ACADEMIC CATALOG 2009-2010



SURRY
Community College™

SURRY COMMUNITY COLLEGE

CATALOG

2009-2010

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) TO AWARD ASSOCIATE DEGREES, DIPLOMAS, AND CERTIFICATES. [Questions concerning accreditation status may be directed to the college (336-386-8121) or to SACS (404-679-4501)]

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.

Inquiries should be addressed to

SURRY COMMUNITY COLLEGE
630 SOUTH MAIN STREET
DOBSON, NC 27017-8432
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, or disability.
For additional information, contact the Vice President of Student Development or the Office of Human Resources at (336) 386-8121.

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

For updates to the 2009-2010 catalog, please visit our website at htttp://www.surry.edu

A MESSAGE FROM THE PRESIDENT



Dr. Deborah Friedman

Surry Community College is a comprehensive community college, offering associate degrees, diplomas, and certificates, as well as a variety of learning opportunities and services through our corporate and continuing education division. We have a quality team of faculty, staff, and trustees unified by our mission of promoting personal growth and community development through excellence in teaching, learning, and service. Working together collaboratively, we provide relevant programs and high-quality services for students in a positive learning environment utilizing emerging technologies.

It is with great pride that I serve as President of Surry Community College. I am delighted to have the opportunity to work with wonderful faculty and staff members to assist students in achieving their educational goals. We are proud of our past, and look forward to our future as we provide lifelong learning opportunities to improve the quality of community life. This largely includes meeting the economic and workforce development needs of our service area.

We offer a variety of educational programs in both curriculum and continuing education to assist our community in achieving its educational and occupational goals. Our objective is to build strong alliances with business/industry, educational, and other community agencies for continuous improvement of student-focused programs and services. We will continue developing educational partnerships, which provide high-quality programs and services that are accessible and affordable to students.

Learning today provides the education and knowledge to help put you to work faster. Whether you are starting a new career or looking to improve job skills, Surry Community College continues to assist students so that they can... "Learn it. Do it."

Dr. Deborah Friedman

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, the catalog of record will be that in effect when the student re-enrolls.

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ACADEMIC CALENDAR 2009-2010

FALL SEMESTER 2009

August13, Thursday ..... Registration / Faculty Workday
August 14, Friday ..... Faculty Workday
August 17, Monday ..... Faculty Workday
August 18, Tuesday ..... Classes Begin
September 5 and September 7, Saturday and Monday ..... Labor Day Holidays
October 15 and 16, Thursday & Friday ..... Fall Break
November 11,Wednesday ..... Veterans Day Holiday
November 25-28, Wednesday-Saturday ..... Thanksgiving Holidays
December 14, Monday ..... Last Day of Class
December 15-19, Tuesday-Saturday ..... Exam Days

SPRING SEMESTER 2010

January 4, Monday ..... Registration / Faculty Workday
January 5, Tuesday ..... Faculty Workday
January 6, Wednesday ..... Classes Begin
January 18, Monday ..... Dr. Martin Luther King, Jr. Holiday
February 26-27, Friday & Saturday ..... Spring Holiday
March 29-April 3, Monday-Saturday ..... Spring Break
May 4, Tuesday ..... Last Day of Class
May 5-7, 10, Wednesday-Saturday & Monday ..... Exam Days
May 14, Friday ..... Graduation

SUMMER SEMESTER 2010

May 20, Thursday ..... Registration
May 21, Friday ..... Faculty Workday
May 24, Monday ..... Classes Begin
June 25, Friday ..... Last Day of First Summer Session
June 28, Monday ..... First Day of Second Summer Session
July 5-10, Monday-Saturday ..... Independence Day Holidays
August 6, Friday ..... Last Day of Summer Session

HOURS OF OPERATION

ADMINISTRATIVE OFFICES
Monday-Thursday 7:30 am-10:00 pm
Friday 7:30 am-3:00 pm
Saturday 8:00 am-1:00 pm *(Fall and Spring Semesters only)*

BUSINESS AND CASHIER'S OFFICE
Monday-Thursday 7:30 am-9:00 pm, Friday 7:30 am-3:00 pm

STUDENT DEVELOPMENT OFFICE
Monday-Thursday 7:30 am-7:00 pm; Friday 7:30 am-3:00 pm

CAREER SERVICES CENTER
Monday-Thursday 7:30 am-7:00 pm; Friday 7:30 am to 3:00 pm

LRC — LIBRARY
Monday-Thursday 7:30 am-9:00 pm; Friday 7:30 am-3:00 pm
Open 7:30 am-4:30 pm during spring break and between semesters.

CONTINUING EDUCATION
Campus:
Office Hours: Monday-Thursday 7:30 am-8:00 pm; Friday 7:30 am-3:00 pm
Learning Center Hours: Monday-Thursday 8:00 am-3:30 pm; 6:00 pm-9:00 pm; Friday 8:00 am-12:00 noon

Workforce Development Center, Mt. Airy (336-356-5300):
Office Hours: Monday - Thursday 8:00 am-10:00 pm, Friday 8:00 am-3:00pm
Learning Center Hours: Monday-Thursday 8:00 am-3:30 pm; 6:00 pm-9:00 pm; Friday 8:00 am-12:00 noon

Yadkin Center (336-679-4600):
Office Hours: Monday - Thursday 7:30 am-10:00 pm; Friday 7:30 am-3:00 pm
Learning Center Hours: Monday-Thursday 8:00 am-3:30 pm; 6:00 pm-9:00 pm; Friday 8:00 am-12:00 noon

Continuing Education programs/classes on campus and at theYadkin Center usually follow the regular college schedule. The public school schedule is usually followed for college programs/courses at public schools.

KNIGHTS' GRILL (CAFETERIA)
Fall & Spring semesters: Monday-Thursday 7:00 am-2:00 pm; 5:00 pm-8:30 pm
Friday 7:00 am-1:30 pm
Summer Semester: Monday-Thursday 7:00 am-2:00 pm; Closed on Friday

BOOKSTORE
Monday-Thursday 7:30 am-8:00 pm; Friday 7:30 am-3:00 pm

COMPUTER LAB (E148)
Open lab hours vary by semester. Current hours are posted on the lab door, or call 386-3334 for message concerning current hours.

CAMPUS LOCATOR MAP & LEGEND

A - BUSINESS OFFICE/CASHIER
CAREER SERVICES CENTER
EDUCATIONAL OPPORTUNITY CENTER
EVENING STUDIES
POLICE DEPARTMENT
PRESIDENTS' DINING ROOM
STUDENT DEVELOPMENT
UPWARD BOUND
KNIGHTS' GRILL
TESTING CENTER/DISABILITY SERVICES

B - AUTO BODY

C - BOOKSTORE
COMPUTER SERVICES
ENGLISH/COMMUNICATIONS
PRINT SHOP/MAIL ROOM

E - COMPUTER SCIENCE/ELECTRONICS
DISTANCE EDUCATION

F - EMERGENCY SERVICES TRAINING

G - GREENHOUSE (Horticulture)

H - COSMETOLOGY
DEVELOPMENTAL STUDIES
HEALTH SCIENCES
INSTRUCTIONAL ADMINISTRATION
LEARNING CENTER
MATHEMATICS

J - CORPORATE & CONTINUING EDUCATION
HUMANITIES/SOCIAL SCIENCES
CENTER FOR CONSTRUCTION TECHNOLOGY

K - ENGINEERING TECHNOLOGIES

M - VITICULTURE & ENOLOGY

P - PHYSICAL EDUCATION

R - ACADEMIC SUPPORT CENTER
LEARNING RESOURCES CENTER (Library)

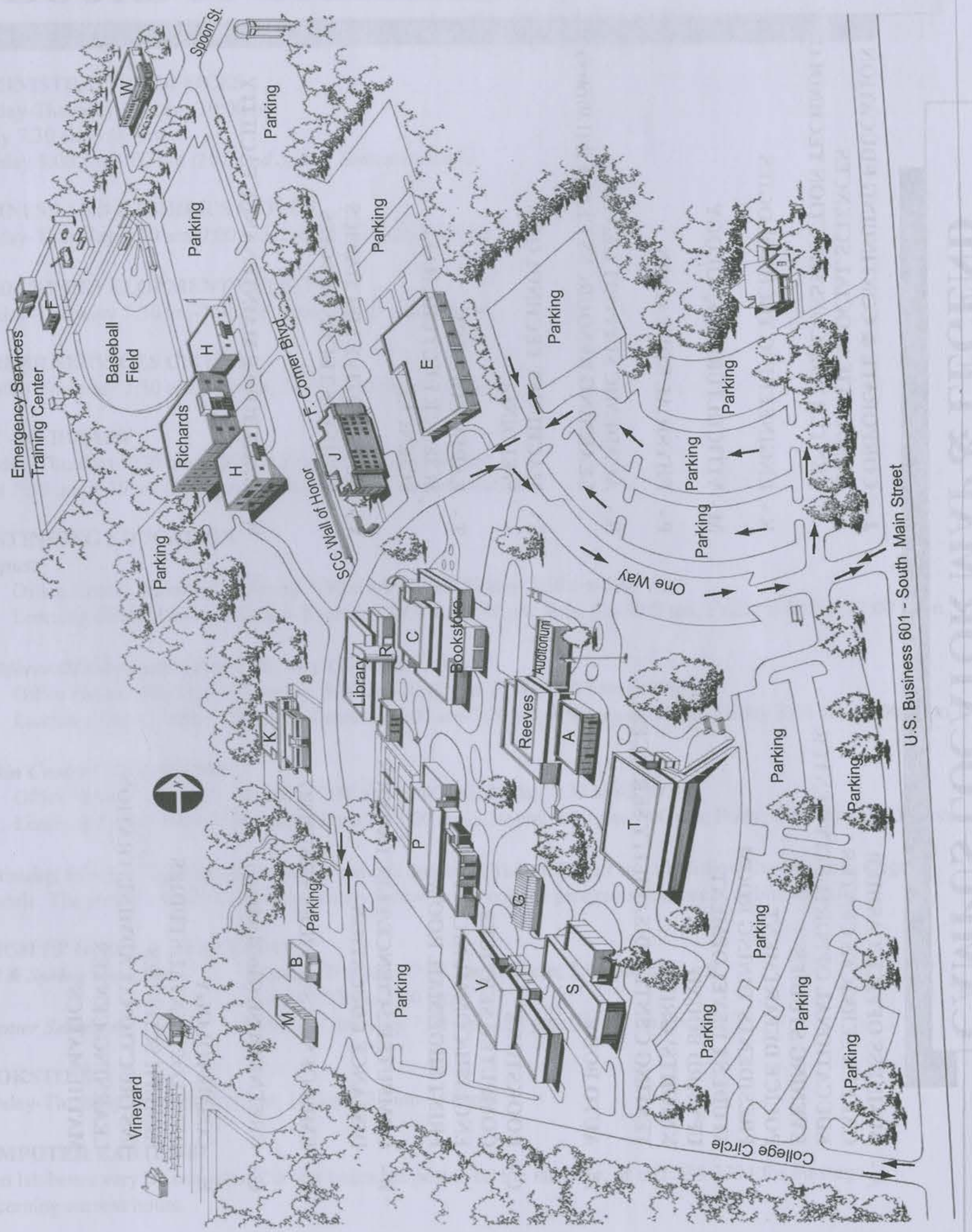
S - MACHINIST TECHNOLOGY
WELDING

T - EARLY COLLEGE
SCIENCE LECTURE HALL
SCIENCES

V - AUTOMOTIVE MECHANICS
BUSINESS TECHNOLOGIES

W - WAREHOUSE MAINTENANCE FACILITY

SURRY COMMUNITY COLLEGE
Dobson, North Carolina



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.

COLLEGE 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, Surry Community College will:

1. Identify and support under-prepared students.
2. Execute a comprehensive marketing plan.
3. Implement strategies to develop new programs to respond to community needs.
4. Develop and implement a process to ensure the currency of all educational programs.
5. Secure additional funds from external sources.
6. Channel resources according to identified priorities.
7. Expand non-traditional delivery options.
8. Plan for continuous improvement of programs, facilities, and services.
9. Focus on distinguishing ourselves from the competition through academic rigor and student focus.

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 of 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 on Page 7 indicates how Surry Community College rated on each measure for 2006-2007. Questions may be addressed to the SCC Office of Planning, Research, and Assessment at 336-386-3451.

Performance Measures and Standards 2008 Report
(for Fiscal Year 2006-07)

#	Measure	State Standard	SCC Results	Met Standard	Colleges Achieving	System Averages
1.	Progress of Basic Skills Students	75% show progress	79%	Yes	55	80%
2.	Passing Rates on Licensure & Certification Exams for First-Time Test Takers	80% aggregate Exceptional - no single exam <70%	79% aggregate 1 exam < 70%	No No	33*	83%
3.	Performance of College Transfer Students	83% Exceptional - equivalent performance to UNC native students - 87%	89%	Yes Yes	37***	84%
4.	Success of Developmental Students in Subsequent Courses	80%	82%	Yes	48***	88%
5.	Passing Rates of Students in Developmental Courses	75%	82%	Yes	43***	81%
6.	Satisfaction of Program Completers and Non-Completers	90% satisfied	97%	Yes	56	97%
7.	Curriculum Student Retention, Graduation, & Transfer	65%	71%	Yes	50	68%
8.	Business/Industry Satisfaction with Services Provided	90%	96%	Yes	58	94%

Note: Data taken from 2008 Critical Success Factors for 2006-2007 fiscal year.

*33 colleges met the 80% standard; 24 colleges had no exam for which they controlled who took the exam with a pass rate <70%.

**37 colleges met the 83% standard; 22 colleges met or exceeded the performance native UNC sophomores and juniors (87%)

***Data not available on five (5) colleges due to collection programs related to the implementaion of CIS.

LEARNING COLLEGE PHILOSOPHY

Surry Community College embraces the concept of the "learning college."[1] As a learning college, SCC will ensure that every action and decision is made from a frame of reference that first ascertains how learning is impacted. Accordingly, the College subscribes to these six key principles[2].

- The learning college creates substantive change in individual learners.
- The learning college engages learners in the learning process as full partners, assuming primary responsibility for their own choices.
- The learning college creates and offers as many options for learning as possible.
- The learning college assists learners to form and participate in collaborative learning activities.
- The learning college defines the roles of learning facilitators by the needs of the learners.
- The learning college and its learning facilitators succeed only when improved and expanded learning can be documented for its learners.

SCC Learning Initiative

The *SCC Learning Initiative* seeks to engage faculty and staff throughout the college in systemic efforts to develop the learning environment's full potential. The *Initiative* aims to establish structures, policies, leadership practices, professional development, and curriculum initiatives designed to improve the educational outcomes of all students.

The project, proposed as a three-year Quality Enhancement Plan, intends to more fully transform Surry Community College into a 21st Century Learning College. Project objectives are as follows:

- **Reform Organizational Culture**. The College will cultivate an organizational culture in which policies, programs, practices, and personnel support learning as the major priority.
- **Improve Student Engagement.** The College will develop and implement strategies for improving learning. Professional development programs that prepare all staff and faculty to become more effective facilitators of learning will be identified and planned.
- **Establish Learning Outcomes Assessment Model.** The College will agree on learning outcomes relevant for all degree programs, on strategies to improve learning outcomes, on assessment processes to measure the acquisition of learning outcomes, and on means for documenting achievement of outcomes.

[1]Terry O'Banion, *Creating More Learning-Centered Community Colleges*, League for Innovation in the Community College, (1997).

[2]Ibid.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

Admissions to Surry Community College is open to anyone who is eighteen years of age or older. Although this open-door admission policy allows access to college courses for virtually anyone, immediate admissions to some degree/diploma programs is dependent on the following factors:

1. Students admitted to all associate degree programs must have earned a high school diploma from an accredited secondary school or have earned either a GED or Adult High School Diploma.
2. Students enrolling in a degree program or planning to enroll in select courses are required to take the College Placement Tests. Results of the testing are used to ensure students' ability to succeed in certain programs or courses. If results indicate a lack of readiness to begin college-level work, students will be required to complete the appropriate developmental courses. Students must wait 90 days before retaking the CPT. CPT scores are valid for 3 years.
3. Students interested in pursuing courses at Surry Community College must follow the general admissions procedures outlined in the General Admissions Procedures section.
4. Students interested in pursuing a selective admissions program (Nursing, Physical Therapy Assistant, Practical Nursing, Medical Assisting, etc.) must also follow additional admissions procedures (see pages 12-18).

Students Not Seeking a Degree, Diploma, or Certificate

1. Official transcripts are not required if you are a non-degree seeking student. However, if you plan to enroll in a course that has a required pre-requisite, you must submit verification that you have successfully completed the requirement. This can be from a placement test score or an official college transcript.
2. Non-degree seeking students will meet with a Counselor in Student Development for registration.

Dual Enrolled, Huskins Bill, and Learn and Earn Online High School Student

Under regulations issued by the North Carolina State Board of Education, Surry Community College has entered into cooperative agreements with the Surry County School System, Mount Airy City School System, Elkin City School System, and the Yadkin County School System. This agreement allows qualified high school students to enroll in certain courses at the college while still enrolled in high school.

Learn and Earn Online is a state funded program that permits "high school students to enroll in college courses to qualify for college credit. Online courses are available to students through The University of North Carolina (UNC) and the North Carolina Community College System (NCCCS)."

The Dual Enrolled/Huskins/Learn and Earn Counselor at SCC should be contacted for more information.

International Student Admission

Surry Community College does not issue the I-20 student VISA to international or foreign individuals. Also, effective May 6, 2008, Surry Community College will not admit undocumented or illegal aliens unless they meet the exceptions listed in Federal Law 8 USC Section 1641. These exceptions include high school level students enrolled concurrently or in a Huskins Bill course, and individuals enrolled in continuing education courses less than college level. Note: This admissions policy complies with current state interpretation of federal law and is subject to change based on further guidance issued at the state and/or federal level.

General Admissions Procedures

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

1. Complete an Application for Admissions. Admissions applications may be submitted in paper form or electronically. Paper applications may be obtained from the main campus, the Yadkin Center, or the Workforce Development Center (Mount Airy). If you wish to submit your admissions application electronically, please visit www.surry.edu.
2. If you are a degree, diploma, or certificate seeking student, you must have official high school and college (if applicable) transcripts sent to the Surry Community College Office of Admissions. GED and Adult High School Diploma students must have copies of their scores sent to the SCC Office of Admissions. Home School graduates must provide proof of school's registration with the respective state's department of education.
3. All students entering a degree, diploma, or certificate program must take the College Placement Tests. SCC offers the Computerized Placement Tests (CPT's) and the Paper Pencil Companion Tests. The placement tests cover the important 'tool skills' of reading, English, and math. Students not pursuing a degree, diploma, or certificate but planning to enroll in a course with a pre-requisite must also take the CPT. Applicants to the selective admissions programs must complete the placement tests as one part of the process for consideration for the pool of candidates for admission. Placement test scores are valid for three years. Students must wait 90 days before retaking the CPT.
4. Surry Community College requires all students, including Huskins Bill, Dually Enrolled, and Learn and Earn Online, to follow course pre-requisites as outlined by the North Carolina Community College System. Waiver of a pre-requisite can only be approved by the division chairperson of the course in question.
5. Once the placement test has been completed, students will be assigned a Faculty Academic Advisor. The Faculty Academic Advisor will help the student plan his or her academic course of study.

WHERE TO GO FOR . . .

		Ext. #
Academic Advising	Faculty Advisor or Student Development	3264, 3392
Academic Support Center	Tutoring	3460
Academic Honors	Catalog	
Academic Probation	Catalog or Student Development	3279
Admissions	Renita Hazelwood, Student Development	3392
Add a Course	Registration Desk	3595
Address Change	Student Development	3264, 3218
Americans with Disabilities Act	Laura Bracken	3443
Attendance Policy	Instructor Syllabus	
Blackboard	Distance Education	3420
Books, Supplies	Campus Bookstore, C Building	3249
Business and Industry Services	Continuing Education	3211
Campus Police	Switchboard/Information Center	0
Career Services	Debbie Benge and Janice Lowe	3325, 3388
Certification/Licensure Courses	Continuing Education	3398
Change Program/Major	Student Development	3264, 3218
Clubs and Organizations	Tony Searcy	3246
	Student Development	3264
Cooperative Education	Debbie Benge, Janice Lowe	3325, 3388
Course Selection	Faculty Advisor or Counselor	
	Counselors in Student Development:	
	Debbie Benge, Early Childhood	3325
	Tony Searcy, Business	3246
	Bennett Shores, Technical and High School	3281
	Craig Smythers, Health Sciences	3273
	Scott Wilson, College Transfer	3370
Distance Education	Candace Holder	3382
Drop a Course	Registration Desk	3595
Emergencies	Campus Police/Switchboard/Information Center	0
Fees	Cashiers Office	3208,3450
Financial Aid	Andrea Simpson	3263
Grading System	SCC Catalog or Student Development	3595
High School Completion	Continuing Education	3243
Insurance (Student)	Business Office	3231
Lost and Found	Switchboard/Information Center	0
Parking Permits, Regulations	Cashiers Office	3208, 3450
Placement Testing	Laura Bracken	3443
Registration	Student Development	3595
Transfer Information	***Counselors in Student Development:***	
Health/Education Majors	Craig Smythers	3273
Gardner Webb, Lees McRae, and all others	Scott Wilson	3370
Tutoring	Academic Support Center	3460
Transcripts	Registration Desk	3595
Veterans	Tammy Fletcher, Financial Aid	3245
Voter Registration Information	Laura Bracken	3443

Vice President of Student Development – Ms. Jamie Childress (336) 386-3279
Surry Community College 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
2010-2012 ADN Class and 2011 PNE Class

A student's admission to the Associate Degree Nursing (ADN) and the Practical Nursing (PN) programs is based upon a comparison of grades and entrance test ranking with other applicants.

I. MINIMUM ADMISSIONS REQUIREMENTS

A. STUDENTS MUST DO THE FOLLOWING TO APPLY TO THE NURSING PROGRAM AND TO TAKE THE TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

i. Complete the SCC General Admissions Application.

ii. Have an official high school transcript or GED scores and official transcripts from all colleges attended mailed to the Admissions and Records Office. Official transcripts should be mailed from the institution(s) attended or be hand delivered by applicant in an envelope sealed by a representative of the school(s) attended.

iii. Completed appropriate Placement Test, completed developmental prerequisites or achieved the cut off scores for credit in these courses.

iv. Have and maintain an overall GPA of 2.5 or higher in *all* post-secondary courses taken in the last 3 years. If high school students have no post-secondary courses they must have at least a 3.0 GPA in their high school courses.

v. For ADN applicants who have not taken BIO 168 Anatomy & Physiology I , Biology and Chemistry must have been completed in either high school or college with a passing grade.

TEAS Test Schedule
Summer ADN – February 20, 2010
Fall ADN – June 12, 2010
Spring PN – June 12, 2010

B. COLLEGE PLACEMENT TEST SCORES

i. To be considered for admission to the ADN program, all applicants must have completed all developmental prerequisites or met cut-off scores for exiting MAT-080, RED-090, and ENG-090.

ii. To be considered for admission to the PN program, all applicants must have completed all developmental prerequisites or met cut-off scores for exiting MAT- 070, RED-090, and ENG-090.

iii. If an applicant scores less than the minimum cut-off scores on the Placement Test, he/she will be required to complete the essential sequence of developmental courses. If the student completes all of the required developmental courses with a grade of "C" or better prior to the application deadline date and meets the other minimum requirements, he/she may be considered eligible to apply to the program.

iv. The College Placement Test or any combination of college placement tests may be taken twice in twelve (12) consecutive months and must have been taken in the last three years. However, when a nursing applicant has tested more than twice in twelve consecutive months, only the first two attempts will be considered in the application process. Placement test scores which violate the testing policy will be disregarded.

v. If the college placement test has been taken at another community college (in the past three years), it is the student's responsibility to ensure that the scores are transferred to Surry Community College.

C. REQUIRED PREREQUISITE FOR BIO-168: ANATOMY & PHYSIOLOGY I

Students who take BIO 168 at Surry Community College must have completed a Biology and a Chemistry course in high school or college.

D. REQUIRED GRADES AND LENGTH OF TIME SINCE COMPLETING SCIENCE IF TAKEN PRIOR TO ADMISSION.

Students must have achieved at least a "C" in all required curriculum courses with no more than three attempts. BIO-168 & BIO-169 completion must have been within the last five years. (LPN-to-ADN students are exempt from this requirement.)

E. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS): NURSING ADMISSION TEST

i. When the student has met all minimum application requirements, they must contact the Nursing Admissions Counselor in Student Development who will complete the checklist form which is required to register for the TEAS test. The student must then contact the Nursing Department's Administrative Assistant at 386-3275 to register to take the TEAS Nursing Admissions exam. A testing time will be provided when the applicant is scheduled for the TEAS. The cost must be paid at the time of registration.

ii. Nursing applicants can take the TEAS at any time at the site of their choice. Study guides and online practice tests for the TEAS may be purchased online at www.atitesting.com. TEAS scores are valid for one year.

iii. In order to be considered for the Associate Degree Nursing Program or Practical Nursing Program, a student must score at or above the national mean score for all students taking the TEAS the previous year.

F. LPN-to-ADN APPLICANTS MUST HAVE AN UNRESTRICTED PRACTICAL NURSING LICENSE IN NORTH CAROLINA OR ONE OF THE COMPACT STATES.

II. CRITERIA FOR SELECTION OF NURSING STUDENTS

A. ADN STUDENTS - Those student applicants who have the highest rank on their grades earned in BIO-168, BIO- 169, ENG-111, ENG-112 or 114 and MAT-151 (current High School students in top 15% of class receive ten points) and the number of correct questions they have on the Test of Essential Academic Skills (TEAS) will be admitted into the ADN program. Students must achieve the required TEAS score to be considered for admission. The required TEAS score is the TEAS national average of questions answered correctly for the previous year.

B. PN STUDENTS - Those student applicants who have the highest rank on their grades earned in BIO-163, ENG-111, and RED-111 (current High School students in top 15% of class receive ten points) and the number of correct questions they have on the Test of Essential Academic Skills (TEAS) will be admitted into the PN program. Students must achieve the required TEAS score to be considered for admission. The required TEAS score is the TEAS national average of questions answered correctly for the previous year.

III. ADMISSION NOTIFICATION

Those students who are accepted into the summer ADN program will be notified by mail, in April, before the summer semester entry point. Those students who are accepted into the fall ADN program and spring PN program will be notified by mail in July. Medical forms, acceptance cards and orientation information will be included in the acceptance packets. Students must immediately return acceptance forms in order to maintain their admitted status. Final admission status is contingent upon completion of the required items (See VI. Additional Admission Requirements) by the dates requested.

IV. NURSING ADMISSION TIMELINE

If your projected start date is summer semester:
(ADN program)

College Application	Completion of Minimum Nursing Application Req.	TEAS Test	Acceptance Notification
February 19, 2010	February 19, 2010	February 20, 2010	April, 2010

If your projected start date is fall semester:
(ADN program, including LPN-to-ADN option)

College Application	Completion of Minimum Nursing Application Req.	TEAS Test	Acceptance Notification
June 11, 2010	June 11, 2010	June 12, 2010	July, 2010

If your projected start date is spring semester:
(PN program)

College Application	Completion of Minimum Nursing Application Req.	TEAS Test	Acceptance Notification
June 11, 2010	June 11, 2010	June 12, 2010	July, 2010

V. MEETING

It is recommended that all nursing program applicants attend a Nursing Applicant Information Session. Contact the Nursing Admissions Counselor for more information.

VI. ADDITIONAL ADMISSION REQUIREMENTS

Admission into either nursing program is contingent upon completion of the following items by the dates requested. Prospective students **must** submit:

A. **Valid documentation** of current Nurse Aide I certification and any other current related certifications, licenses, etc. (LPN-to-ADN students are exempt from this requirement.)
B. **A completed medical form** with test results and the most recent dates of immunizations/proof of immunity, including a positive Hepatitis B titer, or a signed waiver; positive Chicken Pox titer or recent immunization; positive MMR titer; and Td booster within the last eight years. The medical form must be completed and submitted to the nursing department by the deadlines specified in the acceptance letter. Arrangements will be made at the students' expense to have TB tests the first month of their initial nursing course and the same month the following year.
C. Students must present **a valid CPR certification** through American Heart Association (Health Care Provider) that is valid to the end of their respective program.
D. **Evidence** of appropriate health and/or accident insurance.
E. **Malpractice insurance** must be paid by the orientation session for new nursing students.
F. **Documentation** of one year of clinical experience as an LPN with direct patient care in a health care agency within the last three years. (Required for LPN-to-ADN students only)

VII. CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

In the nursing program, students are assigned clinical rotations in a number of participating agencies. Various accrediting bodies, as well as state and federal mandates regulate these agencies. The accrediting bodies or state and federal regulations may require that students, while practicing in a clinical setting, have a criminal background check or drug screening. The drug screening may be done once, before the student reports to the clinical agency, or randomly, during the clinical experience. If the student has a criminal conviction, tests positive for illicit drugs, or drugs that a student cannot produce a valid prescription, the agency may refuse to allow the student to participate in the clinical experience. The Surry Community College Nursing Department is supportive of the clinical agencies that choose to perform drug tests and/or criminal background checks on nursing students.

If a nursing student is prohibited from participating in a clinical agency based on their criminal background screening, the school will make every effort to place the student in a comparable clinical setting. If the school is unable to facilitate this placement, the student will be dismissed from the nursing program due to their inability to progress.

ADMISSION PROCEDURES FOR THE MEDICAL ASSISTING PROGRAM

The **Medical Assisting** program curriculum prepares graduates to perform entry-level administrative and clinical functions in the outpatient medical setting. Each graduating class is limited to twenty full-time students.

Application Process

Students must do the following:

1. Complete the SCC General Admissions Application.
2. Complete appropriate Placement Test(s). Meet minimum cut-off scores on the Placement Test(s).
3. Have an official high school transcript or GED scores mailed to the Office of Admissions at SCC. Official transcripts should be mailed from the institution(s) attended or be hand delivered in an envelope sealed by a representative of the school(s) attended.
4. Contact the Medical Assisting Program Director to be placed on the program waiting list.

Minimum Admissions Requirements

To be considered for admission to the program, all students must have completed all developmental prerequisites or met cut-off scores for exiting MAT 070, RED 090, and ENG 090.

- If an applicant scores less than the minimum cut-off scores on the Placement Test, he/she will be required to complete the essential sequence of developmental courses.
- If a Placement Test(s) was taken at another community college, the applicant has responsibility for ensuring the scores are transferred to SCC.
- Any student who has taken MED 116 (or approved equivalent), MED 121, MED 122, and MAT 110, AND earned a "C" or better in each course will be given special consideration for acceptance into the program.

ADMISSION PROCEDURES FOR THE PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM
2010-2012 PTA Class (The next PTA class admitted will be for Fall of 2010)

A student's admission to the Physical Therapist Assistant Program (PTA) is based upon their grades, entrance test ranking with other applicants, clinical observation hours and a personal interview.

I. MINIMUM APPLICATION REQUIREMENTS

A. STUDENTS MUST DO THE FOLLOWING TO APPLY TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM AND TO TAKE THE TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) *(Next PTA TEAS will be in February 2010)*

1. Complete the SCC General Admissions Application.
2. Have an official high school transcript or GED scores and official transcripts from all colleges attended mailed to the Admissions and Records Office. Official transcripts should be mailed from the institution(s) attended or be hand delivered by applicant in an envelope sealed by a representative of the school(s) attended.
3. Completed appropriate Placement Test, completed developmental prerequisites or achieved the cut off scores for exiting MAT 070, RED 090, and ENG 090.
4. **Have and maintain an overall GPA of 2.5 or higher in *all* post-secondary courses taken in the last 3 years. If high school students have no post-secondary courses they must have at least a 3.0 GPA in their high school courses.**
5. Biology and Chemistry must have been completed in either high school or college for PTA applicants who have not taken BIO 165 Anatomy & Physiology I.

B. COLLEGE PLACEMENT TEST SCORES

1. If an applicant scores less than the minimum cut-off scores on the Placement Test, he/she will be required to complete the essential sequence of developmental courses. If the student completes all of the required remedial courses with a grade of "C" or better prior to the application deadline and meets the other minimum requirements, he/she may be considered eligible to apply to the PTA program.
2. The College Placement Test or any combination of college placement tests may be taken twice in twelve (12) consecutive months and must have been taken in the last three years. However, when a physical therapy assistant applicant has tested more than twice in twelve consecutive months, only the first two attempts will be considered in the application process. Placement test scores which violate the testing policy will be disregarded.
3. If the college placement test has been taken at another community college (in the past three years), it is the student's responsibility to ensure that the scores are transferred to Surry Community College.

C. REQUIRED PREREQUISITE FOR BIOLOGY 165 ANATOMY & PHYSIOLOGY I

Students who take BIO 165 at Surry Community College must have completed a Biology and a Chemistry course in high school or college.

D. REQUIRED GRADES AND LENGTH OF TIME SINCE COMPLETING SCIENCE IF TAKEN PRIOR TO ADMISSION

Students must have achieved at least a "C" in all curriculum courses with no more than three attempts BIO 165 & BIO 166 completion must have been within the last five years.

E. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

1. When the student has met all minimum application requirements, they must contact the Allied Health Admissions Counselor in Student Development who will compete the checklist form which is required to register for the TEAS test. The student must then contact the Allied Health Division's Administrative Assistant at 386-3275 to register to take the TEAS PTA Admissions exam. A testing time will be provided when the applicant is scheduled for the TEAS. The cost must be paid at the time of registration.
2. PTA applicants are allowed to take the TEAS once a year (twelve months). TEAS scores are valid for one year. Study guides and online practice tests for the TEAS may be purchased online at www.atitesting.com.

II. CRITERIA FOR SELECTION OF PHYSICAL THERAPIST ASSISTANT STUDENTS

In Phase I of the admission process, the 32 students with the highest rank on their grades earned in BIO 168, BIO 169, ENG 111, PHY 110 & PHY 110A & number of correct questions they have on the *Test of Essential Academic Skills (*TEAS) and greatest number of observation hours will be selected to continue to Phase II of the selection process for admission into the PTA program. Applicants will be interviewed and required to write and essay for Phase II of the application process. Phase I will count as 75% and Phase II will count as 25% in selecting the 16 students who be admitted into the PTA program.

III. ADMISSION NOTIFICATION

Those students who are accepted into the PTA program will be notified, by mail, in July before the fall semester entry point. Medical forms, acceptance cards and orientation information will be included in the acceptance packets. Students must return acceptance forms by the designated deadline in order to maintain their admitted status. Final admission status is contingent upon completion of the required items (See VI. Additional admission requirements).

IV. ADDITIONAL ADMISSION REQUIREMENTS

Admission into the PTA program is contingent upon completion of the following items by the dates requested. Prospective students **must** submit:

A. **A completed medical form** with test results and the most recent dates of immunizations/proof of immunity, including a positive Hepatitis B titer, or a signed waiver; positive Chicken Pox titer or recent immunization; positive MMR titer; and Td booster within the last eight years. The medical form must be completed and submitted to the Allied Health Division no later than the designated date for PTA students. Arrangements will be made at the students' expense to have TB tests the first month of their initial PTA course and the same month the following year.

B. **Evidence** of appropriate health and/or accident insurance.

C. **Malpractice insurance** must be paid at the orientation session for new PTA students.

V. CRIMINAL BACKGROUND

Criminal background checks and drug screening are required by some clinical agencies. A PTA student prohibited from participating in a clinical internship based on their criminal background check or drug screening may be dismissed from the PTA program due to their inability to progress.

Currently, SCC's PTA program is in the pre-accreditation phase. "Surry Community College is seeking accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org .) The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure that the program will be granted Candidate for Accreditation status nor does it assure that the program will be granted Accreditation."

NOTE: The second PTA class will not be admitted until 2010.

AVAILABILITY OF PROGRAMS BASED ON EDUCATIONAL PREPARATION

If you have a…

High School Diploma, GED, or Adult High School Diploma you may enroll in ALL degree, diploma, or certificate programs.

If you do not have a high school credential you may enroll in:

Air Conditioning, Heating, and Refrigeration Diploma
Autobody Repair Diploma
Autobody Repair Certificate
Automotive Systems Diploma
Automotive Systems Certificate
Construction Technology Diploma
Construction Technology Certificate
Electrical/Electronics Certificate
Electrical/Electronics Diploma
Industrial Systems Technology Certificate
Industrial Systems Technology Diploma
Machining Certificate
Mechanical Drafting Diploma
Mechanical Drafting/CAD Certificate
Medical Office Certificate
Office Systems Certificate
Viticulture & Enology Certificate
Welding Diploma
Welding Certificate

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

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);
7) permanent maintenance of their academic transcript 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;
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, 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.

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 SCC Police Department is responsible for enforcing these policies.

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 SCC Police Department.

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.

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 (740 AM)
   WSYD - Mount Airy (1300 AM)
   WYZD - Dobson
   WIFM - Elkin (100.9 FM)
   WSJS - Winston-Salem (600 AM)
   WCOK - Sparta
   WHHV - Hillsville
   WBRF-FM - Galax
   WFDD - Winston-Salem (88.5 FM)
   WBOB-AM - Galax
   WKZL - Winston-Salem (107.5 FM)
   WMAG - Winston-Salem (99.5 FM)
   WXII-TV - Winston-Salem
   WFMY-TV - Greensboro
   WGHP-TV - High Point
   WXLV-TV 45 - 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 you are a participant in our Connect-Ed Program, you will receive notification at the primary number you provided.
6. 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, Research, and Assessment, Richards Health Sciences Building, Room H-218.

GENERAL INFORMATION

TELEPHONES

Pay telephones are available for students to use at any time. These telephones are located in the almost all college 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 Switchboard/Information Center.

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.

CHILDREN ON CAMPUS

Parents and other students are not to bring young children 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 daycare needs should contact the Financial Aid Office in Student Development.

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 $5.00 to obtain a parking permit. A copy of ***SCC Traffic Rules & Regulations*** is available 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 Student Development in writing.

STUDENT-RELATED POLICIES

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.

-Adopted by the Board of Trustees, SCC

COMMUNICABLE DISEASE POLICY

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

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

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

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 ef-

fects 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.

