
ENG 101	Applied Comm. I (or ENG 111)	3	0	3
ACA	Elective	1	0	1
		8	24	16
Spring Semester				
COS 113	Cosmetology Conc. II	4	0	4
COS 114	Salon II	0	24	8
PSY 118	Interpersonal Psy.	3	0	3
		7	24	15
Summer Semester				
COS 115	Cosmetology Conc. III	4	0	4
COS 116	Salon III	0	12	4
		4	12	8
Fall Semester				
COS 117	Cosmetology Conc. IV	2	0	2
COS 118	Salon IV	0	21	7
		2	21	9
	Total Credit Hours			**48**

COSMETOLOGY
DEGREE
A55140

		Lec/Lab/Crd		
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**

CRIMINAL JUSTICE TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

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

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

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

Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, and CJC 231 toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have successfully passed the Commissions' comprehensive certification examination. Students must have completed Basic Law Enforcement Training since 1985.

CRIMINAL JUSTICE TECHNOLOGY
DEGREE
A55180

		Lec/Lab/Crd		
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 Enf. 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/Certificate

CURRICULUM DESCRIPTION

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

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

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

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EARLY CHILDHOOD ASSOCIATE
CERTIFICATE
C55220

		Lec/Lab/Crd		
EDU 111	Early Childhood Cred. I	2	0	2
EDU 112	Early Childhood Cred. II	2	0	2
EDU 113	Fam. & Ear. Child. Cred.	2	0	2
EDU 131	Child., Family, & Comm.	3	0	3
EDU 146	Child Guidance	3	0	3
COE 111	Co-op Work Exp. I	0	10	1
		12	10	13

EARLY CHILDHOOD ASSOCIATE
DEGREE
A55220

		Lec/Lab/Crd		
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 119	Intro. to Early Childhood Edu. (or EDU 111 & EDU 112/ or EDU 111 & EDU 113)	3	2	4
MAT 140	Survey of Mathematics (or MAT 141)	3	0	3
EDU 144	Child Development I (or PSY 244)	3	0	3
		16	2	17
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 146	Child Guidance	3	0	3
EDU 145	Child Development II (or PSY 245)	3	0	3
EDU 153	Health, Safety & Nutrition	3	0	3
		15	0	15
Fall Semester				
PHI 240	Introduction to Ethics	3	0	3
EDU 221	Children with Special Needs	3	0	3
BUS 230	Small Business Management (or PSY 243 Child Psychology)	3	0	3
EDU 261	Early Childhood Admin. I (or SOC 213 Sociology of the Family)	2	0	2
EDU 282	Early Childhood Literature	3	0	3
EDU 234	Infant Toddler Development	3	0	3
		17	0	17
Spring Semester				
EDU 259	Curriculum Planning	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
EDU 151	Creative Activities	3	0	3
EDU 151A	Creative Activities Lab	2	0	2
HEA 112	CPR	2	0	2
	Elective	3	0	3
		16	10	17
	Total Credit Hours			**66**

EARLY CHILDHOOD ASSOCIATE:
TEACHER ASSOCIATE CONCENTRATION — Degree

CURRICULUM DESCRIPTION

Teacher Associate is a concentration under the curriculum title of Early Childhood Associate. This curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

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

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

EARLY CHILDHOOD ASSOCIATE:
TEACHER ASSOCIATE CONCENTRATION
A5522B

		Lec/Lab/Crd		
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 119	Intro. to Early Childhood Education (or EDU 111 & EDU 112/ or EDU 111 & EDU 113)	3	2	4
EDU 118	Teacher Associate	3	0	3
EDU 144	Child Development I	3	0	3
		16	2	17
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 186	Reading and Writing Methods	3	0	3
EDU 145	Child Development II	3	0	3
EDU 146	Child Guidance	3	0	3
COE 111	Co-op Work Experience I	0	10	1
		15	10	16
Fall Semester				
PHI 240	Introduction to Ethics	3	0	3
EDU 221	Children with Special Needs	3	0	3
MAT 141	Math I for Teachers	3	0	3
SOC 213	Sociology of the Family	3	0	3
EDU 116	Introduction to Education	3	2	4
		15	2	16
Spring Semester				
EDU 275	Effective Teacher Training	2	0	2
EDU 285	Internship Exp.-School Age	1	0	1
EDU 235	School Age Develop. & Programs	2	0	2
PSY 263	Educational Psychology	3	0	3
COE 121	Co-op Work Experience	0	10	1
CIS 110	Intro. to Computers	2	2	3
	Elective	3	0	3
		13	12	15
	Total Credit Hours			**64**

This curriculum is pending approval by the State Board of Community Colleges at the time of catalog publishing.

ELECTRICAL/ELECTRONICS TECHNOLOGY — Diploma/Certificate

CURRICULUM DESCRIPTION

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, and National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

ELECTRICAL/ELECTRONICS TECHNOLOGY
DIPLOMA
D35220

		Lec/Lab/Crd		
Fall Semester				
ELC 125	Diagrams & Schematics	1	2	2
ELC 112	DC/AC Electricity	3	6	5
ENG 101	App. Communications I (or ENG 111)	3	0	3
ELC 113	Basic Wiring I	2	6	4
ACA	Elective	1	0	1
		10	14	15
Spring Semester				
ELC 114	Basic Wiring II	2	6	4
ELC 118	National Electric Code	1	2	2
MAT 101	Applied Math I (or MAT 115)	2	2	3
MNT 110	Intro to Maint Procedures	1	3	2
	COE Elective	0	20	2
ELC 121	Electrical Estimating	1	2	2
		7	35	15
Summer Semester				
ELC 117	Motors and Controls	2	6	4
ELC 115	Industrial Wiring	2	6	4
ISC 112	Industrial Safety	2	0	2
		6	12	10

Total Credit Hours **40**

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ELECTRICAL/ELECTRONICS TECHNOLOGY
CERTIFICATE
C35220

		Lec/Lab/Crd		
Fall Semester				
ELC 112	DC/AC Electricity	3	6	5
ELC 125	Diagrams & Schematics	1	2	2
ELC 113	Basic Wiring I	2	6	4
		6	14	11
Spring Semester				
•	Program Elective			3

Total Credit Hours **14**

***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 118	Nat. Elect. Code	1	2	1
MNT 110	Intro to Maint Proc	1	3	2
ELC 121	Electrical Estimating	1	2	2
ISC 112	Industrial Safety	2	0	2

ELECTRONICS ENGINEERING TECHNOLOGY Degree

CURRICULUM DESCRIPTION

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the students' ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

ELECTRONICS ENGINEERING TECHNOLOGY
DEGREE
A40200

		Lec/Lab/Crd		
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
CET 111	Computer Upgrade/Repair I	2	3	3
		12	10	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
	Social Science Elective	3	0	3
		12	9	15
Spring Semester				
ATR 280	Robotic Fundamentals	3	2	4
ELN 152	Fabrication Techniques (or COE)	1	3	2
ELN 245	Computer Peripherals	3	6	5
ELN 246	Cert. Elect. Tech. Prep.	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		13	11	17

Total Credit Hours **74**

GENERAL OCCUPATIONAL TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an 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 and local businesses and industries are encouraged to design programs to meet their employees specific 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.

GENERAL OCCUPATIONAL TECHNOLOGY
DEGREE
A55280

		Lec/Lab/Crd		
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 hours in COE, cooperative education)			28
	Subtotal			31
Other Required Courses				
ACA	Elective	1	0	1
	Total Credit Hours			**65**

Courses used to complete the requirements of other associate-level degrees may also be counted toward the General Occupational Technology A.A.S. degree. However, completion of this degree requires a minimum of twelve (12) credit hours that have not been counted toward any other degree.

HORTICULTURE TECHNOLOGY — Degree/Diploma

CURRICULUM DESCRIPTION

The Horticulture Technology curriculum encompasses the study and practical application of a variety of subjects in the field of horticulture. The curriculum consists of identifying and selecting plant materials; propagating, planting, and growing plants; designing basic landscapes and planting materials at the appropriate places and in the correct manner; properly maintaining plant materials; and managing the nursery, greenhouse, and garden center. In addition, skills are developed in designing and building planters, walks, patios, fences and other landscape features. The curriculum is designed to provide students with the knowledge, skills, and attitudes that are necessary for independent, creative thinking essential to success in this field.

Various types of employers hire the graduates of this curriculum. Examples are nurseries, greenhouse operations, garden centers, landscape contractors, landscape maintenance companies, and municipal governmental agencies.

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HORTICULTURE TECHNOLOGY
DIPLOMA
D15240

		Lec/Lab/Crd		
Fall Semester				
HOR 162	Applied Plant Science	2	2	3
ENG 111	Expository Writing (or ENG 101)	3	0	3
HOR 166	Soil and Fertilizers	2	2	3
ACA	Elective	1	0	1
AGR 110	Agricultural Econ.	3	0	3
CIS 111	Basic PC Literacy	1	2	2
		12	6	15
Spring Semester				
HOR 164	Horticultural Pest Mgt.	2	2	3
HOR 168	Plant Propagation	2	2	3
MAT 115	Math. Models	2	2	3
ENG 114	Prof. Research/Report.	3	0	3
AGR 214	Agricultural Marketing	3	0	3
BUS 135	Prin. of Supervision	3	0	3
		15	6	18
Summer Semester				
COE 112	Co-op Work Exp.	0	20	2
HOR 160	Plant Materials I	2	2	3
		2	22	5
	Total Credit Hours			**38**

HORTICULTURE TECHNOLOGY
DEGREE
A15240

		Lec/Lab/Crd		
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
CIS 111	Basic PC Literacy	1	2	2
		12	6	15
Spring Semester				
HOR 164	Horticultural Pest Mgt.	2	2	3
HOR 168	Plant Propagation	2	2	3
MAT 115	Mathematical Models	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
AGR 214	Agricultural Marketing	3	0	3
BUS 135	Prin. of Supervision	3	0	3
		15	6	18
Summer Semester				
COE 112	Co-op Work Experience	0	20	2
HOR 160	Plant Materials I	2	2	3
		2	22	5
Fall Semester				
	Social Science Elective	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
HOR 112	Landscape Design	2	3	3
HOR 124	Nursery Operations	2	3	3
COE 122	Co-op	0	20	2
		10	26	14
Spring Semester				
TRF 110	Intro. Turfgrass Cult & ID	3	2	4
BUS	Business Electives	6	0	6
AGR 262	Weed ID & Control	2	3	3
	Humanities Elective	3	0	3
		14	5	16
	Total Credit Hours			**68**