TOBACCO USE POLICY

Surry Community recognizes the need to maintain a safe and healthy working and learning environment for students, employees, and visitors. Therefore, the following tobacco restrictions and/or prohibitions apply to the campus of Surry Community College:

- No tobacco products are permitted for use in college vehicles on or off-campus; this includes cigarettes, chewing tobacco, smokeless tobacco, etc.
- No tobacco brand sponsorship is permitted for any college-related event, club, or activity.
- Tobacco products may not be sold, distributed, advertised, or sampled on or off campus by any college-related entity.
- No tobacco products are allowed to be used by coaches or players in a college athletic tournament, event, or contest in accordance with Article XX of the NJCAA Code of Conduct.
- Tobacco consumption (in all forms) is prohibited in all buildings and on the grounds of the campus (except for parking lots)

The college will display notice of this tobacco-free policy at several locations. Enforcement of restrictions and/or prohibitions shall consist of the following:

1. Education and information as it relates to the health hazards associated with any type of tobacco use;
2. Non-punitive "Policy Reminder" tickets given to offenders by campus police as well as staff/faculty/ student volunteer helpers; and/or punitive "Notice of Violation" tickets issued by campus police; such violators are subject to disciplinary action.

Approved by the Board of Trustees, 2/11/08

CHEATING AND PLAGIARISM POLICY

Students at Surry Community College are expected to complete their coursework without resorting to any form of cheating or plagiarism. SCC is a learning college committed to enhancing and improving student learning; when students cheat on assignments and tests, they rob themselves of the very learning opportunities they are paying for.

Cheating involves giving unauthorized help of any kind to another student on written assignments or tests. It also includes receiving such help from another student. Examples of cheating include possessing unauthorized notes during a test; assisting others to cheat; altering grade reports; giving test questions to students who have not taken the test; taking a test or writing an assignment for another person; and entering an instructor's office without authorization.

Plagiarism is offering the work of another person as one's own without proper acknowledgment. Examples of plagiarism include copying a source (whether it be phrases, sentences, or paragraphs) verbatim without using quotation marks; quoting or paraphrasing a source without including a citation; failing to give credit for a source's ideas; inaccurately citing and listing bibliographic information; and purchasing papers on the Internet to submit (in part or in whole) under one's own name.

Any student who engages in these activities will be subject to disciplinary action. Each faculty member at SCC outlines his/her policies on cheating and plagiarism in course syllabi. Students should be aware that there is no college-wide system of penalties for plagiarism and cheating and that individual instructor's policies are respected and followed. Students do 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 after the incident or problem developed.

Student Responsibilities: It is the students' responsibility to provide proof that all written work is indeed their work. Students should copy all drafts, notes, revisions, and source material (e.g., note cards) to offer as proof of ownership if such proof is requested. Students should acknowledge any assistance they have received, including proofreading, and should decline any unauthorized assistance on assignments. Students should not submit the same assignment in more than one course unless they have received prior permission from both instructors. Students should avoid the appearance of cheating during tests by covering their answers, sitting away from friends, keeping their eyes on their own work, speaking only to the instructor, and clearing their work space of all unauthorized material.

HARASSMENT AND DISCRIMINATION POLICY

Surry Community College prohibits discrimination based on race, color, creed, religion, national or ethnic origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status and will not tolerate any form of unlawful discrimination or harassment. Surry Community College will take all steps necessary to prohibit unlawful discrimination and/or harassment in the workplace and educational setting. All employees and students are responsible for ensuring a work and educational environment free from prohibited discrimination and harassment. Employees and students are encouraged to report violations of this Policy in the manner hereinafter stated.

1. **Scope of Policy**. This Policy applies to all Surry Community College employees and students, and to all College sponsored events, programs, and activities both on and off campus.
2. **Policy Objectives**. By adopting and publishing this Policy, it is the intention of the Surry Community College Board of Trustees to: (1) notify employees and students about the types of conduct which constitute unlawful discrimination or harassment prohibited by this Policy; (2) inform employees and students about the complaint procedures established by the College which enable any employee/ student who believes (s)he is the victim of unlawful discrimination or harassment to submit a complaint which will be investigated by the College; (3) clearly advise all supervisory staff, administrators, employees, and students that discriminatory treatment or harassment based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, and veteran or marital status is strictly prohibited and no such person possesses the authority to harass or discriminate; and (4) notify all employees and students that the College has an appointed Compliance Officer who is specifically designated to receive complaints of discrimination or harassment and to ensure compliance with this Policy.
3. **Definitions**.
   A. **"Prohibited Discrimination of Employees and/or Students."**
   Prohibited discrimination of employees and/or students is any form of negative treatment of an employee or a student, by either a College employee, official, or student which: (a) negatively impacts an employee's employment opportunities and/or employment negatively impacts a student's educational opportunities; *and* (b) is based upon the employee's or student's race, color, creed, religion, national or ethnic origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status. Prohibited discrimination of employees or students can also take the form of harassment even where there is no tangible impact upon the employee's employment opportunities and/or employment benefits or the student's educational opportunities. The phrase "prohibited unlawful discrimination" as used in this Policy includes all forms of "prohibited unlawful harassment" (defined below).
   B. **"Prohibited Unlawful Harassment."**
   Harassment can constitute a form of prohibited unlawful discrimination under this Policy if it is unwelcome and has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment. Such harassment of employees or students is prohibited by this Policy if it is based upon race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual

orientation, and veteran or marital status. In this regard, individuals subject to this Policy should be mindful that conduct or behavior that is acceptable, amusing or inoffensive to some individuals may be viewed as unwelcome, abusive or offensive to others.

C. **"Prohibited Behavior."**

While it is impossible to list all of the possible forms of unlawful harassment, the following is a list of *examples* of conduct that may constitute harassment:

- Using slurs or derogatory terms based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
- Telling derogatory jokes or stories based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
- Displaying graffiti or other derogatory or insulting writings based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, and veteran or marital status
- Making degrading comments about a person and/or his or her appearance based on race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
- Demeaning or criticizing an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
- Sabotaging, damaging, or interfering with an individual's work because of that individual's race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status
- Threatening or intimidating an individual because of his or her race, color, creed, religion, national origin, disability, political affiliation, age, sex, sexual orientation, or veteran or marital status.

This list is not intended to be all-inclusive. Furthermore, while a single incident of these types of behavior may not create a hostile working or educational environment, if such behavior is severe, persistent or pervasive, or if submission to such conduct is made either explicitly or implicitly a term or condition of employment or receipt of employment benefits or educational outcome, such conduct constitutes prohibited discrimination and/or harassment.

4. **Policy Enforcement.**

A. **Complaint Procedure for Employees and/or Students**

1. **Notification Procedure**. Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of prohibited discrimination and/or harassment is encouraged, regardless of the offender's identity or position. An individual who feels aggrieved because of harassment or unlawful discrimination has several ways to make his or her concerns known:
   a. An aggrieved person who feels comfortable doing so should directly inform the person[s] engaging in the harassment or unlawful discrimination that such conduct or communication is offensive and must stop.
      NOTE: Confronting the offender is NOT required. All employees and/or students have the right to file a complaint without first communicating with the offender.
   b. An aggrieved person who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending party has not stopped the behavior, should contact the Compliance Officer listed in Section 8 of this Policy, or any Dean or Vice President, or the President.
   c. An aggrieved person alleging harassment or discrimination by anyone with supervisory authority, or alleging failure of supervision to take immediate action on the individual's complaint, should contact the Compliance Officer, any Dean or Vice President, or the President.

2. **Making a Complaint**. All complaints should be in writing and should include: the name of the complaining party, the name of the alleged offender(s), date of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party. Once the complaining party has completed and dated a written complaint, the complaint may be submitted, either by hand delivery or mail, to the Compliance Officer listed in Section 8 below, to any Dean or Vice President, or to the President who will then advise the Compliance Officer. Complainants are expected to cooperate with the College's investigation procedures by providing all relevant information relating to the complaint, as are other individuals having relevant or related knowledge or information.

B. **Time for Reporting a Complaint**. Prompt reporting of all complaints is strongly encouraged to ensure appropriate resolution of discrimination and harassment complaints.

C. **Confidentiality and Privacy**. In recognition of the personal nature of discrimination and harassment complaints and the emotional impact of alleged discrimination and harassment, the College shall keep complaints as confidential as is consistent with a thorough investigation and with laws and regulations regarding employees and/or students.

D. **Acknowledgment of Complaints**. Upon receipt of a written complaint, the Compliance Officer, Dean, Vice President, or President shall contact the complainant within 10 business days to confirm that the written complaint has been received. If the complainant does not receive such confirmation promptly, (s)he is encouraged to contact the Compliance Officer, Dean, Vice President, or President. The purpose of this acknowledgment procedure is to ensure that all written complaints are received by authorized individuals, carefully processed, and promptly investigated.

5. **Investigation Procedures.**

A. **Timing of Investigations**. The College will promptly investigate all allegations of discrimination and harassment prohibited by this Policy and shall initiate the investigation within ten (10) business days following receipt of the complaint. The College will also attempt to complete investigations under this Policy promptly. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

B. **Method of Investigation**. Investigations will be conducted by the College's Compliance Officer, the College's legal counsel, and/or other impartial persons designated by the President. The primary purposes of all investigations under this Policy will be to determine: (1) Did the conduct complained of occur?; (2) Did the conduct complained of violate this Policy?; and (3) What remedial or preventative steps, if any, are recommended? The College will investigate each complaint in a thorough and comprehensive manner. Any notes, memoranda, or other records created by College employees or agents conducting an investigation under this Policy shall be deemed confidential and/or privileged to the extent allowed by law.

C. **Notification to Complaining Party and the Accused Party**. The President or his/her designee shall notify the complainant of the outcome of the investigation with justification for his decision. Such notification shall be in writing, shall include a brief summary of the factual findings and, wherever possible, shall include a summary of any remedial measures that have been or will be taken by the College. While reasonable efforts will be made to inform the complaining party about the outcome of investigations, the College will nonetheless consider the privacy rights of all parties involved in disseminating information obtained during and through the investigation. The President shall notify within fourteen (14) business days following the completion of the investigation the person accused of violating this Policy whether a violation of this Policy was found and what remedial measures, if any, will be taken by the College or recommended to the Board of Trustees for action.

D. **Remedial Measures**. Surry Community College's primary goal in responding to complaints of prohibited discrimination under this Policy is prevention. This Policy is intended to prevent all forms of unlawful discrimination and harassment in the College and put an end to any prohibited discrimination

that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination. During the pendency of any investigation being conducted pursuant to this Policy, remedial measures may be taken if appropriate and necessary. Any individual who is found to have engaged in prohibited discrimination or conduct which may be prohibited by this Policy, may receive education, training, counseling, warnings, discipline, and/or other measures designed to prevent future violations of this Policy. Disciplinary action may include reprimands, warnings, suspension, or discharge from employment or enrollment, in the event of a student. Any third party found to have engaged in discrimination or harassment of an employee and/or student may be barred from College property. ***Time limitations set forth above in paragraphs A, B, and C may be extended by mutual agreement of the complainant and respondent with the approval of the President. Such extensions shall be confirmed in writing.***

6. **Prohibition Against Retaliation And Abuse Of The Policy.** Retaliation is strictly prohibited by this Policy and by law against anyone who in good faith reports a suspected violation of this Policy, who assists in making such a complaint, or who cooperates in a harassment or discrimination investigation. Retaliation means taking any adverse action in response to a complaint being made. Written complaints of retaliation should be brought directly to the Compliance Officer, Dean, Vice President, or the President. The written complaint should specify the date(s), time(s), locations(s), and witness(es), and should describe the incident(s). Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a student up to and including suspension and/or dismissal. Because of the damage resulting from false accusations, any individual who in bad faith knowingly makes a false complaint or report of harassment or discrimination will be subject to disciplinary action up to and including termination from employment, or in the case of a student up to and including suspension and/or dismissal.
7. **Appeals.** Any complainant or accused party who wishes to appeal the procedures which the College followed in investigating a written complaint filed under this Policy, may do so within ten (10) business days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Trustees by submission to the President. The appellant shall be entitled to a hearing before the Board of Trustees or a panel of its membership selected by the Board's Chairperson. At the hearing the appellant may be represented by counsel at his or her expense and may present evidence as to why the decision of the President should be reversed or modified. Following a review of the evidence, as well as the information obtained in the investigation process and conclusions derived therefrom, the Board of Trustees shall issue a decision within fourteen (14) business days following completion of the hearing. The decision of the Board of Trustees shall be final.
8. **Compliance Officer**. The Vice President of Administrative Services shall be the Compliance Officer for purposes of this policy and can be reached at (336) 386-3380.
9. **Effective Date And Policy Dissemination**. The effective date of this Policy shall be January 1, 2005. The President shall ensure that this Policy is adequately disseminated and made available to all employees and students of the College. This Policy shall be distributed at the beginning of each academic year with or as part of the College's Policy and Procedure Manual and on the College's web page at *www.surry.edu*. In addition, copies of this Policy shall be maintained at the following College offices: Admissions, Student Development, Human Resources, and the President.

Adopted by the Board of Trustees February, 2005

CAMPUS POLICE/SECURITY POLICY

Federal regulations require colleges to inform all students and employees about recent crime statistics and related concerns. This information can be viewed on the SCC homepage at www.surry.edu by following the Campus Police link, or a copy can be obtained in the Office of Student Development..

Surry Community College is a drug-free campus. Policies relating to this matter are available in their entirety in the Student Development 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 the SCC Police Department and to the switchboard as soon as possible**.** These staff will report any crime that takes place at SCC to the College Police Department. 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 Development for any related problems. Student Development 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 of Administrative Services. This committee monitors all aspects of campus safety and security. Reviews of lighting, visibility, parking lot security and building security are made on a regular basis.
4. **Campus Police.** SCC is a certified law enforcement agency, and as such, employs sworn law enforcement officers to enhance the safety of students and staff while on campus. The police force patrols 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 full arrest powers. The SCC Police Department cooperates with federal, state and local police agencies in law enforcement matters.
5. **Programs and Seminars.** SCC's Police Chief speaks to all orientation classes about campus security and explains current policies to all new students. SCC offers one seminar per year on sexual assault/date rape and drug/alcohol concerns. SCC registration forms inform students about the Drug and Alcohol Policy, Sexual Harassment Policy, prohibition of weapons on campus, unlawful demonstrations, violence or force, and campus security. This information is also available in the SCC catalog. All on-campus activities are designated as drug-free activities. SCC hosts an annual Health Fair where information is available regarding domestic violence and other personal issues. One SCC counselor in Student Development is assigned to advise students on alcohol/drug issues.
6. **Publications.** The annual campus security report is published on the SCC website. *(www.surry.edu)*.
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 Development 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 attempts to provide 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 and to lock their vehicles. 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, SCC parking lots are close to the classroom buildings and are well lighted. The College is committed to providing a learning environment that is as safe and secure as possible.

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 Associate Vice President for Curriculum Programs, the Associate Vice President of Corporate and Continuing Education, the Associate Vice President of Student Development, 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 strive to provide athletic programs as an integral part of the college's student development mission.

Students may contact the Athletic Director to begin the process of creating a new athletic program. New programs may be started as club teams. If significant long-term interest and adequate support can be identified,

National Junior College Athletic Association (NJCAA) teams will be sponsored. All teams will be financed with student activity funds, monies raised by the participants, donor funds, etc. No student activity funds will be used for administrative expenses, coaching supplements, or athletic scholarships. Athletic scholarships may be funded by private donors through the Knights' Athletic Club or the SCC Foundation as well as unrestricted institutional funds. Final decisions on the selection of scholarship recipients shall be made jointly by the Director of Financial Aid and the Athletic Director.

Surry Community College sponsors all athletic programs without regard to race, religion, national origin, age, gender, veterans' status, or disability. Moreover, the College will operate all athletic programs in accordance with the NJCAA bylaws.

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 by the Student Development Office. To attain this recognition, a student group must file with the Associate Vice President of Student Development 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 Associate Vice President of Student Development (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.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Access to electronic systems is a privilege that is granted by Surry Community College and comes with a responsibility to respect the rights of other users and the rights of the college at all times. It is the policy of the College that the facilities and equipment be used ethically and legally, in accordance with applicable licenses and contracts, and according to their intended use for educational purposes in support of the college's mission and goals. All technology equipment, data and records are considered the property of Surry Community College, and their use may be monitored as a means to ensure their proper and effective use. Users should be aware that seemingly private computer records may be subject to public disclosure. It is unacceptable use of the College communication system if users connect non-college owned computers – laptop, desktop, or other non-college

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.

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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.
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3. Prior to posting, all materials must be presented to the Associate Vice President of Student Development (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.
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owned peripheral devices to the LAN except in public wireless access areas.

North Carolina criminal statutes outlaw certain computer-related conduct, including unauthorized access or use of another person's computer, computer system, or computer network to (1) commit fraud or obtain property under false pretenses; (2) cause computer-related damage; or (3) alter, disable, delete, or copy computer data.

It is also a crime to send (or allow to be sent) electronic communications that (1) threaten harm to a person or property; (2) are sent, repeatedly, for the purpose of "abusing, annoying, threatening, terrifying, harassing, or embarrassing any person," or (3) contain any false statement "concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct with the intent to abuse, annoy, threaten, terrify, harass, or embarrass." Educational institutions or officials who are victimized by such conduct, therefore, may file criminal charges against perpetrators of such crimes, and may recover damages through civil actions.

According to state law, examples of specific activities not permitted on college-owned equipment include:

- Damaging electronic components, computers, computer systems, or networks, including knowingly transferring viruses;
- Violating the rights of any person protected by copyright, trade secret, patent, or other intellectual property laws, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the College;
- Using the network for commercial, political or any unlawful purposes;
- Trespassing in others' files, folders or storage areas of any kind or using others' passwords;
- Sending or displaying offensive messages, pictures or materials;
- Using obscene language, or sending/posting any harassing, abusive, libelous, or obscene materials, or assisting in any similar activities;
- Connecting to inappropriate Internet sites, such as pornography, hate groups, and other similar sites. Refer to the College Internet policy;
- Installation of personal software on college hardware;
- Installation of software or hardware components not supported by the IT and Computer Services Department.
- Electronic information systems include, but are not limited to, terminals, computers, computer peripherals, communication devices, content management systems, telephones and telecommunications equipment, fax machines, computer data networks, video equipment, tapes or video networks, photocopying machines, computer software, supporting documentation, supplies, storage media, support facilities and energy sources. Electronic systems are limited to those leased, rented, owned by, or loaned to the College wherever located.

Users of Surry's electronic services are expected to abide by the following policies. Violation of this policy should be reported to the appropriate area supervisor. Violations may result in suspension of privileges to access the information technology involved, initiation of college disciplinary procedures, or in certain cases, criminal prosecution under federal or state law. Before attempting any activity about which you are in doubt, or if you have questions about this policy, consult your local area supervisor, dean or vice-president.

Refer to the College catalog for specific information pertaining to disciplinary procedures.

Approved by the Board of Trustees on 8/13/07

INTERNET USAGE POLICY

At Surry Community College, Information Technology Services has provided equipment and access for students, faculty, and staff to connect to the Internet. The College wants the Internet to be an effective resource that adheres to the mission of the College. Users of Surry's computer services are expected to abide by the following policies, which are intended to preserve the utility of the system, to protect the privacy and work of students, faculty, and staff, and to preserve the right to access the international networks to which the College systems are connected.

General Usage Policy

1. Faculty, staff, and students with permission from College officials may use the College's computing facilities for scholarly purposes and official College business so long as such use does not violate any laws or College policy and does not result in commercial gain or private profit.
2. The College prohibits accessing internet services that do not further educational interests. This specifically includes but is not limited to subjects pertaining to pornography, hate groups, and other similar sites. Accessing or distributing inappropriate and/or illegal materials is a violation of this policy that will result in disciplinary action, up to and including termination or expulsion.
3. Use of content management systems (i.e. Blackboard, Moodle, EdToGo) should be for purposes of communicating and documenting class or educational related activities.
4. Use of electronic mail (e-mail) should be for purposes of communicating or documenting class or educational related activities.
5. Use of e-mail and other network communications facilities to harass, offend, or invade the privacy of others is prohibited.
6. SCC user accounts are to be used solely by SCC faculty, staff and students. Employees and students may not give other persons including relatives or friends access to their accounts.
7. The College reserves the right to access files that it has reason to believe violate College policy. Data, including email stored on College systems, is the property of the College.
8. Besides providing access to the internet, the College has its own website. The Marketing Director monitors and/or approves website content. It will be the only official website representing the College.
9. Students, faculty and staff members are not permitted to use the College's name or any association with the College in websites they create that reflect negatively on the College or violate any of the policies contained herein.

Violation of any of the above provisions will result in disciplinary action, up to and including termination or expulsion.

Approved by the Board of Trustees on 8/13/07

STUDENT EMAIL POLICY

I. Purpose of Policy

With the increasing reliance on electronic communication between students, faculty, and staff, Surry Community College has adopted a student email service that will facilitate communication between instructors and students and between students and administration. By using a standard email service, Surry Community College will be able to communicate information more quickly and reliably. At this time email will not supplant printed information but will complement it by offering students a faster method to receive information. Our email service will be one of the College's official means of communication. All students, staff, and faculty will have access to SCC's email service.

II. Summary of Guidelines

This Surry Community College Student Email Policy will provide guidelines for using email as one of the official means of communication. It will include:

- College usage of email
- The assignment of student email addresses
- General policies governing use of student email
- Prohibited uses, liabilities, and limitations

III. Guidelines governing student email

A. **College usage of email**

Surry Community College uses email as one of its official means of communication and expects that

all emails will be received and read by students and faculty in a timely manner. Email can be accessed both on campus and off campus. SCC will take measures to ensure that the student email service operates in a reliable and secure environment.

B. **The assignment of student email addresses**
The IT department will be responsible for the creation of student email addresses. Student email addresses will be assigned before the first day of class. For information concerning your official email please refer to the official student email login page at http://www.surry.edu/un_request.html.
Student email addresses will be kept along with students' other registration information in Surry Community College's database located on a secure server. Email addresses will be deleted after one year of the student's departure.

C. **General use and policies governing use of student email**
Surry Community College will leave the decision to its faculty members on how email will be used in their classes. Faculty should outline clear email expectations for students on their syllabi. Students, faculty, or staff should not use email to send or share sensitive or confidential information unless appropriate security measures are taken.

The following criteria will govern the sending and receiving of email:

- The use of email, including sending and receiving of sensitive material, will be consistent with Surry Community College's Internet Usage Policy and Information Technology Acceptable Use Policy.
- All use of email will comply with local, state, and federal law, and be consistent with the Family Educational Rights and Privacy Act (FERPA).
- Email will hold the same requirements and be consistent with other official methods of College information that is disseminated.
- Users are responsible for maintaining the privacy of their log in and passwords. When using a public computer on campus or otherwise, users should not leave the computer logged on or unattended as someone could use your account to forward viruses, etc.
- Violations of policy or law may include loss of User Account, College sanctions and other civil and criminal penalties.
- Surry Community College reserves the right to revise or amend policies at any time. Changes in policy will be communicated via the school catalog (electronic and hard copy) and student email.

D. **Prohibited uses, liabilities, and limitations**
SCC email is not to be used for the following:

- Personal gain (financial or otherwise to make a profit)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- Solicitations for contributions for non-College sponsored entities
- "Get rich quick" or "pyramid schemes"
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of SCC or that of any other agency
- Attempts to perform mass mailings to the entire college (or a large subset of the college), or other agency of a non-official nature
- Any unlawful activity

No one shall deliberately alter or attempt to conceal their true return email address, or the origination location of the message. No one shall deliberately set forth to interfere with the reception of e-mail by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's e-mail

without that user's consent. Only authorized individuals may view a student's email if that student is suspected of a violation of this email policy or the college computing policy. Routine checks of server logs or high account activity that may raise suspicion can be considered grounds to review a student's email.

E-mail services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving e-mail of this nature, report it to the Vice President of Administrative Services. Users will need to keep both printed and electronic copies of the harassing e-mail.

Failure to comply with the above restrictions will result in account suspension and may result in disciplinary action or legal action pending a review of the incident(s).

Liability for Misuse and Viruses
The Surry Community College email system incorporates a virus scanning system and spam filter to help protect students from email-propagated viruses and excessive junk-mail. SCC takes a best-effort approach to ensure that students will not be affected by viruses in their provided email accounts. SCC does not, however, take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or student activity.

Account Limitations
Each student account created by SCC is subject to the following account limitations.
• Each account has a mailbox limit of fifty (50) Megabytes of data.
• HTTP Access Only
It is the students' sole responsibility to be aware of these limits and control the amount of data in their respective mailboxes according to the above storage limitations. Lost emails, assignments, or attachments resulting from a full account mailbox are not the responsibility of the college's IT Department.

Disaster Recovery/Maintenance
SCC will, at regular times, backup the student email server. In the event of a server failure or other cause of the system to become corrupted, fail, or otherwise lose data related to a student's account, the system will be restored to the last good backup condition of the server. Email lost due to student error will not be restored. Students are therefore encouraged to either have a hard copy or other medium to store important email messages or information from their mailboxes. SCC may also periodically perform maintenance on the server and take it offline. Whenever reasonable and practical, users will be notified in advance.

Adopted by SCC Board of Trustees
February 9, 2009

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 English, 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 and Medical Assisting 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 Development 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.

A.F.A. (Associate in Fine Arts Degree)

The Associate in Fine Arts curriculum provides basic course work in humanities, fine arts, English, mathematics, and social sciences with additional concentration in the fine arts, specifically the area of clay, woodworking, and sculpture. This degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio requirement. The Associate in Fine Arts program is part of the Comprehensive Articulation Agreement which allows graduates of the program to transfer to one of the member institutions of the University of North Carolina system.

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.

The College-wide Learning Outcomes are the learning goals for all Surry Community College students. As they are assessed inside and outside the classroom, these outcomes guide learning, decision-making, and actions by all members of the College community. The College-wide Learning Outcomes have the following definitions:

Critical Thinking: Students who graduate from Surry Community College should be able to think about their thinking in order to improve it. They should display competence in the cognitive skills and abilities that underlie critical thinking. Specifically, they should be able to (1) analyze thought (their own and that of others) by identifying, examining, and employing the essential elements of reasoning; (2) assess thought by applying intellectual standards; and (3) think ethically and fairly by cultivating intellectual traits.

Communication: The Communication Learning Outcome measures the following skills: Writing, Speaking, and Reading.

Communicate effectively through writing: Students who graduate from Surry Community College should be able to produce writing that is clear, precise, organized, incisive, and correct (according to the guidelines of Standard Written English) for a variety of purposes and audiences.

Communicate effectively through speaking: Students who graduate from Surry Community College should be able to speak in a manner that is clear, precise, coherent, perceptive, audience-aware, and correct (according to the guidelines of Standard English) in both small and large group settings.

Communicate effectively through reading: Students who graduate from Surry Community College should be able to read actively and analytically at the college level and should be able to synthesize and apply information across disciplines.

Information Literacy and Technology Skills

Information Literacy: Students who graduate from Surry Community College should be able to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.

Technology Skills: Students who graduate from Surry Community College should be able to use computers, software applications, databases, and other technologies to achieve a wide variety of academic, work-related, and personal goals.

Quantitative Literacy

Quantitative Literacy: Students who graduate from Surry Community College should be able to apply college-level mathematical concepts and methods to understand, analyze, and communicate in quantitative terms

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. Some of these programs do not require a high school diploma for admission.

CERTIFICATES

Some 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 Development.

DISTANCE EDUCATION

Surry Community College now offers students an alternate way to further their education through our Distance Education program. The purpose of distance learning at Surry Community College is to support the College's mission to provide high quality, reasonably priced educational and job training programs which meet the needs of the adults in its service area. Several options are now available for students to obtain degrees completely online. Currently our online degree programs include an Associate in Arts, Information Systems, Business Administration, Early Childhood, and Viticulture.

Distance learning opportunities provide a means for students to enroll in credit classes that do not require traditional classroom attendance. The Distance Education program shares the same goals, objectives, skills, and competencies as all educational opportunities at SCC. Students are offered full service access to learning resources, program advisement and financial aid information. At SCC, these opportunities include hybrid courses *(combines face to face and online)*, Internet *(online)* courses, and North Carolina Information Highway (NCIH) courses.

Courses are also available via the Internet. Students must have proficient computer skills as well as an email account to participate in this type of course. SCC provides all Distance Education students a free email account. Internet courses are delivered online via a Learning Management System program. Faculty and student communication takes place primarily through the computer. Interaction in an online course is through email and the use of discussion boards and takes place asynchronously, so students are not required to be online at a certain time of the day or night, but when it is convenient for them.

Hybrid courses combine classroom instruction with the interactivity of an Internet course. The Internet is used to deliver a portion of the course requirements, with the other delivered through on-site meetings. Hybrid courses include face-to-face instruction, course websites, textbooks, hotlinks, online and in-class discussions, collaboration and problem-solving.

Selected courses are taught on-campus using SCC's specially-designed NC Information Highway classroom. NCIH classes bring together students located at multiple locations, with communication conducted through interactive use of television monitors, tabletop microphones, and video cameras. All necessary technologies are provided in the classrooms.

Distance Education offerings appear on the semester schedule of courses each term. Distance Education courses are identified in course listings by the section code as follows:

Course Type	Section Code	Example
Hybrid courses	HB	HUM-115-HB1
Internet Courses	IT	CIS-110-IT1
NCIH	IH	COM-231-IH1

In order to successfully complete Distance Education courses, students should be aware of specific technical skills and equipment needs that are required when taking a Distance Education course. Information students should be aware of when registering for Distance Education courses follows.

Internet Course Information

***Online Orientation Required:**

Students taking Internet courses for the first time are required to complete an online orientation. Students will not be allowed to take Internet or Hybrid courses without completing the online orientation.

***Personal Capability Requirements:**

Students taking an Internet course are required to be proficient with basic computer tasks.

*Office XP Applications
*Knowledge of the procedures for sending/receiving e-mail and e-mail with attached files.
*Knowledge of navigating & conducting information searches within the World Wide Web
*Able to identify file types
*Fundamental awareness of common computing terms
*Familiarity with your own hardware, software, & operating system environment

***Hardware Requirements:**

Students who do not meet these standards must contact the course instructor to determine if they will be able to successfully participate in the course. The following are minimal system requirements to take an Internet course.

*Pentium IV 3 GHZ or faster
*512 MB or more of RAM
*SVGA monitor w/8 MB of video RAM
*Sound card and speakers
*Windows XP
*Hard drive with a minimum 250 MB free space
*56K Modem or higher (DSL recommended)
*Printer
*CD-ROM Drive

***Software Requirements:**

Students who do not meet these standards must contact the course instructor to determine if they will be able to successfully participate in the course. The following are minimal software requirements to take an Internet course.

*Word processing package – Office 2007
*E-mail software that supports e-mail attachments. SCC provides each student a free email account which must be used when taking a Distance Education course.
*Internet Explorer version 7.0 or higher or Netscape version 6.0 or higher
*Acrobat Reader (Free download)
*Real Media Player (Free download)
*Other software that may be required to complete the course.

***Internet Service Requirements:**

The greatest single challenge for students taking Internet courses is obtaining the services of a reliable Internet Provider. If you are unsure about Internet providers in your area, contact a local computer dealer.

Further information about Surry Community College's Distance Education program can be found at the following website: http://www.surry.edu/DE

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. Must be enrolled in a degree/diploma/certificate that includes Co-op;
2. Must have completed at least 9 credit hours toward degree (3 of which must be from the core curriculum);
3. Must have a minimum GPA of 2.0;
4. Recommendation from an instructor within program of study;
5. 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).
6. Approval from program director or Co-op Coordinator. 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 Co-op Coordinator. 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, Co-op Coordinator, 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 Career Services Center. Information is also available through faculty advisors.

NOTE: Co-op options are listed under each participating curriculum program of study.

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC) offers academic support for students. Students enrolled in at least one curriculum class at SCC may receive free academic assistance by working with qualified tutors. The ASC bases its tutoring on a critical thinking model that encourages students to actively think through course content.

Tutoring Services

Students needing a tutor must fill out an application at the ASC, located on the second floor of the library. 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. One-time tutoring sessions are available to help students with reading and writing assignments in any subject; appointments for these sessions can be scheduled by calling 386-3460 or visiting the ASC. Tutoring is held on the second floor of the library and is supervised by the Assistant Directors. No off-campus tutoring is offered.

Students wishing to become tutors must demonstrate proficiency in the 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 and are required to attend training sessions in critical thinking throughout the semester. Tutors are compensated for their services.

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 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. Finally, students placing into developmental math should enter the sequence by their second semester at Surry Community College.

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

Students seeking a waiver for any developmental course must receive approval from the Chair of Developmental Studies.

COMPUTER RESOURCES

Surry Community College has several computer labs that are available for use by students. These labs are available for computer classes, computer-related classes, and for computer-assisted instruction. Internet access is available for class and research use by faculty, staff, and students in selected labs (E148, H265, H273), the Learning Center, and the Learning Resources Center (Library, first floor).

LEARNING RESOURCES CENTER (Library)

The Learning Resources Center (LRC), housed in the "R" Building, provides printed and electronic materials to supplement classroom instruction and support lifelong learning in the Surry Community College service area. The LRC collection includes approximately 30,000 books, 2,000 audiovisual items, and 235 current print magazine and newspaper titles.

The Learning Resources Center web pages contain links to a number of databases provided for student and faculty use through Surry Community College and NC Live. Any current student has access to the databases, either while on campus or by computer from home at any time day or night. The databases provide thousands of full-text magazine and newspaper titles. Research assistance and inter-library loan services are available at the Reference Desk on the main floor of the LRC as well as through e-mail. Instructional sessions in using print and electronic resources are available for individuals, small groups, or classes. The Circulation Desk and the book collection are on the main floor of the LRC.

Computers for student research are located on the main floor, and a local history and genealogy research collection is available on the second floor of the LRC.

The Learning Resources Center is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday, and from 7:30 a.m. to 3:00 p.m. on Friday when classes are in session. During summer sessions and breaks the LRC operates on a limited schedule. Check the LRC website for exceptions to the normal hours. The LRC is open to the general public. Local residents 16 years old and up may apply for a library card and receive limited borrowing privileges.

TESTING CENTER

The Surry Community College Testing Center is a part of the division of Student Development is located in the A-building room 204 and provides placement testing. The Testing Center uses Accuplacer to help place students in reading, English and math courses based on their skills. These tests are untimed and test scores are valid for 3 years. Students may retake the placement after the recommended time has passed. See Testing Director for more information.

Please note there is a Testing Fee for the College Placement Test: Beginning July 1, 2009, there will be a $10 fee (maximum) for first-time placement testing. All retests will cost $2 per test unit. Students will pay the Business Office after completing the placement test and return to the Testing Center with the paid receipt. Students will not receive their test scores until testing fees have been paid.

Surry Community College recommends that all students review prior to taking Accuplacer. Study guides can be picked up from the Testing Center or the Office of Student Development. (Note: All placement test review information is provided as a review only, without any warranty or guarantee that your test scores will improve. Surry Community College takes no responsibility in test scores as a result of using the online study guide or any link to a study guide.)

Please bring a valid Photo ID on the day of the test for identification purposes. Knowledge of computers is not necessary to take Accuplacer. If you are unfamiliar with using a computer, someone in the Testing Center will assist you with the online tutorial. Do not bring calculators. Pencils and paper will be provided for the math sections. All placement tests are offered on a walk-in basis. To insure adequate time for testing students must be inside the Testing Center Monday-Wednesday by 3:30 p.m., Thursday by 6:00 p.m., and Friday by 12:00 p.m.

Services Provided

The Testing Center provides test proctoring service for both paper-based and computer-based tests. The Testing Center currently offers the following: Accuplacer Test (college's placement exam), Makeup Exams for SCC Faculty and Online Course Proctoring. For more information contact Laura Bracken. Tests must be started and finished in one sitting and must be turned in 10 minutes prior to closing. Service hours may be different during semester breaks. Please call the Testing Center for more information at 336-386-3443. The Testing Center will also be closed for all holidays recognized by Surry Community College and as indicated by inclement weather.

The Testing Center is located in A–building room 204 on the main campus in Dobson, NC. You can contact us at 336-386-3443 or brakenl@surry.edu. Please contact for hours of operation as they are subject to change.

CREDIT AND GRADING ISSUES

CLASS SCHEDULING

Curriculum classes at Surry Community College are normally scheduled for 16 weeks during the fall and spring semesters. The summer semester is scheduled for 10 weeks. At times, especially during the summer, some classes are offered in abbreviated sessions. In developing the curriculum class schedule each semester, Surry Community College 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 classes are taught on the college campus in Dobson. Some are offered at the Workforce Development Center (Mount Airy), the Yadkin Center, and on the Internet.

Surry Community College 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 1 credit hour for 1 contact hour of classwork, 2 contact hours of laboratory, or 3 contact hours of shop or clinical work per week for the 16 weeks of the semester or its equivalent. Contact hours are the actual number of clock hours that are scheduled for a class each week.

A typical full-time academic load during fall and spring semesters is 15 to 18 credit hours. A maximum of 21 credit hours may be carried without special approval by the Vice President of Student Development. A typical summer load is 9 to 12 credit hours. A maximum of 18 credit hours may be carried during the summer without special approval by the Vice President of Student Development.

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 grade point average.

Full-time students are those who carry a minimum academic load of 12 or more credit hours per semester. Part-time students are those who carry fewer than 12 credit hours per semester. These hours may vary during the summer semester.

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
TR	Transfer 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 or President's List).

COURSE SYLLABUS/ATTENDANCE

At the beginning of each semester, instructors are required to give each student a course syllabus that explains 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 a different letter grade in another course. 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 attenda nce 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 available to students as soon as possible at the end of each semester. Students can view their grades by logging into Knight Life and viewing their transcript. A student's transcript will include information regarding transfer credits (if applicable), Surry Community College courses taken, grades received, credit hours earned, and GPA.

Students should review their transcript carefully to ensure that final grades for all classes are correct. Students should immediately contact the instructor of the class if they feel a grade has been incorrectly recorded on the transcript.

TRANSCRIPT REQUESTS

Your transcript is a confidential document maintained by the Records and Registration Office in Student Development. It is accessible only to you and to those you permit to have copies. Surry Community College charges a $3.00 fee for each official transcript. There is no charge for "unofficial" transcripts. Anyone requesting a transcript may do so in one of the following ways:

1. Go to the Reeves (A) Building, pay the $3.00 per transcript fee (for official copies) at the Cashier's desk, and bring your receipt to the registration desk in the Student Development Office. We will process your request at that time. If you need unofficial copies, go directly to the registration desk.
2. Complete the Transcript Request Form. Follow the instructions on the form to send it to our office by fax or postal service. This is the quickest way for us to process your request. This form can be obtained from the Student Development Office or from the Surry Community College website under the Student Development section.
3. Surry Community College will accept an email request **only** if we are mailing your transcript directly to another college/university. This request **MUST** contain the following information before it can be processed:
   - Current full name (and your name while attending Surry Community College, if different)
   - Your date of birth
   - Approximate dates of attendance at Surry Community College
   - Did you receive a degree from Surry Community College? If so, when?
   - Type of transcript being requested (official or unofficial)
   - Name and mailing address of the college/university where we should mail your transcript
   - Make payment over the telephone with a Visa or MasterCard by contacting our Business Office. Requests will not be processed until payment is received.
   - Email requests should be sent to *transcripts@surry.edu.*

Transcript requests will not be processed if there are unpaid obligations to Surry Community College. Please allow five business days for processing. This does not include time required for mailing, so please plan accordingly.