INDUSTRIAL SYSTEMS TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

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

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

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

INDUSTRIAL SYSTEMS TECHNOLOGY
Degree
D50240

		Lec	Lab	Crd
Fall Semester				
ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
ELC 125	Diagrams and Schematics	1	2	2
ENG 111	Expository Writing	3	0	3
ACA	Elective	1	0	1
		10	14	15
Spring Semester				
ELC 114	Basic Wiring II	2	6	4
ELC 118	National Electrical Code	1	2	2
ELC 121	Electrical Estimating	1	2	2
MNT 110	Intro to Maint Procedures	1	3	2
MAT 115	Mathematical Models	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		10	15	16
Summer Semester				
ELC 115	Industrial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4
ISC 112	Industrial Safety	2	0	2
		6	12	10
Fall Semester				
ELC 215	Electrical Maintenance	2	3	3
MEC 160	Mechanical Industrial Sys.	1	3	2
HYD 110	Hydraulics/Pneumatics I	2	2	3
PLU 111	Intro to Basic Plumbing	1	3	2
WLD 112	Basic Welding Processes	1	3	2
CIS 111	Basic PC Literacy	1	2	2
ENG 114	Professional Research & Reporting	3	0	3
		11	16	17
Spring Semester				
ELC 128	Intro to PLC	2	3	3
ELC 229	Applications Project (or COE)	1	3	2
MEC 111	Machine Processes I	1	4	3
MEC 130	Mechanisms (or COE)	2	2	3
MNT 240	Indust. Equip. Troubleshoot	1	3	2
	Social Science Elective	3	0	3
		10	15	16
Total Credit Hours				**74**

INDUSTRIAL SYSTEMS TECHNOLOGY — Diploma/Certificate

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INDUSTRIAL SYSTEMS TECHNOLOGY
Certificate
C50240

		Lec	Lab	Crd
Fall Semester				
PLU 111	Intro. to Basic Plumbing	1	3	2
ELC 125	Diagrams and Schematics	1	2	2
HYD 110	Hydraulics/Pneumatics	2	3	3
WLD 112	Basic Welding Processes	1	3	2
		5	11	9
Spring Semester				
** Program Electives				6
Total Credit Hours				**15**

***Program Electives:** Choose a minimum of six (6) semester hours from the following list of courses:*

ELC 121	Electrical Estimating	1	2	2
MNT 110	Intro. to Maint. Procedures	1	3	2
ISC 112	Industrial Safety	2	0	2
MEC 111	Machine Processes I	1	4	3
MEC 130	Mechanisms	2	3	3
MNT 240	Indust. Eq. Troubleshoot	1	3	2

INDUSTRIAL SYSTEMS TECHNOLOGY
Diploma
D50240

		Lec	Lab	Crd
Fall Semester				
PLU 111	Introduction to Basic Plumbing	1	3	2
ELC 125	Diagrams and Schematics	1	2	2
MAT 101	Applied Mathematics I (or MAT 115)	2	2	3
HYD 110	Hydraulics/Pneumatics	2	3	3
WLD 112	Basic Welding Processes	1	3	2
ACA	Elective	1	0	1
		8	13	13
Spring Semester				
ENG 101	App. Communications I (or ENG 111)	3	0	3
MNT 110	Intro. to Maint. Procedures	1	3	2
MEC 130	Mechanisms	2	3	3
MNT 240	Industrial Equip. Troubleshoot	1	3	2
MEC 111	Machine Processes I	1	4	3
		8	13	13
Summer Semester				
ELC 115	Industrial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4
ISC 112	Industrial Safety	2	0	2
		6	12	10
Total Credit Hours				**36**

INFORMATION SYSTEMS — Degree/Certificate

CURRICULUM DESCRIPTION

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

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

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

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INFORMATION SYSTEMS
CERTIFICATE
C25260

		Lec	Lab	Crd
Fall Semester				
CIS 110	Intro. to Computers	2	2	3
CIS 115	Intro. to Prog. & Logic	2	2	3
CIS 164	DTP Layout & Design	2	2	3
		6	6	9
Spring Semester				
CIS 130	Survey of Oper. Syst.	2	3	3
CIS 152	Database Conc. & Apps.	2	2	3
CIS 120	Spreadsheets I	2	2	3
		6	7	9

Total Credit Hours 18

INFORMATION SYSTEMS
DEGREE
A25260

		Lec	Lab	Crd
Fall Semester				
ENG 111	Expository Writing	3	0	3
MAT 145	Analytical Math	3	0	3
NET 110	Data Comm./Networking	2	2	3
CIS 115	Intro. 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	Prof. Research & Reporting	3	0	3
CIS 164	DTP Layout and Design	2	2	3
CSC 139	Visual BASIC Programming	2	3	3
CIS 152	Database Concepts & Appl.	2	2	3
CIS 172	Intro. to Internet	2	3	3
		11	10	15
Summer Semester				
CIS 126	Graphics Software Intro.	2	2	3
CIS 153	Database Applications	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
	Elective or COE	3	0	3
		9	7	12
Fall Semester				
CIS 286	Systems Analysis & Design	3	0	3
CIS 120	Spreadsheet I	2	2	3
CIS 169	Business Presentations	1	2	2
BUS 110	Intro. to Business	3	0	3
CIS 121	User Support & Software Eval.	1	4	3
		10	8	14
Spring Semester				
CIS 220	Spreadsheets II	1	2	2
CIS 165	Desktop Publishing I	2	2	3
CIS 288	Systems Project	1	4	3
	Social Science Elective	3	0	3
	Humanities/Fine Arts Elective	3	0	3
CIS 135	PC Diagnostics/Config.	2	2	3
		12	10	17

Total Credit Hours 74

INFORMATION SYSTEMS: NETWORKING ADMINISTRATION AND SUPPORT CONCENTRATION — Degree/Certificate

CURRICULUM DESCRIPTION

Network Administration and Support is a concentration under the curriculum title of Information Systems. This curriculum prepares students to install and support networks and develops strong analytical skills and extensive computer knowledge.

Course work includes extensive hands-on experience with networks. Classes cover media types, topologies, and protocols with installation and support of hardware and software, troubleshooting network and computer problems, and administrative responsibilities. Elective choices provide opportunity for specialization individualization.

Graduates should qualify for positions such as: LAN/PC, Administrator, Microcomputer Support Specialist, Network Control Operator, Communications Technician/Analyst, Network/Computer Consultant, and Information Systems Specialist. Graduates are also prepared to sit for certification exams which can result in industry-recognized credentials.

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INFORMATION SYSTEMS: NETWORKING ADMINISTRATION AND SUPPORT CONCENTRATION
CERTIFICATE
C2526D

		Lec	Lab	Crd
Fall Semester				
CIS 110	Intro. to Computers	2	2	3
NET 110	Data Comm/Network	2	2	3
CIS 130	Survey of Oper. Syst.	2	3	3
		6	7	9
Spring Semester				
CIS 215	Hardware Install/:Maint. I	2	3	3
CIS 175	Network Mgmt. I	2	2	3
CIS 115	Intro. to Prog. & Logic	2	2	3
		6	7	9

Total Credit Hours 18

INFORMATION SYSTEMS: NETWORKING ADMINISTRATION AND SUPPORT CONCENTRATION
DEGREE
A2526D

		Lec	Lab	Crd
Fall Semester				
ENG 111	Expository Writing	3	0	3
BUS 110	Intro. to Business	3	0	3
NET 110	Data Comm/Network	2	2	3
CIS 115	Intro. to Prog. & 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
CIS 130	Survey of Operating Systems	2	3	3
CIS 175	Network Management I	2	2	3
CIS 148	Operating Syst-Windows NT	2	2	3
	Social Science Elective	3	0	3
		12	7	15
Summer Semester				
CIS 174	Network System Manager I	2	2	3
CIS 152	Database Concepts & Applications	2	2	3
NET 125	Routing and Switching I	1	4	3
CIS 217	Computer Train. & Support	2	2	3
		7	10	12
Fall Semester				
CIS 275	Network Management II	2	2	3
CIS 274	Network System Manager II	2	2	3
MAT 145	Analytical Math	3	0	3
NET 126	Routing and Switching II	1	4	3
	Humanities/Fine Arts Elective	3	0	3
		11	8	15
Spring Semester				
CIS 135	PC Diagnostics/Config.	2	2	3
CIS 282	Network Technology	3	0	3
CIS 235	Adv. PC Diagnostic/Config.	2	2	3
NET 280	Networking Project	1	4	3
CIS/NET	Elective (or COE)	2	2	3
		10	10	15

Total Credit Hours 73

LIVESTOCK AND POULTRY TECHNOLOGY — Degree/Diploma

CURRICULUM DESCRIPTION

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

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

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

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LIVESTOCK AND POULTRY TECHNOLOGY
DIPLOMA
D15280

		Lec/Lab/Crd		
Fall Semester				
AGR 160	Plant Science	2	2	3
ENG 111	Expository Writing (or ENG 101)	3	0	3
ACA	Elective	1	0	1
AGR 170	Soil Science	2	2	3
CIS 111	Basic PC Literacy	1	2	2
ANS 110	Animal Science	3	0	3
AGR 110	Agricult. Economics	3	0	3
		15	6	18
Spring Semester				
ANS 115	Animal Feeds & Nutri.	2	2	3
ANS 140	Swine Production	2	2	3
MAT 115	Math. Models	2	2	3
ENG 114	Prof. Res./Reporting	3	0	3
ANS 130	Poultry Production	2	2	3
BUS 135	Prin. of Supervision	3	0	3
		14	8	18
Summer Semester				
COE 112	Co-op Work Exp.	0	20	2
ANS 120	Beef Production	2	2	3
COE 110	World of Work	1	0	1
		3	22	6

Total Credit Hours **42**

LIVESTOCK AND POULTRY TECHNOLOGY
DEGREE
A15280

		Lec/Lab/Crd		
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
CIS 111	Basic PC Literacy	1	2	2
ANS 110	Animal Science	3	0	3
AGR 110	Agricultural Economics	3	0	3
		15	6	18
Spring Semester				
ANS 115	Animal Feeds & Nutrition	2	2	3
ANS 140	Swine Production	2	2	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
		14	8	18
Summer Semester				
COE 112	Co-op Work Experience	0	20	2
ANS 120	Beef Production	2	2	3
COE 110	World of Work	1	0	1
		3	22	6
Fall Semester				
BUS	Business Elective	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
ANS 160	Animal Waste Management	3	0	3
	Electives	6	0	6
COE 122	Co-op Work Experience	0	20	2
		15	20	17
Spring Semester				
ANS 212	Livestock Records & Analysis	3	0	3
ANS 150	Animal Health Mgt.	3	0	3
BUS	Business Elective	3	0	3
	Computer Science Elective	2	2	3
	Humanities Elective	3	0	3
		14	2	15

Total Credit Hours **74**

MACHINING TECHNOLOGY — Degree/Diploma

CURRICULUM DESCRIPTION

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

Students will learn to interpret blueprints, set up manual and CNC machines, perform basic and advanced machining operations and make decisions to insure that work quality is maintained.

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

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MACHINING TECHNOLOGY
DIPLOMA
D50300

		Lec/Lab/Crd		
Fall Semester				
MAC 111	Machining Tech I	2	12	6
ENG 111	Expository Writing (or ENG 101)	3	0	3
BPR 111	Blueprint Reading	1	2	2
ISC 112	Industrial Safety	2	0	2
MAC 114	Intro to Metrology	2	0	2
		10	14	15
Spring Semester				
MAC 112	Machining Tech II	2	12	6
ENG 114	Prof Res & Report	3	0	3
BPR 121	Blueprint Read. Mech	1	2	2
MAC 151	Machining Calc.	1	2	2
MEC 142	Physical Metallurgy	1	2	2
		8	18	15
Summer Semester				
MAC 113	Machining Tech III	2	12	6
MAC 152	Adv Machining Calc.	1	2	2
MAC 121	Intro to CNC	2	0	2
		5	14	10

Total Credit Hours **40**

MACHINING TECHNOLOGY
DEGREE
A50300

		Lec/Lab/Crd		
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 122	CNC Turning	1	3	2
ISC 112	Industrial Safety (or COE Elective)	2	0	2
BPR 221	Interpretation of GD&T	2	0	2
		9	17	15
Spring Semester				
MAC 215	Machining Technology V	2	12	6
CIS 110	Introduction to Computers	2	2	3
MAC 124	CNC Milling	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

MEDICAL OFFICE ADMINISTRATION — Degree

CURRICULUM DESCRIPTION

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

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

This program is pending approval by the State Board of Community Colleges.

MEDICAL OFFICE ADMINISTRATION
DEGREE
A25310

		Lec	Lab	Crd
Fall Semester				
OST 131	Keyboarding	1	2	2
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
OST 164	Text Editing Applications	3	0	3
BIO 161	Introduction to Human Biology	3	0	3
OST 141	Medical Term. I - Medical Office	3	0	3
ACA 111	College Student Success	1	0	1
		16	4	18
Spring Semester				
ENG 114	Professional Research & Reporting	3	0	3
OST 134	Text Entry & Formatting	2	2	3
OST 137	Office Software Applications	1	2	2
BUS 121	Business Math	2	2	3
OST 148	Medical Coding, Billing, & Insurance	3	0	3
OST 142	Medical Term. II - Medical Office	3	0	3
		14	6	17
Summer Semester				
COM 231	Public Speaking (or Humanities Elective)	3	0	3
		3	0	3
Fall Semester				
OST 136	Word Processing	1	2	2
OST 286	Professional Development	3	0	3
OST 181	Intro to Office Systems	2	2	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	10	15
Spring Semester				
OST 289	Office Systems Management	2	2	3
OST 236	Advanced Word/Information Proc.	2	2	3
OST 149	Medical Legal Issues	3	0	3
PSY 150	General Psychology I (or Social Science Elective)	3	0	3
BUS 125	Personal Finance	3	0	3
	Elective	3	0	3
COE 111	Co-Op Work Exp I (or elective)	0	10	1
		16	14	19
	Total Credit Hours			**72**

MEDICAL OFFICE ADMINISTRATION
MEDICAL CONCENTRATION — Diploma/Certificate

MEDICAL OFFICE ADMINISTRATION
DIPLOMA
D25310

		Lec	Lab	Crd
Fall Semester				
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
OST 164	Text Editing Applications	3	0	3
BIO 161	Introduction to Human Biology	3	0	3
OST 141	Medical Terminology I	3	0	3
		12	4	14
Spring Semester				
OST 134	Text Entry & Formatting	2	2	3
OST 137	Office Software Applications	1	2	2
BUS 121	Business Math	2	2	3
OST 148	Med. Coding, Billing, & Insurance	3	0	3
OST 142	Medical Terminology II	3	0	3
		11	6	14
Fall Semester				
ENG 111	Expository Writing	3	0	3
OST 136	Word Processing	1	2	2
OST 181	Introduction to Office Systems	2	2	3
OST 243	Medical Office Simulation	2	2	3
OST 241	Medical Office Transcription I	1	2	2
		9	8	13
Spring Semester				
OST 289	Office Systems Management	2	2	3
OST 149	Medical Legal Issues	3	0	3
		5	2	6
	Total Credit Hours			**47**

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MEDICAL OFFICE ADMINISTRATION
CERTIFICATE
C25310

		Lec	Lab	Crd
Fall Semester				
OST 131	Keyboarding	1	2	2
OST 141	Med Term I	3	0	3
OST 184	Records Mgmt	1	2	2
		5	4	7
Spring Semester				
OST 134	Text Entry & Form	2	2	3
OST 148	Medical Coding, Billing, & Ins	3	0	3
		5	2	6
Fall Semester				
OST 136	Word Processing	1	2	2
OST 164	Text Editing App	3	0	3
		4	2	5
	Total Credit Hours			**18**

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

CURRICULUM DESCRIPTION

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

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

		Lec/	Lab/	Clinical/	Crd
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 and is eligible to apply for listing as Nursing Aide II.

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

CURRICULUM DESCRIPTION

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community agencies.

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

		Lec/	Lab/	Clinical/	Crd
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 & Report.	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)	4	0	6	6
	Humanities/Fine Arts Elective	3	0	0	3
NUR 255	Professional Issues	3	0	0	3
		10	0	6	12
Spring Semester					
NUR 235B	Adult Nursing II (Part B)	4	0	6	6
NUR 233	Nursing Leadership	2	0	0	2
		6	0	6	8

Credit hours awarded for previous work and LPN course work: 21

Total Credit Hours **54**

NURSING: GENERAL OCCUPATIONAL TECHNOLOGY (PRE-NURSING) — Diploma

CURRICULUM DESCRIPTION

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an 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 offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

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

		Lec/	Lab/	Crd
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 Term. I - Medical Office	3	0	3
RED 111	Crit Reading for College	3	0	3
ACA 111	College Student Success	1	0	1
		19	3	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
CIS 110	Introduction to Computers	2	2	3
		13	7	16
	Total Credit Hours			**36**

NURSING: PRACTICAL NURSING (LPN) — Diploma

CURRICULUM DESCRIPTION

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

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

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

NURSING: PRACTICAL NURSING (LPN)
DIPLOMA
D45660

		Lec/	Lab/	Clinical/	Crd
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 and is eligible to apply for listing as Nurse Aide II.

NURSING: GENERAL OCCUPATIONAL TECHNOLOGY (PRE-NURSING) — Diploma

CURRICULUM DESCRIPTION

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an 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 offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

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

		Lec/	Lab/	Crd
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 Term. I - Medical Office	3	0	3
RED 111	Crit Reading for College	3	0	3
ACA 111	College Student Success	1	0	1
		19	3	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
CIS 110	Introduction to Computers	2	2	3
		13	7	16
	Total Credit Hours			**36**

NURSING: PRACTICAL NURSING (LPN) — Diploma

CURRICULUM DESCRIPTION

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

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

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

NURSING: PRACTICAL NURSING (LPN)
DIPLOMA
D45660

		Lec/	Lab/	Clinical/	Crd
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 and is eligible to apply for listing as Nurse Aide II.

NURSING: GENERAL OCCUPATIONAL TECHNOLOGY (PRE-NURSING) — Diploma

CURRICULUM DESCRIPTION

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an 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 offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

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

		Lec/	Lab/	Crd
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 Term. I - Medical Office	3	0	3
RED 111	Crit Reading for College	3	0	3
ACA 111	College Student Success	1	0	1
		19	3	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
CIS 110	Introduction to Computers	2	2	3
		13	7	16
	Total Credit Hours			**36**

NURSING: PRACTICAL NURSING (LPN) — Diploma

CURRICULUM DESCRIPTION

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

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

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

NURSING: PRACTICAL NURSING (LPN)
DIPLOMA
D45660

		Lec/	Lab/	Clinical/	Crd
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 and is eligible to apply for listing as Nurse Aide II.

OFFICE SYSTEMS TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

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

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

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

OFFICE SYSTEMS TECHNOLOGY
DEGREE
A25360

		Lec/Lab/Crd		
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
OST 164	Text Editing Applications	3	0	3
ACA 111	College Student Success	1	0	1
		13	4	15
Spring Semester				
OST 134	Text Entry & Formatting	2	2	3
OST 137	Office Software Applications	1	2	2
ENG 114	Professional Research & Reporting	3	0	3
BUS 125	Personal Finance	3	0	3
ACC 120	Principles of Accounting I	3	2	4
		12	6	15
Summer Semester				
BUS 121	Business Math	2	2	3
COM 231	Public Speaking	3	0	3
	(or Humanities Elective)		52	6
Fall Semester				
OST 136	Word Processing	1	2	2
OST 181	Introduction to Office Systems	2	2	3
OST 286	Professional Development	3	0	3
BUS 260	Business Communications	3	0	3
CIS 147	Operating Syst.-Windows	2	2	3
BUS 115	Business Law I	3	0	3
OST 184	Records Management	1	2	2
		15	8	19
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 Proc.	2	2	3
OST 223	Machine Transcription I	1	2	2
	Elective	3	0	3
COE 111	Co-Op Work Experience I	0	10	1
		11	16	15
	Total Credit Hours			**70**

OFFICE SYSTEMS TECHNOLOGY — Diploma/Certificate

OFFICE SYSTEMS TECHNOLOGY
DIPLOMA
D25360

		Lec/Lab/Crd		
Fall Semester				
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
OST 184	Records Management	1	2	2
OST 164	Text Editing Applications	3	0	3
OST 131	Keyboarding	1	2	2
		10	6	13
Spring Semester				
OST 134	Text Entry & Formatting	2	2	3
OST 137	Office Software Applications	1	2	2
BUS 121	Business Math	2	2	3
CIS 120	Spreadsheet I	2	2	3
		7	8	11
Fall Semester				
OST 136	Word Processing	1	2	2
OST 286	Professional Development	3	0	3
BUS 260	Business Communications	3	0	3
CIS 147	Operating Systems-Windows	2	2	3
OST 181	Intro to Office Systems	2	2	3
		11	6	14
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**

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OFFICE SYSTEMS TECHNOLOGY
CERTIFICATE
C25360

		Lec/Lab/Crd		
Fall Semester				
OST 131	Keyboarding	1	2	2
OST 164	Text Editing Appl.	3	0	3
		4	2	5
Spring Semester				
OST 134	Text Entry & Format	2	2	3
OST 137	Office Software Appl.	1	2	2
		3	4	5
Fall Semester				
OST 136	Word Processing	1	2	2
OST 184	Records Mgmt.	1	2	2
		2	4	4
	Total Credit Hours			**14**

PARALEGAL TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive an procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

PARALEGAL TECHNOLOGY
DEGREE
A25380

		Lec/Lab/Crd		
Fall Semester				
LEX 110	Intro. to Paralegal Study	2	0	2
LEX 120	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	3	0	3
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
		16	8	20
Summer Semester				
LEX 240	Family Law	3	0	3
LEX 192	Sel Topics: Law Office	1	2	2
		4	2	5
Fall Semester				
OST 136	Word Processing	1	2	2
LEX 210	Real Property I	3	0	3
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
		16	6	19
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	18	12
	Total Credit Hours			**73**

REAL ESTATE APPRAISAL — Certificate

CURRICULUM DESCRIPTION

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to licensed or certified appraiser levels.