STUDENT RECORDS POLICY

I. Responsibility for Security and Release of Students Records

Vice President of Student Development

II. Definition of Student Records

Surry Community College maintains accurate and confidential student records and recognizes the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and its revisions. Records are defined as data of an administrative or educational nature normally stored in a student's cumulative record folder. The term "educational records" does not include the following:

a. Records and documents of institutional personnel which are kept apart from educational records.
b. Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
c. Financial records on the parents of students.
d. Records of instructional, supervisory and administrative personnel kept in their sole possession provided they are "not accessible or revealed to any other person except a substitute".

III. Right to Inspect Student Records

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

IV. Release of Student Educational Records

Surry Community College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date of birth, degrees, awards, dates of attendance, and enrollment status (full or part-time). Students wishing to have their directory information remain confidential must complete the "Request That Student Directory Information Be Withheld" Form, which is available in the Student Development Office.

Personnel who may have access to student records are following:

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

Requests for confidential information shall not be honored without proper written consent for the release of such records by students. The written consent must specify the records or the specific data to be released and to whom it is to be released, and each request must be handled separately.

Exceptions to this policy are the following:

* Requests for confidential information will be honored without prior consent of the student in connection with an emergency.
* Official requests in connection with the audit and evaluation of federal or state supported programs or in connection with enforcement of federal or legal requirements which relate to such programs.
* A lawfully issued subpoena or court order instructing the College not to disclose the existence or contents of the subpoena or the College's response.
* All other subpoenas. 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.
* An Ex Parte Order from the Attorney General of the United States in connection with the investigation or prosecution of terrorism crimes as specified in the U.S. Code.
* Non-directory information required by the Immigration and Naturalization Service about International Students.
* Persons or organizations providing financial aid to the student or determining financial aid decisions.

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, degree and awards received, etc.

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 and pay 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. Proficiency Examination Permission Forms are available from the Academic Deans and the Student Development Office.
- 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 and completed 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 (CR) 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.
- Financial aid, veterans, and some third parties do not pay for credit by proficiency.
- No credit is given for experiential learning or training.

Please note that the "CR" grade assigned for proficiency may have implications for financial aid awards, and the credit may not be accepted by all transfer institutions.

TRANSFER CREDIT

Accredited Colleges/Universities

Students who transfer to Surry Community College from another accredited college or university will need to furnish official transcripts* for evaluation. The college or university must be accredited by an entity recognized by the U. S. Department of Education. These transcripts are evaluated after a student's acceptance to Surry Community College. Only courses that are satisfactorily completed at other accredited institutions and apply to the student's current program of study will be transferred. Grades of "D" or below do not transfer.

Awarded transfer credits are placed on the student's transcript. These transcripts are available in Student Development upon request. Students receiving transfer credit toward an associate degree, diploma, or certificate must complete at least 25 percent of the semester hours in their program of study at Surry Community College in order to complete graduation requirements. These hours may not be earned by proficiency.

Military Credit

In some cases, transfer credit can be awarded for military training. The student must submit official military transcripts* to be evaluated for credit. Only course credit recommended by American Council of Education guides is granted. No credit is given for experiential training or for courses taken at non-accredited schools.

Advanced Placement Examination

AP exams are usually taken by high school students enrolled in Advanced Placement classes. Students are responsible for having AP test scores* forwarded to the Surry Community College Admissions Office for transfer credit evaluation.

*Documents become property of Surry Community College and cannot be returned or re-issued.

College TechPrep Articulation

Through the statewide College Tech Prep Articulation agreement among high schools and community colleges and efforts of the SYSTEM (Surry Community College, Yadkin and Surry County Schools, and Elkin and Mt. Airy City Schools), students entering Surry Community College may receive college credit for a number of Career-Technical courses completed in high school. To receive credit, the high school must provide documentation that the student completed the course with a grade of "B" or better and scored at or above the mastery level (Score of 80) on the end-of-course VoCATS test, and the student must enroll in Surry Community College within two years of high school graduation. The current SCC College Tech Prep Articulation Agreement is shown on the following pages:

SURRY COMMUNITY COLLEGE
TECH PREP ARTICULATION AGREEMENT

Updated April 2009

HIGH SCHOOL PATHWAY & COURSE	SURRY COMMUNITY COLLEGE COURSE	CR. HR.
AGRICULTURE & NATURAL RESOURCE TECHNOLOGIES		
Horticulture I - 6841 & Horticulture II – 6842	AGR 160 - Plant Science AGR 170 - Soil Science	3 3
Agricultural Mechanics I - 6831	MNT 110 - Intro to Maintenance Procedures	2
Agricultural Mechanics II - 6832	WLD 112 - Basic Welding Processes	2
Animal Science I - 6821 & Animal Science II - 6822	ANS 110 Animal Science	3
BUSINESS TECHNOLOGIES & INFORMATION TECHNOLOGIES		
Principles of Bus. and Personal Finance - 6200 or Principles of Bus. and Personal Finance - 6600	BUS 125 - Personal Finance	3
Bus. & Electronic Communications - Bus. 6535	BUS 260 - Bus. Communications	3
Bus. Mgt & Applications – 6225	BUS 137 - Principals of Management or OST 181 - Intro to Office Systems	3 3
Small Bus. Entrepreneurship (Bus.) - 6235 or Small Bus. Entrepreneurship (Marketing) - 6615	BUS 230 - Small Bus. Management	3
Foundations of Information Technology - 6340	CIS 111 - Basic PC Literacy	2
Computer Applications I – 6411	CIS 110 - Intro to Computers or CIS 111 - Basic PC Literacy	3 2
Computer Engineering Technology I = 7991	CTS 120 Hardware/Software Support	3
Computer Engineering Technology II = 7992	CTS 220 Advanced Hardware/Software Supp	3
Computer Applications II – 6412	WEB 110 - Internet/Web Fundamentals or CTS 125 - Presentation Graphics or OST 137 - Office Software Applications	3 3 2
Cisco - Network Engineering II – 7981	NET 125 - Networking Basics & NET 126 - Routing Basics	3 3
Cisco - Network Engineering III – 7982	NET 225 - Routing & Switching I & NET 226 - Routing & Switching II	3 3
Digital Communication Systems - 6514	CIS 111 - Basic PC Literacy or CIS 110 - Intro to Computers or OST 137 - Office Software Applications	2 3 2
E-Commerce I – 6415	WEB 110 - Internet/Web Fundamentals	3
E-Commerce II - 6416	WEB 210 - Web Design	3
Networking I -T & I/BE - 7980 or 6341	NET 110 - Networking Concepts	3
Marketing - 6621 & Marketing Mgt. - 6622	MKT 120 - Principles of Marketing	3
Strategic Marketing - 6626	MKT 120 - Principles of Marketing	3
CONSTRUCTION TECHNOLOGIES		
Construction I - 7721 & Construction II - 7722	CAR 111 - Carpentry I	8
Construction I - 7721	CAR 110 - Intro to Carpentry or CST 110 - Intro to Construction	2 2
Furniture & Cabinetmaking I - 7621 & Furniture & Cabinetmaking II - 7622	CAB 111 - Cabinetmaking I	7
Masonry I - 7722	MAS 140 – Introduction to Masonry	2
COMMERCIAL & ARTISTIC PRODUCTION TECHNOLOGIES		
Graphics I - 7911 & Graphics II - 7912	GRA 151 - Computer Graphics I	2
HEALTH SCIENCES		
Medical Sciences I - 7221 or Allied Health Sciences I - 7211	MED 110 - Orientation to Medical Assisting & MED 112 - Orientation to Clinical Setting I	1 1
Medical Sciences II - 7222 or Allied Health Sciences II - 7212	MED 121 - Medical Terminology I & MED 122 Medical Terminology II	3 3

ENGINEERING & INDUSTRIAL TECHNOLOGIES		
Drafting I – 7921	DFT 111 - Technical Drafting I & DTF 111A - Technical Drafting I Lab	2 1
Drafting I - 7921 & Drafting II - 7962 (Architectural)	DFT 115 - Architectural Drafting or DFT 151 - CAD I	2 3
Drafting I - 7921 & Drafting II - 7962 & Drafting III - 7963	DFT 151 - CAD I	3
Drafting I 7921 - & Drafting II - 7972 (Engineering)	DFT 151 - CAD I	3
Drafting III - 7973 (Engineering)	DFT 112 -Technical Drafting II & DFT 112A - Technical Drafting II Lab	2 1
Electrical Trades I - 7741 & Electrical Trades II - 7742	ELC 113 - Basic Wiring I	4
Electronics I - 7631 & Electronics II - 7632	ELC 112 - DC/AC Electricity &	5
Metals Manufacturing Technology I - 7641 & Metals Manufacturing Technology II – 7642	BPR 111 - Blueprint Reading & MAC 111 - Machining Technology I & MAC 151 - Machining Calculations	2 6 2
Welding Technology I - 7661	WLD 110 - Cutting Processes	2
Welding Technology I - 7661 & Welding Technology II - 7662	WLD 115 - SMAW (Stick) Plate/Pipe	5
PUBLIC SERVICE TECHNOLOGIES		
Early Childhood Education I - 7111 & Early Childhood Education II - 7112	EDU 119 - Early Childhood Education	4
TRANSPORT SYSTEMS TECHNOLOGIES		
Automotive Service Technology I - 7511 & Automotive Service Technology II – 7512	AUT 110 – Intro to Auto Technology & AUT 161* - Electrical Systems	3 4
Automotive Service Technology II - 7512 & Automotive Service Technology III - 7513	AUT 151* - Brake Systems & AUT 151A* - Brake Systems Lab	3 1
*Upon acceptance to college, the high school student will submit a NATEF Task List for brakes and a NATEF Task List for electrical signed by their high school teacher to the automotive department chair before credit is awarded for AUT 151 or AUT 161		
Collision Repair Technology I - 7521 & Collision Repair Technology II - 7522	AUB 121 - Non-Structural Damage I	3

CRITERIA TO AWARD COLLEGE CREDIT

The following criteria shall be used to award college credit for courses identified above.

1. Grade of B or higher in the course and
2. A raw score of 80 or higher on the standardized VoCATS post-assessment. (*or 80 or above on the CISCO final exams or pass an industry standard certification.) In order to receive articulated credit, students must enroll at Surry Community College within two years of their high school graduation date.

The official high school transcript and all official standardized VoCATS post-assessment scores shall be required to verify that the criteria has been met to award credit for articulated course work. A community college advanced placement credit form must be attached to the front of the student's official high school transcript. This form is available to high school personnel upon request from Surry Community College. Once SCC receives transcript and form, credit will be awarded and a credit evaluation form will be mailed to the student.

Surry Community College officials shall have responsibility for verifying eligibility and acceptance of the articulated course on the high school transcript for college credit.

AUDITING COURSES

Students who would like to take a particular course but do not wish to earn credit for it may register to audit the class. The process for registering is the same as if one were taking the course for credit, and the tuition and fees are also the same. On the first day of class, the student must advise the instructor that they are auditing the class. An audited course cannot be changed to a credited course. The course will appear on the student's transcript and will show a final grade of "AU." It will not be included as hours attempted or hours earned, and it 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 who successfully complete a course with a minimum grade of "C," may repeat the course twice. Students who do not successfully complete a course may repeat it as many times as necessary to be successful. Students who successfully completed a course five or more years ago may repeat that course. Tuition and fees are charged each time a course is taken. When curriculum courses are repeated, only the highest grade will be used in calculating grade point averages and hours toward graduation.

INDEPENDENT STUDY

Degree-seeking students needing to complete a course to meet graduation requirements but are unable to take it as scheduled may request an independent study. This request is made through an instructor or division chairperson on an Application for Independent Study Form. The form must be signed by the student, instructor, division chairperson, and the appropriate dean. The completed form must be returned to the Student Development Office by the end of the drop/add period. Registration, tuition, and fees for independent study courses are the same as any other section of the same course.

CHANGE OF PROGRAM

Degree-seeking students wishing to change their program of study should complete a Data Change Form in the Student Development Office. Non-degree seeking students who decide to pursue a program of study must complete a Data Change Form and see the admissions staff to be sure required transcripts and other pertinent information are on file. Students receiving financial aid must contact the Financial Aid Office before changing their program of study.

CLASS CANCELLATION

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 Development staff will work with students to find an acceptable alternative. Students need to come to the Student Development Office if they want to replace the cancelled class. Students are automatically dropped from cancelled classes and refunds are issued if they are due.

WITHDRAWING FROM CLASSES

A student who withdraws should do so officially through the Office of Student Development. Failure to withdraw officially could result in the assignment of an "F" grade for the work attempted and in a forfeiture of refunds. It is the student's responsibility to be sure his/her registration and withdrawal are correct.

During the Drop/Add Period

The drop/add period consists of the first four days of classes for fall and spring semesters. Summer semester operates on a ten-week session, therefore, drop/add may be shorter than four days. If a student decides to drop or add a course, they should come by the Student Development Office and complete a Drop/Withdraw/Add Form. The permission of the instructor is not required during this period. Students who do not attend a class at least once, and who do not officially drop the class, will receive a grade of "NS" for the class. Official drops for such classes must be completed by students within the drop/add period.

After the Drop/Add Period

When a student officially withdraws from school or a class after the drop/add period, a grade of "W" (withdrawal) will be assigned unless the instructor determines that the student's performance at the point of withdrawal has been unsatisfactory. A student can only receive a grade of "W" if they have actually attended the class. A grade of "NS" cannot be changed to a grade of "W." If the instructor's evaluation of the student's status is unsatisfactory, a grade of "F" will be recorded on the transcript at the end of the semester. If a punitive grade ("F") is going to be assigned, the student is encouraged to continue in the class in an effort to earn a passing or non-punitive ("W") grade.

If a student decides to withdraw from a course after the drop/add period, they should come by Student Development and complete a Drop/Withdraw/Add Form. The instructor's signature is required for each course the student decides to withdraw. Failure to get the instructor's signature could result in a final grade of "F." Students receiving financial aid must notify the Financial Aid Office of any changes in their schedule. The completed Drop/Withdraw/Add Form must be turned in at the registration desk in the Student Development Office before the student will be officially withdrawn from those classes.

Distance Education Withdrawals

The withdrawal policy for distance education courses varies from the above policies as follows:

<u>During the drop/add period</u>

Students taking distance education courses can drop or add by contacting the Student Development Office in one of the following ways:

-Complete a Drop/Withdraw/Add Form in the Student Development Office

-Telephone

Contact the registration desk at 336-386-3595 or 336-386-3430.

-Fax

Complete a Drop/Withdraw/Add Form and fax to 336-386-3690. This form can be obtained from the Surry Community College website under the Student Development section.

<u>After the drop/add period</u>

Students taking distance education courses may begin the withdrawal process by contacting the instructor or the Distance Education Office.

ACA Withdrawals

ACA is required for all first-year, full-time, degree-seeking students. In addition to the procedures described above, the Drop/Withdraw/Add Form must be signed by the appropriate dean. The ACA requirement is waived for students who have completed at least 24 semester hours during a previous period of enrollment at any institution with a cumulative GPA of at least 3.0.

REMOVAL OF INCOMPLETE GRADES

Students with a grade of "I" on their transcript have one calendar year from the date the grade is issued to complete the work necessary to remove the "I" grade. Students should work with the instructor to complete the requirements for the course. If the student is required to attend class in order to complete the course, they must register and pay appropriate tuition and fees. If the "I" grade has not been removed within the time-frame allowed, it will remain on the transcript as a permanent grade of "I." An incomplete grade cannot be changed to a grade of "W" at any time. If the student would like to receive credit for the course after the grade of "I" is permanent, they must reregister and repeat the entire course. Transfer students should be aware that grades of "I" not removed before transferring are treated as grades of "F" by many receiving institutions.

FRESH START/IN-HOUSE TRANSFER

Two policies provide qualifying students a one-time opportunity to petition the school to exclude from GPA calculation all previously completed courses in which a grade of "**D**" or "**F**" was earned. Forms to request

this recalculation are available in the Student Development Office. Prior to submitting the written petition, the student must have completed at least 12 credit hours of college-level work at Surry Community College and have a current overall GPA of at least 2.5. The only physical change to the transcript will be the placement of an Academic Forgiveness notation below the semester in which the forgiveness is applied. Descriptions of both policies are as follows:

The Fresh Start Policy

This policy allows a former Surry Community College student who returns after a period of at least 3 years of non-enrollment to have previously earned grades of "D" and "F" removed from the GPA calculation process.

In-House Transfer of Program Policy

This policy allows a Surry Community College student who officially changes his or her program of study at Surry Community College to have grades of "D" and "F" previously earned in the old program of study removed from the GPA calculation process.

NOTE: Neither the "Fresh Start Policy" nor the "In-House Transfer of Program Policy" are applicable in meeting the "Satisfactory Progress" guidelines for financial aid and veterans aid students.

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
(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 previously shown 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 cooperatively assess 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 of Student Development, in consultation with the student and his or her academic advisor, will determine which 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 of Student Development 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. Therefore, students will not be dismissed permanently for academic reasons.

Readmission

Students who have withdrawn in good standing and/or who have not attended for a period of one year or more will need to request readmission status through the Office of Student Development. 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 of Student Development (disciplinary suspensions) prior to registration.

General Readmission Procedures

1. Complete an application for readmission. Readmission applications may be submitted in paper form or electronically. Visit www.surry.edu to submit your readmission application electronically. Paper readmission applications may be obtained from the main campus, Yadkin Center, and Workforce Development Center (Mount Airy).
2. New official transcripts are required if there has been five year lapse in enrollment, you applied and never attended, or if previously submitted transcripts have been amended.
3. New copies of placement test scores are not normally required unless test scores are no longer valid.
4. Persons with readmission status will resume/or begin their program of study following the current academic catalog requirements.
5. Dual Enrolled, Huskins and Learn and Earn Online students must apply for readmission upon high school graduation.

Additional Academic Requirements for Nursing Students

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

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 12 credit hours of college-level coursework during the semester, maintains at least a 3.25 grade 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 the College website 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 grade point average of at least 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 with at least a 3.25 grade point 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 Records Department 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 Development.
      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 division chairperson or in Student Development.

B. Students must have a minimum 2.0 Grade Point Average with no grade below a "D" for all courses counted toward graduation. (A grade of "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 FOR GRADUATION IN THE STUDENT DEVELOPMENT OFFICE AND PAY THE FEES IN THE BUSINESS OFFICE BY THE ANNOUNCED DEADLINE. This procedure is normally completed at the beginning of the semester in which the student will complete all coursework.

*At least 25 percent of coursework for a degree, diploma, or certificate **must** have been completed at Surry Community College by those applying for graduation. This 25 percent of hours may not be earned by proficiency and must be in the student's program of study.

C. In addition to the general graduation requirements described above, nursing students 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.

D. Students that either complete a change of major or have not attended for a period of one year or longer must follow the current program requirements of the catalog in effect at the time of returning or starting a new program.

STUDENT DEVELOPMENT SERVICES

The Student Development 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/certificate 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 Development 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.

Career Services

The Career Services Center offers a comprehensive career development program designed to assist students in setting career and educational goals and developing employability skills.

Services include career counseling, career assessments, career research and exploration, resume development and preparation for employment interviews. The center provides students with quick and easy access to local, national, and international labor market data through current printed materials, internet sites, video and audio tapes, and face-to-face interview with area employers. The center also provides leads for employment opportunities as listed by area employers. Services are available to current students and graduates. Opportunities for volunteerism, service learning, and cooperative education are also coordinated through the Career Services Center.

Located in the Reeves Building on the main college campus, the center is open five days and four evenings per week. Individuals may learn more about the center by calling 336-386-3388.

Educational Opportunity Center Services

Funded by a grant from the US Department of Education, the Educational Opportunity Center (EOC) offers a wide range of services to first-generation college students from Surry, Yadkin, Davie, Stokes, and Rockingham counties. Some of these services include assistance with admissions, financial aid, career counseling, and referrals to other service agencies. Many of the students served locally by the EOC are displaced workers who decide to return to school for training in a new career field. Services provided by the Center staff often add the final touch of personal attention that helps students find success in their educational programs. For additional information about the services available, call 336-386-3328, or ask for the EOC in the Student Development Office.

Upward Bound Program

The Upward Bound Program, funded through a grant from the U.S. Department of Education, assists local high school students by providing tutoring, instruction in computer applications, personal development, composition, literature, Spanish, ESL, math, and social studies. The program is designed to help young people develop the academic skills and motivation necessary for success in college. For additional information about Upward Bound, call (336) 386-3268 or 1-877-532-0090, or ask for Upward Bound in the Student Development Office.

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 student tutors and professional staff available for individualized instruction in reading, English, and mathematics.

Student Financial Aid

Please see pages 60-68 of this catalog for information regarding the financial assistance programs at the college.

Veterans Services

If a student is a veteran of military service, serves in the 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 in the Financial Aid Office within Student Development. The veterans certifying official will help students apply for any educational benefits available to them and will answer 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 satisfactory class attendance in order to continue receiving these benefits. State and federal laws require that all persons receiving veterans educational benefits attend class on a regular basis. Please see page 67 of the catalog for more information on Veteran's Administration Educational benefits.

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)
Mission

The Office of Disability Services provides equal access to programs and services and promotes equal opportunities for students with disabilities, through the provision of reasonable accommodations, resources and services. Disability Services is in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. You may contact Laura Bracken, Director of Disability Services at: 336-386-3443 or brackenl@surry.edu

Request Services

Surry Community College is committed to making the educational opportunities it offers reasonable and accessible to all qualified students with disabilities. Students seeking assistance or accommodations are responsible for self-disclosure and providing the proper disability documentation in order to receive services. Students seeking disability services need to make their needs known in a timely manner, since it may take some time to acquire the necessary aids and notify the student's instructors. Reasonable accommodations are not retroactive and must be requested each semester. If the student hasn't made a request for services or reasonable accommodations in a timely manner prior to enrollment, SCC cannot assure that all appropriate accommodations can be accomplished prior to the first class.

Self Advocacy

Students have the opportunity to voluntarily self-disclose with the college as having a disability or special need. Students can self-disclose to the Office of Disability Services located in A- building room 204 or contact the Office of Student Development.

Note: Identifying yourself as having a disability, to an individual professor, school, friend or department other than the Student Development Office IS NOT considered an official notification to the College.

Documentation

Services of a disability or special need are provided based on documentation provided by the student. The student must provide information about a substantial limitation to one or more major life activities, specifically as it applies to meeting the demands of the college life, in and/or out of the classroom. Acceptable documentation of a disability or special need may include: Medical report, physician's statement, psychological evaluation, psycho educational evaluation or other professional evaluations which verify the need for reasonable accommodations or modifications. The documentation should be current (within the last three years). IEP's and 504 Plans, although providing historical evidence of services and accommodations, are generally not considered sufficient to make a student eligible for services. Please note that students will be evaluated on a case-by-case basis. If no current documentation is available, it is the responsibility of the student to have new documentation prepared.

Resources

When possible, SCC will rely on the resources available from community agencies such as the Division of Vocational Rehabilitation Services, Services for the Blind and Services for the Deaf and Hard of Hearing and others which provide educational auxiliary aids. The college is not required to, and cannot provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

Disability Services Office is located in the A-Building Room 204, right above the Student Development Services Office. For additional information, the Disability Services Director can be reached at (336-386-3443). Students with hearing difficulties may call 1-800-735-2962 (TTY) or 1-800-735-8262 (voice).

Service Animal Policy

Surry Community College seeks to accommodate persons with disabilities who demonstrate the necessity of a service animal. The College is also mindful of the health and safety interests of its general community. The SCC Service Animal Guidelines are aimed at meeting these concerns. The College's Office of Disability Services is responsible for implementing this policy. Success requires the cooperation of all students, staff and faculty. No animals are allowed in SCC buildings except those defined as Service Animals. For further information, Please contact the Office of Disability Services at 386-3443.

Availability

Anytime students are on campus, there is someone in the Student Development Office to assist them if they need help. Regular office hours are **Monday-Thursday -** 7:30 a.m.-7:00 p.m.; **Friday -** 7:30 a.m.-3:00 p.m. **For more information call (336) 386-3264.**

Business Programs	**386-3246**
College Transfer	**386-3370**
Evening Programs	**386-3276**
Financial Aid/Veterans Services	**386-3465**
Nursing Program	**386-3273**
Technical Programs/Diploma Programs	**386-3281**
Career Services Center	**386-3388**

Health Services

First aid supplies are kept at various locations around campus such as Student Development, 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 should contact the Campus Police through the switchboard/information center window or dial 0. 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 Development Offices.

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 Office of Disability Services, A-Building, Room 204. For additional information, contact the Director of Disability Services located above the Office of Student Development at 336-386-3443 or brackenl@surry.edu.

Food Services

The Knights' Grill, a full-service cafeteria, is located on the ground floor of the A-Building. A wide selection of sandwiches, soups, salads and full meals are prepared fresh daily. Hours of operation are Monday through Thursday 7:00 am until 2:00 pm and 5:00 pm until 8:30 pm, and Friday 7:00 am until 1:30 pm.

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 $42.00 per credit hour with a maximum charge of $672 per semester. To qualify for in-state tuition, a legal resident must have maintained his or her 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 Associate Vice President of Student Development.

For out-of-state students, tuition is $233.30 per credit hour with a maximum charge of $3,732.80 per semester. Out-of-state students attending Surry Community College are eligible for in-state tuition rates if they are employed in North Carolina and the employer pays the tuition for the student employee with a company check. 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, but must pay for fees associated with their class registration.

Tuition Payment Options

Payment of **tuition and fees** is due at the time of registration. Otherwise, student registration may be voided and enrollment cancelled. Options for payment are as follows:

- Cash, check, or money order
- Credit Card - VISA or MasterCard
- Financial Aid - Financial aid approved and awarded by the Financial Aid Office prior to registration includes Pell Grant and scholarships which have been received by the Business Office.
- Third Party Authorizations - Businesses, agencies, organizations, etc. may authorize payment for students' educational expenses. Authorization from the agency must be either on file or presented to the Business Office at the time of registration, stating the specific charges covered.
- FACTS Tuition Management Company - Students may electronically send payment in full for tuition and fees to the college from their personal bank account via a link on the college's website for a nominal fee. For more information, contact the Business Office or visit the college website at ***http://www.surry.edu.*** Students may also apply for an installment plan through FACTS Tuition Management Company for payment of tuition and fees. Payments are set up at 0% interest with a $25 fee per semester. Payments will be drafted from the students' personal bank accounts. **There will be a $25 fee imposed by FACTS Tuition Management Company for any missed payment.** Students must enroll for at least (3) semester hours and complete an application via the college website. For more information, contact the Business Office or visit the college website. ***Payment options are subject to change.***
- Collection Costs - In the case that Surry Community College considers it necessary to refer all or part of the unpaid principal and/or interest for tuition and fees on a student's account to an attorney or collection agency for collection, students are liable for and must pay the college the attorney's fees and/or collection agency fees resulting from the referral. Students must pay all charges and other costs, including attorney's fees, that are allowed by federal and state laws and regulations and that are necessary for the collection of these amounts.

Tuition Rate: Self-Supporting Classes

The College may choose to provide classes under a financially self-supporting method at any time. Tuition rates for self-supporting classes in both curriculum and continuing education will be set at a rate that permits recovery of instructional cost. Each student pays a pro-rata share of that cost. Under this course method, the **tuition rate may exceed the standard state-established tuition rate**.

Tuition and 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: Tuition

Student Classification	Rate Per Credit Hour	Maximum Charge (16 or more credit hours per semester)
Resident	$42.00	$672
Non-Resident	$233.30	$3,732.80

ALL CURRICULUM PROGRAMS: Fees

While Surry Community College attempts to keep student costs as low as possible, some fees are necessary to maintain adequate services. Presented below are the fees currently applicable to curriculum students. These fees can be refunded only in cases of class cancellation. Any questions regarding these fees should be addressed to the Vice President of Student Development or the Executive Vice President/Chief Financial Officer.

Type of Fee	Basis	Applies To	Amount
Parking	Annual (Fall-Summer)	All Students (Day & Evening)	$5
Accident Insurance	Semester	All Students (Day & Evening)	$3
Student Activity	Semester ***(max: $32.50 fall/spring)***	All Students (Day & Evening)	$3.25/Credit Hour ***(max: $32.50)***
Technology	Semester ***(max:*** $16)	All Students (Day & Evening)	$1/Credit Hour
Distance Education	Course	Students registered for DE courses	$10/DE course
Graduation *(non-refundable)*	Program	Students ordering diplomas	$20
Transcript (official) *(non-refundable)*	Upon Request	All students	$3 per official copy
Placement Test *(non-refundable)*	At time of test	All degree and diploma seeking students plus designated certificates	$2 per unit $10 maximum

COLLEGE BOOKSTORE

Required textbooks and supplies may be purchased at the campus Bookstore located in the C-Building during regular hours (Monday-Thursday, 7:30am-8:00pm, and Friday, 7:30am-3:00pm). Textbooks may also be purchased online through the SCC homepage at www.surry.edu by clicking the "Bookstore" link. In addition to required textbooks and supplies, the Bookstore carries a selection of reference materials, apparel, book bags, greeting cards, and other specialty items.

Refund Policy

- All refunds require the original register receipt.
- Refunds are made when classes are cancelled, dropped, or if the incorrect textbook is purchased.
- Refunds will not be given to students who purchase a new book and then find a used book. Students interested in buying used books should do so before purchasing books in the Bookstore.
- All textbooks must be in new condition--textbooks are non-returnable if shrink wrap is broken or the text is marked.
- All returns must be settled within two weeks after the drop/add period.

Book Buybacks

The Bookstore sponsors two major buybacks per year, usually scheduled around exam days in May and December. Opening semester buys may also be scheduled throughout the year. Textbooks must be in good condition without excessive markings or highlights and all components must be with the book.

TUITION REFUND POLICY

Tuition refunds are made based upon Title 23 of the N.C. Administrative Code (23 NCAC) guidelines. A refund shall not be made except under the following circumstances:

1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class the student is officially registered for fails to "make" due to insufficient enrollment.
2. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10 percent point of the semester as noted in the college calendar.
3. Refund of fees will only be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar and/or if the class the student is officially registered for fails to "make" due to insufficient enrollment.

The above policy may differ for financial aid recipients. For example, refunds may not be made to students, but may be credited to the appropriate financial aid program. For a more detailed explanation, contact the Financial Aid Director.

In all refund cases, students must initiate the withdrawal process through the Registrar's Office. The Business Office will make the allowable refund only after the proper process has been handled through the Registrar's Office.

Students will be charged 25 percent of the cost of any course dropped through the 10 percent point of the semester as noted in the college calendar. The charge does not apply if a course with equal or more credit hours is added at the same time (in the same transaction). If a schedule change is needed on or before Registration Day, please see your advisor to avoid paying the 25 percent charge. If a change is needed after the 10 percent point of the semester as noted in the college calendar, students are responsible for 100 percent of the costs of courses on their schedule. For more details, please contact the Registrar's Office.

STUDENT FINANCIAL AID

The Student Financial Aid program is designed to assist eligible 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 types of aid. Only students who have been accepted for admission will be offered financial assistance. An enrolled student must reapply for aid for each new academic year that they return.

Anyone interested in financial aid information may contact the Financial Aid Office which is located in Student Development. Information is available which explains the opportunities and responsibilities in more detail. 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) online at www.fafsa.ed.gov. Students must specify in the appropriate section that they will be attending Surry Community College, by entering the Title IV federal school code 002970. A paper FAFSA can also be submitted by requesting the application at www.fafsa.ed.gov and mailing it to the address on the form. Students completing the FAFSA before March 15th may be considered for the North Carolina Student Incentive Grant.
2. The Institutional Aid Application, which can be picked up at the Financial Aid Office or accessed online at http://depts.surry.edu/fa/procedure.html , should be completed and submitted with a photocopy of the student's driver's license. Once your FAFSA application is processed, the Financial Aid Office may send the student a letter requesting additional documentation. Please return the documentation as soon as possible, as it will be used to complete the student's aid file.
3. When the aid office determines what types and amounts of aid students are eligible for, the student will be notified in writing.

To receive notification of eligibility, a student must have a completed aid application file on record in the Financial Aid Office by the following deadline dates:

Fall Semester: May 1 Spring Semester: October 1 Summer Semester: February 1

Students with incomplete files will be required to use personal funds or apply for tuition assistance through the FACTS deferred tuition payment plan. Subsequent eligibility may allow for a late award of aid after the semester begins.

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 family size, income and assets. 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 apply for this type of aid when completing the FAFSA.

Federal Supplemental Educational Opportunity Grants (FSEOG)

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 are available to students who have "exceptional financial need." Students who complete the FAFSA and have a $0 EFC on the SAR are 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 to help pay for part of their college expenses. The jobs may be on- 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 full financial aid application process, as well as the Work Study Application available in the Financial Aid Office or from the Work Study section of the website. 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 and promissory notes, in addition to the FAFSA and SCC Aid Application, must be completed to apply for the loan programs. Detailed information may be obtained from the Financial Aid Office staff.

North Carolina Student Incentive Grant (NCSIG)

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

Education Access Rewards North Carolina Scholarship (EARN)

These scholarships are awarded by College Foundation, Inc. in Raleigh, NC. Eligibility is based on North Carolina residency, demonstrated need as defined by the FAFSA, and enrollment in a North Carolina public university or community college. The applicant must be classified as "dependent" for Federal Title IV programs or is a ward or dependent of the court. The student must be enrolled full-time, with no previous college experience other than dual enrollment while in high school. Upon meeting the school's Satisfactory Academic Progress policy, the student may retain the award for a second year.

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 businesses, industries, 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.

Conditions of Financial Aid Awards

1. Awards are contingent upon the actual receipt of appropriate funds from the federal and/or state governments by Surry Community College.

2. The Financial Aid Office reserves the right to revise or cancel an award because of changes in the student's financial or academic status. NOTE: All Students receiving aid must maintain Satisfactory Progress as outlined in "Standards of Progress for All Aid Recipients at Surry Community College."

3. All financial aid received from non-college sources are to be reported to the Financial Aid Office.

4. If an award includes the Federal Pell Grant, the amount shown is based on assumed full-time enrollment (12 hours), unless otherwise indicated. If a student enrolls for less than full-time, the grant will be reduced proportionately.

5. No financial aid will be paid for any AUDITED classes. If a student audits a class for which he/she have received financial aid, he/she may have to repay a prorated amount to the Financial Aid Office. Retroactive aid will not pay for classes in which student received a "W", "Inc", "Au" or "NS".

6. If an award includes the Federal Work-Study Program, the amount given represents that maximum amount the student may expect to earn during the period of the award, with the hourly rate of pay being at least the current federal minimum wage. The award is contingent upon job availability, availability of funding, and job performance of student.

7. If an award includes the Federal Supplemental Educational Opportunity Grant, please note that this grant is equal to or less than one-half of the total aid offered. Since this grant may not exceed one-half of the total amount of financial aid awarded through the institution, the student may not accept the Federal SEOG only, SEOG is not available for less than half-time enrollment.

8. It is the policy of the Financial Aid Office to allow students access to their funds on registration day for each semester. Refund checks will be issued at designated times throughout the semester.

9. If the student WITHDRAWS AT ANY TIME during the semester, he/she MUST come by the Financial Aid Office so that we can determine the amount of his/her repayment. (See withdrawal calculation policy on next page.)

10. Continuation of the aid is not automatic. To renew the aid for the following year, the student must complete a new financial aid application.

11. Failure to comply with the above conditions could result in the loss of financial assistance.

12. The information the student provides on the Financial Aid Application and the amount of the award received is confidential. The student's need for assistance in continuing his/her education and the amount of the money required are matters of private concern to the student and his/her family.

13. The student must affirm that any funds received under the programs, listed on the award letter will be used solely for expenses related to attendance at Surry Community College. He/she must also understand that he/she is responsible for repayment of a prorated amount of any funds which cannot reasonably be attributed to meeting educational expenses related to the attendance at Surry Community College.

Withdrawal Calculation Policy

Students receiving financial aid must follow official withdrawal procedures. Students may be required to repay a portion of aid funds used at the time they withdraw, or receive a late disbursement for time in attendance.

To comply with this policy, an aid recipient must:

1. Follow official school withdrawal procedures, which are found in the college catalog.
2. After obtaining "instructors' signatures" and "last date(s) of attendance" on the drop card, the card must be taken to the Financial Aid Office for a staff signature. The "last date of attendance" will be used to calculate the repayment/refund amount of aid due. Repayment/refund pertains only to students completely withdrawing from all classes. or to those who have been paid incorrectly.
3. The school will calculate: the total amount of aid that the student received from the Pell Grant program, SEOG, and any federal loans; the total amount of the same aid that was used for tuition, fees, books, and supplies (charged to the student's account); the total number of days the student attended classes, and compare this number to the total days in the semester. This calculation will give the College the percentage of the semester completed by the student. If the student has completed at least 60 percent of the semester, no further action is taken. The school will apply the percentage of the semester completed to the amount of aid the student received to determine the amount of aid they are eligible to have for the days enrolled. If the student used more aid than they were eligible to receive, according to the days in attendance, the student must repay to the school an amount equal to "funds overspent x 50 percent". NOTE: If the student owes a repayment on federal funds, the money must be repaid in full to the school within 45 days, or the student will be ineligible for further aid. The student's account can be referred to the U.S. Department of Education for collection and can result in garnishment of wages and/or tax refunds. If the student used less aid than they were entitled to receive according to the days in attendance, the school owes the student a "post-withdrawal disbursement". The school will notify the student of the amount and date of availability of the funds. Students must claim the funds within 14 days or the disbursement will be voided.

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 SCC

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 each semester 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
21 to 35 credit hours attempted - 1.50 cumulative grade point average
36 to 50 credit hours attempted - 1.75 cumulative grade point average
51 credit hours to the end of the program - 2.0 cumulative grade point average
Note: In addition to these GPA requirements, a student must complete at least 50 percent of the credit hours attempted each semester.