Course work includes appraisal theory and concepts with applications, the North Carolina Appraisers Act, North Carolina Appraisal Board rules, and the Uniform Standards of Professional Appraisal Practice.

Graduates should be prepared to complete the North Carolina Registered Trainee Examinations and advance to licensure or certification levels as requirements are met.

REAL ESTATE APPRAISAL
CERTIFICATE
C25420

		Lec/Lab/Crd		
Fall Semester				
REA 101	Intro. to Real Estate Appraisal (R-1)	3	0	2
REA 201	Intro. to Income Prop. Appr. (G-1)	3	0	2
		6	0	4
Spring Semester				
REA 102	Valuation Prin. & Practices (R-2)	3	0	2
REA 202	Adv. Income Capital Proc. (G-2)	3	0	2
		6	0	4
Fall Semester				
REA 103	Appl. Res. Prop. Valuation (R-3)	3	0	2
REA 203	Intro. to Income Prop. Appr. (G-3)	3	0	2
		6	0	4
	Total Credit Hours			**12**

WELDING TECHNOLOGY — Diploma/Certificate

CURRICULUM DESCRIPTION

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

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

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

WELDING TECHNOLOGY
DIPLOMA
D50420

		Lec	Lab	Crd
Fall Semester				
WLD 110	Cutting Processes	1	3	2
WLD 115	SMAW (Stick) Plate	2	9	5
MAT 101	Applied Mathematics I (or MAT 115)	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	App. Communications I (or ENG 111)	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**

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WELDING TECHNOLOGY
CERTIFICATE
C50420

		Lec	Lab	Crd
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	Symb and Spec	2	2	3
WLD 131	GTAW (TIG) Plate	2	6	4
		4	8	7
	Total Credit Hours			**18**

COURSES OF INSTRUCTION

Numbers following the course title indicate the number of credit hours for the course. Lecture/lab hours are listed with the programs of study. Courses below 100 level are not included in calculation of GPA or academic honors (dean's list, etc.).

ACADEMIC RELATED

ACA 090 Study Skills (3)
Prerequisites: None
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 (1)
Prerequisites: None
Corequisites: None
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACA 118 College Study Skills (2)
Prerequisites: None
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 (1)
Prerequisites: None
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 (1)
Prerequisites: None
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 (4)
Prerequisites None
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 (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 (3)
Prerequisites: None
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 (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 (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 (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 (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 (3)
Prerequisites: None
Corequisites: None
This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

AGR 132 Wines of the World (2)
Prerequisites: None
Corequisites: None
This course introduces the major wine growing regions of the world, including their history, distribution, climate, and wine types. Emphasis will be placed on grape varieties planted, and upon environmental and cultural factors influencing grape growth and wine quality and style.

AGR 133 Introduction to Winemaking (3)
Prerequisites: CHM 131
Corequisites: None
This course provides an overview of the history of winemaking, fermentation, winery operations, and the physiology of wine consumption. Emphasis is placed on the types of wines produced in the United States with particular attention to wines of the Southeast. Upon completion, students should be familiar with general winemaking procedures.

AGR 135 Introduction to Viticulture (4)
Prerequisites: None
Corequisites: None
This course introduces grape growing. Topics include botany, fruiting and rootstock cultivars; anatomy and physiology; history and distribution of grapes; vine classification; world growing areas including latitude, climate, and soils; and common diseases and pests. Upon completion, students should be able to demonstrate an overall understanding of the viticulture field.

AGR 137 Vineyard Management (4)
Prerequisites: None
Corequisites: None
This course introduces the biology and control of grape diseases and disorders. Topics of study include fungal, bacterial, and viral diseases, phylloxers, insect and vertebrate control and vineyard floor management. Upon completion, students should be able to demonstrate an understanding of grape diseases and their control.

AGR 138 Vineyard Estab. & Dev. (3)
Prerequisites: AGR 135
Corequisites: None
This course covers site selection and preparation, varietal, clonal, and rootstock selection and planting, appropriate trellis systems, and vine training during the first year of growth. Emphasis will be placed on the development of healthy vines which will bear high-quality fruit at reasonable cost. Upon completion, students should be able to make independent decisions with regard to the establishment of a new vineyard.

AGR 140 Agricultural Chemicals (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 237 Wine Grape Production (3)
Prerequisites: AGR 138
Corequisites: None
This course covers cultural practices in wine grape production after the first year, including training, summer and winter pruning, canopy management, irrigation, mineral nutrition, crop rejutation, and harvesting. Emphasis will be placed upon particular problems associated with grape production in the southeast. Upon completion, students should be able to make decisions essential to the production of high-quality wine grapes.

AGR 238 Grapevine Pests, Diseas & Disord (3)
Prerequisites: AGR 138
Corequisites: None
This course provides an introduction to pests and diseases of vineyards. Topics include pest/disease identification and control methods and sampling techniques, with emphasis on integrated management in pest control. Upon completion, students should be able to identify and manage common vineyard pests and diseases.

AGR 239 Vineyard Management II (3)
Prerequisites: AGR 138
Corequisites: None
This course covers practical aspects of the daily operations of the vineyard. Topics include scheduling and timing of vineyard activities, personnel acquisition and management, and legal and regulatory issues, as well as sources and types of supplies. Upon completion, the student should be conversant with most aspects of vineyard management.

AGR 261 Agronomy (3)
Prerequisites: None
Corequisites: None
This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices.

AGR 262 Weed ID & Control (3)
Prerequisites: None
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 (3)
Prerequisites: None
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.

AGR 280 Winemaking (4)
Prerequisites: None
Corequisites: None
This course introduces winemaking practices. Topics of study include fruit choices and quality, crushing, fermenting, bottling, basic winemaking chemistry and microbiology. Upon completion, students should be able to demonstrate knowledge of the overall winemaking process.

AGR 282 Wine Fermentation (3)
Prerequisites: AGR 133
Corequisites: None
This course addresses the nature, development, physiology, and control of yeasts and bacteria involved in the making, aging, and spoilage of wines. Topics include morphology, physiology, and culture of common wine microorganisms, their place in the fermentation process, and control of undesirable microorganisms. Upon completion, the student should be able to manage fermentation and prevent or control wine spoilage.

AGR 283 Wine Analysis (4)
Prerequisites: AGR 133
Corequisites: None
This course provides the student with sensory and chemical analytical tools used in the production of wine. Topics included are the analysis and monitoring of fermentation, detection of spoilage, and laboratory approaches to blending and finishing in the commercial winery. Upon completion, students should be familiar with accepted methods of commercial wine analysis.

AGR 284 Winery Design and Mgmt. (3)
Prerequisites: AGR 133
Corequisites: None
This course provides approaches to the design of a winery, including sizing, layout, materials, tools, and utilities required. Topics include estimating cost of production and daily operation, and regulatory issues in planning and operation of a winery. Upon completion, students should be equipped to make national decisions related to the efficient and economical operation of a winery.

AGR 285 Winery Operations (4)
Prerequisites: AGR 133
Corequisites: None
This course provides practical cellar-oriented winery experience. Students will be actively involved in the daily activities of the winemaking process. Upon completion, students should have an enhanced understanding of practical cellar operations.

AGR 286 Wine Marketing (3)
Prerequisites: AGR 132, AGR 133
Corequisites: None
This course introduces students to aspects of marketing that are unique to the wine industry, and provides experience in designing and implementing a wine marketing plan. Emphasis is placed on the nature of the wine market, examples of marketing programs, and practical experience in their design and implementation. Upon completion, students should be able to demonstrate comprehension and familiarity with the tools and techniques of marketing wine.

AGR 287 Vineyard Operations (4)
Prerequisites: None
Corequisites: None
This course covers basic vineyard operations, including field applications and activities necessary for the successful operation of a commercial winegrape vineyard in the southeastern U.S. Topics include planting, canopy management, equipment selection and use, fertilization, harvesting and contracts. Upon completion, students will be able to make and implement sound viticultural decisions that allow the production of a sustainable and quality crop of grapes.

AIR CONDITIONING, HEATING, & REFRIGERATION

AHR 110 Intro. to Refrigeration (5)
Prerequisites: None
Corequisites: None
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity (3)
Prerequisites: None
Corequisites: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology (4)
Prerequisites: None
Corequisites: None
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling (4)
Prerequisites: None
Corequisites: None
This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology (4)
Prerequisites: AHR 110 or AHR 113
Corequisites: None
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 120 HVACR Maintenance (2)
Prerequisites: None
Corequisites: None
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 130 HVAC Controls (3)
Prerequisites: AHR 111 or ELC 111
Corequisites: None
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 133 HVAC Servicing (4)
Prerequisites: None
Corequisites: AHR 112 or AHR 113
This course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 140 All-Weather Systems (2)
Prerequisites: AHR 112 or AHR 113
Corequisites: None
This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

AHR 160 Refrigerant Certification (1)
Prerequisites: None
Corequisites: None
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180 HVACR Customer Relations (1)
Prerequisites: None
Corequisites: None
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 210 Residential Building Code (2)
Prerequisites: None
Corequisites: None
This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design (3)
Prerequisites: None
Corequisites: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR 212 Advanced Comfort Systems (4)
Prerequisites: AHR 114
Corequisites: None
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls.. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

AHR 215 Commercial HVAC Controls (2)
Prerequisites: AHR 111 or ELC 111
Corequisites: None
This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

AHR 250 HVAC System Diagnostics (2)
Prerequisites: None
Corequisites: AHR 212
This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications.