II. Financial aid recipients in the Diploma or eligible Certificate programs must maintain the following grade point averages to be classified as making satisfactory progress:
0 to 15 credit hours attempted - 1.50 cumulative grade point average
16 to 26 credit hours attempted - 1.75 cumulative grade point average
27 to the end of the program - 2.00 cumulative grade point average
Note: In addition to these GPA requirements, a student must complete at least 50 percent 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 percent of the credit hours attempted for that semester. Failure to do so will cause the student to be terminated from receiving further financial assistance. To re-establish eligibility after termination, students must complete at least 6 credit hours, including 50 percent of the hours attempted in a semester, and attain the minimum GPA required on the proceeding page. Students should present an updated copy of their qualifying transcript to the Financial Aid Office, along with a request for reconsideration of eligibility.

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

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

VI. Only grades of A, B, C, D, and F will be used to calculate GPA as explained in this catalog. Financial aid cannot be received for an audit. No aid can be paid for classes in which a student has earned proficiency credits, designated as "CR" on the transcript.

VII. Time Limitation: Federal regulations require that schools establish a maximum time limit during which the student on aid must complete his or her program of study at Surry Community College. This time limit is 150% of the number of credit hours required for the program. For example, a student pursuing an A.A.S. Degree in Paralegal Technology, (69 credit hours), must attain that degree after attempting 104 credit hours (69 x 150% = 104). Students will be terminated from aid after reaching the maximum time frame allowed for their program of study. A reconsideration due to mitigating circumstances is only allowed once. All attempted hours on the transcript will be counted in this time frame, unless hours are used for a previous degree received.

Note: Any deviation from the above policy will be at the discretion of the Financial Aid Director. In order to appeal financial aid termination, a student must be able to document mitigating circumstances.

To appeal, students must indicate in writing to the Financial Aid Office the reason why they did not meet satisfactory progress requirements and why financial aid should not be terminated. Documentation to support the appeal is required.

The Financial Aid Director will review the appeal to determine whether or not termination of aid is justified and will advise the student in person or by letter.

A student who wishes to appeal the decision of the Financial Aid Director may request a hearing with the Vice President of Student Development for final determination. This action will exhaust the appeals process.

VETERAN'S ADMINISTRATION EDUCATIONAL BENEFITS

Specific rules required by the College and VA regulations are outlined in the complete Guide to Veteran's Administration Educational Benefits available in the Financial Aid Office . The School Certifying Official is not employed by the VA, but is responsible for providing benefits and program counseling, clarification of regulations, and enrollment certification for pay to the Department of Veterans Affairs Regional Office in Atlanta, Georgia.

Students eligible to receive VA educational benefits must select a program of study. Most programs of study offered at Surry CC are approved for students to receive educational benefits administered by the VA. Students who are eligible to receive VA educational benefits should contact the Financial Aid Office to find out if the program they are interested in is approved, and to complete an application and submit other required paperwork for VA educational benefits.

Certification will be made for only those courses that are required for graduation in the curriculum in which the student is approved and enrolled. Students receiving benefits are responsible for being familiar with the information found in the College Catalog and all VA brochures obtained from the Financial Aid Office.

Tuition and fees must be paid by students receiving VA educational benefits upon registering for class(es). Surry CC cannot postpone payments until students receive payment of their VA educational benefits. Benefits will be paid directly to the student at the end of each month after the claim is processed. The average time for the VA Regional Office to process a claim is 60 to 90 days from the date of certification, per their representatives.

For additional information regarding eligibility or the application process, please contact a Veteran's Certifying Official in the Financial Aid Office.

STANDARDS OF ACADEMIC PROGRESS FOR ALL STUDENTS RECEIVING GI BILL OR OTHER VETERAN'S ADMINISTRATION EDUCATIONAL BENEFITS

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

1. Only grades of A, B, C, D, and F will be used to calculate GPA as explained in the college catalog. The Veterans Administration will not pay for audits, withdrawals, incompletes, or proficiency credits.
2. Students may contact the Veterans Certifying Official in the Financial Aid Office within Student Development for questions pertaining to veterans benefits.

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The Ambassador Scholars Program

The Ambassador Scholars Program was originated by the Surry Community College Foundation, Inc., in 1993. Ambassadors are students who are proven leaders and scholars. Ambassadors are trained as public relations representatives for the College and Foundation. They are chosen from a variety of curriculum areas and have differing educational and career goals. For more information about this program, contact the Student Development Office.

CORPORATE & CONTINUING EDUCATION DIVISION

The Corporate and 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 skills, construction, insurance, languages, law enforcement, fire and rescue, emergency medical, nursing, recreation, teaching, trades, and miscellaneous other classes.

Through the Corporate and 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

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 of these courses include law enforcement, certified nursing assistant, teacher assistant, emergency medical technician, computer skills, HVAC, electrical contractor, general contractor, and plumbing.

The Basic Skills Program

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 (ESL)** courses are designed to teach English communication skills as well as American customs and history to persons whose primary language is not English. This program is part of the Center for Foreign Languages.
- **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

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 (SBC)

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 entrepreneurial 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.

Customized Industry Training Program

The Customized Training Program provides educational and training opportunities for eligible businesses and industries. The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina. This will enhance the growth potential of companies located in the state. Simultaneously the training will be preparing North Carolina's workforce with the skills essential to be successfully employed in emerging industries.

Personal Enrichment and Self-Supporting Programs

Personal Enrichment 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, cooking, dance, basketweaving, floral design, stained glass, scrapbooking, a variety of needlework classes.

The Emergency Services Training Center

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

Tuition, Fees & Refunds

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

Tuition and fees for occupational and community service classes are as follows.

Course Hours	Tuition	Technology Fee
1-10 hours	$50.00	none
11-30 hours	$55.00	$1.00
31-100 hours	$60.00	$2.00
101+ hours	$65.00	$3.00
Community Service	$40.00	based on hours of class as stipulated above

Students who enroll in **self-supporting classes** pay fees that are based on a pro rata cost of the course. Technology fees are based on the hours of the course as stipulated above.

A student who **wishes to withdraw** from a Continuing Education course must contact the Continuing Education office prior to the 10% point of the scheduled hours of the class to be eligible for a tuition refund. A 75% refund will be given if the student request is received by the deadline. If a student pre-registers/prepays for a class and requests a refund prior to the first class meeting, 100% of the tuition will be returned.

North Carolina residents age 65 years of age and older may register free of charge with the exception of Self-Supporting courses. 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.**

The **technology fee** is waived for Basic Skills students, HRD students, and students enrolled in emergency services training courses. It does apply to senior citizens, even when tuition is waived and to college faculty/staff who enroll in continuing education classes.

All continuing education students who attend class during the day must purchase a **parking permit**. Students who are registered for an evening class that is more than 20 hours in duration must purchase a parking permit.

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 the appropriate extension number from the class schedule.

Any person eighteen years of age or older may be admitted to a Continuing Education class. Surry Community College provides educational opportunities without regard to race, sex, creed, national origin, or disability.

Students are encouraged to attend all classes. Those who attend 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

Continuing Education Units

Continuing Education Units (CEU's) are awarded by the college (one CEU for ten contact hours of class) 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.

Continuing Education Transcripts

Transcripts of individual records are available upon written request and students will be charged a $3.00 fee per official copy.

Continuing Education Course Listing

AUTOMOTIVE/TRANSPORTATION

	Hours	Semester	Certificate/License
Alive at 25	4	FSSu	
Auto Body Repair I, II, III, & IV	100	FSSu	
Auto Safety Inspection	8	FSSu	License
Auto Inspection (OBD) - On Board Diagnostic/Renewal	8/4	FSSu	License
Motor Vehicle Dealer Continuing Education	6	FSSu	License
Motor Vehicle Dealer Initial	12	SSu	License
Motorcycle Safety	22	FSSu	
Truck Driver Training	168	FSSu	License

PERSONAL ENRICHMENT

	Hours	Semester	Certificate/License
Basketweaving	24	FS	
Cake Decorating	30	FS	
Crochet & Tatting	24	FS	
Culinary	16	FS	
Dance: Belly	20	FS	
Dance: Country Line	20	FS	
Dance: Social/Ballroom	16	FS	
Dog Grooming	30	FS	
Floral Design	24	FS	
Knitting	24	FS	
Painting (Acryllic, Decorative, Oil)	30	FS	
Photography (Digital)	30	FSSu	
Quilting	30	FS	
Scrapbooks in the Making	30	FS	
Sewing (Beginning & Custom)	30	FS	
Stained Glass	30	FS	
Therapeutic Massage	30	FS	
Wine Appreciation	12	FS	

Continuing Education Course Listing

COMPUTER COURSES

COMPUTER SKILLS FOR JOB SEEKERS — Hours: 36 — Semester: FSSu

This course focuses on Computer Basics and is an introduction to Windows. The curriculum framework is designed to introduce computers and computer terms, develop a moderate comfort level of basic computer use skills, introduce the Internet and develop email capabilities, and develop skills in navigating the Internet and using search engines. Students learn the use of Windows controls, file management, word processing, and spreadsheet applications. Prerequisites: None

INTERNET FOR JOB SEEKERS — Hours: 30 — Semester: FSSu

This course on Internet Basics can be used to learn about the most important topics of using the Internet, including using e-mail, browsing Web sites, searching for information, downloading data & programs, using file transfer protocol (FTP) software, and other Internet related topics. The training for this course is a combination of Instructor-led lecture and student hands-on use of the Internet. Students will be shown how to set up their own e-mail account and how to determine their home page on the web. Each class session will begin with the instructor's demonstrating how to use a certain segment of the World Wide Web that the student will need to use when working the assignments on your own during the last part of each class. This lecture and hands-on approach is designed to make you more productive when using the Internet. Prerequisites: Computer Skills or prior computer knowledge.

KEYBOARDING SKILLS FOR THE WORKPLACE — Hours: 30 — Semester: FSSu

This course is designed to provide training in keyboarding skills using a computer keyboard. Course topics include focusing on alphabetic keys and the numeric key pad. The student will become familiar with numeric, symbol and function keys, and will drill for speed, accuracy, and keyboard applications. This class will help the student develop strong keyboarding skills and will reinforce proper techniques to build keyboarding fluency. Learning to keyboard requires continual diligence and repetition to master; therefore, technique drills and speed and accuracy drills are included. Prerequisites: None

MICROSOFT OFFICE INTRODUCTORY — Hours: 78 — Semester: FSSu

This MS-Office Introductory course consists of twelve projects that are designed to take full advantage of the MS-Office application. The objective of this course is to teach the introductory and the intermediate levels of MS-Office, showing the student how to create Word documents, Excel workbooks, Access databases, and PowerPoint presentations. The training for this course is a combination of Instructor-led lecture and student hands-on exercises. Each class session will begin with the instructor's lecture of the subject, which includes a preview of the steps that you will need to use when working the assignments on your own during the last part of each class session. This lecture and hands-on approach is designed to make students more productive when using MS-Office. The textbook, *MS-Office: Introductory Concepts and Techniques*, consists of a brief introduction to computers, a project on MS-Windows, three projects each on MS-Word, MS-Excel, and MS-Access and two projects on MS-PowerPoint. After completing the projects and activities in this course, students will have started a foundation of the training that will eventually prepare them for the Core Level Microsoft Office User Specialist (MOUS) program.
Prerequisites: Computer Skills for Job Seekers or prior computer knowledge.

MICROSOFT OFFICE ADVANCED — Hours: 78 — Semester: FSSu

This MS-Office Advanced course will extend the student's basic knowledge of working with Word documents, Excel workbooks, Access databases, and PowerPoint presentations. This advanced course is a continuation of the MS-Office Introductory course, and it is assumed that students are familiar with the fundamentals of MS-Word, MS-Excel, MS-Access, and MS-PowerPoint. The textbook, *MS-Office: Advanced Concepts and Techniques*, consists of, projects four, five and six for MS-Word, MS-Excel, and MS-Access and projects three and four for MS-PowerPoint. After completing the projects and activities in this course, students will be prepared to pass the Core & Comprehensive-level Microsoft Office User Specialist (MOUS) exam. Prerequisites: Introductory Microsoft Office.

Continuing Education Course Listing

EDUCATION

	Hours	Semester	Certificate/License
EFFECTIVE TEACHER TRAINING	**30**	**FSSu**	

This class presents an overview of the Effective Teacher Training course. The ETT program emphasizes information and behavioral skills needed in order to recognize and apply those teaching practices that research supports as most effective. Educators must look at time as a resource whose appropriate use is carefully planned for and strictly managed. This class presents teaching skills, which maximize learning time.

NATIONAL BOARD CERTIFICATION FOR PUBLIC SCHOOL TEACHERS	**24**	**FSSu**	

This course provides a comprehensive introduction to the National Board for Professional Teaching Standards certification process. Providing information for both candidates and potential candidates, the course focuses on the four portfolio entries and the six assessment center entries. Detailed instructions for each aspect of the ten areas are discussed. Tips for completing the certification process, including the video entries, are given during the course.

GRE PREP I (On-Line)	**24**	**FSSu**	

This course covers all question types on the verbal and analytical sections of the GRE. We will discuss how to do your best on reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions. We will cover time saving techniques for both the paper based and computer administrations of the test.

GRE PREP II (On-Line)	**24**	**FSSu**	

This course features a math review and techniques for tackling the quantitative comparison, discrete quantitative, and data interpretation questions that make up the math section of the GRE. We will also cover time saving techniques for both the paper-based and computer administrations of the test.

FIRE & RESCUE

	Hours	Semester	Certificate/License
FIREFIGHTER I & II CERTIFICATION			
Orientation & Safety	21	OR	Certification
Alarms & Communications	15	OR	Certification
Fire Behavior	9	OR	Certification
Portable Extinguishers	6	OR	Certification
P.P.E.	15	OR	Certification
Forcible Entry	12	OR	Certification
Ventilation	21	OR	Certification
Ropes	12	OR	Certification
Ladders	15	OR	Certification
Hose, Appliances, Streams	21	OR	Certification
Fire Control	33	OR	Certification
Salvage	6	OR	Certification
Overhaul	6	OR	Certification
Emergency Medical Care	15	OR	Certification
Rescue	24	OR	Certification
Water Supplies	18	OR	Certification
Sprinklers	15	OR	Certification

Continuing Education Course Listing

FIRE & RESCUE *continued...*

	Hours	Semester	Certificate/License
FIREFIGHTER I & II CERTIFICATION			
Haz-Mat Awareness & Operations	36	OR	Certification
Fire Prevention, Public Fire Education, Fire Cause	21	OR	Certification
Building Construction	9	OR	Certification
Foam Fire Streams	6	OR	Certification
RESCUE TECHNICIAN			
General - Incident Planning	6	OR	Certification
General - PPE	12	OR	Certification
General - Search	12	OR	Certification
General - Helicopter Transport	6	OR	Certification
General - Victim Management, Lifts, Carries, Drags	3	OR	Certification
General - Inspection & Maintenance	9	OR	Certification
General - Ropes, Anchors & Lowers	21	OR	Certification
Vehicle & Machinery Rescue Incident Planning	9	OR	Certification
Vehicle & Machinery Rescue - PPE	9	OR	Certification
Vehicle & Machinery Rescue - Equipment	21	OR	Certification
Vehicle & Machinery Rescue - Extrication	21	OR	Certification
Hazardous Materials Awareness and Terrorism	15	OR	Certification
Hazardous Materials Operations & Terrorism	27	OR	Certification
Hazardous Materials Awareness, Operations, & Terrorism	36	OR	Certification
SPECIALIZED TRAINING			
DRIVER OPERATOR (Emergency Vehicle Driver)	**20**	**OR**	
NIMS (National Incident Management System)			
ISC-100	10	OR	Certification
ISC-200	14	OR	Certification
ISC-300	32	OR	Certification
ISC-400	26	OR	Certification
PUMP CLASSES			
Introduction to Pumps	15	OR	
Basic Pump Operations	24	OR	
Sprinklers & Stan	15	OR	
Pump Hydraulics	15	OR	
Service Testing Pump	15	OR	
Water Supply/Pump	15	OR	
AERIAL OPERATIONS			
Introduction to Aerial Operations	15	OR	
Basic Aerial Operations	15	OR	
Aerial Maintenance	15	OR	
Aerial Testing Procedures	15	OR	
Rescue	12	OR	
Fire Control	4	OR	
Fire Behavior	4	OR	
Extinguishers	3	OR	
Fire Hose	3	OR	
Ladders	4	OR	
Get Out Alive	9	OR	
Team Search	12	OR	
Rookie	32	OR	
SCBA	12	OR	
Flammable Liquids	12	OR	
LP-Gas	12	OR	
General Practices	12	OR	

Continuing Education Course Listing

LAW ENFORCEMENT

BASIC LAW ENFORCEMENT TRAINING (BLET) — **Hours** 664 — **Semester** FSSu — **Certificate/License** Certification

This course is accredited by the N.C. Criminal Justice Training and Standards Commission and the N.C. Sheriffs' Commission. Persons desiring to become a sworn law enforcement officer in N.C. must complete this course. To qualify for admission an individual must meet the same requirements as those mandated by the N.C. Department of Justice for a sworn law enforcement officer.

DETENTION OFFICER CERTIFICATION — **Hours** 162 — **Semester** FS — **Certificate/License** Certification

This course is accredited by the North Carolina Sheriff's Commission. Persons wishing to become local detention officers must successfully complete this course. For admission an individual must meet the same standards as those required by the North Carolina Sheriffs' Commission for a local detention officer.

RADAR CERTIFICATION — **Hours** 40 — **Semester** FS — **Certificate/License** Certification

This course is a commission-mandated course governed by the North Carolina Criminal Justice Education and Training Standards Commission. This course is designed to provide students with the skills to proficiently perform those tasks essential to function as a radar operator. Only employed, sworn, certified law enforcement personnel may enroll in the Radar Certification Course.

Radar Operator Recertification	16	FSSu	Certification

CRIMINAL JUSTICE COMMISSION MANDATED IN-SERVICE LAW ENFORCEMENT TRAINING

	Hours	Semester
Bloodborne Pathogens	2	OR
Chief's Topic of Choice	4	OR
Domestic Violence Update	4	OR
Ethics	2	OR
Hazardous Materials	2	OR
In-service Firearms	8	OR
In-service Law Enforcement Driving	4	OR
Juvenile Minority Sensivity Update	2	OR
Legal In-service Update	4	OR
Methamphetamine Recognition & Response	4	OR

ADVANCED/IN-SERVICE CONTINUING EDUCATION TRAINING FOR LAW ENFORCEMENT

	Hours	Semester
Advanced Civil Process	4	OR
Arrest, Search, & Seizure	8	OR
Basic Special Weapons	44	OR
Bomb Recognition	24	OR
Canine Training	8	OR
Chemical Agent Training	8	OR
Civil Process In-Service	8	OR
Crisis Management	8	OR
Defensive Tactics/Ground Fighting	16	OR
Defensive Tactics-ASP Baton	8	OR
Drug Investigation Patrol Officer	24	OR
Field Training Officer	40	F
Firearms Sniper	8	OR
Firearms Training Simulator	1	OR
Interview & Interrogation	24	OR
Mechanics of Arrest-Vehicle Stops	8	OR
OC Pepper Spray Initial	6	OR
OC Pepper Spray In-Service	6	OR
Officer Survival	32	S
Rapid Deployment	8	OR
Report Writing	8	OR
Standardized Field Sobriety	32	OR
SWAT In-Service	40	OR
Use of Force	4	OR

Semester = (F) Fall (S) Spring (Su) Summer OR = On Request

Continuing Education Course Listing

MEDICAL

EMERGENCY MEDICAL

Medical Responder — **Hours** 72 — **Semester** OR — **Certificate/License** Certification

This course is designed to train individuals with the knowledge and skills to operate ambulances throughout the state. Students are instructed in Basic Life Support skills including the use of AED to assist Emergency Medical technicians in the field. Skills developed are patient assessment, vitals signs, airway management CPR, splinting, and hemorrhage control. This is an entry level course for state certification. This course must follow the guidelines established by the NC Office of EMS. The curriculum for the MR educational program shall be the 1995 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) First Responder Course: National Standard Curriculum. Student prerequisites: High school diploma or general education development (GED); or successful completion of an entrance exam assessing basic reading comprehension skills at a minimum at the tenth grade level.

EMT-Basic — **Hours** 208 — **Semester** FS — **Certificate/License** Certification

The Emergency Medical Technician-NR course establishes the basic knowledge needed to provide, under medical authority, prehospital emergency care and to pass the NC State and/or National Registry certification exam. Students will acquire basic life support knowledge through a combination of classroom instruction, practical laboratory exercises and clinical experience in hospitals. Students will acquire a thorough understanding of criminal, civil and vehicle laws pertaining to the EMT's services; develop understanding and knowledge of human anatomy and physiology; deal calmly and efficiently with childbirth, injuries, poisonings and other medical emergencies such as heart disorders, strokes and diabetes; and in general be able to provide basic life support for seriously/critically ill patients. This course follows the guidelines established by the NC Office of EMS. The curriculum for the EMT-B educational program shall be the 1994 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Basic Course: National Standard Curriculum and the Supplemental Airway Modules for EMT-Basic: NSC. Prerequisites: High school diploma or general education development (GED); and successful completion of the TABE assessment exam for basic reading comprehension skills. This test may be taken at any of the learning centers at no cost to the student.

EMT-Intermediate — **Hours** 276 — **Semester** F — **Certificate/License** Certification

Certification as an Emergency Medical Technician is a prerequisite for this course, which details more advanced airway devices, insertion and maintenance of intravenous lines, AED use and basic pharmacological therapy, in accordance with local protocols. This course must follow the guidelines established by the NC Office of EMS. The curriculum for the EMT-I educational program shall be the 1985 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Intermediate Course: National Standard Curriculum. Prerequisites: High school diploma or general education development (GED); successful completion of the TABE assessment exam assessing basic reading comprehension and language skills at a minimum at the post-secondary grade level and basic math skills at a minimum high school level; successful completion of an EMT Basic course; and a current NC EMT certification prior to beginning the Clinical and Field Internship components. The TABE may be taken at any of the learning centers at no cost to the student.

EMT-Paramedic — **Hours** 1000+ — **Semester** S — **Certificate/License** Certification

This course is designed to develop knowledge and skills for the Advanced Emergency care of ill or injured persons. This course follows the National Department of Transportation Guidelines and is approved by the North Carolina Office of Emergency Medical Services. Lecture, demonstrations, skills evaluation, and both Hospital and Field Internships are the principal methods of instruction. Specific training areas include administration of I.V. fluids, advanced airway management, cardiac monitoring including Defibrillation, Cardioversion, Cardiac Pacing, and the administration of prehospital advanced life support medications.
This course must follow the guidelines established by the NC Office of EMS. The curriculum for the EMT-P program shall be the 1998 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Paramedic course: National Standard Curriculum. Prerequisites: High school diploma or general education development (GED); successful completion of the TABE assessment exam assessing basic reading comprehension and language skills at a minimum at the post-secondary grade level and basic math skills at a minimum high school level; successful completion of an EMT-Basic and EMT-Intermediate course. Certification as an EMT-Intermediate is required prior to beginning the clinical or field internship component of this course. Successful completion of EMS 3000 Anatomy and Physiology or approved equivalent of Anatomy and Physiology (BIO 163 or BIO 165 and BIO 166) is required prior to beginning the course. The TABE may be taken at any of the learning centers at no cost to the student.

Semester = (F) Fall (S) Spring (Su) Summer OR = On Request

Continuing Education Course Listing

MEDICAL *continued...*	Hours	Semester	Certificate/License
CPR/First Aid	8 to 12	OR	Certification

ADVANCED CERTIFICATION FOR EMERGENCY MEDICAL

ACLS - Advanced Cardiac Life Support 16 OR Certification
The ACLS Provider course follows the standard American Heart Association guidelines; and provides physicians, nurses, paramedics, and other health care providers with the information concerning advanced management of the cardiac patient.

ITLS - International Trauma Life Support 16 OR Certification
The ITLS Course is designed to increase the knowledge and skill level of the emergency medical technician in assessing and treating any trauma-related injury. Much of the material in this course is not covered in the initial EMT or EMT-I course, but it is designed for the student to better recognize possible trauma injuries due to mechanism of injury, better assess the patient and more aggressively treat shock and trauma in general.

PALS - Pediatric Advanced Life Support 16 OR Certification
The PALS course is designed to certify Emergency Medical Personnel in Pediatric Advanced Life Support through the American Heart Association. This course teaches the proper evaluation and treatment of a pediatric patient in cardiopulmonary arrest. Upon successful completion, the student will be awarded PALS certification from the American Heart Association. Pre-requisite: Advanced Life Support certification preferred, but not required.

PEPP - Pediatric Education for Prehospital Providers 16 OR Certification

EMERGENCY MEDICAL GENERAL

EMT-Recertification Continuing Education	36	FSSu	Certification
First Responder Continuing Education	36	FSSu	Certification
Industrial Medical	24	OR	Certification

MEDICAL

BASIC AND INTERMEDIATE PROCEDURE AND DIAGNOSIS CODING (Hybrid)
48/48 FS
This course prepares the individual for entry level healthcare billing and coding in a variety of healthcare settings. Basic Procedure and Diagnosis Coding is a prerequsitie for Intermediate Procedure and Diagnosis Coding. Basic coding is 48 hours and Intermediate coding is 48 hours.
Prerequisite: Medical Terminology

HEALTH UNIT COORDINATOR/UNIT SECRETARY 130 F
This course is designed to prepare the individual for employment in a hospital or other healthcare facility. Areas covered are assembling patient charts, transcribing doctors orders, recording lab values, and communication skills. There is a clinical component to this course. This course is for certification through NAHUC if the student desires.
Prerequisite: High school diploma/GED, Medical Terminology or CNA I.

MEDICAL TERMINOLOGY(Hybrid) 120 FS
This course is an introduction to the study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly used prefixes, suffixes, root words, and their combining forms. Program content covers the basic human anatomy and physiology for all systems, elements of medical terms and names of major diseases, including terms used in physical exams, operative procedures, and diagnosis.

Continuing Education Course Listing

MEDICAL *continued...*	Hours	Semester	Certificate/License

MEDICAL TRANSCRIPTION (Basic & Advanced) (Hybrid) 84 FS
This class prepares the individual to transcribe medical dictation. Students will use keyboarding skills and medical terminology. Students may find jobs in hospitals, physician practices, insurance companies and private transcription agencies. Two years work experience as a transcriptionist is required for certification.
Prerequisites: Medical Terminology and excellent keyboarding skills. Student should also have a good working knowledge of English grammar and punctuation.

FRONT OFFICE SKILLS FOR THE MEDICAL PROFESSION (Hybrid)
60 S
This course is designed to prepare students to handle front office operations. Areas include scheduling, patient medical records, communication skills, billing and reimbursement procedures, medical law and ethics.
Prerequisite: Medical terminology

CERTIFIED NURSING ASSISTANT	Hours	Semester	Certificate/License

NURSE AIDE LEVEL I 176 FS Certification
The Nursing Assistant I student is prepared to provide personal care and perform basic nursing skills for the elderly and other adults. Students may seek employment in a variety of healthcare settings. Upon successful completion of the CNA I course and the certification exam, the student will be listed on the North Carolina Division of Health Service Regulation Nurse Aide I Registry. Prerequisites: Each student must take a reading proficiency test prior to registration.

NURSE AIDE LEVEL II 192 FS Certification
The Nursing Assistant II course prepares the student to perform more complex skills for patients or residents. Those skills are approved by the North Carolina Board of Nursing. Upon satisfactory completion of the CNA II course, the student will be listed with the North Carolina Board of Nursing. Prerequisites: High School Diploma or GED and current CNA I.

PHARMACY TECHNICIAN 92 FS Certification
This course prepares students to work under the supervision of a pharmacist in a hospital or retail pharmacy. Topics covered include drug classification, drug distribution, anatomy and physiology in relationship to disease with an emphasis on drug therapy, and laws and regulations basic to pharmacy practice. Students who complete this course successfully may sit for a national certification exam.
Prerequisite: High school diploma or GED required to take the certification exam.

HEALTH CARE BILLING & REIMBURSEMENT (Hybrid) 60 Su
This course prepares an individual for entry level healthcare and billing positions. course topics include, but are not limited to, roles and responsibilities, managed care, total billing cycle, legal and regulatory considerations, coding regulations, compliance issues, reimbursement issues, insurance forms, filing commercial insurance claims, and major insurance providers.
Prerequisite: None. Medical Terminology suggested.

PHLEBOTOMY
PHLEBOTOMY I (Hybrid) and II 96 FS Certification
This course prepares the student to work in hospitals, physician offices, as well as privately-owned laboratories. The course is in two parts. The first part is 96 hours of didactic and lab. The second part is 100 hours of clinical. The student will be given a designated clinical site and iwll perform learned skills while under the supervision of a preceptor. **Upon successful completion of both parts, the student will be prepared to sit for the national certification exam.**
Prerequisites: High school diploma or GED. CNA I & II, MOA I & II, CMA or comparable credentials.

Continuing Education Course Listing

MEDICAL *continued...*	Hours	Semester	Certificate/License
LANGUAGE			
Command Spanish	8 to 24	FSSu	
Conversational Spanish (Introduction)	48	FSSu	
Conversational Spanish (Beginning)	48	FSSu	
Conversational Spanish (Intermediate)	48	FSSu	
Spanish in the Workplace	48	FSSu	
MISCELLANEOUS			
Bank Teller	84	FS	
Continuing Legal Education	6	F	Certification
Insurance Continuing Education - LAH	3	F	Certification
Leadership	60	F	
Mortuary Science	5	FSu	Certification
Notary Public Education	7	FSSu	License
Pottery	45	FSSu	
Sign Language	33	F	
Veterinary Assistant	39	FS	

REAL ESTATE	Hours	Semester	Certificate/License
REAL ESTATE UPDATE & ELECTIVE	8	S	

Certification
The North Carolina Real Estate Commission requires eight hours of continuing education instruction/credit annually for brokers. The block offered by Surry Community College consists of a four hour Real Estate Update class and an approved four hour elective.
Prerequisite: Real Estate Broker License

REAL ESTATE APPRAISAL CONTINUING EDUC. 14 S **Certification**
The North Carolina Appraisal Board requires that 28 hours of continuing education instruction/credit be acquired by licensed appraisers within a two-year period. Surry Community College will offer four to fourteen hours of continuing education instruction/credit to assist North Carolina real estate appraisers in meeting those license recertification requirements.
Prerequisite: Real Estate Appraisal License
*Appraisal prelicensing is offered through the curriculum division (direct prelicensing questions to 386-3267).

TRADES	Hours	Semester	Certificate/License
CFC Certification	9	S	Certification
Electrical Contractors Renewal	8	FS	Certification
Electricity Basics	36	FSSu	
Genenal Contractor's License Prep	48	F	License
HVAC Advanced	18	F	
HVAC Fundamentals	66	S	
HVAC Renewal	6	FSSu	License
Masonry	30	FSSu	
Mobile Crane Operator I	78	OR	Certification
National Electric Code	66	FS	
Plumbing Code Prep	48	FS	License
Plumbing Renewal	6	FSSu	License
Small Gas Engine Repair	36	FS	
Taxidermy	70	FSSu	
Upholstery: Furniture & Automotive	80	FSSu	
Wastewater Treatment Continuing Education	6	F	License
Wastewater Treatment I & II	38	S	Certification
Woodworking & Cabinetmaking	100	FSSu	

Semester = (F) Fall (S) Spring (Su) Summer OR = On Request

ALL CURRICULUM PROGRAMS

The semester 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 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 Division Chair and the Associate Vice-President of Student Development must approve requests for course substitution. If course substitution is granted, the Records Office is notified by submitting the course substitution form.

College Transfer: Associate in Arts, Associate in Science, and Associate in Fine Arts

The Associate in Arts, Associate in Fine 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). **Pre-major guides are available in the H Building (first and second floors), T Building, Student Development, and at *www.surry.edu/Transfer/*.**

Associate in Arts

Anthropology
Art Education
Business Administration
Business Education & Marketing Educ.
Communication
Computer Science
Criminal Justice
Elementary Education
English
English Education
Geography
Health Education
History
Information Systems
Liberal Studies
Mass Communication/Journalism
Middle Grades Education
Nursing
Physical Education
Political Science
Psychology
Social Science Secondary Education
Social Work
Sociology
Special Education

DISTANCE EDUCATION INFORMATION
The Associate in Arts degree is offered through the Distance Education program. Further information can be found on the Internet at ***http://www.surry.edu/DE*** concerning completing this degree online.

Associate in Science

Biology & Biology Education
Chemistry & Chemistry Education
Engineering
Mathematics
Mathematics Education

DISTANCE EDUCATION INFORMATION
The Associate in Science degree is offered through the Distance Education program. Further information can be found on the Internet at ***http://www.surry.edu/DE*** concerning completing this degree online.

*Associate in Fine Arts

Art

**Guides are available in other fne arts areas (Music and Music Education, 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.**

Minimum Course Requirements (MCR)

All students who plan to enter a four-year university must have met the MCR requirements either in high school or at a community college. **Generally, the continued study of language (beyond English) and a strong math curriculum in college are recommended.**

Completion of MCR Requirements in High School

You have already met the **MCR requirements in high school** if you completed ALL of the following requirements.

1. Completed 4 units of English.
2. Completed Algebra I, Algebra II, and Geometry (or a higher math course for which Algebra II is a prerequisite).
3. Completed 3 units of science – one life science, one physical science, and at least one laboratory science.
4. Completed 2 units of social sciences – one must have been US History.
5. Completed 2 units of the same language other than English.
6. Students who graduated from high school in May of 2006 or after will have to have an additional math class that is more advanced than Algebra II (AP Calculus, AP Statistics, Pre-Calculus--formerly Advanced Math--and Discrete Mathematics, IB Mathematics Level II, Integrated Mathematics IV, Advanced Functions and Modeling (new course).

If you **missed any one** of the high school MCR requirements, you must complete the MCR requirements at a community college. If you are deficient in one area, you are considered to be deficient in all areas.

Completion of MCR Requirements at a Community College

There are three ways to complete the MCR requirements at a community college.

1. Complete 6 semester hours of college-level work in **EACH** (a-e) of the following areas (total of 30-32 SHC):
   a. English (ENG 111 and either ENG 112 or ENG 113)
   b. Math (two General Education math courses; must have MAT prefix)
   c. Science (two General Education science courses)
   d. Social Sciences (two General Education social sciences courses)
   e. Language other than English (two semesters of the same language)
2. Complete the 44 semester hour General Education core of the Associate in Arts or the Associate in Science degrees.
3. Complete the Associate in Arts, Associate in Science, or the Associate in Fine Arts degrees. Two semesters of the same language other than English are strongly recommended.

ASSOCIATE IN ARTS (A10100) REQUIREMENTS
65 semester hours

See page 82 to insure minimum course requirements (MCR) are met.

Transfer Core Diploma - D10100 :
44 SHC (This Page Only)

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. See MCR language requirement.

___ 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)

___ ENG 131 Intro to Literature (3)
___ 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 115 Critical Thinking (3)
___ HUM 120 Cultural Studies (3)
___ HUM 121 Nature of America (3)
___ HUM 122 Southern Culture (3)
___ HUM 130 Myth in Human Culture (3)
___ HUM 160 Intro to Film (3)
___ HUM 220 Human Val & Meaning (3)

___ MUS 110 Music Appreciation (3)
___ MUS 112 Intro to Jazz (3)
___ MUS 210 History of Rock Music (3)

___ PHI 215 Philosophical Issues (3)
___ PHI 240 Intro to Ethics (3)
___ REL 110 World Religions (3)
___ REL 211 Intro to Old Testament (3)
___ REL 212 Intro to New Testament (3)
___ REL 221 Religion in America (3)

___ FRE 111 Intro to French (2)
___ GER 111 Elementary German I (3)
___ JPN 111 Elementary Japanese I (3)
___ POR 111 Elementary Portugese I (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 221 Comparative Cultures (3)
___ ANT 240 Archaeology (3)

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

___ GEO 111 World Reg Geography (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)

___ POL 110 Intro Political Sci. (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 230 Race & Ethnic Relations (3)
___ SOC 240 Social Psychology (3)

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

___ AST 151 Gen Astronomy I (4)
___ AST 152 Gen Astronomy II (4)
___ 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 Bio & Lab (4)

___ 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 110 Conceptual Physics I (3)
___ PHY 110A Conceptual Physics Lab (1)
___ 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 141 Math Concepts I (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 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 Associate in 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 122 College Transfer Success (1) **(Required for degree)**
___+ACA 120 Career Assessment (1)
___ACC 120 Principles of Financial Accounting (4)
___ACC 121 Principles of Managerial Accounting (4)
___ANT 245 World Prehistory (3)
___ART 113 Art Methods and Materials (3)
___ART 121 Design I (3)
___ART 131-132 Drawing I & II (3)
___ART 240-241 Painting I & II (3)
___ART 244 Watercolor (3)
___ART 261 Photography I (3)
___ART 283 Ceramics I (3)
___ART 284 Ceramics II (3)
___ART 285 Ceramics III (3)
___ART 286 Ceramics IV (3)
___ART 288 Studio (3)
___BIO 143 Field Biology Minicourse (2)
___BIO 146 Regional Natural History (4)
___BIO 150 Genetics in Human Affairs (3)
___BIO 155 Nutrition (3)
___BIO 163 Basic Anatomy & Physiology (5)
___BIO 168 Anatomy & Physiology I (4)
___BIO 169 Anatomy & Physiology II (4)
___BIO 173 Microbes in World Affairs (3)
___BIO 223 Field Botany (3)
___BIO 275 Microbiology (4)
___BUS 110 Introduction to Business (3)
___BUS 115 Business Law I (3)
___BUS 137 Prin. of Management (3)
___CHM 251 Organic Chemistry I (4)
___CHM 252 Organic Chemistry II (4)
___CJC 111 Introduction to Criminal Justice (3)
___CJC 121 Law Enforcement Operations (3)
___CJC 141 Corrections (3)
___+ COE 111 Co-op Work Experience I (1)
___COM 233 Persuasive Speaking (3)
___COM 251 Debate (3)
___CSC 134 C++ Programming (3)
___CSC 139 Visual BASIC Programming (3)
___CSC 151 JAVA Programming (3)
___CSC 239 Adv. Visual Basic (3)
___+EDU 216 Foundations in Education (4)
___+EDU 221 Children with Exceptionalities (3)
___ENG 125 Creative Writing I (3)
___ENG 126 Creative Writing II (3)
___ENG 132 Intro to Drama (3)
___ENG 265 Thematic World Lit I (3)
___ENG 266 Thematic World Lit II (3)
___ENG 272 Southern Lit (3)
___HEA 110 Personal Health/Wellness (3)
___HEA 112 First Aid & CPR (2)
___HEA 120 Community Health (3)
___HIS 163 World Since 1945 (3)
___HIS 221 African American History (3)
___HIS 232 History of the Old West (3)
___HIS 236 North Carolina History (3)
___HIS 260 History of Africa (3)
___HUM 230 Leadership Development (3)
___JOU 110 Introduction to Journalism (3)
___MAT 145 Analytical Math (3)
___MAT 167 Discrete Math (3)
___MAT 273 Calculus III (4)
___MAT 280 Linear Algebra (3)
___MAT 285 Differential Equations (3)
___MUS 131-252 Music (1)
___PED (All activity courses are acceptable)
___PED 110 Fit and Well for Life (2)
___POL 130 State & Local Government (3)
___PSY 211 Psychology of Adjustment (3)
___PSY 243 Child Psychology (3)
___PSY 246 Adolescent Psychology (3)
___PSY 259 Human Sexuality (3)
___PSY 263 Educational Psychology (3)
___PSY 271 Sports Psychology (3)
___+RED 111 Critical Reading for College (3)
___SOC 232 Social Context of Aging (3)
___SPA 141, 161 Spanish Culture (3)
___SPA 151 Hispanic Literature (3)
___SPA 181-182 Spanish Lab I & II (1)
___SPA 281-282 Spanish Lab III & IV (3)

***STRONGLY RECOMMENDED:* (Check as completed)**

___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 admission following fall.
___Regularly use the SCC Transfer web-site.
___Apply for graduation in December for spring; June for summer; October for fall.

NOTES

1. *Students must meet the receiving institution's foreign language and/or heath & p.e. requirements, 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.*
3. *See link below for a complete transfer list from NC Community Colleges to UNC/CAA private college. http://intranet.northcarolina.edu/docs/assessment/caa/December%202005/132_Transfer_Course_List_11.16.05.pdf*

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.***

ASSOCIATE IN SCIENCE (A10400) REQUIREMENTS

65 semester hours

See page 82 to insure minimum course requirements (MCR) are met.

Transfer Core Diploma - D10100:
44 SHC (This Page Only)

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 (9 SHC)
Select three courses from three different prefix areas. One must be Literature. See MCR language requirement.
___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)

___ENG 131 Intro to Literature (3)
___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 115 Critical Thinking (3)
___HUM 120 Cultural Studies (3)
___HUM 121 Nature of America (3)
___HUM 122 Southern Culture (3)
___HUM 160 Intro to Film (3)
___HUM 220 Human Val & Meaning (3)

___MUS 110 Music Appreciation (3)
___MUS 112 Intro to Jazz (3)
___MUS 210 History of Rock Music (3)

___PHI 215 Philosophical Issues (3)
___PHI 240 Intro to Ethics (3)

___REL 110 World Religions (3)
___REL 211 Intro to Old Testament (3)
___REL 212 Intro to New Testament (3)
___REL 221 Religion in America (3)

___FRE 111 Intro to French (2)
___GER 111 Elementary German I (3)
___JPN 111 Elementary Japanese I (3)
___POR 111 Elementary Portugese I (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 (9 SHC)
Select three courses from three different prefix areas. One must be HIS.
___ANT 210 General Anthropology (3)
___ANT 220 Cultural Anthropology (3)
___ANT 221 Comparative Cultures (3)
___ANT 240 Archaeology (3)

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

___GEO 111 World Reg Geography (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)

___POL 110 Intro Political Sci (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 230 Race & Ethnic Relations (3)
___SOC 240 Social Psychology (3)

Natural Sciences/Math *(20 SHC)
Natural Science (8 SHC)
A minimum two course sequence from:
___BIO 111 General Biology I (4)
___BIO 112 General Biology II (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)

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)

Additional hours to total 20 may come from below courses, MAT courses on this page, or any from "GEN ED: Natural Science or Math" courses from list beginning on p. 83.

___AST 151 Gen Astronomy I (4)
___AST 152 Gen Astronomy II (4)
___BIO 110 Principles of Biology (4)
___BIO 120 Introductory Botany (4)
___BIO 140 & 140A Enviro. Bio. & Lab (4)
___CHM 131 Intro to Chemistry & Lab (4)
___CHM 132 Organic & Biochemistry (4)
___PHY 110 Conceptual Physics (4)

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 Associate in 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 additional shc of college transfer courses in mathematics, natural sciences, or computer science is required.)***

___ ACA 122 College Transfer Success (1) **(Required for degree)**
___ +ACA 120 Career Assessment (1)
___ ACC 120 Principles of Financial Accounting (4)
___ ACC 121 Principles of Managerial Accounting (4)
___ ANT 245 World Prehistory (3)
___ ART 113 Art Methods and Materials (3)
___ ART 121 Design I (3)
___ ART 130 Basic Drawing (2)
___ ART 131-132 Drawing I & II (3)
___ ART 140 Basic Painting (2)
___ ART 240-241 Painting I & II (3)
___ ART 244 Watercolor (3)
___ ART 261 Photography I (3)
___ ART 283 Ceramics I (3)
___ ART 284 Ceramics II (3)
___ ART 285 Ceramics III (3)
___ ART 286 Ceramics IV (3)
___ ART 288 Studio (3)
___ BIO 143 Field Biology Minicourse (2)
___ BIO 146 Regional Natural History (4)
___ BIO 150 Genetics in Human Affairs (3)
___ BIO 155 Nutrition (3)
___ BIO 163 Basic Anatomy & Physiology (5)
___ BIO 168 Anatomy & Physiology I (4)
___ BIO 169 Anatomy & Physiology II (4)
___ BIO 173 Microbes in World Affairs (3)
___ BIO 223 Field Botony (3)
___ BIO 275 Microbiology (4)
___ BUS 110 Introduction to Business (3)
___ BUS 115 Business Law I (3)
___ BUS 137 Prin. of Management (3)
___ CHM 251 Organic Chemistry I (4)
___ CHM 252 Organic Chemistry II (4)
___ CJC 111 Introduction to Criminal Justice (3)
___ CJC 121 Law Enforcement Operations (3)
___ CJC 141 Corrections (3)
___ + COE 111 Co-op Work Experience I (1)
___ COM 233 Persuasive Speaking (3)
___ COM 251 Debate (3)
___ CSC 134 C++ Programming (3)
___ CSC 139 Visual BASIC Programming (3)
___ CSC 151 JAVA Programming (3)
___ CSC 239 Adv. Visual Basic (3)
___ +EDU 216 Foundations in Education (4)
___ +EDU 221 Children with Exceptionalities (3)
___ ENG 125 Creative Writing I (3)
___ ENG 126 Creative Writing II (3)
___ ENG 132 Intro to Drama (3)
___ ENG 265 Thematic World Lit I (3)
___ ENG 266 Thematic World Lit II (3)
___ ENG 272 Southern Lit (3)
___ ENV 110 Environmental Science (3)
___ HEA 110 Personal Health/Wellness (3)
___ HEA 112 First Aid & CPR (2)
___ HEA 120 Community Health (3)
___ HIS 163 World Since 1945 (3)
___ HIS 221 African American History (3)
___ HIS 232 History of the Old West (3)
___ HIS 236 North Carolina History (3)
___ HIS 260 History of Africa (3)
___ HUM 230 Leadership Development (3)
___ JOU 110 Introduction to Journalism (3)
___ MAT 161 College Algebra (3)
___ MAT 280 Linear Algebra (3)
___ MAT 285 Differential Equations (3)
___ MUS 131-252 Music (1)
___ PED (All activity courses are acceptable)
___ PED 110 Fit and Well for Life (2)
___ POL 130 State & Local Government (3)
___ PSY 239 Psychology of Personality (3)
___ PSY 243 Child Psychology (3)
___ PSY 246 Adolescent Psychology (3)
___ PSY 259 Human Sexuality (3)
___ PSY 263 Educational Psychology (3)
___ PSY 271 Sports Psychology (3)
___ +RED 111 Critical Reading for College (3)
___ SOC 232 Social Context of Aging (3)
___ SPA 141, 161 Spanish Culture (3)
___ SPA 181-182 Spanish Lab I & II (1)
___ SPA 281-282 Spanish Lab III & IV (3)

STRONGLY RECOMMENDED: ***(Check as completed)***

___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.
___Regularly use the SCC Transfer web-site.
___Apply for graduation in December for spring ; June for summer; October for fall.

NOTES:

1. *Students must meet the receiving institution's foreign language and/or health & p.e. requirements, 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.*
3. *See link below for a complete transfer list from NC Community Colleges to UNC/CAA private college. http://intranet.northcarolina.edu/docs/assessment/caa/December%202005/132_Transfer_Course_List_11.16.05.pdf*

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.***

ASSOCIATE IN FINE ARTS (A10200) REQUIREMENTS
65 semester hours

Program/Degree Description:

Upon admission to another public two-year institution or to a public university, a community college student who was enrolled in an associate in fine arts degree program and who satisfactorily completed with a grade of "C" or better all courses that are designated for college transfer (general education, elective, or pre-major) will receive credit for those courses. The receiving institution will determine whether the course will count as general education, major, or elective credit. Because the AFA curriculum standard includes only 28 SHC for general education, AFA students who transfer must meet the general education requirements of the receiving institution.

While this degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, this degree does not guarantee automatic admission into a college or university art program. Many art programs contain a portfolio requirement for certain courses or programs.

		Credit	Contact
1st Semester			
ENG 111	Expository Writing	3	3
ART 121	Design I	3	6
ART 131	Drawing I	3	6
MAT 161	College Algebra	3	3
ACA 122	College Transfer Success	1	1
ART 111	Art Appreciation	3	3
		16	22
2nd Semester			
ENG 112	Argument-Based Research or		
ENG 113	Literature-Based Research	3	3
ART 122	Design II	3	6
ART 261	Photography I	3	6
CHM 131/131A	Intro. To Chemistry/Lab ***or*** BIO 111	4	6
PSY 150	General Psychology	3	3
		16	24
3rd Semester			
ART 114	Art History Survey I	3	3
ART 283	Ceramics I	3	6
ART 116	Survey of American Art	3	3
ENG 131	Intro to Lit.	3	3
HIS 131	American History	3	3
	Art Elective	3	6
		18	24
4th Semester			
ART 115	Art History Survey II	3	3
ART 284	Ceramics II	3	6
	Art Elective	3	6
SOC/ANT/POL	Elective	3	3
ART 288	Studio	3	5
		15	23
	Total Hours:	**65**	**93**

ART ELECTIVES:

ART 113	Art Methods & Materials (3shc)
ART 116	Survey of American Art (3shc)
ART 121	Wood Design (3shc)
ART 132	Drawing II (3shc)
ART 240	Painting I (3shc)
ART 241	Painting II (3shc)
ART 244	Watercolor (3shc)
ART 261	Photography I (3shc)
ART 262	Photography II (3shc)
ART 264	Digital Photography I (3shc)
ART 265	Digital Photography II (3shc)
ART 281	Sculpture I (3shc)
ART 283	Ceramics I (3shc)
ART 284	Ceramics II (3shc)
ART 285	Ceramics III (3shc)
ART 286	Ceramics IV (3shc)
ART 288	Studio (3shc)

COMPREHENSIVE ARTICULATION AGREEMENT TRANSFER COURSE LIST (Continued)

HIS 226	The Civil War	Pre-Major/Elective
HIS 232	History of the Old West	Pre-Major/Elective
HIS 236	North Carolina History	Pre-Major/Elective
HIS 260	History of Africa	Pre-Major/Elective
HUM 110	Technology and Society	GEN ED: Humanities/Fine Arts
HUM 115	Critical Thinking	GEN ED: Humanities/Fine Arts
HUM 120	Cultural Studies	GEN ED: Humanities/Fine Arts
HUM 121	The Nature of America	GEN ED: Humanities/Fine Arts
HUM 122	Southern Culture	GEN ED: Humanities/Fine Arts
HUM 123	Appalachian Culture	Pre-Major/Elective
HUM 130	Myth in Human Culture	GEN ED: Humanities/Fine Arts
HUM 160	Introduction to Film	GEN ED: Humanities/Fine Arts
HUM 220	Human Values and Meaning	GEN ED: Humanities/Fine Arts
JOU 110	Intro to Journalism	Pre-Major/Elective
JPN 111	Elementary Japanese I	GEN ED: Humanities/Fine Arts
MAT 140	Survey of Mathematics	GEN ED: Mathematics
MAT 141	Math Concepts I	Pre-Major/Elective
MAT 142	Math Concepts II	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 155	Statistical Analysis	GEN ED: Mathematics
MAT 155A	Statistical Analysis Lab	Pre-Major/Elective
MAT 161	College Algebra	GEN ED: Mathematics
MAT 162	College Trigonometry	GEN ED: Mathematics
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 252	Statistics II	Pre-Major/Elective
MAT 263	Brief Calculus	GEN ED: Mathematics
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 210	History of Rock & Roll	GEN ED: Humanities/Fine Arts
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 110	Intro Political Science	GEN ED: Social/Behavioral Science
POL 120	American Government	GEN ED: Social/Behavioral Science
POL 130	State & Local Government	Pre-Major/Elective

COMPREHENSIVE ARTICULATION AGREEMENT TRANSFER COURSE LIST (Continued)

POR 111	Elementary Portugese I	GEN ED: Humanities/Fine Arts
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 259	Human Sexuality	Pre-Major/Elective
PSY 263	Educational Psychology	Pre-Major/Elective
PSY 271	Sports Psychology	Pre-Major/Elective
PSY 281	Abnormal Psychology	GEN ED: Social/Behavioral Science
REL 110	World Religions	GEN ED: Humanities/Fine Arts
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	GEN ED: Social/Behavioral Science
SOC 232	Social Context of Aging	Pre-Major/Elective
SOC 234	Sociology of Gender	Pre-Major/Elective
SOC 240	Social Psychology	GEN ED: Social/Behavioral Science
SOC 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 I	Pre-Major/Elective
SPA 182	Spanish Lab II	Pre-Major/Elective
SPA 211	Intermediate Spanish I	GEN ED: Humanities/Fine Arts
SPA 212	Intermediate Spanish II	GEN ED: Humanities/Fine Arts
SPA 221	Spanish Conversation	Pre-Major/Elective
SPA 231	Reading and Composition	Pre-Major/Elective
SPA 281	Spanish Lab 3	Pre-Major/Elective
SPA 282	Spanish Lab 4	Pre-Major/Elective

NOTE: ***This list includes 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 interests 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)

___ 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 123 Appalachian Culture (3)

___ MUS 110 Music Appreciation (3)
___ MUS 112 Intro to Jazz (3)
___ MUS 210 History of Rock Music (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 141 Culture & Civilization (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 163 The World Since 1945 (3)
___ HIS 221 African-American History (3)
___ HIS 226 The Civil War(3)
___ HIS 232 History of the Old West (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 140 Survey of Math (3)
___ MAT 141 Math Concepts I (3)
___ MAT 151 Statistics (3)
___ MAT 161 College Algebra (3)
___ MAT 162 College Trigonometry (3)
___ MAT 175 Precalculus (4)
___ MAT 263 Brief Calculus (3)

___ 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)
___ ACA 122 College Transfer Success (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.

PROGRAMS OF STUDY

ASSOCIATE IN APPLIED SCIENCE ELECTIVE OPTIONS

Humanities/Fine Arts elective options for A.A.S. programs.

___ 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)

___ DRA 111 Theater Appreciation (3)

___ ENG 131 Intro to Literature (3)
___ 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 115 Critical Thinking (3)
___ HUM 120 Cultural Studies (3)
___ HUM 121 Nature of America (3)
___ HUM 122 Southern Culture (3)
___ HUM 130 Myth in Human Culture (3)
___ HUM 220 Human Values & Meaning (3)

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

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

___ REL 110 World Religions (3)
___ REL 211 Intro to Old Testament (3)
___ REL 212 Intro to New Testament (3)
___ REL 221 Religion in America (3)

Social/Behavioral Science elective options for A.A.S. programs.

___ 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)

___ GEO 111 World Regional Geography (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)

___ POL 110 Intro Political Science (3)
___ POL 120 American Government (3)

___ PSY 118 Interpersonal Psychology (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 230 Race & Ethnic Relations (3)
___ SOC 240 Social Psychology (3)

ASSOCIATE IN APPLIED SCIENCE CO-OP ELECTIVE OPTIONS

Program of Study	Program Code	COE (Catalog)	Credit Hours	COE Choices
Accounting Degree	A25100	Elective or COE	3	COE 111, 121, 131, 112, 122, 113
Advertising/Graphic Design Degree	A30100	COE 111	1	COE 111
Air Cond., Heating, & Refr. Degree	A35100	AHR 133 or COE	4	*****
Associate in Arts Degree	A10100	Elective or COE	1	COE 111
Associate in Science Degree	A10400	Elective or COE	1	COE 111
Autobody Repair Diploma	D60100	AUB 162 or COE	2	COE 111, 121, 112
Automotive Systems Degree	A60160	AUT 113 or COE	2	COE 111, 121, 112
Automotive Systems Diploma	D60160	AUT 113 or COE	2	COE 111, 121, 112
Automotive Systems Certificate	C60160	AUT 113 or COE	2	COE 111, 121, 112
Business Administration Degree	A25120	Elective or COE	3	COE 111, 121, 131, 112, 122, 113
Community Spanish Interpreter Degree	A55370	COE 111 & COE 115	1	COE 111
			1	COE 121
Computer Information Technology Degree	A25260	Program Elective or COE	3	COE 111, 121, 131, 112, 122, 113
Construction Management Technology Degree	A35190	CMT 216 or COE	3	COE 111, 121, 131, 112, 122, 113
Construction Technology:Carpentry Diploma	D35180	COE 112 (Program Elective)	2	COE 111, 121, 112
Construction Technology:Carpentry Certificate	C35180	COE 112 (Program Elective)	2	COE 111, 121, 112
Criminal Justice Degree	A55180	CJC 121, 141, 215 or COE*	6	****
Early Childhood Certificate	C55220	COE 111	1	COE 111
Electrical/Electronics Diploma	D35220	COE Elective	2	COE 111, 121, 112
Electronics Eng. Degree	A40200	ELN 152 or COE	2	COE 111, 121, 112
Horticulture Tech. Degree	A15240	COE 112	2	COE 111, 121, 112
Horticulture Tech. Diploma	D15240	COE 112	2	COE 111, 121, 112
Industrial Systems Degree	A50240	ELC 229 or COE	2	COE 111, 121, 112
Medical Office Admin. Degree	A25310	COE 111(or Elective)	1	COE 111
Office Administration Degree	A25360	COE 111 (or any Elective)	1	COE 111
Paralegal Technology Degree	A25380	COE 111 (or any Elective)	1	COE 111
Viticulture & Enology Degree	A15430	COE 112**	2 or 3	COE 111, 121, 131, 112, 122, 113
Viticulture & Enology Diploma	D15430	COE 112***	2 or 3	COE 111, 121, 131, 112, 122, 113
Viticulture & Enology Certificate	C15430	Elective or COE	2	COE 112
Welding Diploma	D50420	WLD 261 or COE	2	COE 111, 121, 112

* 1 or 2 of the 3 courses listed may be replaced with COE.
** COE 112 (2) or AGR, HOR, BIO, or VEN Elective (3)
*** COE 112 (2) or AGR, HOR, OR VEN Elective (3)
**** COE 111, 112, 113, 121, 122, 123, 124, 131, 132, 133, 211, 212, 213, 221, 231
*****COE 111, 112, 113, 114, 121, 122, 123, 131, 132, 211

ASSOCIATE IN APPLIED SCIENCE

Programs in career technologies are designed to prepare students with technical competence for immediate employment in 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 Development Office.

Accounting
Advertising & Graphic Design
Air Conditioning, Heating, and Refrigeration Technology
Automotive Systems Technology
Business Administration
Community Spanish Interpreter
Computer Information Technology
- Programming
- Networking
- Web Technologies

Construction Management Technology
Cosmetology
Criminal Justice Technology
Early Childhood Associate
Electronics Engineering Technology
Entrepreneurship
General Occupational Technology
Horticulture Technology
Industrial Systems Technology
Machining Technology
Mechanical Drafting Technology
Medical Assisting Technology
Medical Office Administration
Nursing: Associate Degree Nursing (ADN)
Nursing: Associate Degree Nursing (Evening Option) For Licensed Practical Nurses Only (LPN-ADN)
Office Administration
Paralegal Technology
Viticulture & Enology Technology

Cooperative Programs

Guilford Technical Community College:	Physical Therapist Assistant (pending termination through NCCCS)
Forsyth Technical Community College:	Simulation and Game Development (pending NCCCS approval) Dental Hygiene Dental Assisting (Diploma) Biotechnology
Wake Technical Community College	Simulation and Game Development
Wilkes Community College	Baking and Pastry Arts (pending NCCCS approval)
Wilkes Community College	Culinary Technology (pending NCCCS approval)

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 are available during both the day and evening hours.

Air Conditioning, Heating & Refrigeration Technology
Autobody Repair
Automotive Systems Technology
Construction Technology: Carpentry
Cosmetology
Electrical/Electronics Technology
Horticulture Technology
Industrial Systems Technology
Machining Technology
Mechanical Drafting Technology
Medical Office Administration
Nursing: General Occupational Technology (Pre-Nursing)
Nursing: Practical Nursing (PN)
Office Systems Technology
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
Advertising & Graphic Design
Autobody Repair
Automotive Systems
Air Conditioning, Heating, and Refrigeration Technology
Business Administration
Community Spanish Interpreter for Native and Non-Native Speakers
Computer-Assisted Drafting
Computer Information Technology
- Programming
- Networking
- Web Technologies

Computer Programming
Construction Technology: Carpentry
Early Childhood Associate
Electrical/Electronics Technology
Industrial Systems Technology
LPN Refresher
Machining Technology
Medical Office Administration
Office Systems Technology
Real Estate Appraisal
Viticulture & Enology
Web Management
Web Programming
Welding Technology

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.

DISTANCE EDUCATION INFORMATION
This degree program is offered through the Distance Education program.
Further information can be found on the Internet at
http://www.surry.edu/DE
concerning completing this degree on-line.

ACCOUNTING
CERTIFICATE PROGRAM
C25100

		Lec	Lab	Crd.
Fall Semester				
ACC 120	Accounting I	3	2	4
BUS 110	Intro. to Business	3	0	3
		6	2	7
Spring Semester				
ACC 121	Accounting II	3	2	4
ACC 131	Fed Income Taxes	2	2	3
BUS 125	Personal Finance	3	0	3
		8	4	10
	Total Credit Hours			**17**

ACCOUNTING
DEGREE
A25100

		Lec	Lab	Crd
Fall Semester				
ACC 120	Principles of Financial Accounting	3	2	4
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models	2	2	3
OST 131	Keyboarding	1	2	2
BUS 110	Introduction to Business	3	0	3
ECO 151	Survey of Economics (or ECO 251)	3	0	3
ACA 111	College Student Success	1	0	1
		16	6	19
Spring Semester				
ACC 121	Prin. of Managerial Accounting	3	2	4
ENG 114	Prof. Research and Reporting	3	0	3
BUS 121	Business Math	2	2	3
CIS 110	Introduction to Computers	2	2	3
BUS 125	Personal Finance	3	0	3
PSY 150	General Psychology (or Social Science Elective)	3	0	3
		16	6	19
Fall Semester				
ACC 220	Intermediate Accounting I	3	2	4
ACC 150	Accounting Software Application	1	2	2
BUS 115	Business Law I	3	0	3
CTS 130	Spreadsheet I	2	2	3
	*Elective (or COE)**	3	0	3
		12	6	15
Spring Semester				
ACC 221	Intermediate Accounting II	3	2	4
ACC 122	Prin of Financial Acct II	3	0	3
ACC 131	Federal Income Taxes	2	2	3
BUS 225	Business Finance	2	2	3
	Humanities/Fine Arts Elective	3	0	3
		13	6	16
	Total Credit Hours			**69**

***Elective List:** OST 137, OST 286, BUS 116, BUS 137, ECO 252, MKT 120

See COE options on Page 94.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY — 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.

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY CERTIFICATE C35100

Fall Semester		Lec/Lab/Crd.		
ELC 112	DC/AC Electricity	3	6	5
ELC 125	Diagrams & Sch.	1	2	2
AHR 110	Intro. to Refrigeration	2	6	5
AHR 112	Heating Technology	2	4	4
AHR 160	Refrig. Certification	1	0	1
		9	18	17

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY DIPLOMA D35100

Fall Semester		Lec/Lab/Crd		
AHR 110	Intro to Refrigeration	2	6	5
ELC 112	DC/AC Electricity	3	6	5
MAT 101	App Math I	2	2	3
AHR 112	Heating Technology	2	4	4
ELC 125	Diagrams and Schematics	1	2	2
		10	20	19
Spring Semester				
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Technology	2	4	4
ELC 215	Electrical Maintenance	2	3	3
AHR 160	Refrigerant Certification	1	0	1
AHR 210	Residential Bldg. Codes	1	2	2
ENG 101	App. Commun. I (or ENG 111)	3	0	3
		11	13	17
Summer Semester				
AHR 212	Advanced Comfort Systems	2	6	4
AHR 250	HVAC System Diagnostics	0	4	2
		2	10	6

Total Credit Hours **42**

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

Fall Semester		Lec/Lab/Crd		
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
		8	20	17
Spring Semester				
ENG 101	App. Commun. 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 **39**

AUTOBODY REPAIR CERTIFICATE C60100

Fall Semester		Leb/Lab/Crd		
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**

See COE options on Page 94.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY — 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.

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY CERTIFICATE C35100

Fall Semester		Lec/Lab/Crd.		
ELC 112	DC/AC Electricity	3	6	5
ELC 125	Diagrams & Sch.	1	2	2
AHR 110	Intro. to Refrigeration	2	6	5
AHR 112	Heating Technology	2	4	4
AHR 160	Refrig. Certification	1	0	1
		9	**18**	**17**

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY DIPLOMA D35100

Fall Semester		Lec/Lab/Crd		
AHR 110	Intro to Refrigeration	2	6	5
ELC 112	DC/AC Electricity	3	6	5
MAT 101	App Math I	2	2	3
AHR 112	Heating Technology	2	4	4
ELC 125	Diagrams and Schematics	1	2	2
		10	20	19
Spring Semester				
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Technology	2	4	4
ELC 215	Electrical Maintenance	2	3	3
AHR 160	Refrigerant Certification	1	0	1
AHR 210	Residential Bldg. Codes	1	2	2
ENG 101	App. Commun. I (or ENG 111)	3	0	3
		11	13	17
Summer Semester				
AHR 212	Advanced Comfort Systems	2	6	4
AHR 250	HVAC System Diagnostics	0	4	2
		2	10	6

Total Credit Hours **42**

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

Fall Semester		Lec/Lab/Crd		
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
		8	20	17
Spring Semester				
ENG 101	App. Commun. 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 **39**

AUTOBODY REPAIR CERTIFICATE C60100

Fall Semester		Leb/Lab/Crd		
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**

See COE options on Page 94.

ADVERTISING & GRAPHIC DESIGN TECHNOLOGY — Degree/Certificate

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.

For information contact Susan MacLeod, Coordinator of Advertising & Graphic Design, macleods@surry.edu, 336.386.3329.

GRAPHIC DESIGN
DISTANCE EDUCATION CERTIFICATE*
C30100

Fall Semester		Lec/	Lab/	Crd.
ART 121	Design I	0	6	3
GRA 151	Computer Graphics I	1	3	2
		1	9	5
Spring Semester				
GRD 142	Graphic Design II	2	4	4
GRA 152	Computer Graphics II	1	3	2
		3	7	6
Summer Semester				
GRD 241	Graphic Design III	2	4	4
GRA 153	Computer Graphics III	1	3	2
		3	7	6
Total Credit Hours				**17**

***Courses offered only with adequate enrollment.**

DISTANCE EDUCATION INFORMATION
This degree program is offered through the Distance Education Program.
Further information can be found at ***http://www.surry.edu/DE*** *concerning completing this degree online.*

ADVERTISING & GRAPHIC DESIGN TECHNOLOGY
DEGREE
A30100

Fall Semester		Lec/	Lab/	Crd
ACA 111	College Student Success	1	0	1
ART 121	Design I	0	6	3
ART 111	Art Appreciation	3	0	3
GRA 151	Computer Graphics I	1	3	2
GRD 110	Typography	2	2	3
ART 131	Drawing I	0	6	3
		7	17	15
Spring Semester				
GRD 142	Graphic Design II	2	4	4
WEB 210	Web Design	2	2	3
GRA 152	Computer Graphics II	1	3	2
GRD 131	Illustration	1	3	2
ART 264	Digital Photography	1	4	3
		7	16	14
Summer Semester				
MAT 140	Survey of Mathematics (or MAT 115)	3	0	3
ENG 111	Expository Writing	3	0	3
		6	0	6
Fall Semester				
GRD 241	Graphic Design III	2	4	4
GRA 153	Computer Graphics III	1	3	2
ENG 112 or 113	Argument or Lit-based Research	3	0	3
	Social Science Elective	3	0	3
	Elective (To be chosen from list)	-	-	3
		9	7	15
Spring Semester				
GRD 242	Graphic Design IV	2	4	4
COE 111*	Co-Op Work Experience	(0)	(10)	(1)
GRD 280	Portfolio Design	2	4	4
WEB 120	Intro to Web Multimedia	2	2	3
WEB 140	Web Devlop Tools	2	2	3
	Elective (to be chosen from list)	-	-	3
		8	12	17
	Total Credit Hours			**67**

**Not required for degree. Elective opportunity.*

Elective List:
ART 114, ART 115, ART 261, GRD 175, GRD 180, BUS 230, MKT 120 or MKT 220

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY — Degree

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.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY
DEGREE
A35100

Fall Semester		Lec/	Lab/	Crd
AHR 110	Intro to Refrigeration	2	6	5
ELC 112	DC/AC Electricity	3	6	5
AHR 112	Heating Technology	2	4	4
ELC 125	Diagrams and Schematics	1	2	2
ACA 111	College Student Success	1	0	1
		9	18	17
Spring Semester				
AHR 160	Refrigerant Certification	1	0	1
AHR 210	Residential Building Code	1	2	2
AHR 113	Comfort Cooling	2	4	4
AHR 114	Heat Pump Technology	2	4	4
ENG 111	Expository Writing	3	0	3
ELC 215	Electrical Mantenance	2	3	3
		11	13	17
Summer Semester				
AHR 212	Adv Comf Syst	2	6	4
AHR 250	HVAC System Diagnostics	0	4	2
		2	10	6
Fall Semester				
CIS 111	Basic PC Literacy	1	2	2
ELC 128	Intro to PLC	2	3	3
AHR 211	Residential Syst Design	2	2	3
AHR 180	HVACR Cust Relations	1	0	1
AHR 215	Commercial HVAC Controls	1	3	2
MAT 115	Mathematical Models	2	2	3
(or PHY 110 &	*110A Conceptual Physics/Lab*	*3*	*2*	*4)*
	Social Science Elective	3	0	3
		12	12	17
Spring Semester				
ELC 228	PLC Applications	2	6	4
ENG 114	Prof Res and Report Writing	3	0	3
WLD 112	Basic Welding Processes	1	3	2
AHR 133	HVAC Servicing (or COE)*	2	6	4
	Humanities Elective	3	0	3
		11	15	16
	Total Credit Hours			**73**

See COE options on Page 94.

AUTOMOTIVE SYSTEMS TECHNOLOGY — Degree

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.

Automotive Service Excellence (ASE)/National Automotive Technicians Education Foundation (NATEF) Certified Master Automotive Training Program

AUTOMOTIVE SYSTEMS TECHNOLOGY
DEGREE
A60160

		Lec/	Lab/	Crd
Fall Semester				
AUT 116	Engine Repair	2	3	3
AUT 116A	Engine Repair Lab	0	3	1
AUT 110	Intro to Automotive	2	2	3
AUT 186	PC Skills for Auto Techs	2	2	3
ENG 111	Expository Writing	3	0	3
PHY 110/110A	Conceptual Physics	3	2	4
ACA 111	College Student Success	1	0	1
		13	12	18
Spring Semester				
AUT 141	Suspension & Steering Systems	2	3	3
AUT 141A	Susp & Steering Syst Lab	0	3	1
AUT 151	Brake Systems	2	3	3
AUT 151A	Brake Systems Lab	0	3	1
AUT 212	Auto Shop Managment	3	0	3
AUT 114	Safety & Emissions	1	2	2
ENG 114	Prof. Research & Reporting	3	0	3
		11	14	16
Summer Semester				
AUT 171	Automotive Climate Control	2	4	4
AUT 113	Auto Servicing I (or COE)*	0	6	2
		2	10	6
Fall Semester				
AUT 181	Engine Performance I	2	3	3
AUT 181A	Engine Perf I Lab	0	3	1
AUT 183	Engine Performance II	2	6	4
AUT 161	Basic Automotive Electricity	4	3	5
AUT 221	Automatic Transmissions	2	3	3
AUT 221A	Automatic Transmissions Lab	0	3	1
		10	21	17
Spring Semester				
AUT 231	Manual Drive Trains/Axles	2	3	3
AUT 231A	Manual Drive Trains/Axles Lab	0	3	1
AUT 163	Adv. Automotive Electricity	2	3	3
AUT 163A	Adv. Automotive Electricity Lab	0	3	1
AUT 283	Adv. Automotive Electronics	2	2	3
	Social Science Elective	3	0	3
	Humanities/Fine Arts	3	0	3
		12	14	17
	Total Credit Hours			**74**

See COE options on Page 94.

AUTOMOTIVE SYSTEMS TECHNOLOGY — Diploma/Certificate

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.

AUTOMOTIVE SYSTEMS TECHNOLOGY
CERTIFICATE
C60160

		Lec/	Lab/	Crd
Fall Semester				
AUT 116	Engine Repair	2	3	3
AUT 116A	Engine Repair Lab	0	3	1
AUT 110	Intro to Automotive	2	2	3
AUT 186	PC Skills for Auto Tech	2	2	3
		6	10	10
Spring Semester				
AUT 151	Brake Systems	2	3	3
AUT 151A	Brake Systems Lab	0	3	1
AUT 114	Safety & Emissions	2	0	2
		4	6	6
Summer Semester				
AUT 113	Auto Serv I (or COE)	0	6	2
		0	6	2
	Total Credit Hours			**18**

AUTOMOTIVE SYSTEMS TECHNOLOGY
DIPLOMA
D60160

		Lec/	Lab/	Crd
Fall Semester				
AUT 116	Engine Repair	2	3	3
AUT 116A	Engine Repair Lab	0	3	1
AUT 110	Intro to Automotive	2	2	3
AUT 186	PC Skills for Auto Techs	2	2	3
MAT 101	Applied Mathematics	2	2	3
		8	12	13
Spring Semester				
AUT 141	Suspension & Steering Systems	2	3	3
AUT 141A	Susp & Steering Syst Lab	0	3	1
AUT 151	Brake Systems	2	3	3
AUT 151A	Brake Systems Lab	0	3	1
AUT 114	Safety & Emissions	1	2	2
ENG 101	App. Commun. I (or ENG 111)	3	0	3
		9	14	13
Summer Semester				
AUT 171	Automotive Climate Control	2	4	4
AUT 113	Auto Servicing I (or COE)	0	6	2
		2	10	6
Fall Semester				
AUT 181	Engine Performance I	2	3	3
AUT 181A	Engine Perf I Lab	0	3	1
AUT 183	Engine Performance II	2	6	4
AUT 161	Basic Automotive Electricity	4	3	5
		8	15	13
	Total Credit Hours			**45**

BUSINESS ADMINISTRATION Degree/Certificate

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.

DISTANCE EDUCATION INFORMATION
This degree program is offered through the Distance Education program.
Further information can be found on the Internet at
http://www.surry.edu/DE
concerning completing this degree on-line.

BUSINESS ADMINISTRATION
CERTIFICATE
C25120

Fall Semester		Lec/	Lab/	Crd
BUS 110	Intro to Business	3	0	3
BUS 121	Business Math	2	2	3
BUS 137	Prin. of Mgmt	3	0	3
		8	2	9
Spring Semester				
BUS 151	People Skills	3	0	3
ACC 120	Financial Accounting	3	2	4
		6	2	7

Total Credit Hours 16

BUSINESS ADMINISTRATION
DEGREE
A25120

Fall Semester		Lec/	Lab/	Crd
ACC 120	Principles of Financial Acct.	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 131	Keyboarding	1	2	2
ECO 151	Survey of Economics (or ECO 251)	3	0	3
ACA 111	College Student Success	1	0	1
		16	6	19
Spring Semester				
ACC 121	Principles of ManagerialAcct.	3	2	4
BUS 110	Intro. to Business	3	0	3
ENG 114	Prof. Research & Reporting	3	0	3
BUS 125	Personal Finance	3	0	3
CIS 110	Introduction to Computers	2	2	3
PSY 150	General Psychology (or Social Science Elective)	3	0	3
		17	4	19
Fall Semester				
BUS 115	Business Law I	3	0	3
MKT 120	Principles of Marketing	3	0	3
BUS 121	Business Math	2	2	3
ACC 150	Acct. Software Application	1	2	2
BUS 137	Principles of Management	3	0	3
CTS 130	Spreadsheet I	2	2	3
	*Elective (or COE)**	3	0	3
		17	6	20
Spring Semester				
BUS 116	Business Law II	3	0	3
ACC 131	Federal Income Tax	2	2	3
BUS 225	Business Finance	2	2	3
BUS 260	Business Communications	3	0	3
BUS 230	Small Business Management	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		16	4	18

Total Credit Hours 76

***Elective List:** ACC 122, ACC 220, OST 137, OST 286

***See COE options on Page 94.*

COMMUNITY SPANISH INTERPRETER Degree/Certificate

CURRICULUM DESCRIPTION

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level Spanish Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills.

Course work includes the acquisition of Spanish grammar, structure, and sociolinguistic properties, cognitive processes associates with interpretation between Spanish and English: the structure and character of the Spanish speaking community; and acquisition of consecutive and simultaneous interpreting skills.

Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings individuals may choose from part-time, full-time, or self-employment/free-lance positions or apply language skills to other human service related areas.

For more information:
Contact Loida Peterson, Coordinator, Community Spanish Interpreter Program.
Phone: (336.386.3484)
Email: petersl@surry.edu
Office: J314

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There are two possible certificate tracks for the student, one track is for native English speakers and the other is for native Spanish speakers.