ANIMAL SCIENCE

ANS 110 Animal Science (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate a knowledge of nutritional requirements and feeding practices of farm animals.

ANS 120 Beef Production (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 (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 (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 (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 (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 (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 (3)
Prerequisites: None
Corequisites: None
This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fieldsof anthropology. *This course has been approved* ***to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.***

ANT 220 Cultural Anthropology (3)
Prerequisites: None
Corequisites: None
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 240 Archaeology (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 114 Art History Survey I (3)
Prerequisites: None
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115 Art History Survey II (3)
Prerequisites: None
Corequisites: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *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 (3)
Prerequisites: None
Corequisites: None
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience..

ART 130 Basic Drawing (2)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media,

and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

ART 132 Drawing II (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 (3)
Prerequisites: ART 131
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 (2)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.

ART 241 Painting II (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 244 Watercolor (3)
Prerequisites: None
Corequisites: None
This course introduced basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media.

AUTOMATION TRAINING

ATR 280 Robotic Fundamentals (4)
Prerequisites: None
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 (4)
Prerequisites: None
Corequisites: None
This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II (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 (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 (3)
Prerequisites: None
Corequisites: None
This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II (4)
Prerequisites: None
Corequisites: None
This course covers safety, tools, and advanced body repair . Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I (4)
Prerequisites: None
Corequisites: None
This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II (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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUTOMOTIVE

AUT 111 Basic Auto Technology (2)
Prerequisites: None
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 (4)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116 Engine Repair (2)
Prerequisites: None
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 141 Suspension & Steering Sys (4)
Prerequisites: None
Corequisites: None
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.

AUT 151 Brake Systems (3)
Prerequisites: None
Corequisites: None
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 152 Brake Systems Lab (1)
Prerequisites: None
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 (4)
Prerequisites: None
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 162 Chassis Elect & Electr (3)
Prerequisites: None
Corequisites: None
This course covers electrical/electronic diagnosis/repair, including wiring diagrams, instrumentation, and electronic/computer-controlled devices and accessories. Topics include interpreting wiring diagrams and diagnosis and repair of chassis electrical and electronic systems. Upon completion, students should be able to read and interpret wiring diagrams and determine/perform needed repairs on chassis electrical and electronic systems.

AUT 163 Chassis Elec & Elect Lab (1)
Prerequisites: None
Corequisites: AUT 162
This course provides a laboratory setting to enhance chassis electrical and electronic system skills. Emphasis is placed on practical experiences that enhance the topics presented in AUT 162. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 162.

AUT 164 Automotive Electronics (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 Perf.-Electrical (3)
Prerequisites: None
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 (1)
Prerequisites: None
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 (3)
Prerequisites: None
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 (1)
Prerequisites: None
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 (2)
Prerequisites: None
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 221 Automatic Transmissions (4)
Prerequisites: None
Corequisites: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 231 Manual Drive Trains/Axles (3)
Prerequisites: None
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmission/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair manual drive trains.

AUT 232 Manual Dr Trains/Axles Lab (1)
Prerequisites: None
Corequisites: AUT 231
This course provides a laboratory setting to enhance the skills for diagnosing and repairing manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Emphasis is placed on practical experiences that enhance the topics presented in AUT 231. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in AUT 231.

BIOLOGY

BIO 110 Principles of Biology (4)
Prerequisites None
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement in general education core requirement in natural sciences/mathematics.*

BIO 111 General Biology I (4)
Prerequisites None
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 112 General Biology II (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 120 Introductory Botany (4)
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130 Introductory Zoology (4)
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of

selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 Environmental Biology (3)
Prerequisites: None
Corequisites: None
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab (1)
Prerequisites: None
Corequisites: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 143 Field Biology Minicourse (2)
Prerequisites: None
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 (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 146 Regional Natural History (4)
Prerequisites: None
Corequisites: None
This course is an interdisciplinary and historical analysis of the natural resources of the region. Emphasis is place on geology, climate, forest systems, watersheds, water resources, and fish and wildlife resources of the region. Upon completion, students should be able to demonstrate comprehension of the natural history and the integration of the natural resources of the region. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 155 Nutrition (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 & Physio (5)
Prerequisites: None
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 Physio. I (4)
Prerequisites: None
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 Physio. II (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 (4)
Prerequisites: None
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 175 General Microbiology (3)
Prerequisites: BIO 110 or BIO 163 or BIO 166 or BIO 169
Corequisites: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile

techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 223 Field Botany (3)
Prerequisites: BIO 112
Corequisites: None
This course provides a field and laboratory study of local flora. Emphasis is placed on local flora classificaiton, identification, and ecology by the use of keys and field studies. Upon completion, students should be able to use keys for the classification and identification of local flora and to demonstrate an understanding of plant ecology. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 224 Local Flora Spring (2)
Prerequisites: None
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on spring wild flowers. Upon completion, students should be able to identify a variety of spring wild flowers and native plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 225 Local Flora Summer (2)
Prerequisites: None
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on summer wild flowers. Upon completion, students should be able to identify a variety of summer wild flowers and native plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 226 Local Flora Fall (2)
Prerequisites: None
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on fall wild flowers. Upon completion, students should be able to identify a variety of fall wild flowers and native plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 227 Winter Plant ID (2)
Prerequisites: None
Corequisites: None
This course provides an introduction to the identification of native plants. Emphasis is placed on plants in their winter condition. Upon completion, students should be able to identify a variety of native plants in their winter condition. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 235 Ornithology (4)
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course introduces the biology of birds. Emphasis is placed on the systematics, recognition, distribution, anatomy, physiology, behavior, and ecology of birds. Upon completion, students should be able to identify various avian species and demonstrate a knowledge of their biology and ecology. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

BIO 240 Waste Management (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 Conserv. (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 (2)
Prerequisites: None
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 (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 (2)
Prerequisites: None
Corequisites: CAR 111
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 (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 (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 (3)
Prerequisites: None
Corequisites: None
This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 116 Business Law II (3)
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 (3)
Prerequisites: None
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 125 Personal Finance (3)
Prerequisites: None
Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 Principles of Supervision (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 151 People Skills (3)
Prerequisites: None
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 (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 Mgmt. (3)
Prerequisites: None
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 Busin. (3)
Prerequisites: None
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 (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.

CABINETMAKING

CAB 111 Cabinetmaking I (7)
Prerequisites: None
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 (8)
Prerequisites: None
Corequisites: None
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. *This is a diploma-level course.*

CAR 112 Carpentry II (8)
Prerequisites: CAR 111
Corequisites: None
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113 Carpentry III (6)
Prerequisites: CAR 111
Corequisites: None
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114 Residential Bldg Codes (3)
Prerequisites: None
Corequisites: CAR 112
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 (3)
Prerequisites: BPR 130
Corequisites: CAR 112
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/Rep. I (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A Intro. to Chemistry Lab (1)
Prerequisites: None
Corequisites: CHM 131
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 132 Organic and Biochemistry (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 (4)
Prerequisites: None
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 (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 (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 (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 Intro. to Computers (3)
Prerequisites: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

CIS 111 Basic PC Literacy (2)
Prerequisites: None
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 115 Intro to Prog & Logic (3)
Prerequisites: MAT 080
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CIS 120 Spreadsheet I (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 (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 125 Core Integrated Software (3)
Prerequisites: None
Corequisites: None
This course instructs the students in the CORE Windows of Linux based program suites for word processing, spreadsheet, database, and presentation software. This course prepared the student in the CORE level development of database, spreadsheet, word processing, and presentation application to utilize data sharing.

CIS 126 Graphics Software Intro (3)
Prerequisites: CIS 110 or CIS 111
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 (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 135 PC Diagnostics/Configuration (3)
Prerequisites: CIS 110 or CIS 115
Corequisites: None
This course covers personal computer hardware including identification, installations, diagnostics, and repair. Topics include component/bus identification, safety procedures, hardware/software installation and configuration, diagnosing and replacing field replaceable units including memory and storage devices. Upon completion, students should be able to identify, install, upgrade, maintain, diagnose and repair/replace basic microcomputer components. *This course is the first in a series of two courses that meet the CompTia A+ certification competencies; this course meets standard for the A+ core hardware exam.*

CIS 147 Oper. Syst. -Windows (3)
Prerequisites: None
Corequisites: None
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 Oper. Syst.-Windows NT (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. *This course will cover the Microsoft Windows 2000 Professional certification requirements.*

CIS 152 Database Concpts & Apps (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 (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 164 DTP Layout & Design (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 (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 (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 (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 (3)
Prerequisites: None
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. *This course meets certification standards for an elective in the Microsoft Track.*

CIS 174 Network System Mgr. I (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. *This course meets certification standards for Novell, Netware 6.x Administration.*

CIS 175 Network Management I (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. *This course meets certification standards for Microsoft course 2151, Microsoft Windows 2000 Network and Operating System Essentials.*

CIS 211 AS/400 Maint & Operations (3)
Prerequisites: None
Corequisites: None
This course is designed to cover the fundamental AS/400 System operations, screens, utilities, and terminology. Topics include an introduction to the AS/400 operating system, security, backup and restore, handling spooled files, and using commands and menus to create and manipulate objects. Upon completion, students should be able to use utilities, create libraries, save and restore files, monitor and control jobs and queues, and know AS/400 operations.

CIS 215 Hardware Install/Maint (3)
Prerequisites: CIS 110, 111, or 115
Corequisites: None
This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.

CIS 216 Software Install/Maint (2)
Prerequisites: CIS 130
Corequisites: None
This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software. *This course meets certificaiton standards for Novell's elective course 780, Desktop Management with ZENWorks.*

CIS 217 Computer Train & Support (3)
Prerequisites: None
Corequisites: None
This course introduces computer training and support techniques. Topics include methods of adult learning, training design, delivery, and evaluation, creating documentation, and user support methods. Upon completion, students should be able to design and implement training and provide continued support for computer users.