A prerequisite of this certificate program is showing proficiency at the Intermediate Spanish II level as determined by testing or successful completion of SPA 212.

NATIVE SPANISH SPEAKER - C55370

		Lec/	Lab/	Crd
ENG 111	Expository Writing	3	0	3
SPA 120	Spanish for the Workplace	3	0	3
ENG 138	English Grammar	3	0	3
SPI 113	Intro to Spanish Inter.	3	0	3
SPI 114	Ana. Skills Spanish Inter.	3	0	3
SPI 214	Intro to Translation	3	0	3
	Total Credit Hours			**18**

NATIVE ENGLISH SPEAKER - C55370

		Lec/	Lab/	Crd
SPA 120	Spanish for the Workplace	3	0	3
SPA 231	Read & Composition	3	0	3
SPI 113	Intro to Spanish Inter.	3	0	3
SPI 114	Ana. Skills Spanish Inter.	3	0	3
SPI 213	Review of Grammar	3	0	3
SPI 214	Intro to Translation	3	0	3
	Total Credit Hours			**18**

COMMUNITY SPANISH INTERPRETER
DEGREE
A55370

Students must demonstrate proficiency in SPA 111 and SPA 112 before entering the program.

SPA 111	**Elementary Spanish I**	**3**	**0**	**3**
SPA 112	**Elementary Spanish II**	**3**	**0**	**3**

Fall Semester		Lec/	Lab/	Crd
ENG 111	Expository Writing	3	0	3
MAT 140	Survey of Mathematics	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 181	Spanish Lab I	0	2	1
ACA 111	College Student Success	1	0	1
SPA 141	Culture and Civilization	3	0	3
SPA 120	Spanish for the Workplace	3	0	3
		16	2	17
Spring Semester				
SPA 212	Intermediate Spanish II	3	0	3
SPA 182	Spanish Lab II	0	2	1
SPI 113	Intro to Spanish Interpretation	3	0	3
SPI 114	Ana. Skills Spanish Interpreting	3	0	3
ART/HUM	Humanities/Fine Arts elective	3	0	3
		12	2	13
Fall Semester				
SPA 281	Spanish Lab III	0	2	1
SPI 213	Review of Grammar	3	0	3
SPI 214	Introduction to Translation	3	0	3
SPA 215	Sp Phonetics & Structure of Lang	3	0	3
SPI 245*	Community Interpreting I ***or***	2	3	3
	ENG 138 English Grammar	3	0	3
COE 111	Co-op Work Experience I	0	10	1
ENG 115	Oral Communication ***or***			
COM 231	Public Speaking	3	0	3
		14 or 15	12 or 15	17
Spring Semester				
SPA 221	Spanish Conversation	3	0	3
SPA 282	Spanish Lab IV	0	2	1
SPA 231	Reading and Composition	3	0	3
COE 115	Work Experience Seminar I	1	0	1
SPA 161	Cultural Immersion	2	3	3
ANT 220	Cultural Anthropology	3	0	3
		12	5	14

Total Credit Hours 67

Note: A short-term cultural immersion seminar is a requirement of this degree.

****Dependent on advisor's required recommendation.***

*****Courses offered only with adequate enrollment.***

COMPUTER INFORMATION TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

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

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

COMPUTER INFORMATION TECHNOLOGY
DEGREE
A25260

		Lec	Lab	Crd
Fall Semester				
ACA 111	College Student Success	1	0	1
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro. to Programming & Logic	2	3	3
ENG 111	Expository Writing	3	0	3
MAT 145	Analytical Math	3	0	3
NOS 110	Operating Systems Concepts	2	3	3
		13	8	16
Spring Semester				
CTS 120	Hardware/Software Support	2	3	3
DBA 110	Database Concepts	2	3	3
ENG 114	Prof Research & Reporting	3	0	3
NET 125	Networking Basics	1	4	3
NOS 130	Windows Single User	2	2	3
SEC 110	Security Concepts	3	0	3
		13	12	18
Summer Semester				
	Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
		6	0	6
Fall Semester				
CTS 285	Systems Analysis & Design	3	0	3
NOS 230	Windows Admin I	2	2	3
	Program Elective (to be selected from elective list)	2	2	3
	Program Elective (to be selected from elective list)	2	2	3
	Program Elective (to be selected from elective list)	2	2	3
		11	8	15
Spring Semester				
BUS 110	Intro to Business	3	0	3
CTS 289	System Support Project	1	4	3
	Program Elective (to be selected from elective list)	2	2	3
	Program Elective (to be selected from elective list)	2	2	3
	Program Elective (to be selected from elective list)	2	2	3
	(or COE)	10	10	15

Total Credit Hours **70**

COMPUTER PROGRAMMING ELECTIVES

(Maximum of 9 credit hours)		Lec	Lab	Crd
CSC 139	Visual Basic Prog.	2	3	3
CSC 239	Adv. Visual Basic Prog.	2	3	3
CSC 134	C++ Programmins	2	3	3
CSC 234	Adv. C++ Programming	2	3	3
CSC 148	Java	2	3	3
DBA 120	Database Programming	2	2	3

NETWORKING ELECTIVES

		Lec	Lab	Crd
NOS 120	Linux/Unix Single User	2	2	3
NET 126	Routing Basics	1	4	3
NET 225	Routing & Switching I	1	4	3
NET 226	Routing & Switching II	1	4	3

WEB ELECTIVES

(Maximum of 9 credit hours)		Lec	Lab	Crd
WEB 115	Web Markup & Scripting	2	2	3
WEB 215	Adv. Web Markup & Scripting	2	3	3
WEB 120	Intro to Internet Multimedia	2	2	3
WEB 140	Web Development Tools	2	2	3
WEB 210	Web Design	2	2	3

SIMULATION & GAME DEV. ELECTIVES

(Maximum of 9 credit hours)		Lec	Lab	Crd
SGD 111	Intro to SGD	2	3	3
SGD 113	SGD Programming	2	3	3
SGD 114	3D Modeling	2	3	3
SGD 171	Flash SG Programming	2	3	3
SGD 213	SGD Programming II	2	3	3
SGD 214	3D Modeling II	2	3	3

CIT ELECTIVES

		Lec	Lab	Crd
CIS 164	DTP Layout & Design	2	2	3
CIS 165	Desktop Publishing I	2	2	3
CTS 130	Spreadsheet	2	2	3
CTS 220	Adv. Hardware/Software Supt	2	3	3
CTS 250	User Support & Software Eval	2	2	3
DBA 115	Database Applications	2	2	3

COMPUTER INFORMATION TECHNOLOGY — Certificates

COMPUTER INFORMATION TECHNOLOGY
CERTIFICATE
C25260

		Lec	Lab	Crd
Fall Semester				
CIS 110	Introduction to Computers	2	2	3
NOS 110	Operating Systems Concepts	2	3	3
SEC 110	Security Concepts	3	0	3
		7	5	9
Spring Semester				
WEB 210	Web Design	2	2	3
CTS 130	Spreadsheet	2	2	3
DBA 110	Database Concepts	2	3	3
		6	7	9

Total Credit Hours **18**

COMPUTER PROGRAMMING
CERTIFICATE
C25130

		Lec	Lab	Crd
Fall Semester				
CSC 139	Visual Basic Programming	2	3	3
CSC 134	C++ Programming	2	3	3
WEB 115	Web Markup and Scripting	2	2	3
		6	9	9
Spring Semester				
CSC 234	Advanced C++	2	3	3
CSC 239	Advanced Visual Basic	2	3	3
WEB 215	Adv Markup & Scripting	2	3	3
		6	9	9

Total Credit Hours **18**

NETWORKING TECHNOLOGIES
CERTIFICATE
C25340

		Lec	Lab	Crd
Fall Semester				
NET 125	Networking Basics	1	4	3
NOS 110	Operating Systems Concepts	2	3	3
SEC 110	Securities Concepts	3	0	3
		6	7	9
Spring Semester				
NOS 120	Linux/Unix Single User	2	2	3
NOS 130	Windows Single User	2	2	3
NET 126	Routing Basics	1	4	3
		5	8	9

Total Credit Hours **18**

WEB TECHNOLOGIES
CERTIFICATE
C25290

		Lec	Lab	Crd
Fall Semester				
NET 125	Networking Basics	1	4	3
WEB 115	Web Markup & Scripting	2	2	3
SEC 110	Securities Concepts	3	0	3
		6	6	9
Spring Semester				
WEB 120	Intro to Internet Multimedia	2	2	3
WEB 140	Web Development Tools	2	2	3
WEB 210	Web Design	2	2	3
		6	6	9

Total Credit Hours **18**

CONSTRUCTION MANAGEMENT TECHNOLOGY
Degrees/Certificates

CURRICULUM DESCRIPTION

This curriculum is designed to prepare individuals for careers in the construction management field. Such positions may include project manager, superintendent, estimator, or foreman.

Course work includes safety, planning, scheduling, cost control, productivity, human relations, estimating, and building codes. Students will also gain proficiency in specific construction related skills.

Graduates should qualify for entry-level positions in the field of construction management.

CARPENTRY ELECTIVES

		Lec/Lab/Crd		
CAR 112	Carpentry II	3	15	8

(counts as both major elective options)

ELECTRICAL ELECTIVES

		Lec/Lab/Crd		
ELC 112	DC/AC Electricity	3	6	5
ELC 125	Diagrams & Schem.	1	2	2

BUSINESS ADMINISTRATION ELECTIVES

		Lec/Lab/Crd		
BUS 151	People Skills	3	0	3
BUS 137	Prin of Management	3	0	3
BUS 121	Business Math	2	2	3

CONSTRUCTION MANAGEMENT TECHNOLOGY
DEGREE
A35190

		Lec/	Lab/	Crd
Fall Semester				
ACA 111	College Student Success	1	0	1
CAR 111	Carpentry I	3	15	8
BPR 130	Blueprint Reading/Construct	1	2	2
CMT 210	Prof Construction Superv	3	0	3
Major Elective	(To be taken from elective list on this page)	3	0	3
		8+	17+	17
Spring Semester				
BUS 110	Introduction to Business	3	0	3
MAT 115	Mathematical Models	2	2	3
CAR 115	Residential Planning/Estimating	3	0	3
ENG 111	Expository Writing	3	0	3
Major Elective II	(To be taken from elective list on this page)	3	0	3
		11+	2+	15
Summer Semester				
ENG 114	Prof Research and Report Writ.	3	0	3
	Social Sciences Elective	3	0	3
	Humanities Elective	3	0	3
		9	0	9
Fall Semester				
ACC 120	Principles of Financial Acct	3	2	4
CIS 111	Basic PC Literacy	1	2	2
CMT 212	Total Safety Performance	3	0	3
CMT 214	Planning and Scheduling	3	0	3
ELC 113	Basic Wiring	2	6	4
		12	10	16
Spring Semester				
CIV 230	Construction Estimating	2	3	3
CMT 216	Cost and Productivity (or COE)*	3	0	3
CMT 218	Human Relations Issues	3	0	3
CMT 120	Codes and Inspection	3	0	3
CMT 224	Statics in Construction	2	2	3
		13	5	15

Total Credit Hours **72**

See COE options on Page 94.

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
CERTIFICATE
C35180

Fall Semester				
CAR 111	Carpentry I	3	15	8
	Program Elective			
Spring Semester				
CAR 112	Carpentry II	3	15	8
		7	32	18

Total Credit Hours **18**

CONSTRUCTION TECHNOLOGY: CARPENTRY
DIPLOMA
D35180

		Lec/	Lab/	Crd
Fall Semester				
CAR 110	Intro to Carpentry	2	0	2
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
		8	19	15
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	00/(20)		2
DFT 115	Architectural Drafting	1	2	2
PLU 110	Modern Plumbing	4	15	9
CIS 111	Basic PC Literacy	1	2	2
ELC 113	Basic Wiring	2	6	4

Total Credit Hours **40**

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.

Note: High school diploma or GED required for admittance to the diploma program.

COSMETOLOGY
DIPLOMA
D55140

		Lec/	Lab/	Crd
Fall Semester				
COS 111	Cosmetology Conc. I	4	0	4
COS 112	Salon I	0	24	8
PSY 118	Interpersonal Psychology	3	0	3
ACA 111	College Student Success	1	0	1
		8	24	16
Spring Semester				
COS 113	Cosmetology Conc. II	4	0	4
COS 114	Salon II	0	24	8
ENG 111	Expository Writing	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
ACA 111	College Student Success	1	0	1
CIS 111	Basic PC Literary	1	2	2
PSY 118	Interpersonal Psychology	3	0	3
		9	26	18
Spring Semester				
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
COS 223	Contemporary Haircoloring	1	3	2
ENG 111	Expository Writing	3	0	3
		8	27	17
Summer Semester				
COS 115	Cosmetology Concepts III	4	0	4
COS 116	Salon III	0	12	4
MAT 115	Mathematical Models	2	2	3
		4	14	11
Fall Semester				
COS 117	Cosmetology Concepts IV	2	0	2
COS 118	Salon IV	0	21	7
COS 240	Contemporary Design	1	3	2
COS 119	Esthetics Concepts I	2	0	2
COS 125	Esthetics Concepts II	2	0	2
BUS 151	People Skills	3	0	3
		10	24	18
Spring Semester				
COS 260	Design Applications	1	3	2
COS 224	Trichology & Chemistry	1	3	2
ENG 114	Prof Research & Report	3	0	3
	Humanities Elective	3	0	3
		8	6	10
	Total Credit Hours			**74**

All diploma- and degree-seeking Cosmetology students must take a placement test upon entering the Cosmetology Program. This testing will enable proper academic advising for students who wish to qualify for the North Carolina State Board of Cosmetic Arts Examination.

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.

For information contact Dawn Stanley, Program Coordinator of Criminal Justice Technologies at stanleyd@surry.edu or 336.386.3342. Office: J106

DISTANCE EDUCATION INFORMATION
This degree program is offered through the Distance Education program. Further information can be found on the Internet at ***http://www.surry.edu/DE*** concerning completing this degree on-line.

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
		15	2	16
Spring Semester				
ENG 114	Prof. Research & Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
SOC 210	Introduction to Sociology **or**			
SOC 220	Social Problems	3	0	3
CJC 113	Juvenile Justice	3	0	3
CJC 131	Criminal Law	3	0	3
PSY 246	Adolescent Psychology **or**			
PSY 241	Developmental Psychology	3	0	3
		17	2	18
Fall Semester				
CJC 121	Law Enf. Operations (or COE)	3	0	3
POL 120	American Government	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
		15	0	15
Spring Semester				
PSY 281	Abnormal Psychology	3	0	3
SOC 230	Race & Ethnic Relations	3	0	3
CJC 215	Organization & Adm (or COE)*	3	0	3
CJC 212	Ethics & Community Relations	3	0	3
CJC 221	Investigative Principles	3	2	4
	Humanities Elective	3	0	3
		18	2	19
	Total Credit Hours			**68**

*COE may substitute for up to two of the following courses: CJC 121, CJC 141, or CJC 215.

See COE options on Page 94.

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.

For information contact Lisa Mabe, Director of Early Childhood Education, at mabel@surry.edu or 336.386.3272. Office: J218

INFANT/TODDLER CARE CERTIFICATE (C55290)

		Lec	Lab	Crd
EDU 119	Intro Early Childhd Ed.	4	0	4
EDU 144	Child Dev. I	3	0	3
EDU 131	Child, Family, & Comm.	3	0	3
EDU 153	Health, Safety, Nutrition	3	0	3
EDU 234	Infants, Toddlers, & Twos	3	0	3
		16	0	16

EARLY CHILDHOOD ASSOCIATE CERTIFICATE (C55220)

		Lec	Lab	Crd
EDU 119	Intro Early Childhd Ed.	4	0	4
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
EDU 144	Child Dev. I	3	0	3
		13	10	14

DISTANCE EDUCATION INFORMATION
This degree program is offered through the Distance Education program.
Further information can be found on the Internet at ***http://www.surry.edu/DE***
concerning completing this degree on-line.

EARLY CHILDHOOD ASSOCIATE DEGREE A55220

Fall Semester

ENG 111	Expository Writing	3	0	3
ACA 111	College Student Success OR			
ACA 122	College Transfer Success	1	0	1
PSY 150	General Psychology	3	0	3
EDU 119	Intro. to Early Childhood Ed.	4	0	4
EDU 144	Child Development I	3	0	3
EDU 153	Health, Safety & Nutrition	3	0	3
		17	0	17

Spring Semester

ENG 112	Argument-Based Research	3	0	3
	(or ENG 113 or ENG 114)			
EDU 131	Children, Family, & Community	3	0	3
EDU 146	Child Guidance	3	0	3
EDU 145	Child Development II	3	0	3
EDU 151	Creative Activities	3	0	3
	Humanities Elective	3	0	3
		18	0	18

Fall Semester

EDU 221	Children with Exceptional Needs	3	0	3
EDU 280	Language & Literacy Exp.	3	0	3
MAT 140	Survey of Math (or MAT 141)	3	0	3
EDU 271	Educational Technology	3	0	3
	Elective (Choose from track options)	3	0	3
	Elective (Choose from track options)	3	0	3
		18	10	19

COE 111 Cooperative Education available for those students seeking certificate options

Spring Semester

EDU 284	Early Childhood Capstone Pract.	1	9	4
	Elective (Choose from track options)	3	0	3
	Elective (Choose from track options)	3	0	3
	Elective (Choose from track options)	3	0	3
	Elective (Choose from track options)	3	0	3
	Elective (Choose from track options)	3	0	3
		16	9	19

TOTAL CREDIT HOURS:

Early Childhood Track w/o Admin Certification	72
Early Childhood Track 2/Admin Certification	75
Transfer Track -- 75 total w/o EDU 216	76
Special Education/Early Intervention Track	72

Courses offered only with adequate enrollment.

EARLY CHILDHOOD TRACK OPTIONS
(Choose one option to complete degree)

Option 1: Early Childhood Track

EDU 259	Curriculum Planning	3	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	3
EDU 185	Cognitive and Language Act.	3	0	3
EDU 152	Music, Movement and Language	3	0	3
EDU 157	Active Play	3	0	3
EDU 251	Exploration Activities	3	0	3
EDU 287	Leadership in Early Childhood Education **OR**	3	0	3
EDU 261	Early Childhood Admin I **AND**	3	0	3
EDU 262	Early Childhood Admin II	3	0	3

Option 2: Transfer Track

BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
ART 111	Art Appreciation OR	3	0	3
MUS 110	Music Appreciation	3	0	3
HIS 121	Western Civ I **OR**	3	0	3
POL 120	American Gov.	3	0	3
CHM 131	Introduction to Chemistry	3	0	3
CHM 131A	Introduction to Chemistry	0	3	1
EDU 216	Foundations in Education **OR**	4	0	4
SOC 210	Intro. to Sociology	3	0	3
PED 111, 113, 117, or 120		0	3	1

Option 3: Special Education/Early Intervention Track

EDU 222	Learners with Behavior Disorders	3	0	3	(Course replaces EDU 147)
EDU 223	Specific Learning Disabilities	3	0	3	(Course replaces EDU 148)
EDU 247	Sensory and Physical Disabilities	3	0	3	
EDU 248	Developmental Delays	3	0	3	
EDU 220	Program Policies in Early Intervention	3	0	3	
EDU 125	Sign Language	3	0	3	
EDU 172	Education Tools	2	2	3	

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
CERTIFICATE
C35220

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
CIS 111	Basic PC Literacy	1	2	2

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
MAT 101	Applied Math I (or MAT 115)	2	2	3
ELC 113	Basic Wiring I	2	6	4
		8	16	14
Spring Semester				
ELC 114	Basic Wiring II	2	6	4
ELC 118	National Electric Code	1	2	2
ENG 101	App. Communications I (or ENG 111)	3	0	3
MNT 110	Intro to Maint Procedures	1	3	2
	COE Elective*	0	20	2
ELC 121	Electrical Estimating	1	2	2
		8	33	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				**39**

See COE options on Page 94.

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				
ACA 111	College Student Success	1	0	1
CIS 111	Basic PC Literacy	1	2	2
ELC 125	Diagrams and Schematics	1	2	2
ELC 131	DC/AC Circuit Analysis	4	3	5
ENG 111	Expository Writing	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
		12	9	16
Spring Semester				
ELN 131	Semiconductor Applications	3	3	4
ELN 133	Digital Electronics	3	3	4
ENG 114	Prof. Research & Reporting	3	0	3
MAT 122	Algebra/Trigonometry II	2	2	3
PHY 131	Physics-Mechanics	3	2	4
		14	10	18
Summer Semester				
ELC 117	Motors and Controls	2	6	4
	Social Science Elective	3	0	3
		5	6	7
Fall Semester				
ELC 128	Intro to PLC	2	3	3
ELN 132	Linear IC Applications	3	3	4
ELN 232	Introduction to Microprocessors	3	3	4
ELN 152	Fabrication Techniques (or COE)*	1	3	2
		9	12	13
Spring Semester				
ATR 280	Robotic Fundamentals	3	2	4
DFT 151	CAD I	2	3	3
ELC 228	PLC Applications	2	6	4
ELN 246	Cert. Elect. Tech. Prep.	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		13	11	17
Total Credit Hours				**71**

See COE options on Page 94.

ENTREPRENEURSHIP — Degree/Certificate

CURRICULUM DESCRIPTION

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

ENTREPRENEURSHIP
CERTIFICATE
C25490

Fall Semester		Lec/	Lab/	Crd
BUS 139	Entrepreneurship I	3	0	3
ECO 151	Survey of Eco (or ECO 251)	3	0	3
		9	0	9
Spring Semester				
ACC 120	Prin of Fin Acct.	3	2	4
BUS 230	Small Bus Mgmt	3	0	3
ETR 230	Entrepreneur Market	3	0	3
		9	2	10
	Total Credit Hours			**16**

ENTREPRENEURSHIP
DEGREE
A25490

Fall Semester		Lec/	Lab/	Crd
ACC 120	Prin of Financial Acct	3	2	4
BUS 110	Intro to Business	3	0	3
BUS 139	Entrepreneurship I	3	0	3
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
ECO 151	Survey of Econ (or ECO 251)	3	0	3
ACC 111	College Student Success	1	0	1
		18	4	20
Spring Semester				
ACC 121	Principles of Mang. Acct.	3	2	4
ENG 114	Prof Res & Reporting	3	0	3
CIS 110	Intro to Computers	2	2	3
BUS 151	People Skills	3	0	3
ETR 230	Entrepreneur Marketing	3	0	3
BUS 245	Entrepreneurship II	3	0	3
		17	4	19
Fall Semester				
BUS 115	Business Law I	3	0	3
BUS 260	Business Comm.	3	0	3
BUS 137	Prin. of Management	3	0	3
ETR 220	Innovation and Creativity	3	0	3
PSY 150	General Psychology (or Social Science Elective)	3	0	3
		15	0	15
Spring Semester				
ACC 131	Federal Income Tax	2	2	3
ETR 240	Funding for Entrepreneurs	3	0	3
BUS 225	Business Finance	2	2	3
BUS 230	Small Business Management	3	0	3
	Humanities/Fine Arts Elective	3	0	3
		13	4	15
	Total Credit Hours			**69**

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.

Note: Students must ask the registrar to complete a GOT Degree Program of Study Form for them prior to the semester in which they plan to graduate.

GENERAL OCCUPATIONAL TECHNOLOGY
DEGREE
A55280

		Lec/Lab/Crd		
General Education Courses				
ENG 111	Expository Writing	3	0	3
ENG 114	Prof 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.

HORTICULTURE TECHNOLOGY
DIPLOMA
D15240

		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 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 111	College Student Success	1	0	1
AGR 110	Agricultural Economics	3	0	3
CIS 110	Intro. to Computers	2	2	3
		13	6	16
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
BUS 135	Prin. of Supervision	3	0	3
		12	6	15
Fall Semester				
PSY 118	Interpersonal Psychology	3	0	3
HOR 112	Landscape Design	2	3	3
HOR 124	Nursery Operations	2	3	3
AGR 214	Agricultural Marketing	3	0	3
COE 112	Co-op Work Experience	0	20	2
	Horticulture Elective	3	0	3
		13	26	17
Spring Semester				
HOR 213	Landscape Design II	2	2	3
BUS	Business Electives (to be chosen from list)	6	0	6
AGR 262	Weed ID & Control	2	3	3
HOR 160	Plant Materials I	2	2	3
	Humanities Elective	3	0	3
		15	7	18
Total Credit Hours				**66**

List of HOR Electives:
HOR 265, HOR 142.

List of BUS Electives:
BUS 110, BUS 121, BUS 125, BUS 137, BUS 151.

This degree articulates with North Carolina A & T State University's Bachelor of Science Program in Agricultural Education.

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
A50240

		Lec/	Lab/	Crd
Fall Semester				
ACA 111	College Student Success	1	0	1
ELC 113	Basic Wiring I	2	6	4
ELC 112	DC/AC Electricity	3	6	5
ELC 125	Diagrams and Schematics	1	2	2
DFT 151	CAD I	2	3	3
		9	17	15
Spring Semester				
MAT 115	Mathematical Models	2	2	3
	(or PHY 110/110A ConceptPhysics/Lab	3	2	4)
ENG 111	Expository Writing	3	0	3
ELC 118	National Electrical Code	1	2	2
MNT 110	Intro. to Maint Procedures	1	3	2
WLD 112	Basic Welding Processes	1	3	2
CIS 111	Basic PC Literacy	1	2	2
		9	12	14
		(10	12	15)
Summer Semester				
ENG 114	Prof Research & Reporting	3	0	3
ISC 112	Industrial Safety	2	0	2
ELC 117	Motors and Controls	2	6	4
	Social Science Elective	3	0	3
		10	6	12
Fall Semester				
ELC 128	Intro to PLC	2	3	3
MNT 240	Indust. Equip. Troubleshoot	1	3	2
HYD 110	Hydraulics/Pneumatics I	2	2	3
AHR 110	Intro. to Refrigeration	2	6	5
AHR 112	Heating Tech	2	4	4
		9	18	17
Spring Semester				
ELC 228	PLC Applications	2	6	4
ELC 229	Applications Project (or COE)*	1	3	2
MNT 160	Industrial Fabrication	1	3	2
ELN 131	Semiconductor Applications	3	3	4
AHR 160	Refrigerant Certification	1	0	1
	Humanities Elective	3	0	3
		11	15	16
Total Credit Hours				**74**

See COE options on Page 94.

INDUSTRIAL SYSTEMS TECHNOLOGY
Diploma/Certificate

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
Certificate
C50240

Fall Semester		Lec/Lab/Crd		
ELC 125	Diagrams and Schematics	1	2	2
HYD 110	Hydraulics/Pneumatics	2	3	3
WLD 112	Basic Welding Processes	1	3	2
ELC 112	DC/AC Elect	3	6	5
		7	14	12
Spring Semester				
** Program Electives				6
	Total Credit Hours			**18**

***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
MNT 240	Indust. Eq. Troubleshoot	1	3	2
ELC 128	Intro to PLC	2	3	3
MNT 160	Industrial Fabrication	1	3	2

INDUSTRIAL SYSTEMS TECHNOLOGY
Diploma
D50240

Fall Semester		Leb/Lab/Crd		
ELC 112	DC/AC Elect	3	6	5
ELC 125	Diagrams and Schematics	1	2	2
MNT 240	Indust Equip Troubleshoot	1	3	2
HYD 110	Hydraulics/Pneumatics	2	3	3
ELC 128	Intro. to PLC	2	3	3
MAT 101	Applied Math I (or MAT 115)	2	2	3
		11	19	18
Spring Semester				
ENG 101	App. Communications I (or ENG 111)	3	0	3
MNT 110	Intro. to Maint. Procedures	1	3	2
WLD 112	Basic Welding Processes	1	3	2
MNT 160	Industrial Fabrication	1	3	2
ELC 228	PLC Applications	2	6	4
		8	15	13
Summer Semester				
ELC 117	Motors and Controls	2	6	4
ISC 112	Industrial Safety	2	0	2
		4	6	6
	Total Credit Hours			**37**

MACHINING TECHNOLOGY
Degree

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.

MACHINING TECHNOLOGY
DEGREE
A50300

Fall Semester		Lec/Lab/Crd		
ACA 111	College Student Success	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
MEC 231	Comp-Aided Manufacturing I	1	4	3
		4	18	11
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
BPR 221	Interpretation of GD&T	2	0	2
		7	17	13
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			**70**

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

MACHINING TECHNOLOGY — Diploma/Certificate

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.

MACHINING TECHNOLOGY
DIPLOMA
D50300

		Lec	Lab	Crd
Fall Semester				
MAC 111	Machining Technology I	2	12	6
BPR 111	Blueprint Reading	1	2	2
PHY 110	Conceptual Physics	3	0	3
PHY 110A	Conceptual Physics Lab	0	2	1
		6	16	12
Spring Semester				
MAC 112	Machining Technology II	2	12	6
MAC 151	Machine Calculations	1	2	2
		3	14	8
Summer Semester				
MAC 113	Machining Technology III	2	12	6
MEC 231	Computer-Aided Manufacturing	1	4	3
		3	16	9
Fall Semester				
MAC 214	Machining Technology IV	2	12	6
MAC 122	CNC Tuning	1	3	2
ENG 101	App. Comm. I (or ENG 111)	3	0	3
		6	15	11
Spring Semester				
MAC 215	Machining Technology V	2	12	6
MAC 124	CNC Milling	1	3	2
		3	15	8
	Total Credit Hours			**48**

MACHINING TECHNOLOGY
CERTIFICATE
C50300

		Lec	Lab	Crd
Fall Semester				
MAC 111	Machining Tech I	2	12	6
Spring Semester				
MAC 112	Machining Tech II	2	12	6
Summer Semester				
MAC 113	Machining Tech III	2	12	6
	Total Credit Hours			**18**

MECHANICAL DRAFTING TECHNOLOGY — Degree

Effective August 2009, admission to this program will be suspended. Program courses with sufficient enrollment will continue to be offered to students enrolled prior to August, 2009.

CURRICULUM DESCRIPTION

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

MECHANICAL DRAFTING TECHNOLOGY
DEGREE
A50340

		Lec	Lab	Crd
Fall Semester				
ACA 111	College Student Success	1	0	1
MAT 121	Algebra/Trigonometry I	2	2	3
ENG 111	Expository Writing	3	0	3
CIS 110	Introduction to Computers	2	2	3
MEC 111	Machine Processes I	2	3	3
DFT 111	Technical Drafting I	1	3	2
DFT 111A	Tech Drafting I Lab	0	3	1
		11	13	16
Spring Semester				
MAT 122	Algebra/Trigonometry II	2	2	3
ENG 114	Prof. Research & Reporting	3	0	3
PHY 131	Physics-Mechanics	3	2	4
DFT 112	Technical Drafting II	1	3	2
DFT 112A	Tech Drafting II Lab	0	3	1
	Social Science Elective	3	0	3
		12	10	16
Summer Semester				
DFT 121	Introduction to GD & T	1	2	2
DFT 214	Descriptive Geometry	1	2	2
		2	4	4
Fall Semester				
MEC 211	Engineering Mats & Testing	3	3	4
MEC 251	Statics	2	2	3
MEC 265	Fluid Mechanics	2	2	3
DFT 151	CAD I	2	3	3
DBA 110	Database Concepts	2	3	3
		11	13	16
Spring Semester				
DFT 152	CAD II	2	3	3
DDF 211	Design Drafting I	2	6	4
MEC 252	Strength of Materials	2	2	3
MEC 275	Engineering Mechanisms	2	2	3
CTS 130	Spreadsheet	2	2	3
COE 111	Co-op Work Exp. I	0	10	1
	Humanities/Fine Arts Elective	3	0	3
		13	25	20
	Total Credit Hours			**72**

MECHANICAL DRAFTING TECHNOLOGY
Diploma/Certificate

CURRICULUM DESCRIPTION

The Mechanical Drafting Technology curriculum prepares technicians to produce drawings of mechanical parts, components of mechanical systems, and mechanisms. CAD and the importance of technically correct drawings and designs based on current standards are emphasized.

Course work includes mechanical drafting, CAD, and proper drawing documentation. Concepts such as machine shop processes, basic materials, and physical sciences as they relate to the design process are also included. The use of proper dimensioning and tolerance techniques is stressed.

Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

MECHANICAL DRAFTING TECHNOLOGY
DIPLOMA
D50340

		Lec/Lab/Crd		
Fall Semester				
DFT 111	Technical Drafting I	1	3	2
DFT 111A	Tech Drafting I Lab	0	3	1
DFT 151	CAD I	2	3	3
ENG 101	App. Comm. I (or ENG 111)	3	0	3
MAT 101	Applied Math I (or MAT 115)	2	2	3
ACA 111	College Student Success	1	0	1
	Humanities Elective	3	0	3
		12	11	16
Spring Semester				
DFT 112	Technical Drafting II	1	3	2
DFT 112A	Tech Drafting II Lab	0	3	1
DDF 211	Design Drafting I	2	6	4
MEC 111	Machine Processes I	2	3	3
DFT 152	CAD II	2	3	3
	Social Science Elective	3	0	3
		10	18	16
Summer Semester				
DFT 121	Introduction to GD & T	1	2	2
DFT 214	Descriptive Geometry	1	2	2
		2	4	4

Total Credit Hours **36**

CAD
CERTIFICATE
C50340

		Lec/Lab/Crd		
Fall Semester				
DFT 111	Tech Drafting I	1	3	2
DFT 111A	Tech. Drafting I Lab	0	3	1
DFT 151	CAD I	2	3	3
		3	9	6
Spring Semester				
DFT 112	Technical Drafting II	1	3	2
DFT 112A	Tech. Drafting II Lab	0	3	1
DDF 211	Design Drafting I	2	6	4
DFT 152	CAD II	2	3	3
		5	15	10

Total Credit Hours **16**

MEDICAL ASSISTING
Degree

CURRICULUM DESCRIPTION

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of a CAAHEP-accredited medical assisting program may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Note: Surry Community College is a CAAHEP accredited school.

Note: This is a selected admission program. Please see Page 16 for admission requirements.

MEDICAL ASSISTING
DEGREE
A45400

		Lec/	Lab/	Crd
Fall Semester				
MED 110	Orientation to Med Assisting	1	0	1
MED 121	Medical Terminology I	3	0	3
OST 131	Keyboarding	1	2	2
ACA 111	College Student Success	1	0	1
ENG 111	Expository Writing	3	0	3
OST 153	Office Finance Solutions	1	2	2
MED 116	Intro. to Anatomy & Phys.	3	2	4
		13	6	16
Spring Semester				
MED 122	Medical Terminology II	3	0	3
OST 137	Office Software Appl	2	2	3
OST 134	Text Entry & Formatting	2	2	3
MED 140	Exam Room Procedures	3	4	5
MED 130	Office Procedures I	1	2	2
OST 149	Med Legal Issues	3	0	3
MAT 110	Math Measurement	2	2	3
		16	12	22
Fall Semester				
MED 272	Drug Therapy	3	0	3
MED 131	Adm Office Procedures II	1	2	2
MED 150	Lab Procedures I	3	4	5
OST 148	Med Coding Billing & Insu	3	0	3
BUS 260	Business Communication	3	0	3
MED 276	Patient Education	1	2	2
		14	8	18
Spring Semester				
ENG 114	Prof Research/Reporting	3	0	3
	Humanities Elective	3	0	3
PSY 150	General Psychology	3	0	3
MED 260	MED Clinical Externship	0	15	5
MED 262	Clinical Perspectives	1	0	1
		10	15	15

Total Credit Hours **71**

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.

MEDICAL OFFICE ADMINISTRATION
DEGREE
A25310

		Lec	Lab	Crd
Fall Semester				
OST 131	Keyboarding	1	2	2
OST 164	Text Editing Applications	3	0	3
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
BIO 161	Introduction to Human Biology	3	0	3
MED 121	Medical Term. I	3	0	3
ACA 111	College Student Success	1	0	1
		16	4	18
Spring Semester				
OST 134	Text Entry & Formatting	2	2	3
OST 148	Med Coding, Billing, & Ins.	3	0	3
OST 149	Medical Legal Issues	3	0	3
MED 122	Medical Term. II	3	0	3
ENG 114	Prof. Research & Reporting	3	0	3
	Humanities Elective	3	0	3
		17	2	18
Fall Semester				
OST 135	Adv. Text Entry Format	3	2	4
OST 136	Word Processing	2	2	3
OST 137	Office Software App	2	2	3
OST 181	Intro. to Office Systems	2	2	3
OST 184	Records Management	2	2	3
OST 243	Medical Office Simulation	2	2	3
		13	12	19
Spring Semester				
BUS 121	Business Math	2	2	3
BUS 260	Business Communications	3	0	3
OST 244	Medical Document Prod	1	2	2
OST 138	Adv. Software App	2	2	3
OST 289	Admin Office Management	2	2	3
PSY 150	General Psychology I (or Social Science Elective)	3	0	3
COE 111	Co-Op Work Exp I	0	10	1
		13	18	18

Total Credit Hours **73**

MEDICAL OFFICE ADMINISTRATION — Diploma/Certificate

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.

MEDICAL OFFICE ADMINISTRATION
CERTIFICATE
C25310

		Lec	Lab	Crd
Fall Semester				
OST 131	Keyboarding	1	2	2
OST 164	Text Edit Apps	3	0	3
OST 184	Records Mgmt	2	2	3
MED 121	Med Term I	3	0	3
		9	4	11
Spring Semester				
OST 134	Text Entry & Format.	2	2	3
OST 148	Medical Coding, Billing, & Ins	3	0	3
		5	2	6

Total Credit Hours **17**

MEDICAL OFFICE ADMINISTRATION
DIPLOMA
D25310

		Lec	Lab	Crd
Fall Semester				
OST 131	Keyboarding	1	2	2
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	2	2	3
BIO 161	Intro. to Human Biology	3	0	3
MED 121	Medical Terminology I	3	0	3
		12	4	14
Spring Semester				
OST 134	Text Entry & Formatting	2	2	3
OST 148	Med. Coding, Billing, & Ins.	3	0	3
MED 122	Medical Terminology II	3	0	3
MAT 115	Mathematical Models	2	2	3
		10	4	12
Fall Semester				
OST 135	Adv. Text Entry Format	3	2	4
OST 136	Word Processing	2	2	3
OST 137	Office Software App	2	2	3
OST 181	Office Procedures	2	2	3
OST 243	Medical Office Simulation	2	2	3
		11	10	16
Spring Semester				
OST 289	Office Systems Management	2	2	3
ENG 111	Expository Writing	3	0	3
		5	2	6

Total Credit Hours **48**

NURSING: ASSOCIATE DEGREE NURSING (ADN)

Degree

CURRICULUM DESCRIPTION

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

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

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

Each nursing (NUR) course must be successfully completed in order to progress to subsequent nursing courses.

A nursing student prohibited from participating in a clinical agency may be dismissed from the nursing program due to their inability to progress.

NURSING: ASSOCIATE DEGREE NURSING (ADN)
DEGREE
A45120

		Lec	Lab	Clinical	Crd
1st Semester					
ACA 118	College Success Skills	1	2	0	2
ENG 111	Expository Writing	3	0	0	3
BIO 168	Anatomy & Physiology I	3	3	0	4
PSY 150	General Psychology	3	0	0	3
		10	5	0	12
2nd Semester					
NUR 111	Intro. to Health Concepts	4	6	6	8
BIO 169	Anatomy & Physiology II	3	3	0	4
PSY 241	Developmental Psychology	3	0	0	3
		10	9	6	15
3rd Semester					
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
ENG 114	Professional Research & Reporting	3	0	0	3
COM 231	Public Speaking	3	0	0	3
		12	0	12	16
4th Semester					
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 255	Professional Issues	3	0	0	3
	*Humanities/Fine Arts Elective	3	0	0	3
		12	0	12	16
5th Semester					
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10
		7	3	21	15

Total Credit Hours **74**

***Preferred Humanities/Fine Arts Electives:**
PHI 240 Ethics, HUM 115 Critical Thinking, HUM 120 Cultural Studies

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

(Pending State Approval)

Degree

CURRICULUM DESCRIPTION

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

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

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

Each nursing (NUR) course must be successfully completed in order to progress to subsequent nursing courses.

A nursing student prohibited from participating in a clinical agency may be dismissed from the nursing program due to their inability to progress.

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

		Lec	Lab	Clinical	Crd
1st Semester					
ENG 111	Expository Writing	3	0	0	3
BIO 168	Anatomy & Physiology I	3	3	0	4
PSY 150	General Psychology	3	0	0	3
		9	3	0	10
2nd Semester					
BIO 169	Anatomy & Physiology II	3	3	0	4
PSY 241	Developmental Psychology	3	0	0	3
COM 231	Public Speaking	3	0	0	3
		9	3	0	10
Courses After Admission Into Nursing Program					
3rd Semester					
ACA 118	College Study Skills	1	2	0	2
ENG 114	Professional Research & Reporting	3	0	0	3
		4	2	0	5
4th Semester					
**NUR 214	NSG Transition Concepts	3	0	3	4
	*Humanities/Fine Arts Elective	3	0	0	3
		6	0	3	7
5th Semester					
**NUR 221	LPN to ADN Concepts I	6	0	9	9
**NUR 255	Professional Issues	3	0	0	3
		9	0	9	12
6th Semester					
**NUR 223	LPN to ADN Concepts II	6	0	9	9
		6	0	9	9

**Upon successful completion of NUR 214, NUR 221, and NUR 223, credit is awarded for NUR 111, NUR 112, NUR 113, and NUR 114.

Total Credit Hours **76**

***Preferred Humanities/Fine Arts Electives:**
PHI 240 Ethics, HUM 115 Critical Thinking, HUM 120 Cultural Studies

**Courses pending state approval.

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	Clinical	Crd
Fall Semester					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
BIO 168	Anatomy & Physiology I	3	3	0	4
CIS 110	Intro. to Computers	2	2	0	3
RED 111 **or**	Critical Reading for College				
COM 231	Public Speaking	3	0	0	3
		14	5	0	16
Spring Semester					
ENG 114	Professional Research & Reporting	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
BIO 169	Anatomy & Physiology II	3	3	0	4
MAT 151	Statistics	3	0	0	3
	*Humanities/Fine Arts Elective	3	0	0	3
		15	3	0	16
Total Credit Hours					**32**

***Preferred Humanities/Fine Arts Electives:**
PHI 240 Ethics, HUM 115 Critical Thinking, HUM 120 Cultural Studies

NURSING: PRACTICAL NURSING (PN) — 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.

Each nursing (NUR) course must be successfully completed in order to progress to subsequent nursing courses.

A nursing student prohibited from participating in a clinical agency may be dismissed from the nursing program due to their inability to progress.

NURSING: PRACTICAL NURSING (PN) DIPLOMA
D45660

		Lec	Lab	Clinical	Crd
Spring Semester					
NUR 101	Practical 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 102	Practical Nursing II	8	0	12	12
ENG 111	Expository Writing	3	0	0	3
		11	0	12	15
Fall Semester					
NUR 103	Practical Nursing III	6	0	12	10
NUR 118	Nutrition/Diet Therapy	2	0	0	2
		8	0	12	12
Total Credit Hours					**48**

OFFICE ADMINISTRATION — Degree

CURRICULUM DESCRIPTION

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

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

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

OFFICE ADMINISTRATION
DEGREE
A25360

		Lec/	Lab/	Crd
Fall Semester				
OST 131	Keyboarding	1	2	2
OST 153	Office Financial Solutions	1	2	2
OST 164	Text Editing Applications	3	0	3
MAT 115	Mathematical Models	2	2	3
ENG 111	Expository Writing	3	0	3
PSY 150	General Psy. (or Soc. Science)	3	0	3
ACA 111	College Student Success	1	0	1
		14	6	17
Spring Semester				
OST 134	Text Entry & Format	2	2	3
OST 137	Office Software Applications	2	2	3
OST 165	Adv. Text Editing	2	2	3
OST 220	Notetaking	3	0	3
ENG 114	Prof. Research & Reporting	3	0	3
BUS 125	Personal Finance	3	0	3
		15	6	18
Fall Semester				
OST 135	Adv. Text Entry & Formatting	3	2	4
OST 136	Word Processing	2	2	3
OST 138	Adv Software App	2	2	3
OST 181	Office Procedures	2	2	3
OST 184	Records Management	2	2	3
OST 286	Professional Development	3	0	3
		14	10	19
Spring Semester				
BUS 121	Business Math	2	2	3
BUS 260	Business Communications	3	0	3
OST 233	Office Publication Design	2	2	3
OST 289	Office Systems Management	2	2	3
COE 111	Co-Op Work Exp I	0	10	1
	Humanities Elective	3	0	3
		12	16	16
	Total Credit Hours			**70**

OFFICE ADMINISTRATION — Diploma/Certificate

CURRICULUM DESCRIPTION

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

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

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

OFFICE ADMINISTRATION
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.	2	2	3
		4	4	6
Fall Semester				
OST 135	Adv. Text Entry & For	3	2	4
OST 184	Records Mgmt.	2	2	3
		5	4	7
	Total Credit Hours			**18**

OFFICE ADMINISTRATION
DIPLOMA
D25360

		Lec/	Lab/	Crd
Fall Semester				
OST 131	Keyboarding	1	2	2
OST 164	Text Editing Applications	3	0	3
OST 184	Records Management	2	2	3
ENG 111	Expository Writing	3	0	3
		9	4	11
Spring Semester				
OST 134	Text Entry & Format	2	2	3
OST 137	Office Software Applications	2	2	3
MAT 115	Mathematical Models	2	2	3
OST 165	Adv. Text Editing	2	2	3
		8	8	12
Fall Semester				
OST 135	Adv. Text Entry & Formatting	3	2	4
OST 136	Word Processing	2	2	3
OST 138	Adv. Software App	2	2	3
OST 181	Office Procedures	2	2	3
		9	8	13
Spring Semester				
BUS 121	Business Math	2	2	3
BUS 260	Business Communications	3	0	3
OST 289	Adm. Office Management	2	2	3
		7	4	9
	Total Credit Hours			**45**

PARALEGAL TECHNOLOGY — Degree/Certificate

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 and 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.

Note: Surry Community College is designated as a qualified Paralegal Studies Program by the North Carolina Bar Board of Paralegal Certification.

DISTANCE EDUCATION INFORMATION
This degree program is offered through the Distance Education program.
Further information can be found on the Internet at
http://www.surry.edu/DE
concerning completing this degree on-line.

PARALEGAL TECHNOLOGY
CERTIFICATE
Real Property Concentration - C25380

		Lec/	Lab/	Crd
Fall Semester				
LEX 110	Intro to Paralegal Study	2	0	2
LEX 120	Legal Res. & Writing	2	2	3
LEX 210	Real Property I	3	0	3
		7	2	8
Spring Semester				
LEX 150	Commercial Law	2	2	3
LEX 211	Real Property II	1	4	3
LEX 250	Wills, Estates & Trusts	2	2	3
		5	8	9

Total Credit Hours **17**

PARALEGAL TECHNOLOGY
DEGREE
A25380

		Leb/	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
LEX 160	Criminal Law & Procedure	2	2	3
ACA 111	College Student Success	1	0	1
OST 131	Keyboarding	1	2	2
		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
ACC 120	Prin. of Financial Accounting	3	2	4
OST 134	Text Entry	2	2	3
		15	8	19
Fall Semester				
OST 137	Office Software Applications	2	2	3
LEX 210	Real Property I	3	0	3
LEX 260	Bankruptcy & Collections	3	0	3
ENG 114	Prof. Research & Reporting	3	0	3
LEX 141	Civil Litigation II	2	2	3
LEX 240	Family Law	3	0	3
	Social Science Elective	3	0	3
		19	4	21
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
LEX 280	Ethics and Professionalism	2	0	2
	Humanities/Fine Arts Elective	3	0	3
COE 111	Co-op Work Experience I (or Elective)*	0	10	1
		9	18	14

Total Credit Hours **71**

*Elective List: ACC 121, ACC 131, BUS 110, BUS 151

PHYSICAL THERAPIST ASSISTANT (PTA) — Degree

CURRICULUM DESCRIPTION

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under the supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. (A student with a felony may not be eligible for licensure or employment). Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

Competitive admissions are anticipated for an intense program that leads to an intensely-satisfying career. The program anticipates to accept a maximum of 16 students in mid-2008 and will graduate the first class in 2010.

"Surry Community College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; email: accreditation@apta.org<mailto:accreditation@apta.org>). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward accreditation."

Associate degree: Physical Therapist Assistant
Length of program: 5 semesters
Each Physical Therapist Assistant (PTA) course must be successfully completed in order to progress to subsequent PTA courses.

PTA students prohibited from participating in a clinical internship based on their criminal background check or drug screening may be dismissed from the PTA program due to their inability to progress.

PHYSICAL THERAPIST ASSISTANT (PTA)
DEGREE
A45620

		Lec/	Lab/	Clinical/	Crd
Fall Semester					
BIO 168	Anatomy & Physiology I	3	3	0	4
PHY 110/A	Conceptual Physics & lab	3	2	0	4
PTA 110	Introduction to PTA	2	3	0	3
PTA 130	Physical Therapy Proc. I	1	6	0	3
ENG 111	Expository Writing	3	0	0	3
PTA 222	Professional Interactions	2	0	0	2
		14	14	0	19
Spring Semester					
BIO 169	Anatomy & Physiology II	3	3	0	4
PTA 150	Physical Therapy Proc. II	1	6	0	3
PTA 120	Functional Anatomy	1	6	0	3
PTA 140	Therapeutic Exercise	2	6	0	4
PSY 150	General Psychology	3	0	0	3
		10	21	0	17
Summer Semester					
PTA 170	Pathophysiology (6 weeks)	3	0	0	3
PTA 160	Physical Therapy Proc. III (6 weeks)	2	3	0	3
PTA 180	PTA Clinical Ed. Intro. (4 weeks)	0	0	9	3
		5	3	9	9
Fall Semester					
PTA 240	Physical Therapy Proc. IV	3	6	0	5
PTA 212	Health Care Resources	2	0	0	2
PTA 252	Geriatrics for the PTA	2	0	0	2
ENG 114	Prof. Research & Reporting	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
	HUM Elec	3	0	0	3
		16	6	0	18
Spring Semester					
PTA 260	Advanced PTA Clinical Ed. 2 - 6 week internships	0	0	30	10
PTA 270	PTA topics (4 weeks)	1	0	0	1
PTA 280	PTA Issues I (4 weeks)	1	0	0	1
		2	0	30	12

Total Credit Hours **75**

Program information:
Program Director: Casey A. Vedder, PT, MA
Telephone Number: 336-386-3513
Office Location: H-152
E-mail: vedderc@surry.edu

Dept. office phone number:336-386-3275
Surry Community Website: http://www.surry.edu

REAL ESTATE APPRAISAL — Degree

CURRICULUM DESCRIPTION

The Real Estate Appraisal curriculum is designed to prepare individuals to enter the appraisal profession as a registered trainee and advance to certified residential or higher 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 certification levels as requirements are met.

Note: Students may sit for the Real Estate Appraisal Trainee Examination after taking REA 219.

****COE/Elective Options:***
COE 111, 113, 121, 122, 131, MKT 120, or BUS 137

REAL ESTATE APPRAISAL
DEGREE
A25420

		Lec/	Lab/	Crd
Fall Semester				
ECO 251	Prin. of Microeconomics	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Mathematical Models ***OR***	2	2	3
MAT 140	*Survey of Mathematics* ***OR***	*3*	*0*	*3*
MAT 161	*College Algebra*	*3*	*0*	*3*
REA 214	Basic Appraisal Principles	2	0	2
REA 215	Basic Appraisal Procedure	2	0	2
ACA 111	College Student Success	1	0	1
		13/14	2/0	14
Spring Semester				
ECO 252	Prin. of Macroeconomics	3	0	3
ENG 114	Prof. Research & Report ***OR***	3	0	3
ENG 112	*Argument-Based Research*	*3*	*0*	*3*
REA 217	National USPAP	1	0	1
REA219	Residential Market Analysis	1	0	1
REA 212	Sales Comparison & Income	2	0	2
CIS 110	Intro. to Computers	2	2	3
		12	2	13
Summer Semester				
	Humanities/Fine Arts Elective	3	0	3
	Social Science Elective	3	0	3
		6	0	6
Fall Semester				
BUS 125	Personal Finance	3	0	3
REA 210	Site Value Cost Approach	1	0	1
REA 213	Appraisal Report Writing	1	0	1
REA 220	Statistics and Finance	1	0	1
REA 240	Advanced Residential	1	0	1
BUS 115	Business Law I	3	0	3
ACC 120	Prin. of Financial Acct. I	3	2	4
	*Elective/COE (see left column for options)	3	0	3
		16	2	17
Spring Semester				
MAT 151	Statistics I ***OR***	3	0	3
MAT 155	*Statistical Analysis*	*3*	*0*	*3*
REA 280	Appraisal Emerging Issues	2	0	2
BUS 116	Business Law II	3	0	3
BUS 230	Small Business Management	3	0	3
ACC 121	Prin. of Managerial Acct. II	3	2	4
		14	2	15
	Total Credit Hours			**65**

SIMULATION AND GAME DEVELOPMENT — Degree
(Pending State Approval)

CURRICULUM DESCRIPTION

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, software engineering, database administration and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, database administrators, testers, quality assurance analysts, engineers and administrators in the entertainment industry, the health care industry, engineering, forensics, education, NASA and government agencies.

SIMULATION AND GAME DEVELOPMENT
DEGREE
A25450

CLASSES TAUGHT AT SURRY COMMUNITY COLLEGE

		Lec/	Lab/	Crd
Fall Semester				
ACA 111	College Student Success	1	0	1
ENG 111	Expository Writing	3	0	3
MAT 121	Algebra/Trigonometry I	2	2	3
SGD 111	Introduction to SGD	2	3	3
SGD 112	SGD Design	2	3	3
SGD 113	SGD Programming	2	3	3
		12	11	16
Spring Semester				
DRA 126	Storytelling	3	0	3
ENG 125	Creative Writing I	3	0	3
SGD 114	3D Modeling	2	3	3
SGD 212	SGD Design II	2	3	3
SGD 213	SGD Programming II	2	3	3
		12	9	15
Summer Semester				
SGD 123	Windows/Console Programming	2	3	3
SGD 165	SGD Character Development	2	3	3
		4	6	6
Fall Semester				
SGD 161	SG Animation	2	3	3
SGD 174	SG Level Design	2	3	3
SGD 214	3D Modeling II	2	3	3
PHY 131	Physics-Mechanics	3	2	4
	Social Science Elective	3	0	3
		12	11	16

CLASSES TAUGHT AT GUILFORD TECHNICAL COMMUNITY COLLEGE

Spring Semester				
COM 110	Introduction to Communication OR			
COM 120	Interpersonal Communication OR			
COM 231	Public Speaking	3	0	3
SGD 124	MMO Programming	2	3	3
SGD 274	SG Level Design II	2	3	3
SGD 285	SG Software Engineering	2	3	3
	Technical Elective	2	3	3
		11	12	15
Summer Semester				
SGD 163	SG Documentaiton	2	3	3
SGD 289	SG Project	2	3	3
		4	6	6
	Total Credit Hours			**74**

VITICULTURE & ENOLOGY TECHNOLOGY — Degree

CURRICULUM DESCRIPTION

The Viticulture & Enology curriculum is designed to prepare individuals for various careers in the grape growing and wine making industry. Classroom instruction, laboratory and field applications of viticultural/enological principles and practices are included in the program of study.

Course work in viticulture includes aspects of plant science, vineyard stock selection, and propagation, soils, vine nutrition and pest management. Also included are courses in planning, layout, economics and management of vineyards. Those interested in enology will receive training in the classroom, laboratory and field in the tools and techniques of wine making. Related courses in microbiology and fermentation science, sensory analysis, and winery economics and marketing are offered.

Graduates should qualify for positions in vineyards, wineries, and in related areas of sales and services. Graduates in viticulture will also be certified as North Carolina Private Pesticide Applicators.

***Students must be 21 or older to enroll in VEN 132, Wines of the World.**

VITICULTURE & ENOLOGY TECHNOLOGY
DEGREE
A15430

		Lec/	Lab/	Crd
Fall Semester				
ACA 111	College Student Success	1	0	1
AGR 110	Agricultural Economics	3	0	3
ENG 111	Expository Writing	3	0	3
*VEN 132	Wines of the World	1	2	2
VEN 135	Introduction to Viticulture	3	2	4
VEN 139	Grape and Wine Science	4	2	5
		15	6	18
Spring Semester				
CIS 110	Introduction to Computers	2	2	3
ENG 114	Prof. Research/Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
VEN 138	Vineyard Est. & Development	3	0	3
VEN 133	Introduction to Winemaking	3	0	3
		13	4	15
Summer Semester				
VEN 285	Winery Operations ***or***	3	2	4
VEN 287	Vineyard Operations	3	2	4
		3	2	4
Fall Semester				
BUS 110	Introduction to Business	3	0	3
VEN 283	Wine Production & Analysis	2	6	5
PSY 118	Interpersonal Psychology	3	0	3
AGR 214	Agricultural Marketing	3	0	3
	Humanities Elective	3	0	3
		14	6	17
Spring Semester				
BUS 135	Principles of Supervision	3	0	3
BUS 230	Small Business Management	3	0	3
VEN 238	Grape. Pests, Diseases, Disord.	3	0	3
	SPA Elective (SPA 111 or 120)	3	0	3
VEN 288	Wine Finishing & Packaging	1	4	3
	Elective or COE*	0/3	20/0	2/3/4
		13/16	24/4	17/18/19
	Total Credit Hours			**71 /72/73**

****List of Electives:**
AGR 262, HOR 162, HOR 164, VEN 285 **or** VEN 287.

****See COE options on Page 94.***

VITICULTURE & ENOLOGY TECHNOLOGY — Diploma/Certificate

CURRICULUM DESCRIPTION

The Viticulture & Enology curriculum is designed to prepare individuals for various careers in the grape growing and wine making industry. Classroom instruction, laboratory and field applications of viticultural/enological principles and practices are included in the program of study.

Course work in viticulture includes aspects of plant science, vineyard stock selection, and propagation, soils, vine nutrition and pest management. Also included are courses in planning, layout, economics and management of vineyards. Those interested in enology will receive training in the classroom, laboratory and field in the tools and techniques of wine making. Related courses in microbiology and fermentation science, sensory analysis, and winery economics and marketing are offered.

Graduates should qualify for positions in vineyards, wineries, and in related areas of sales and services. Graduates in viticulture will also be certified as North Carolina Private Pesticide Applicators.

VITICULTURE & ENOLOGY TECHNOLOGY
CERTIFICATE
C15430

		Lec/Lab/Crd		
Fall Semester				
VEN 135	Intro. to Viticulture	3	2	4
*VEN 132	Wines of the World	1	2	2
		4	4	6
Spring Semester				
CIS 110	Intro. to Computers	2	2	3
VEN 138	Vineyard Est. & Dev. ***or***			
VEN 133	Intro. to Winemaking	3	0	3
		5	2	6
Summer Semester				
VEN 285	Winery Operations ***or***			
VEN 287	Vineyard Operations	3	2	4
COE 112	Co-op Work Exp	2	20	2
		5	22	6
	Total Credit Hours			**18**

VITICULTURE & ENOLOGY TECHNOLOGY
DIPLOMA
D15430

		Lec/	Lab/	Crd
Fall Semester				
ACA 111	College Student Success	1	0	1
AGR 110	Agricultural Economics	3	0	3
VEN 135	Introduction to Viticulture	3	2	4
*VEN 132	Wines of the World	1	2	2
VEN 139	Grape and Wine Science	4	2	5
		12	6	15
Spring Semester				
MAT 115	Mathematical Models ***or***	2	2	3
MAT 101	Applied Math I	2	2	3
ENG 101	Applied Comm. I ***or***	3	0	3
ENG 111	Expository Writing	3	0	3
VEN 133	Introduction to Winemaking	3	0	3
PSY 118	Interpersonal Psychology	3	0	3
VEN 138	Vineyard Estab. & Dev.	3	0	3
CIS 110	Introduction to Computers	2	2	3
		16	4	18
Summer Semester				
VEN 285	Winery Operations ***or***	3	2	4
VEN 287	Vineyard Operations	3	2	4
COE 112	Co-op Work Experience ***or***	0	20	2
Elective	AGR, HOR, VEN (To be chosen from list)	3	0	3
Elective	SPA 111 **or** SPA 120	3	0	3
		6/9	2/22	9/10
	Total Credit Hours			**39/43**

List of Electives:
AGR 262, HOR 162, HOR 164, VEN 285 **or** VEN 287.

Students must be 21 or older to enroll in VEN 132, Wines of the World.

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 115	Mathematical Models	2	2	3
BPR 111	Blueprint Reading	1	2	2
		6	16	12
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. Comm. 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				**36**

See COE options on Page 94.

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 lecture, lab, and credit hours for the course. Courses below 100 level are not included in calculation of GPA or academic honors (dean's list, etc.). Italicized prerequisites indicate locally set prerequisites.

ACADEMIC RELATED

ACA 090 Study Skills (3/0/3)
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 (1/0/1)
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 (1/2/2)
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 (1/0/1)
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 122 College Transfer Success (1/0/1)
Prerequisites: None
Corequisites: None
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ACA 220 Professional Transition (1/0/1)
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 Financial Acct I (3/2/4)
Prerequisites None
Corequisites: None
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making, and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121 Prin of Managerial Acct II (3/2/4)
Prerequisites: ACC 120
Corequisites: None
This course is a continuation of accounting principles. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting, and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 122 Prin of Financial Acct II (3/0/3)
Prerequisites: ACC 120
Corequisites: None
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 131 Federal Income Taxes (2/2/3)
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 Acct Software Appl (1/2/2)
Prerequisites: ACC 120
Corequisites: None
This course introduces computer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting software package to solve accounting problems.

ACC 220 Intermediate Acct I (3/2/4)
Prerequisites: ACC 120
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analyses of financial statements. Upon completion, students should

be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Acct II (3/2/4)
Prerequisites: ACC 220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

AGRICULTURE

AGR 110 Agricultural Economics (3/0/3)
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 140 Agricultural Chemicals (2/2/3)
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 (2/2/3)
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 (2/2/3)
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 (2/3/3)
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 Mgmt (3/0/3)
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 (3/0/3)
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 261 Agronomy (2/2/3)
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 (2/3/3)
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 (2/2/3)
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.

AIR CONDITIONING, HEATING, & REFRIGERATION

AHR 110 Intro. to Refrigeration (2/6/5)
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 112 Heating Technology (2/4/4)
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 (2/4/4)
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 (2/4/4)
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 133 HVAC Servicing (2/6/4)
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 160 Refrigerant Certification (1/0/1)
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 Cust Relations (1/0/1)
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 Build Code (1/2/2)
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 Syst Design (2/2/3)
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 Syst (2/6/4)
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 Cont (1/3/2)
Prerequisites: AHR 111 or ELC 111 or ELC 112
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 Syst Diagnostics (0/4/2)
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.

ANTHROPOLOGY

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

ANT 220 Cultural Anthropology (3/0/3)
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 221 Comparative Cultures (3/0/3)
Prerequisites: None
Corequisites: None
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 230 Physical Anthropology (3/0/3)
Prerequisites: None
Corequisites: ANT 230A
This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 230A Phys Anthropology Lab (0/2/1)
Prerequisites: None
Corequisites: ANT 230
This course provides laboratory work that reinforces the material presented in ANT 230. Emphasis is placed on laboratory exercises which may include fossil identification, genetic analysis, skeletal comparisons, forensics, computer simulations, and field observations. Upon completion, students should be able to

demonstrate an understanding of the analytical skills employed by anthropologists in the study of primate evolution and variation. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 240 Archaeology (3/0/3)
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.*

ANT 245 World Prehistory (3/0/3)
Prerequisites: None
Corequisites: None
This course provides an introduction to the prehistory of the Old and New world. Emphasis is placed on archaeological evidence from origins of human culture to the beginning of recorded history. Upon completion, students should be able to demonstrate knowledge of the variability of ancient human societies and the development of agriculture and urbanism. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART

ART 111 Art Appreciation (3/0/3)
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 113 Art Methods and Materials (2/2/3)
Prerequisites: None
Corequisites: None
This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 114 Art History Survey I (3/0/3)
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 a historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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

ART 121 Design I (0/6/3)
Prerequisites: None
Corequisites: None
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 122 Design II (0/6/3)
Prerequisites: ART 121
Corequisites: None
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 131 Drawing I (0/6/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 132 Drawing II (0/6/3)
Prerequisites: ART 131
Corequisites: None
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 212 Gallery Assistantship I (0/2/1)
Prerequisites: None
Corequisites: None
This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 214 Portfolio and Résumé (0/2/1)
Prerequisites: None
Corequisites: None
This course covers résumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 222 Wood Design I (0/6/3)
Prerequisites: None
Corequisites: None
This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 223 Wood Design II (0/6/3)
Prerequisites: ART 222
Corequisites: None
This course provides a continuation of the skills and techniques used in ART 222. Emphasis is placed on woodcarving and other processes. Upon completion, students should be able to use original designs in the creation of functional and sculptural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 240 Painting I (0/6/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as premajor and/or elective course requirement.*

ART 241 Painting II (0/6/3)
Prerequisites: ART 240
Corequisites: None
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as premajor and/or elective course requirement.*

ART 244 Watercolor (0/6/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as premajor and/or elective course requirement.*

ART 261 Photography I (0/6/3)
Prerequisites: None
Corequisites: None
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 262 Photography II (0/6/3)
Prerequisites: ART 261
Corequisites: None
This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 264 Digital Photography I (1/4/3)
Prerequisites: None
Corequisites: None
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 265 Digital Photography II (1/4/3)
Prerequisites: ART 264
Corequisites: None
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 281 Sculpture I (0/6/3)
Prerequisites: None
Corequisites: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 283 Ceramics I (0/6/3)
Prerequisites: None
Corequisites: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 284 Ceramics II (0/6/3)
Prerequisites: ART 283
Corequisites: None
This course covers advanced hand building

demonstrate an understanding of the analytical skills employed by anthropologists in the study of primate evolution and variation. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 240 Archaeology (3/0/3)
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.*

ANT 245 World Prehistory (3/0/3)
Prerequisites: None
Corequisites: None
This course provides an introduction to the prehistory of the Old and New world. Emphasis is placed on archaeological evidence from origins of human culture to the beginning of recorded history. Upon completion, students should be able to demonstrate knowledge of the variability of ancient human societies and the development of agriculture and urbanism. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART

ART 111 Art Appreciation (3/0/3)
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 113 Art Methods and Materials (2/2/3)
Prerequisites: None
Corequisites: None
This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 114 Art History Survey I (3/0/3)
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 a historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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

ART 121 Design I (0/6/3)
Prerequisites: None
Corequisites: None
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 122 Design II (0/6/3)
Prerequisites: ART 121
Corequisites: None
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 131 Drawing I (0/6/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 132 Drawing II (0/6/3)
Prerequisites: ART 131
Corequisites: None
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 212 Gallery Assistantship I (0/2/1)
Prerequisites: None
Corequisites: None
This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 214 Portfolio and Résumé (0/2/1)
Prerequisites: None
Corequisites: None
This course covers résumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to résumé writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective résumé. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 222 Wood Design I (0/6/3)
Prerequisites: None
Corequisites: None
This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 223 Wood Design II (0/6/3)
Prerequisites: ART 222
Corequisites: None
This course provides a continuation of the skills and techniques used in ART 222. Emphasis is placed on woodcarving and other processes. Upon completion, students should be able to use original designs in the creation of functional and sculptural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 240 Painting I (0/6/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as premajor and/or elective course requirement.*

ART 241 Painting II (0/6/3)
Prerequisites: ART 240
Corequisites: None
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as premajor and/or elective course requirement.*

ART 244 Watercolor (0/6/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as premajor and/or elective course requirement.*

ART 261 Photography I (0/6/3)
Prerequisites: None
Corequisites: None
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 262 Photography II (0/6/3)
Prerequisites: ART 261
Corequisites: None
This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 264 Digital Photography I (1/4/3)
Prerequisites: None
Corequisites: None
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 265 Digital Photography II (1/4/3)
Prerequisites: ART 264
Corequisites: None
This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 281 Sculpture I (0/6/3)
Prerequisites: None
Corequisites: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 283 Ceramics I (0/6/3)
Prerequisites: None
Corequisites: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 284 Ceramics II (0/6/3)
Prerequisites: ART 283
Corequisites: None
This course covers advanced hand building

and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 285 Ceramics III (0/6/3)
Prerequisites: ART 284
Corequisites: None
This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate a knowledge of materials and techniques necessary to successfully create original projects in the clay medium. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 286 Ceramics IV (0/6/3)
Prerequisites: ART 285
Corequisites: None
This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the student's artistic goals. Upon completion, students should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 288 Studio (0/6/3)
Prequisites: None
Corequisites: None
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

AUTOMATION TRAINING

ATR 280 Robotic Fundamentals (3/2/4)
Prerequisites: *ELC 117*
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 (2/6/4)
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 (2/6/4)
Prerequisites: AUB 111
Corequisites: None
This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 Special Finishes (1/2/2)
Prerequisites: AUB 111
Corequisites: None
This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I (1/4/3)
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 (2/6/4)
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 (2/4/4)
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 (2/6/4)
Prerequisites: AUB 131
Corequisites: None
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding (1/4/3)
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 (1/4/3)
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.

AUB 162 Autobody Estimating (1/2/2)
Prerequisites: None
Corequisites: None
This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUTOMOTIVE

AUT 110 Intro to Auto Technology (2/2/3)
Prerequisites: None
Corequisites: None
This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

AUT 113 Automotive Servicing I (0/6/2))
Prerequisites: None
Corequisites: None
This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 114 Safety and Emissions (1/2/2)
Prerequisites: None
Corequisites: None
This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

AUT 116 Engine Repair (2/3/3)
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, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A Engine Repair Lab (0/3/1)
Prerequisites: None
Corequisites: AUT 116
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 Susp & Steering Sys (2/3/3)
Prerequisites: None
Corequisites: None
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A Susp & Steering Lab (0/3/1)
Prerequisites: None
Corequisites: AUT 141
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems (2/3/3)
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 151A Brakes Systems Lab (0/3/1)
Prerequisites: None
Corequisites: AUT 151
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 161 Basic Auto Electricity (4/3/5)
Prerequisites: None
Corequisites: None
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

AUT 163 Adv Auto Electricity (2/3/3)
Prerequisites: AUT 161
Corequisites: None
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A Adv Auto Electricity Lab (0/3/1)
Prerequisites: None
Corequisites: AUT 163
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit

construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 171 Auto Climate Control (2/4/4)
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.-I (2/3/3)
Prerequisites: None
Corequisites: None
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 181A Engine Perf 1 Lab (0/3/1)
Prerequisites: None
Corequisites: AUT 181
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 183 Engine Performance-2 (2/6/4)
Prerequisites: AUT 181
Corequisites: None
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.

AUT 186 Skills for Auto Techs (2/2/3)
Prerequisites: None
Corequisites: None
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the automotive service industry. Topics include service information systems, management systems, computer-based systems, and PC based diagnostic equipment. Upon completion, students should be able to access information pertaining to automotive technology and perform word processing.

AUT 212 Auto Shop Management (3/0/3)
Prerequisites: None
Corequisites: None
This course covers the principals of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint. *AUT 212 replaces AUT 112 per CRC 09/20/06.*

AUT 221 Auto Transm/Transaxles (2/3/3)
Prerequisites: None
Corequisites: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 221A Auto Transm/Tr-ax Lab (0/3/1)
Prerequisites: None
Corequisites: AUT 221
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231 Man Trans/Axles/Drtrains (2/3/3)
Prerequisites: None
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT 231A Man Trans/Ax/Drtr Lab (0/3/1)
Prerequisites: None
Corequisites: AUT 231
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 283 Adv Auto Electronics (2/2/3)
Prerequisites: AUT 161
Corequisites: None
This course covers advanced electronic systems on automobiles. Topics include micro-controllers, on-board communications, telematics, hybrid systems, navigation, collision avoidance, and electronic accessories. Upon completion, students should be able to diagnose electronic systems using appropriate service information, procedures, and equipment and remove/replace/reprogram controllers, sensors, and actuators.

BIOLOGY

BIO 110 Principles of Biology (3/3/4)
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 (3/3/4)
Prerequisites: *With a grade of C or better in ENG 090, MAT 070, RED 090*
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 (3/3/4)
Prerequisites: BIO 111
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120 Introductory Botany (3/3/4)
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 (3/3/4)
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 Environ Biology (3/0/3)
Prerequisites: None
Corequisites: BIO 140A
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 Environ Biology Lab (0/3/1)
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 (1/2/2)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 145 Ecology (3/3/4)
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 146 Regional Natural History (3/3/4)
Prerequisites: None
Corequisites: None
This course is an interdisciplinary and historical analysis of the natural resources of the region. Emphasis is placed 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 premajor and/or elective course requirement.*

BIO 150 Genetics in Human Affairs (3/0/3)
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 155 Nutrition (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 156 Nutrition and the Child (3/0/3)
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 (3/0/3)
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 (4/2/5)
Prerequisites: *With a grade of C or better in MAT 060, RED 090*
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 168 Anatomy and Physiology I (3/3/4)
Prerequisites: *High school biology and chemistry; with a grade of C or better in ENG 090, MAT 070, RED 090*
Corequisites: None
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 169 Anatomy and Physiology II (3/3/4)
Prerequisites: BIO 168
Corequisites: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 170 Intro Microbiology (3/3/4)
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 173 Microbes in World Affairs (3/0/3)
Prerequisites: BIO 110 or BIO 111
Corequisites: None
This course provides an integrated and comprehensive study of the microbial world and its influence on global events and human affairs. Topics include plant and animal diseases caused by viral, bacterial, and fungal pathogens and their impacts on history, industrial microbiology, biotechnology, and microbial ecology. Upon completion, students should be able to demonstrate an understanding of the importance of microbes in human and world affairs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

BIO 175 General Microbiology (2/2/3)
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 (2/3/3)
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 (1/2/2)
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 (1/2/2)
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 (1/2/2)
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 (1/2/2)
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 (3/3/4)
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 (3/0/3)
Prerequisites: BIO 110 or BIO 111 or BIO 140/140A
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 (3/0/3)
Prerequisites: BIO 112
Corequisites: None
This course describes the importance of natural resources and their role in our environment. Emphasis is placed on the physical, biological, and ecological principles underlying natural resource conservation with attention to the biological consequences of human impacts. Upon completion, students should be able to demonstrate an understanding of natural resource conservation.

BIO 275 Microbiology (3/3/4)
Prerequisites: BIO 110, BIO 112, BIO 163, BIO 165, or BIO 168
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BLUEPRINT READING

BPR 111 Blueprint Reading (1/2/2)
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 (1/2/2)
Prerequisites: BPR 111 or MAC 131
Corequisites: None
This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130 Blueprint Reading/Const (1/2/2)
Prerequisites: None
Corequisites: None
This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BPR 221 Interpretation of GD & T (2/0/2)
Prerequisites: BPR 121 or MAC 132
Corequisites: None
This course introduces dimensioning and tolerancing standards as established by ANSI and ISO 9000. Topics include dimensioning, symbols and terms, application of tolerances and limits, tolerances of position and form, and the advantages of geometric concepts. Upon completion, students should be able to interpret blueprints that utilize the GD & T system.

BUSINESS

BUS 110 Introduction to Business (3/0/3)
Prerequisite: None
Corequisite: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 115 Business Law I (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 116 Business Law II (3/0/3)
Prerequisites: BUS 115
Corequisites: None
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121 Business Math (2/2/3)
Prerequisites: *With a grade of C or better in MAT 060*
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 (3/0/3)
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 (3/0/3)
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 Prin of Management (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 139 Entrepreneurship I (3/0/3)
Prerequisites: None
Corequisites: None
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs.

BUS 151 People Skills (3/0/3)
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 (2/2/3)
Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Mgmt. (3/0/3)
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. *Knowledge of Excel and Word is highly recommended for successful completion of the required business plan and ENG 111 is strongly recommended.*

BUS 245 Entrepreneurship II (3/0/3)
Prerequisites: BUS 139
Corequisites: None
This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.