CIS 220 Spreadsheets II (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 226 Trends in Technology (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 235 Adv PC Diagnostic/Config. (3)
Prerequisites: CIS 215 or CIS 135
Corequisites: None
This course covers upgrading and repairing personal computers and peripherals. Topics include configuring and trouble shooting peripherals, installing device drivers, resolving resource conflicts, configuring and optimizing operating systems, and related topics. Upon completion, students should be able to install peripherals and upgrade personal computers components, diagnose problems, resolve resource conflict, and optimize system performance. *This course is the second in a series of two courses that meet the CompTia A+ certification competencies; this course meets standard for the A+ operating system technology exam.*

CIS 244 Operating System - AS/400 (3)
Prerequisites: None
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 274 Network System Manager II (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 meets certification standards for Novell course 570, Netware 5.x Advanced Administration.*

CIS 275 Network Management II (3)
Prerequisites: CIS 175
Corequisites: None
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 meets certification standards for Microsoft course 2152, Supporting Microsoft Windows 2000 Professional and Server.*

CIS 277 Network Design & Imp. (3)
Prerequisites: CIS 275
Corequisites: None
This course focuses on the design, analysis, and integration of a network operating system. Topics include determination of a directory tree structure and object placement, creation of time synchronization strategy, security, and routing services. Upon completion, students should be able to implement a network design strategy, develop a migration strategy, and create a network implementation schedule. *This course meets certification standards for Microsoft course 2154, Implementing and Administering Directory Services.*

CIS 282 Network Technology (3)
Prerequisites: None
Corequisites: None
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 meets certification standards for CompTia Network+ exam.*

CIS 286 Systems Analysis & Design (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 (3)
Prerequisites: CIS 215 and 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 meets certification standards for CompTia A+ Core Hardware exam.*

CIS 288 Systems Project (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 (3)
Prerequisites: None
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

CJC 112 Criminology (3)
Prerequisites: None
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice (3)
Prerequisites: None
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 121 Law Enforcement Operations (3)
Prerequisites: None
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 131 Criminal Law (3)
Prerequisites: None
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence (3)
Prerequisites: None
Corequisites: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections (3)
Prerequisites: None
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration,

treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC 212 Ethics & Comm Relations (3)
Prerequisites: None
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 215 Organiz. & Administration (3)
Prerequisites: None
Corequisites: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles (4)
Prerequisites: None
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 231 Constitutional Law (3)
Prerequisites: None
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

COOPERATIVE EDUCATION

COE 110 World of Work (1)
Prerequisites: None
Corequisites: None
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.

COE 111 Co-op Work Experience I (1)
Prerequisites: ACA 220, COE 110, OST 286, a Co-op Workshop, or permission from Co-op staff
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I (2)
Prerequisites: ACA 220, COE 110, OST 286 ,a Co-op Workshop, or permission from Co-op staff
Corequisites: None
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 113 Co-op Work Exp. I (Apprenticeship) (3)
Prerequisites: ACA 220, COE 110, OST 286, a Co-op Workshop, or permission from Co-op staff
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 114 Co-op Work Experience I (Apprenticeship) (4)
Prerequisites: ACA 220, COE 110, OST 286, a Co-op Workshop, or permission from Co-op staff
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Exp Seminar I (1)
Prerequisites: None
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 (1)
Prerequisites: COE 111 or COE 112
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 122 Co-op Work Experience II (2)
Prerequisites: COE 111 or COE 112
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 123 Co-op Work Experience II (Apprenticeship) (3)
Prerequisites: COE 113
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 124 Co-op Work Experience II (Apprenticeship) (4)
Prerequisites: COE 114
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 125 Work Exp Seminar II (1)
Prerequisites: COE 121, COE 122, COE 123, or COE 124
Corequisites: None
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 (1)
Prerequisites: COE 121 or COE 122
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 132 Co-op Work Experience III (2)
Prerequisites: COE 121 or COE 122
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 133 Co-op Work Experience III (Apprenticeship) (3)
Prerequisites: COE 123
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 134 Co-op Work Experience III (Apprenticeship) (4)
Prerequisites: COE 124
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 211 Co-op Work Experience IV (1)
Prerequisites: COE 131 or COE 132
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 212 Co-op Work Experience IV (2)
Prerequisites: COE 131 or COE 132
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 213 Co-op Work Experience IV (Apprenticeship) (3)
Prerequisites: COE 133
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 214 Co-op Work Experience IV (Apprenticeship) (4)
Prerequisites: COE 134
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 221 Co-op Work Experience V (1)
Prerequisites: COE 211 or COE 212
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 222 Co-op Work Experience V (2)
Prerequisites: COE 211 or COE 212
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 223 Co-op Work Experience V (Apprenticeship) (3)
Prerequisites: COE 213
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 224 Co-op Work Experience V (4)
Prerequisites: COE 214
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Co-op courses are available each semester.

COMMUNICATION

COM 231 Public Speaking (3)
Prerequisites: None
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in speech/communication.*

COM 233 Persuasive Speaking (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.

COM 251 Debate I (3)
Prerequisites: None
Corequisites: None
This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

COSMETOLOGY

COS 111 Cosmetology Concepts I (4)
Prerequisites: None
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I (8)
Prerequisites: None
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II (4)
Prerequisites: None
Corequisites: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II (8)
Prerequisites: None
Corequisites: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III (4)
Prerequisites: None
Corequisites: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III (4)
Prerequisites: None
Corequisites: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV (2)
Prerequisites: None
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV (7)
Prerequisites: None
Corequisites: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 120 Esthetics (2)
Prerequisites: None
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 (6)
Prerequisites: None
Corequisites: None
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 122 Manicure/Nail Technology II (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 (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 (2)
Prerequisites: None
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 (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 (1)
Prerequisites: None
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 (2)
Prerequisites: None
Corequisites: None
This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

COS 251 Manicure Instr Concepts (8)
Prerequisites: None
Corequisites: None
This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

COS 252 Manicure Instr Practicum (5)
Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon
Corequisites: COS 251
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 271 Instructor Concepts I (5)
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 (7)
Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II (5)
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 (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 (3)
Prerequisites: None
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 134 C++ Programming (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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 135 COBOL Programming (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 comple-

tion, students should be able to design, code, test, and debug COBOL language programs.

CSC 138 RPG Programming (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 139 Visual BASIC Programming (3)
Prerequisites: CIS 115
Corequisites: None
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

CSC 141 Visual C++ Programming (3)
Prerequisites: CIS 115, CIS 134
Corequisites: None
This course introduces event-driven computer programming using the Visual C++ 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 Visual C++ language programs.

CSC 148 JAVA Programming (3)
Prerequisites: CIS 115, CIS 134
Corequisites: None
This course introduces computer programming using the JAVA language. Topics include selection, iteration, arithmetic and logical operators, classes, inheritance, methods, arrays, user interfaces, basic applet creation and other related topics. Upon completion, students should be able to design, code, test, and debug JAVA language programs.

CSC 160 Intro to Internet Prog (3)
Prerequisites: CIS 115
Corequisites: None
This course introduces client-side Internet programming using HTML and Javascript. Topics include use of frames and tables, use of meta tags, Javascript techniques for site navigation. Upon completion, students should be able to write HTML documents that incorporate programming to provide web page organization and navigation functions.

CSC 234 Advanced C++ (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.

CSC 235 Advanced COBOL (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.

CSC 238 Advanced RPG (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.

CSC 239 Advanced Visual BASIC (3)
Prerequisites: CSC 139
Corequisites: None
This course is a continuation of CSC 139 using Visual 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.

CSC 260 Prog in Another Language (3)
Prerequisites: CIS 115 and CSC 138
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.

CSC 285 Programming Project (3)
Prerequisites: CIS 115
Corequisites: None
This course provides an opportunity to complete a significant Programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation.

CONSTRUCTION

CST 110 Intro to Construction (2)
Prerequisites: None
Corequisites: CAR 111
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.

DESIGN DRAFTING

DDF 211 Design Drafting I (4)
Prerequisites: DFT 112, DFT 112A, DFT 151
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 (2)
Prerequisites: None
Corequisites: DFT 111A
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 111A Technical Drafting I Lab (1)
Prerequisites: None
Corequisites: DFT 111
This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

DFT 112 Technical Drafting II (2)
Prerequisites: DFT 111, DFT 111A
Corequisites: DFT 112A
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 112A Technical Drafting II Lab (1)
Prerequisites: DFT 111, DFT 111A
Corequisites: DFT 112
This course provides a laboratory setting to enhance advanced drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

DFT 115 Architectural Drafting (2)
Prerequisites: None
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 (2)
Prerequisites: DFT 111, DFT 111A
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 (3)
Prerequisites: None
Corequisites: None
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 152 CAD II (3)
Prerequisites: DFT 112, DFT 112A, and 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 214 Descriptive Geometry (2)
Prerequisites: DFT 111, DFT 111A
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 (3)
Prerequisites: None
Corequisites: None
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 115 Theatre Criticism (3)
Prerequisites: None
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.*

ELECTRONIC COMMERCE

ECM 168 Electronic Business (3)
Prerequisites: None
Corequisites: None
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

ECM 210 Intro to Electronic Commerce (3)
Prerequisites: None
Corequisites: None
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet web site. *This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.*

ECM 220 E-Commerce Plan. & Implem. (3)
Prerequisites: None
Corequisites: None
This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business.

ECM 230 Capstone Project (3)
Prerequisites: ECM 220
Corequisites: None
This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business.

ECONOMICS

ECO 151 Survey of Economics (3)
Prerequisites: None
Corequisites: None
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 Prin of Microeconomics (3)
Prerequisites: None
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 (3)
Prerequisites: ECO 251
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 (2)
Prerequisites: None
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 (2)
Prerequisites: None
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)
Prerequisites: None
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 (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 (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)
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 144 Child Development I (3)
Prerequisites: None
Corequisites: None
This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145 Child Development II (3)
Prerequisites: None
Corequisites: None
This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance (3)
Prerequisites: None
Corequisites: 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)
Prerequisites: None
Corequisites: 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)
Prerequisites: None
Corequisites: 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 (2)
Prerequisites: None
Corequisites: 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 (4)
Prerequisites: None
Corequisites: 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)
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)
Prerequisites: None
Corequisites: None
This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

EDU 221 Children with Sp Needs (3)
Prerequisites: EDU 144 and EDU 145 or PSY 244 and PSY 245
Corequisites: 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)
Prerequisites: None
Corequisites: 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 235 School-Age Dev & Prog (2)
Prerequisites: None
Corequisites: None
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

EDU 259 Curriculum Planning (3)
Prerequisites: EDU 112, 119, or 113
Corequisites: None
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Admin I (2)
Prerequisites: None
Corequisites: 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)
Prerequisites: EDU 261
Corequisites: 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 263 Dev School-Age Prog (2)
Prerequisites: None
Corequisites: None
This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the

physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

EDU 275 Effective Tech Train (2)
Prerequisites: None
Corequisites: 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)
Prerequisites: None
Corequisites: 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)
Prerequisites: None
Corequisites: 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.

EDU 291 Sel Top: CDA Credentials (1)
Prerequisites: Enrollment in program
Corequisites: None
This course provides an opportunity to explore areas of current interest in the early childhood area. Emphasis is placed on subject matter appropriate to preparing a person to work with children from ages infant through kindergarten. Upon completion students should be able to demonstrate an understanding of the principles and applications involved with early childhood education. The Child Development Associate (CDA) candidate should be able to display competence in thirteen functional areas as defined by the Council for Early Childhood Professional Recognition, Washington, DC.

EDU 293 The Whole Child (3)
Prerequisites: None
Corequisites: None
This course is designed to promote understanding of the needs and developmental stages of children. Emphasis is on giving students, parents, teachers, and professional child care providers the tools they need to foster the growth and well-being of children in their care, particularly infants, toddlers, and pre-schoolers. Upon completion, students should be able to demonstrate proper child care techniques in light of current child development theory.

ELECTRICITY

ELC 112 DC/AC Electricity (5)
Prerequisites: None
Corequisites: ELC 113
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 (4)
Prerequisites: None
Corequisites: ELC 112
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 (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 (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 (4)
Prerequisites: ELC 111 or 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 troubleshoot motors and control circuits.

ELC 118 National Electrical Code (2)
Prerequisites: ELC 112 and ELC 113
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 121 Electrical Estimating (2)
Prerequisites: ELC 113
Corequisites: None
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

ELC 125 Diagrams and Schematics (2)
Prerequisites: None
Corequisites: None
This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 127 Software for Technicians (2)
Prerequisites: None
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 (3)
Prerequisites: ELC 112 and ELC 117
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 (5)
Prerequisites: None
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 133 Adv Circuit Analysis (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 215 Electrical Maintenance (3)
Prerequisites: ELC 117
Corequisites: None
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 228 PLC Applications (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 (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 (4)
Prerequisites: None
Corequisites: ELC 112 or ELC 131 or ELC 140
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 (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 (4)
Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 152 Fabrication Techniques (2)
Prerequisites: None
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 (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 (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 (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 Syst. (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 Syst. (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 237 Local Area Networks (3)
Prerequisites: CIS 110 or 111
Corequisites: None
This course introduces the fundamentals of local area networks and their operation in business and computer environments. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, gateways), system configuration, and installation and administration of the LAN. Upon completion, students should be able to install, maintain, and manage a local area network. *This course meets certification standards for an elective on the Microsoft track.*

ELN 238 Advanced LANs (3)
Prerequisites: ELN 237
Corequisites: None
This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

ELN 244 Computer Repair (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 (5)
Prerequisites: None
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 (3)
Prerequisites: None
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 (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 (2)
Prerequisites: None
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.

ENGLISH

ENG 060 Speaking English Well (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 (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 (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 (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 (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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (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 (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 Res. (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 (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 & Report (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 (3)
Prerequisites: None
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 (3)
Prerequisites: ENG 111
Corequisites: None
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

ENG 126 Creative Writing II (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 (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 132 Introduction to Drama (3)
Prerequisites: ENG 111
Corequisites: ENG 112 or ENG 113 or ENG 114
This course provides intensive study of drama as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of drama. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of drama. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 231 American Literature I (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 (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 (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 (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 (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 (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 253 The Bible as Literature (3)
Prerequisites: ENG 112, 113 or 114
Corequisites: None
This course introduces the Hebrew Old Testament and the Christian New Testament as works of literary art. Emphasis is placed on the Bible's literary aspects including history, composition, structure, and cultural contexts. Upon completion, students should be able to identify and analyze selected books and passages using appropriate literary conventions. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ENG 261 World Literature I (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 (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 (3)
Prerequisites: None
Corequisites: None
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GRAPHIC ARTS

GRA 151 Computer Graphics I (2)
Prerequisites: CIS 110 and GRD 141 or ART 121
Corequisites: None
This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool.

GRA 152 Computer Graphics II (2)
Prerequisites: GRA 151
Corequisites: None
This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions.

GRA 153 Computer Graphics III (2)
Prerequisites: GRA 152
Corequisites: None
This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications.

GRA 163 Computer Graphics Apps III (1)
Prerequisites: None
Corequisites: GRA 153
This course is designed to provide additional hands-on training using computer software and hardware for production and design in graphic arts. Emphasis is placed on utilizing various computer software and hardware to produce advanced graphic arts projects. Upon completion, students should be able to effectively use the computer as a graphic arts production tool.

GRAPHIC DESIGN

GRD 110 Typography I (3)
Prerequisites: None
Corequisites: GRD 141, CIS 110
This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements.

GRD 121 Drawing Fundamentals I (2)
Prerequisites: None
Corequisites: None
This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 131 Illustration I (2)
Prerequisites: ART 131 or DES 125 or GRD 121
Corequisites: None
This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork.

GRD 141 Graphic Design I (4)
Prerequisites: ART 121, portfolio review
Corequisites: None
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD 142 Graphic Design II (4)
Prerequisites: DES 135 or GRD 141 ART 121
Corequisites: None
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 160 Photo Fundamentals I (3)
Prerequisites: None
Corequisites: None
This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contract, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality.

GRD 241 Graphic Design III (4)
Prerequisites: DES 136 or GRD 142
Corequisites: None
This course is an advanced exploration of various techniques and media for advertising and grphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 242 Graphic Design IV (4)
Prerequisites: GRD 241
Corequisites: None
This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction.

GRD 280 Portfolio Design (4)
Prerequisites: ART 121, GRD 242
Corequisites: None
This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

HEALTH

HEA 110 Personal Health/Wellness (3)
Prerequisites: None
Corequisites: None
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.

HEA 112 First Aid & CPR (2)
Prerequisites: None
Corequisites: None
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.

HEA 120 Community Health (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 Western Civilization II (3)
Prerequisites: None
Corequisites: None
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 American History I (3)
Prerequisites: None
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II (3)
Prerequisites: None
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, 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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

HORTICULTURE

HOR 112 Landscape Design I (3)
Prerequisites: None
Corequisites: None
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 124 Nursery Operations (3)
Prerequisites: None
Corequisites: None
This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students should be able to design and implement a nursery operation and grow and harvest nursery crops.

HOR 138 Greenhouse Veg Prod (2)
Prerequisites: None
Corequisites: None
This course covers the production of greenhouse vegetable crops. Emphasis is placed on controlling the greenhouse environment, production principles, insect and disease control, and harvesting and marketing the crops. Upon completion, students should be able to produce and market a greenhouse vegetable crop.

HOR 160 Plant Materials I (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 Hort Pest Management (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical 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 (3)
Prerequisites: None
Corequisites: None
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HUMANITIES

HUM 110 Technology and Society (3)
Prerequisites: None
Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts*

HUM 120 Cultural Studies (3)
Prerequisites: None
Corequisites: None
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *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 (3)
Prerequisites: None
Corequisites: None
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 123 Appalachian Culture (3)
Prerequisites: None
Corequisites: None
This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement premajor and/or elective course requirement.*

HUM 160 Introduction to Film (3)
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230 Leadership Development (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 (3)
Prerequisites: None
Corequisites: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INDUSTRIAL SCIENCE

ISC 112 Industrial Safety (2)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 Prin. of Industrial Mgmt (3)
Prerequisites: None
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 (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.*

INTERNET TECHNOLOGIES

ITN 160 Principles of Web Design (3)
Prerequisites: None
Corequisites: None
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

JOURNALISM

JOU 110 Intro to Journalism (3)
Prerequisites: None
Corequisites: None
This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles.

LEGAL EDUCATION

LEX 110 Intro Paralegal Study (2)
Prerequisites: None
Corequisites: None
This course introduces the paralegal profession and the legal system and an emphasis is placed on the role of professional and legal ethics. Topics include regulation, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to understand the role of a paralegal and identify the skills, knowledge and ethics required or paralegals.

LEX 120 Legal Research/Writing I (3)
Prerequisites: None
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 (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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

LEX 141 Civil Litigation II (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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 Sel. Topics: Law Office (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 (3)
Prerequisites: None
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 (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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (2)
Prerequisites: None
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 (2)
Prerequisites: 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 establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

MACHINING

MAC 111 Machining Technology I (6)
Prerequisites: None
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 (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 (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 (2)
Prerequisites: None
Corequisites: None
This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

MAC 121 Intro to CNC (2)
Prerequisites: None
Corequisites: None
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning (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 (2)
Prerequisites: None
Corequisites: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 151 Machining Calculations (2)
Prerequisites: None
Corequisites: None
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Adv Machining Calc (2)
Prerequisites: None
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 (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 (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 (2)
Prerequisites: None
Corequisites: CAR 113
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 (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 (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 (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 (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 (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 (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 (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 (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 (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 (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 and radical functions; complex numbers; right angle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trigonometry II (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 (3)
Prerequisites: MAT 080
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 (1)
Prerequisites: MAT 080
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 141 Math I for Teachers K-9 (3)
Prerequisites: MAT 080 or MAT 090
Corequisites: None
This course is the first of a two course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion students should be able to communicate orally and in writing these basic mathematical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 142 Math II for Teachers K-9 (3)
Prerequisites: MAT 141
Corequisites: None
This course is the second of a two course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 145 Analytical Math (3)
Prerequisites: MAT 080
Corequisites: None
This course is designed to develop problem-solving and reasoning skills by the study of selected areas of mathematics. Topics include elementary and Boolean algebra, sets, logic, number theory, numeration systems, probability, statistics, and linear programming. Upon completion, students should be able to apply logic and other mathematical concepts. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MAT 151 Statistics I (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 (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 (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 (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 (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 (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 167 Discrete Mathematics (3)
Prerequisites: MAT 121
Corequisites: None
This course is a study of discrete mathematics with emphasis on applications. Topics include number systems, combinations/permutations, mathematical logic/proofs, sets/counting, Boolean algebra, mathematical induction, trees/graphs, and algorithms. Upon completion, students should be able to demonstrate competence in the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 171 Precalculus Algebra (3)
Prerequisites: MAT 080 or MAT 090
Corequisites: None
This course is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 172 Precalculus Trigonometry (3)
Prerequisites: MAT 171
Corequisites: None
This course is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 175 Precalculus (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 (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 (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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 252A Statistics II Lab (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 (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 (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 (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 (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 (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 (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 (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 (3)
Prerequisites: None
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 130 Mechanisms (3)
Prerequisites: None
Corequisites: None
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 142 Physical Metallurgy (2)
Prerequisites: None
Corequisites: None
This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

MEC 160 Mechanical Industrial Sys (2)
Prerequisites: None
Corequisites: None
This course covers mechanical components used in industrial machine operation. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.

MEC 211 Engineering Mats & Testing (4)
Prerequisites: None
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 (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 (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 (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 (3)
Prerequisites: DFT 111, DFT 111A, 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 120 Principles of Marketing (3)
Prerequisites: None
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MAINTENANCE

MNT 110 Intro to Maint Procedures (2)
Prerequisites: None
Corequisites: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 230 Pumps & Piping Systems (2)
Prerequisites: None
Corequisites: None
This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MNT 240 Indust Equip Troubleshoot (2)
Prerequisites: ELC 112 or ELC 131
Corequisites: None
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MUSIC

MUS 110 Music Appreciation (3)
Prerequisites: None
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 112 Introduction to Jazz (3)
Prerequisites: None
Corequisites: None
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 113 American Music (3)
Prerequisites: None
Corequisites: None
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 131 Chorus I (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 (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 (1)
Prerequisites: None
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 (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 (2)
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 (2)
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 (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 (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 (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 (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 (2)
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 (2)
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 (3)
Prerequisites: None
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. *A combination of lecture, presentations and hands-on labs working with Novell Netware 3.x, 5.x, and Microsoft Windows NT and Advanced Server 2000 will be the methods of instruction.*

NET 125 Routing and Switching I (3)
Prerequisites: None
Corequisites: None
This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types. *This course is the first of a two-part series that meets certification standards for the Cisco Certified Network Associate.*

NET 126 Routing and Switching II (3)
Prerequisites: NET 125
Corequisites: None
This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses. *This course is the second of a 4-part series that meets certification standards for the Cisco Certified Network Associate.*

NET 145 Introduction to Linux (3)
Prerequisites: None
Corequisites: None
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, student should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NET 150 Implementing and Administering Active Directory Services (3)
Prerequisites: None
Corequisites: None
This course provides students with the knowledge and skills necessary to install, configure, and administer Active Directory (AD), Group Policies, and central management. Topics include planning, configuring, and administering AD, Domain Name System, Group Policy, deploying remotely using Remote Installation services, central management, and implementing and troubleshooting security. Upon completion of the course, students should be able to implement and administer an Active Directory structure in a Windows 2000 network.

NET 165 Linux Networking/Security (3)
Prerequisites: None
Corequisites: None
This course includes skill-building in configuring common network services and security administration using Linux. Topics include server-side setup, configuration, basic administration of common networking services, and security administration using Linux. Upon completion, students should be able to set up a Linux server and configure common network services including security requirements.

NET 225 Adv. Router & Switching I (3)
Prerequisites: NET 126
Corequisites: None
This course introduces advanced router configurations, advanced LAN switching theory and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion, students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN. *This course is the third of a four-part series that meets certification standards for the Cisco Certified Network Associate.*

NET 226 Adv Routing and Switching II (3)
Prerequisites: NET 225
Corequisites: None
This course introdues WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, channels, and function groups, and describe the Spanning Tree protocol. *This course completes the four-part series that meets certification standards for the Cisco Certified Network Associate.*

NET 230 Wide Area Networking (3)
Prerequisites: NET 110
Corequisites: None
This course is designed to introduce significant aspects of network interconnectivity. Topics include LAN-to-LAN, LAN-to-host, LAN-to-WAN connectivity, Internet connections, and voice-video-data transmission. Upon completion, students should be able to demonstrate an understanding of wide area networking.

NET 240 Network Design (3)
Prerequisites: NET 110
Corequisites: None
This course covers the principles of the design of LANs and WANs. Topics include network architecture, transmission systems, traffic management, bandwidth requirements, Internet working devices, redundancy, and broad-band versus base-band systems. Upon completion, students should be able to design a network to meet specified business and technical requirements. *This course meets certification standards for an elective in the Microsoft track.*

NET 260 Internet Dev & Support (3)
Prerequisites: NET 110 or NET 115 or CIS 282
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.

NET 270 Scalable Networks Design (3)
Prerequisites: None
Corequisites: None
This course covers principles and techniques of scalable networks. Topics include building multi-layer networks, controlling overhead traffic in growing routed networks, and router capabilities used to control traffic over LANs and WANs. Upon completion, students should be able to design; implement; and improve traffic flow, reliability, redundancy, and performance in enterprise networks. *This course meets certification standards for Microsoft course 2153, Implementing Microsoft Windows 2000 Network Infrastructures.*

NET 271 Multi-Layer Networks (3)
Prerequisites: NET 270
Corequisites: None
This course covers building campus networks using multi-layer switching technologies over a high-speed Ethernet. Topics include improving IP routing performance with multi-layer switching, implementing fault tolerance routing, and managing high bandwidth broadcast while controlling IP multi-cast access to networks. Upon completion, students should be able to install and configure multi-layer enterprise networks and determine the required router configurations to support new services and applications.

NET 280 Networking Project (3)
Prerequisites: NET 110 and CIS 274 or CIS 275
Corequisites: CIS 287
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation. *This course is the capstone course required to successfully complete the two-year network degree program.*

NURSING

NUR 101 Practical Nursing I (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 (12)
Prerequisites: NUR 101
Corequisites: None
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *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 (10)
Prerequisites: NUR 102
Corequisites: NUR 118
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 child daycare facilities, as well as other health care facilities with emphasis on the role of collaborator and delegator within the health care team.

NUR 107 LPN Refresher (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 interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.

NUR 115 Fundamentals of Nursing (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 (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 (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 (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 (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 (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 (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 (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 (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 (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 (3)
Prerequisites: None
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. (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 (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 (2)
Prerequisites: None
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 134 Text Entry & Formatting (3)
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 136 Word Processing (2)
Prerequisites: 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 Appl. (2)
Prerequisites: None
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 141 Med Terms I-Med Office (3)
Prerequisites: None
Corequisites: OST 131
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 Med Terms II-Med Office (3)
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 (3)
Prerequisites: OST 141
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 (3)
Prerequisites: None
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing healthcare 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 (3)
Prerequisites: None
Corequisites: OST 131
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 (3)
Prerequisites: OST 134, OST 137
Corequisites: None

This course introduces the skills and abilities needed in today's office. Topics include effec-

tively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management (2)
Prerequisites: None
Corequisites: OST 131
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 (2)
Prerequisites: OST 134, 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 (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 (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 (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 (3)
Prerequisites: OST 148 and OST 131
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 (3)
Prerequisites: None
Corequisites: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, 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 (3)
Prerequisites: 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 (2)
Prerequisites: None
Corequisites: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

PED 111 Physical Fitness I (1)
Prerequisites: None
Corequisites: None
This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program.

PED 112 Physical Fitness II (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 (1)
Prerequisites: None
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 (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 (1)
Prerequisites: None
Corequisites: None
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.

PED 118 Weight Training II (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 (1)
Prerequisites: None
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 (1)
Prerequisites: None
Corequisites: None
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program.

PED 125 Self-Defense-Beginning (1)
Prerequisites: None
Corequisites: None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

PED 126 Self-Defense-Intermediate (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 (1)
Prerequisites: None
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 (1)
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 129 Golf-Intermediate (1)
Prerequisites: PED 128
Corequisites: None
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 (1)
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis.

PED 131 Tennis-Intermediate (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 (1)
Prerequisites: None
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 (1)
Prerequisites: None
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 (1)
Prerequisites: None
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 (1)
Prerequisites: None
Corequisites: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball.

PED 144 Volleyball-Intermediate (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 (1)
Prerequisites: None
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 (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 (1)
Prerequisites: None
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 (1)
Prerequisites: None
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 150 Baseball/Beginning (1)
Prerequisites: None
Corequisites: None
This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 151 Baseball/Intermediate (1)
Prerequisites: PED 150
Corequisites: None
This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 152 Swimming-Beginning (1)
Prerequisites: None
Corequisites: None
This course is designed for non-swimmers and beginners. emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 154 Swimming for Fitness (1)
Prerequisites: PED 152
Corequisites: None
This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

PED 158 Whitewater Rafting (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 (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 (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 (1)
Prerequisites: None
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 171 Nature Hiking (1)
Prerequisites: None
Corequisites: None
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for pre-major and/or elective course requirement.*

PED 181 Snow Skiing-Beginning (1)
Prerequisites: None
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 (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 (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 (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 (4)
Prerequisites: None
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 (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 (4)
Prerequisites: MAT 161 or MAT 171
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 College Physics II (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 (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 (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 (9)
Prerequisites: None
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 (2)
Prerequisites: None
Corequisites: None
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

POLITICAL SCIENCE

POL 120 American Government (3)
Prerequisites: None
Corequisites: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional 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 (3)
Prerequisites: None
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 (2)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psy-

chology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 211 Psychology of Adjustment (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 (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 (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 (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 (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 (3)
Prerequisite: None
Corequisite: None
This course provides 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 (3)
Prerequisite: None
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 (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 (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 (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 (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 (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 (2)
Prerequisites: None
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 (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 (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 (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 (2)
Prerequisites: REA 201
Corequisites: None
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 (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 (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 (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 (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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *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 (3)
Prerequisites: None
Corequisites: None
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament

literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 221 Religion in America (3)
Prerequisites: None
Corequisites: None
This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SOCIOLOGY

SOC 210 Introduction to Sociology (3)
Prerequisites: None
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *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 (3)
Prerequisites: None
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and 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 (3)
Prerequisites: None
Corequisites: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 225 Social Diversity (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society.

SOC 232 Social Context of Aging (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
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 (3)
Prerequisites: None
Corequisites: None
This course presents sociological perspectives on death and dying. Emphasis is placed on analyzing the different death rates among various groups, races, and societies, as well as various types of death. Upon completion, students should be able to discuss the rituals of death, both cultural and religious, and examine current issues relating to death and dying.

SPANISH

SPA 111 Elementary Spanish I (F)
3 0 3
Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural 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 (3)
Prerequisites: None
Corequisites: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 141 Culture and Civilization (3)
Prerequisites: None
Corequisites: None
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 151 Hispanic Literature (3)
Prerequisites: ENG 111
Corequisites: None
This course includes selected readings by Hispanic writers. Topics include fictional and nonfictional 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 161 Cultural Immersion (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. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 181 Spanish Lab I (1)
Prerequisites: None
Corequisites: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 182 Spanish Lab 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 (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 (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 (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 (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 (4)
Prerequisites: None
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 (2)
Prerequisites: None
Corequisites: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes (2)
Prerequisites: None
Corequisites: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with

gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate (5)
Prerequisites: None
Corequisites: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe (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 (4)
Prerequisites: None
Corequisites: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate (4)
Prerequisites: None
Corequisites: None
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 141 Symbols & Specifications (3)
Prerequisites: None
Corequisites: None
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 261 Certification Practices (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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