BUS 255 Org Behavior in Business (3/0/3)
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 (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

CABINETMAKING

CAB 111 Cabinetmaking I (4/9/7)
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 110 Intro to Carpentry (2/0/2)
Prerequisites: None
Corequisites: None
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111 Carpentry I (3/15/8)
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 (3/15/8)
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 (3/9/6)
Prerequisites: CAR 111
Corequisites: None
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114 Residential Bldg Codes (3/0/3)
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 (3/0/3)
Prerequisites: BPR 130
Corequisites: None
This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

COMPUTER ENGINEERING TECHNOLOGY

CET 111 Computer Upgrade/Rep. I (2/3/3)
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 (3/0/3)
Prerequisites: *With a grade of C or better in ENG 090, MAT 070, RED 090*
Corequisites: CHM 131A
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 (0/3/1)
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 & Biochemistry (3/3/4)
Prerequisites: CHM 131 & 131A or CHM 151
Corequisite: None
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 151 General Chemistry I (3/3/4)
Prerequisites: *With a grade of C or better in ENG 090, RED 090, and MAT 161 or MAT 171*
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 (3/3/4)
Prerequisites: CHM 151
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 251 Organic Chemistry I (3/3/4)
Prerequisites: CHM 152
Corequisites: None
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CHM 252 Organic Chemistry II (3/3/4)
Prerequisites: CHM 251
Corequisites: None
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CHINESE

CHI 111 Elementary Chinese I (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the Chinese language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

CHI 181 Chinese Lab I (0/2/1)
Prerequisites: None
Corequisites: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Chinese language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Chinese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

INFORMATION SYSTEMS

CIS 110 Intro. to Computers (2/2/3)
Prerequisites: None
Corequisites: None
This course introduces computer concepts, including fundamental functions and operations

of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *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 (1/2/2)
Prerequisites: None
Corequisites: None
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115 Intro to Prog & Logic (2/3/3)
Prerequisites: With a grade of C or better in MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

CIS 164 DTP Layout & Design (2/2/3)
Prerequisites: None
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 (2/2/3)
Prerequisites: None
Corequisites: None
This course provides an introduction to desktop publishing software capabilities. Emphasis is placed on efficient use of a page layout software package to create, design, and print publications; hardware/software compatibility; and integration of specialized peripherals. Upon completion, students should be able to prepare publications given design specifications.

CIVIL ENGINEERING

CIV 230 Constr Estimating (2/3/3)
Prerequisites: ARC 111, CIS 110, CIS 111, or EGR 115
Corequisites: None
This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

CRIMINAL JUSTICE

CJC 111 Intro to Criminal Justice (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

CJC 112 Criminology (3/0/3)
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 (3/0/3)
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 Oper (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

CJC 131 Criminal Law (3/0/3)
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 & Evid (3/0/3)
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 (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

CJC 144 Crime Scene Processing (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques. *This course is a unique concentration requirement in the Latent Evidence concentration in the Criminal Justice Technology Program.*

CJC 212 Ethics & Comm Relations (3/0/3)
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. & Admin (3/0/3)
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 (3/2/4)
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 (3/0/3)
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.

CONSTRUCTION MANAGEMENT

CMT 120 Codes and Inspections (3/0/3)
Prerequisites: None
Corequisites: None
This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (handicapped) building codes. Upon completion, students should be able to understand the building code inspections process and apply building code principals and requirements to construction projects.

CMT 210 Prof Constr Superv (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contract, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, the student should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

CMT 212 Total Safety Perf (3/0/3)
Prerequisites: None
Corequisites: CMT 210
This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, students should be able to supervise safety at a construction job site and qualify for the OSHA Training Certification.

CMT 214 Planning and Scheduling (3/0/3)
Prerequisites: CMT 210 and BPR 130
Corequisites: None
This course covers the need for the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling format, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills.

CMT 216 Costs and Productivity (3/0/3)
Prerequisites: CMT 210
Corequisites: None
This course covers the relationships between time, work completed, work-hours spent, schedule duration, equipment hours, and materials used. Topics include production rates, productivity unit rates, work method improvements, and overall total project cost control. Upon completion, the student should be able to demonstrate an understanding of how costs may be controlled and productivity improved on a construction project.

CMT 218 Human Relations Issues (3/0/3)
Prerequisites: CMT 210
Corequisites: None
This course provides instruction on human relations issues as they relate to construction project supervision. Topics include relationships, human behavior, project staffing issues, teamwork, effective communication networks, laws and regulations, and identifying and responding to conflict, crisis, and discipline. Upon completion, the student will demonstrate an understanding of the importance of human relations in the success of a construction project.

COOPERATIVE EDUCATION

COE 110 World of Work (1/0/0/1)
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 Exper I (0/0/10/1)
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 Exper I (0/0/20/2)
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) (0/0/30/3)
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) (0/0/40/4)
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 (1/0/0/1)
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 Exper II (0/0/10/1)
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 Exper II (0/0/20/2)
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) (0/0/30/3)
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) (0/0/40/4)
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 (1/0/0/1)
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 Exper III (0/0/10/1)
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 Expe III (0/0/20/2)
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) (0/0/30/3)
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) (0/0/40/4)
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 Exper IV (0/0/10/1)
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 Exper IV (0/0/20/2)
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) (0/0/30/3)
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) (0/0/40/4)
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 Exper V (0/0/10/1)
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 Exper V (0/0/20/2)
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) (0/0/30/3)
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 Exper V (0/0/40/4)
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 (3/0/3)
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 (3/0/3)
Prerequisites: ENG 112 or ENG 113
Corequisites: None
This course introduces theory and history of persuasive speaking, covering critical thinking skills in analyzing problems, assessing solutions, and communicating the information to an audience. Emphasis is placed on analysis, evidence, reasoning, and library and field research used to enhance persuasive public speaking skills. Upon completion, students should be able to apply the principles of persuasive speaking in a public setting. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

COM 251 Debate I (3/0/3)
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 (4/0/4)
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 (0/24/8)
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 (4/0/4)
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 (0/24/8)
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 (4/0/4)
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 (0/12/4)
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 (2/0/2)
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 (0/21/7)
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 119 Esthetics Concepts I (2/0/2)
Prerequisites: None
Corequisites: None
This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dematology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 121 Manicure/Nail Tech I (4/6/6)
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 (4/6/6)
Prerequisites: COS 121
Corequisites: None
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 125 Esthetics Concepts II (2/0/2)
Prerequisites: None
Corequisites: None
This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 192 Select Topics in Cosmetol (0/6/2)
Prerequisites: Enrollment in program
Corequisites: None
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. This course provides an opportunity for students to meet the final requirements to sit for the North Carolina State Board of Cosmetic Arts Examination.

COS 223 Contemp Hair Coloring (1/3/2)
Prerequisites: COS 111 and COS 112
Corequisites: None
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 224 Trichology & Chemistry (1/3/2)
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 240 Contemporary Design (1/3/2)
Prerequisites: COS 111 and COS 112
Corequisites: None
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 251 Manicure Instr Concepts (8/0/8)
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 Pract (0/15/5)
Prerequisites: NC Cosmetology or Manicurist License and six months work experience in a cosmetic arts salon
Corequisites: COS 251
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 260 Design Applications (1/3/2)
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 271 Instructor Concepts I (5/0/5)
Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 272
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I (0/21/7)
Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II (5/0/5)
Prerequisites: COS 271 and COS 272
Corequisites: COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II (0/21/7)
Prerequisites: COS 271 and COS 272
Corequisites: COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

COMPUTER INFORMATION TECHNOLOGY

CTS 115 Info Sys Bus Concept (3/03)
Prerequisites: None
Corequisites: None
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems.

CTS 120 Hardware/Software Sup (2/3/3)
Prerequisites: CIS 110 or CIS 111
Corequisites: None
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 Spreadsheet (2/2/3)
Prerequisites: CIS 110 or CIS 111 or OST 137
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 220 Adv Hard/Software Sup (2/3/3)
Prerequisites: CTS 120
Corequisites: None
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 230 Advanced Spreadsheet (2/2/3)
Prerequisites: CTS 130
Corequisites: None
This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

CTS 250 User Sup & Softw Eval (2/2/3)
Prerequisites: CTS 120 and NOS 130
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.

CTS 285 Systems Analy & Design (3/0/3)
Prerequisites: CIS 115
Corequisites: None
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 System Support Project (1/4/3)
Prerequisites: CTS 285
Corequisites: None
Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. This is the capstone course required to successfully complete the Computer Information Technology degree program.

COMPUTER SCIENCE

CSC 134 C++ Programming (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 139 Visual BASIC Prog (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 151 JAVA Programming (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 234 Adv C++ Programming (2/3/3)
Prerequisites: CSC 134
Corequisites: None
This course is a continuation of CSC 134 using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug and document programming solutions.

CSC 239 Adv Visual BASIC Prog (2/3/3)
Prerequisites: CSC 139
Corequisites: None
This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

DATABASE MANAGEMENT TECHNOLOGY

DBA 110 Database Concepts (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 115 Database Applications (2/2/3)
Prerequisites: DBA 110
Corequisites: None
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

DBA 120 Database Program I (2/2/3)
Prerequisites: None
Corequisites: None
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

DESIGN DRAFTING

DDF 211 Design Drafting I (2/6/4)
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 (1/3/2)
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 (0/3/1)
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 (1/3/2)
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 (0/3/1)
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 (1/2/2)
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 (1/2/2)
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 (2/3/3)
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 (2/3/3)
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 (1/2/2)
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 (3/0/3)
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 (3/0/3)
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.*

DRA 126 Storytelling (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ECONOMICS

ECO 151 Survey of Economics (3/0/3)
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 (3/0/3)
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 (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDUCATION

EDU 119 Early Childhood Ed (4/0/4)
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 125 Sign Lang. for Educators (3/0/3)
Prerequisites: Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085
Corequisites: None
This course introduces students to the sign language systems commonly used in educational environments. Topics include fingerspelling, receptive and expressive sign language usage, a comparison of sign language systems, and forms of relevant technology. Upon completion, students should be able to communicate at an introductory level using various English-based sign language systems including Manually Coded English.

EDU 131 Child, Family, & Comm (3/0/3)
Prerequisites: With a C or better in ENG 080 and RED 090 or ENG 085
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 (3/0/3)
Prerequisites: With a C or better in ENG 080 and RED 080 or ENG 085
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 (3/0/3)
Prerequisites: With a C or better in ENG 080 and RED 080 or ENG 085
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 (3/0/3)
Prerequisites: With a C or better in ENG 080 and RED 080 or ENG 085
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 (3/0/3)
Prerequisites: With a C or better in ENG 080 and RED 080 or ENG 085
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 152 Music, Movement, & Lang (3/0/3)
Prerequisites: Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085
Corequisites: None
This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

EDU 153 Health, Safety, & Nutrit (3/0/3)
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 157 Active Play (2/2/3)
Prerequisites: Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085
Corequisites: None
This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 172 Education Tools (2/2/3)
Prerequisites: Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085
Corequisites: None
This course covers practical applications of technology in educational settings. Topics include software selection for classroom usage, record keeping, and adaptive technology for children with special needs. Upon completion, students should be able to demonstrate appropriate computer skills for the educational environment.

EDU 185 Cognitive & Lang Act (3/0/3)
Prerequisites: With a grade of C or better in ENG 080 and RED 080 or ENG 085
Corequisites: None
This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities.

EDU 216 Foundations of Education (3/2/4)
(EDU 216 replaced EDU 116)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095
Corequisites: None
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues. PRAXIS I preparation 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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Learning Community (VLC).*

EDU 220 Prog Poli in Early Interv (3/0/3)
Prerequisites: Take one set
Set 1: ENG 090, RED 090 and EDU 144
Set 2: ENG 090, RED 090 and EDU 234
Set 3: ENG 090, RED 090 and PSY 244
Set 4: ENG 095 and EDU 144
Set 5: ENG 095 and EDU 234
Set 6: ENG 095 and PSY 244
Corequisites: None
This course covers program policies, issues, legislation, and service delivery models included in early intervention. Emphasis is placed on trends and policies in early intervention relating to programs for infants and young children with disabilities, family roles, and research outcomes. Upon completion, students should be able to identify roles and responsibilities, describe the referral and placement options and explain the different service delivery models.

EDU 221 Child with Except Needs (3/0/3)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095 and (EDU 144 and EDU 145) or (PSY 244 and PSY 245)
Corequisites: None
This course introduces 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 222 Learn w/ Behav Disord (EDU 222 replaced EDU 147) (3/0/3)
Prerequisites: Take one set
Set 1: ENG 090, RED 090, EDU 144 and EDU 145
Set 2: ENG 090, RED 090, PSY 244 and PSY 245
Set 3: ENG 095, EDU 144 and EDU 145
Set 4: ENG 095, PSY 244 and PSY 245
Corequisites: None
This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems.

EDU 223 Specific Learning Disab (EDU 223 replaced EDU 148) (3/0/3)
Prerequisites: Take one set
Set 1: ENG 090, RED 090, EDU 144 and EDU 145
Set 2: ENG 090, RED 090, PSY 244 and PSY 245
Set 3: ENG 095, EDU 144 and EDU 145
Set 4: ENG 095, PSY 244 and PSY 245
Corequisites: None
This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

EDU 234 Infants, Toddlers, & Twos (3/0/3)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095
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 247 Physical Disabilities (3/0/3)
Prerequisites: With a grade of C or better ENG 090 and RED 090 or ENG 095 and (EDU 144 and EDU 145) or (PSY 244 and PSY 245)
Corequisites: None
This course covers characteristics, intervention strategies, adaptive procedures, and technologies for children with physical disabilities. Topics include intervention strategies, inclusive placement options, and utilization of support services for children with physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies for specific disabilities and service delivery options for those disabilities. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.*

EDU 248 Mental Retardation (2/2/3)
Prerequisites: With a grade of C or better ENG 090 and RED 090 or ENG 095 and (EDU 144 and EDU 145) or (PSY 244 and PSY 245)
Corequisites: None
This course covers the causes and assessment of mental retardation and individualized instruction and curriculum for children with mental retardation. Emphasis is placed on definition, characteristics, assessment, and educational strategies for children with mental retardation. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with mental retardation. *This course is a unique concentration requirement in the Special Education concentration in the Early Childhood Education program.*

EDU 250 PRAXIS I Preparation (1/0/1)
Prerequisites: None
Corequisites: None
This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam.

EDU 251 Exploration Activities (3/0/3)
Prerequisites: Take one set
Set 1: ENG 090 and RED 090
Set 2: ENG 095
Corequisites: None
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259 Curriculum Planning (3/0/3)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095 and EDU 119
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 (3/0/3)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095
Corequisites: ENG 119
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Admin II (3/0/3)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095 and EDU 261
Corequisites: EDU 119
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 271 Educational Technology (2/2/3)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095
Corequisites: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environment.

EDU 280 Language & Literacy Exp (3/0/3)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095
Corequisites: None
This course explores the continuum of children's communication development, including verbal and written language acquisition and other forms of communication. Topics include selection of literature and other media, the integration of literacy concepts throughout the classroom environment, inclusive practices and appropriate assessments. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate literacy experiences. *This course is also available through the Virtual Learning Community (VLC).*

EDU 284 Early Child Capstone Prac (1/9/4)
Prerequisites: Take one set
Set 1: ENG 090, RED 090, EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151
Set 2: ENG 095, EDU 119, EDU 144, EDU 145, EDU 146 and EDU 151
Corequisites: None
This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 285 Internship Exp-School Age (1/0/1)
Prerequisites: With a grade of C or better in ENG 090 and RED 090 or ENG 095 and EDU 144, 145, EDU 118, and EDU 163
Corequisites: None
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education. *This course is a unique concentration requirement in the Teacher Associate concentration in the Early Childhood Associate program.*

EDU 287 Leadership/Early Child Ed (3/0/3)
Prerequisites: Take one set
Set 1: ENG 090, RED 090, EDU 119, EDU 131, EDU 144 and EDU 145
Set 2: ENG 090, RED 090, EDU 119, EDU 131, PSY 244 and PSY 245
Set 3: ENG 095, EDU 119, EDU 131, EDU 144 and EDU 145
Set 4: ENG 095, EDU 119, EDU 131, PSY 244 and PSY 245
Corequisites: None
This course is designed to facilitate and guide the development of early childhood professionals preparing for leadership roles in improving community early childhood services. Topics include principles of social change, characteristics of effective leaders, techniques of action research, childcare funding mechanisms, quality initiatives, and key issues in early care. Upon completion, students should be able to identify key issues; develop strategic plans; establish relationships with community leaders; and identify opportunities and barriers for advocacy.

ELECTRICITY

ELC 112 DC/AC Electricity (3/6/5)
Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Basic Wiring I (2/6/4)
Prerequisites: None
Corequisites: None
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114 Basic Wiring II (2/6/4)
Prerequisites: *ELC 113*
Corequisites: None
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 Industrial Wiring (2/6/4)
Prerequisites: None
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls (2/6/4)
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 (1/2/2)
Prerequisites: *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 (1/2/2)
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 (1/2/2)
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 128 Intro to PLC (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 DC/AC Circuit Analysis (4/3/5)
Prerequisites: None
Corequisites: None
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation 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 228 PLC Applications (2/6/4)
Prerequisites: *ELC 128*
Corequisites: None
This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

ELC 229 Applications Project (1/3/2)
Prerequisites: *ELC 112, ELC 131, or ELC 117*
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 Semiconductor Appl (3/3/4)
Prerequisites: *ELC 112 or ELC 131*
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132 Linear IC Applications (3/3/4)
Prerequisites: *ELC 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 (3/3/4)
Prerequisites: *ELC 112 or ELC 131*
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 (1/3/2)
Prerequisites: *ELC 131*
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 232 Intro to Microprocessors (3/3/4)
Prerequisites: *ELN 133*
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 246 Cert Elect Tech Prep (3/0/3)
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..

ENGLISH

ENG 060 Speaking English Well (2/0/2)
Prerequisite: None
Corequisite: None
This course is designed to improve conversational skills. Emphasis is placed on practice using fluent standard spoken English. Upon completion, students should be able to converse comfortably in a variety of situations.

ENG 070 Basic Language Skills (2/2/3)
Prerequisite: None
Corequisite: None
This course introduced the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate a variety of sentence types that clearly express ideas.

ENG 080 Writing Foundations (3/2/4)
Prerequisites: With a grade of C or better in 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 (3/0/3)
Prerequisites: With a grade of C or better in 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 (0/2/1)
Prerequisites: With a grade of C or better in 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 (3/0/3)
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 App Communications II (3/0/3)
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 (3/0/3)
Prerequisites: With a grade of C or better in 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 (0/2/1)
Prerequisites: With a grade of C or better in 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. (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113 Literature-Based Research (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114 Prof Research & Report (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 115 Oral Communication (3/0/3)
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 (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 126 Creative Writing II (3/0/3)
Prerequisites: ENG 125
Corequisites: None
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 131 Introduction to Literature (3/0/3)
Prerequisites: ENG 111
Corequisites: ENG 112, ENG 113, or ENG 114
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 132 Introduction to Drama (3/0/3)
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 138 English Grammar (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course focuses on traditional, structural, and transformational grammar. Emphasis is placed on syntax, grammatical terminology, prescriptive, and descriptive grammar. Upon completion, students should be able to demonstrate an understanding of grammatical theory and application.

ENG 231 American Literature I (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 Major American Writers (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242 British Literature II (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243 Major British Writers (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 253 The Bible as Literature (3/0/3)
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 (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 262 World Literature II (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion,

students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 265 Thematic World Lit I (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a thematic survey of selected works from major world authors. Emphasis is placed on understanding literary themes, such as initiation, conformity, and rebellion, from historical, critical, and universal perspectives. Upon completion, students should be able to interpret, analyze, and respond to selected works relating to universal themes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ENG 266 Thematic World Lit II (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides a thematic survey of selected works from major world authors. Emphasis is placed on understanding literary themes, such as existentialism, love, hate, and death, from historical, critical, and universal perspectives. Upon completion, students should be able to interpret, analyze, and respond to selected works relating to universal themes. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

ENG 272 Southern Literature (3/0/3)
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites: None
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENTREPRENEURSHIP

ETR 220 Innovation and Creativity (3/0/3)
Prerequisites: None
Corequisites: None
This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 230 Entrepreneur Marketing (3/0/3)
Prerequisites: None
Corequisites: None
This course covers the techniques to correctly research and define the target market to increase sales for start up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

ETR 240 Funding for Entrepreneurs(3/0/3)
Prerequisites: ACC 120
Corequisites: None
This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including: angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

FRENCH

FRE 111 Elementary French I (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GEOGRAPHY

GEO 111 World Region Geography (3/0/3)
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. This course is also available through the Virtual Learning Community (VLC).*

GEOLOGY

GEL 120 Physical Geology (3/2/4)
Prerequisites: None
Corequisites: None
This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GERMAN

GER 111 Elementary German I (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the German 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 German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GRAPHIC ARTS

GRA 151 Computer Graphics I (1/3/2)
Prerequisites: None
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 (1/3/2)
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 (1/3/2)
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.

GRAPHIC DESIGN

GRD 110 Typography I (2/2/3)
Prerequisites: None
Corequisites: None
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 131 Illustration I (1/3/2)
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 142 Graphic Design II (2/4/4)
Prerequisites: DES 135 or GRD 141 or 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 175 3-D Animation Design (1/4/3)
Prerequisites: GRD 151 or GRA 151
Corequisites: None
This course explores three-dimensional animation design and production. Emphasis is placed on developing essential skills and techniques using three-dimensional animation software from conceptualization to completion including design, illustration, color, spatial depth, and movement. Upon completion, students should be able to produce animation sequences for computer-related presentations.

GRD 180 Interactive Design (1/4/3)
Prerequisites: GRD 151 or GRA 151
Corequisites: None
This course covers skills and techniques used in designing interactive presentations. Emphasis is placed on design, including interface design, color, illustration, scripting, audio, typography, and animated elements. Upon completion, students should be able to design and produce interactive presentations.

GRD 241 Graphic Design III (2/4/4)
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 (2/4/4)
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 (2/4/4)
Prerequisites: 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 (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course is also available through the Virtual Leaning Community (VLC).*

HEA 112 First Aid & CPR (1/2/2)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HEA 120 Community Health (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HISTORY

HIS 121 Western Civilization I (3/0/3)
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 (3/0/3)
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 (3/0/3)
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 (3/0/3)
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 (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 162 Women and History (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 163 The World Since 1945 (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 221 African-American History (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 226 The Civil War (3/0/3)
Prerequisites: None
Corequisites: None
This course examines the social, political, economic, and ideological forces that led to the Civil War and Reconstruction. Topics include regional conflicts and sectionalism, dissolution of the Union, military campaigns, and the War's socioeconomic impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the United States during the era of the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 232 History of the Old West (3/0/3)
Prerequisites: None
Corequisites: None
This course surveys the development of the western United States. Emphasis is placed on Native American cultures, Manifest Destiny, conflicts on the frontier, and subsequent developments. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the western United States. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 236 North Carolina History (3/0/3)
Prerequisites: None
Corequisites: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 260 History of Africa (3/0/3)
Prerequisites: None
Corequisites: None
This course surveys the history of Africa from pre-history to the present. Emphasis is placed on the evolution of social, political, economic, and governmental structures in Africa. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Africa. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

HORTICULTURE

HOR 112 Landscape Design I (2/3/3)
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 (2/3/3)
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 (1/2/2)
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 (2/2/3)
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 (2/2/3)
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 (2/2/3)
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 (2/2/3)
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 (2/2/3)
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.

HOR 213 Landscape Design II (2/2/3)
Prerequisites: HOR 112
Corequisites: None
This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

HUMANITIES

HUM 110 Technology and Society (3/0/3)
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 115 Critical Thinking (3/0/3)
Prerequisites: With a grade of C or better in ENG 095 or RED 090 and ENG 090
Corequisites: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs. This course is also available through the Virtual Learning Community (VLC).*

HUM 120 Cultural Studies (3/0/3)
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 (3/0/3)
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 122 Southern Culture (3/0/3)
Prerequisites: None
Corequisites: None
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities fine arts.*

HUM 123 Appalachian Culture (3/0/3)
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 dis-

tinguish 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 130 Myth in Human Culture (3/0/3)
Prerequisites: None
Corequisites: None
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150 Amer Women's Studies (3/0/3)
Prerequisites: None
Corequisites: None
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course is also available through the Virtual Learning Community (VLC).*

HUM 160 Introduction to Film (2/2/3)
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 220 Human Values and Mean (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230 Leadership Development (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

HYDRAULICS

HYD 110 Hydraulic Pneumatics I (2/3/3)
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 (2/0/2)
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.

INFORMATION SYSTEMS SECURITY

SEC 110 Security Concepts (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

JAPANESE

JPN 111 Elementary Japanese I (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the basic fundamentals of the Japanese language within a cultural context of the Japanese people and its history. Emphasis is placed on the basic skills in speaking, reading, writing, and comprehension of spoken language. Upon completion, students should be able to have a communicative competence in speaking, listening comprehension, reading, and writing at a beginning level with attention to cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement inhumanities/fine arts.*

JPN 181 Japanese Lab I (0/2/1)
Prerequisites: None
Corequisites: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Japanese language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Japanese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

JOURNALISM

JOU 110 Intro to Journalism (3/0/3)
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 (2/0/2)
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 (2/2/3)
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 (2/2/3)
Prerequisites: LEX 120
Corequisites: None
This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 Civil Injuries (3/0/3)
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 (3/0/3)
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 (2/2/3)
Prerequisites: LEX 140
Corequisites: None
This course covers the paralegal's role in the civil litigation process. Topics include investigation, interviewing, pleadings, motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing, directing, and organizing documents for civil litigation.

LEX 150 Commercial Law (2/2/3)
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 (2/2/3)
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 210 Real Property I (3/0/3)
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 (1/4/3)
Prerequisites: LEX 210
Corequisites: None
This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

LEX 240 Family Law (3/0/3)
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 (2/2/3)
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 (3/0/3)
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/Tech (1/2/2)
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.

LEX 280 Ethics & Professionalism (2/0/2)
Prerequisites: None
Corequisites: None
This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

LEX 287 CLA Review Seminar (2/0/2)
Prerequisites: LEX 210
Corequisites: None
This course is designed to prepare students for voluntary national certification sponsored by the National Association of Legal Assistants to demonstrate significant competencies in paralegalism. Topics include Communications, Ethics, Human Relations, Interviewing Techniques, Judgment and Analytical Analysis, Legal Research, Legal Terminology, General Law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are eligible to take the NALA's Certified Legal Assistant Exam.

MACHINING

MAC 111 Machining Technology I (2/12/6)
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 (2/12/6)
Prerequisites: MAC 111
Corequisites: None
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 113 Machining Tech III (2/12/6)
Prerequisites: MAC 112
Corequisites: None
This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.

MAC 114 Intro to Metrology (2/0/2)
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 (2/0/2)
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 (1/3/2)
Prerequisite: *MAC 111*
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 (1/3/2)
Prerequisites: *MAC 111*
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 (1/2/2)
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 (1/2/2)
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 Tech IV (2/12/6)
Prerequisites: MAC 112
Corequisites: None
This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gauging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

MAC 215 Machining Technology V (2/12/6)
Prerequisites: MAC 214
Corequisites: None
This course provides an opportunity to apply skills acquired in previous course work. Emphasis is placed on the production of parts using modern machining and gauging techniques. Upon completion, students should be able to demonstrate problem-solving skills as they relate to advanced machining.

MASONRY

MAS 140 Intro to Masonry (1/2/2)
Prerequisites: None
Corequisites: None
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

MATHEMATICS

MAT 060 Essential Mathematics (3/2/4)
Prerequisites: None
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 (3/2/4)
Prerequisites: With a grade of C or better in 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 (3/2/4)
Prerequisites: With a grade of C or better in 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 (3/2/4)
Prerequisites: With a grade of C or better in 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 (2/2/3)
Prerequisites: With a grade of C or better in 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 (2/2/3)
Prerequisites: MAT 101
Corequisites: None
This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry. Upon completion, students should be able to solve applied problems both independently and collaboratively. *This course is intended for certificate and diploma programs.*

MAT 110 Math Measurement (2/2/3)
Prerequisites: With a grade of C or better in 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 (2/2/3)
Prerequisites: With a grade of C or better in 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 (2/2/3)
Prerequisites: With a grade of C or better in ENG 070, 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 (2/2/3)
Prerequisites: MAT 121
Corequisites: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 Survey of Mathematics (3/0/3)
Prerequisites: With a grade of C or better in MAT 070
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 140A Survey of Math Lab (0/2/1)
Prerequisites: MAT 070, MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement fortransferability as a premajor and/or elective course requirement.*

MAT 141 Mathematical Concepts I (3/0/3)
Prerequisites: With a grade of C or better in 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 general education core requirement in natural sciences/mathematics.*

MAT 142 Mathematical Concepts II (3/0/3)
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 general education core requirement in natural sciences/mathematics.*

MAT 145 Analytical Math (3/0/3)
Prerequisites: With a grade of C or better in 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 (3/0/3)
Prerequisites: With a grade of C or better in 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 (0/2/1)
Prerequisites: With a grade of C or better in 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 155 Statistical Analysis (3/0/3)
Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: None
This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

MAT 155A Statistics Analysis Lab (0/2/1)
Prerequisites: MAT 080, MAT 090, MAT 095, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175
Corequisites: MAT 155
This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 161 College Algebra (3/0/3)
Prerequisites: With a grade of C or better in 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 is not designed for students intending to take MAT 171. This is the most appropriate prerequisite course for MAT 263. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 162 College Trigonometry (3/0/3)
Prerequisites: MAT 161
Corequisites: None
This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 167 Discrete Mathematics (3/0/3)
Prerequisites: MAT 121 or MAT 161 or MAT 171 or MAT 280
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 (3/0/3)
Prerequisites: With a grade of C or better in 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. Students who have credit for MAT 161 should not take this course without consulting with the Math Division Chair. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

MAT 172 Precalculus Trigonometry (3/0/3)
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 (4/0/4)
Prerequisites: High School Algebra III/ Trigonometry or a grade of B or better in MAT 080
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 191 Sel Topics in Math (1/0/1)
Prerequisites: MAT 271
Corequisites: None
This course provides an opportunity to explore areas of current interest in mathematics. Emphasis is placed on geometry and algebra from an advanced standpoint. Upon completion, students should be able to demonstrate an understanding of foundations of geometry, Euclidean geometry, transformations, non-Euclidean geometry, fractals, and algebraic structures.

MAT 252 Statistics II (3/0/3)
Prerequisites: MAT 151 and either MAT 121 or MAT 161
Corequisites: None
This course provides a technology-based treatment of multiple sample inferential statistics. Emphasis is placed on two sample hypothesis tests and confidence intervals, linear and multiple regression, analysis of variance, experimental design, and non-parametric techniques. Upon completion, students should be able to draw statistical inferences on multiple sample data taken from business and health, social, natural, and applied sciences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

MAT 252A Statistics II Lab (0/2/1)
Prerequisites: MAT 151 and either MAT 121 or MAT 161
Corequisites: MAT 252
This course is a laboratory for MAT 252. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.

MAT 263 Brief Calculus (3/0/3)
Prerequisites: MAT 161
Corequisites: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271 Calculus I (3/2/4)
Prerequisites: MAT 172 or MAT 175
Corequisites: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272 Calculus II (3/2/4)
Prerequisites: MAT 271
Corequisites: None
This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273 Calculus III (3/2/4)
Prerequisites: MAT 272
Corequisites: None
This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 280 Linear Algebra (3/0/3)
Prerequisites: MAT 271
Corequisites: None
This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 285 Differential Equations (3/0/3)
Prerequisites: MAT 272
Corequisites: None
This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MECHANICAL

MEC 111 Machine Processes I (1/4/3)
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 142 Physical Metallurgy (1/2/2)
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 211 Engineer Mats & Testing (3/3/4)
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 231 Comp-Aided Manuf I (1/4/3)
Prerequisites: None
Corequisites: None
This course introduces computer-aided manufacturing (CAM) applications and concepts. Emphasis is placed on developing/defining part geometry and the processing of information needed to manufacture parts. Upon completion students should be able to demonstrate skills in defining part geometry, program development, and code generation using CAM software. Basic setup and operation of computer numerical control turning and machining centers will also be covered.

MEC 251 Statics (2/2/3)
Prerequisites: *MAT 121 (PHY 131 recommended)*
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 (2/2/3)
Prerequisites: MEC 251
Corequisites: None
This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/mount diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.

MEC 265 Fluid Mechanics (2/2/3)
Prerequisites: *MAT 121 (PHY 131 recommended)*
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 (2/2/3)
Prerequisites: *MAT 121*, DFT 151, and PHY 131 or PHY 151
Corequisites: None
This course covers plane motion and devices used to generate plane motion. Topics include analysis of displacement, velocity, acceleration, gears, cams, and other mechanical systems. Upon completion, students should be able to graphically and mathematically analyze a plane motion system.

MEDICAL ASSISTING
(Hours: Lecture/Lab/Clinical/Credit)

MED 110 Orient to Med Asst (1/0/0/1)
Prerequisites: None
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 116 Intro to Anatomy & Phys (3/2/0/4)
Prerequisites: None
Corequisites: None
This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MED 118 Medical Law and Ethics (2/0/0/2)
Prerequisites: None
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Term I (3/0/0/3)
Prerequisites: None
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Term II (3/0/0/3)
Prerequisites: MED 121
Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Adm Office Proc I (1/2/0/2)
Prerequisites: *OST 134*
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communication, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Adm Office Proc II (1/2/0/2)
Prerequisites: *MED 130*
Corequisites: None
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 Medical Transcription (2/2/0/3)
Prerequisites: MED 121 and *MED 122* and *OST 134*
Corequisites: None
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140 Exam Room Proc I (3/4/0/5)
Prerequisites: *MED 122*
Corequisites: None
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Proc I (3/4/0/5)
Prerequisites: *MED 122, MED 140*
Corequisites: None
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 260 MED Clin Externship (0/0/15/5)
Prerequisites: *MED 122, MED 272, MED 276 and successful completion of first three semesters of study.*
Corequisites: None
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 Clinical Perspectives (1/0/0/1)
Prerequisites: None
Corequisites: *MED 260*
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 272 Drug Therapy (3/0/0/3)
Prerequisites: *MED 122*
Corequisites: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MED 276 Patient Education (1/2/0/2)
Prerequisites: None
Corequisites: None
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

MARKETING AND RETAILING

MKT 120 Principles of Marketing (3/0/3)
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.

MKT 220 Advert and Sales Prom (3/0/3)
Prerequisites: None
Corequisites: None
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MAINTENANCE

MNT 110 Intro to Maint Procedures (1/3/2)
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 160 Industrial Fabrication (1/3/2)
Prerequisites: None
Corequisites: None
This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.

MNT 240 Indust Equip Troubleshoot (1/3/2)
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 (3/0/3)
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 (3/0/3)
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 131 Chorus I (0/2/1)
Prerequisites: None
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 132 Chorus II (0/2/1)
Prerequisites: MUS 131
Corequisites: None
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 210 History of Rock Music (3/0/3)
Prerequisites: None
Corequisites: None
This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

NETWORKING OPERATING SYSTEMS

NOS 110 Operating Syst Concepts (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 Linux/UNIX Single User (2/2/3)
Prerequisites: NOS 110
Corequisites: None
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User (2/2/3)
Prerequisites: NOS 110
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 220 Linux/UNIX Admin I (2/2/3)
Prerequisites: NOS 120
Corequisites: None
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 230 Windows Admin I (2/2/3)
Prerequisites: NOS 130
Corequisites: None
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NOS 231 Windows Admin II (2/2/3)
Prerequisites: NOS 230
Corequisites: None
This course covers implementing, managing, and maintaining a Windows Server network infrastructure. Topics include implementing, managing, and maintaining IP addressing, name resolution, network security, routing and remote access, and managing a network infrastructure. Upon completion, students should be able to manage and maintain a Windows Server environment.

NETWORKING TECHNOLOGY

NET 110 Networking Concepts (2/2/3)
Prerequisites: None
Corequisites: None
This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 125 Networking Basics (1/4/3)
Prerequisites: None
Corequisites: None
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126 Routing Basics (1/4/3)
Prerequisites: NET 125
Corequisites: None
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 225 Routing & Switching I (1/4/3)
Prerequisites: NET 126
Corequisites: None
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing & Switching II (1/4/3)
Prerequisites: NET 225
Corequisites: None
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NURSING

NUR 101 Pract Nurs I (7/6/6/11)
Prerequisites: Admission to PN program
Corequisites: NUR 117
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursingprocess, 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.

NUR 102 Pract Nurs II (8/0/12/12)
Prerequisites: NUR 101 & NUR 117
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.

NUR 103 Pract Nurs III (6/0/12/10)
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.

NUR 111 Intro to Health Concepts (4/6/6/8)
Prerequisites: None
Corequisites: None
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts (3/0/6/5)
Prerequisites: NUR 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/ coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts (3/0/6/5)
Prerequisites: NUR 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts(3/0/6/5)
Prerequisites: NUR 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 Pharmacology (1/3/0/2)
Prerequisites: None
Corequisites: None
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmocokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 118 Nutrition/Diet Therapy (2/0/0/2)
Prerequisites: None
Corequisites: None
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 125AB Maternal-Child Nursing (Maternal) (2.5/1.5/3/4)
Prerequisites: NUR 115, NUR 135
Corequisites: None
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 125BB Maternal-Child Nurs (Child) (2.5/1.5/3/4)
Prerequisites: NUR 115, NUR 135
Corequisites: None
This course introduces nursing concepts related to the delivery of nursing care for the expand-

student to assimilate the concepts within the three domains of the individual, health-care, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation,oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

NUR 233 Leadership in Nursing (2/0/0/2)
Prerequisites: None
Corequisites: None
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 Nurs II (4/3/15/10)
Prerequisites: NUR 135
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 235DD Adult Nursing II (4/0/6/6)
Prerequisites: NUR 135
Corequisites: NUR 233
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis 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. *This course is restricted to LPN-ADN students only. Clinical experiences will be provided in area health care facilities and selected community agencies.*

NUR 255 Professional Issues (3/0/0/3)
Prerequisites: None
Corequisites: None
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.

OFFICE SYSTEMS TECHNOLOGY

OST 131 Keyboarding (1/2/2)
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 (2/2/3)
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 135 Adv Text Entry & Format (3/2/4)
Prerequisites: OST 134
Corequisites: None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing (2/2/3)
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. (2/2/3)
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 138 Advanced Software Appl (2/2/3)
Prerequisites: OST 137 or CIS 110 or CIS 111
Corequisites: None
This course develops proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

OST 148 Med Coding Billing & Ins (3/0/3)
Prerequisites: None
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 (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 153 Office Finance Solutions (1/2/2)
Prerequisites: None
Corequisites: None
This course will introduce office financial data solutions. Topics include entering data in accounts payable and receivable; keeping petty cash records; maintaining inventory; reconciling bank statements; running payroll; and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 164 Text Editing Applications (3/0/3)
Prerequisites: None
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 165 Adv. Text Editing Applic (2/2/3)
Prerequisites: OST 164
Corequisites: *OST 134*
This course develops proficiency in advanced skills needed in the office environment. Emphasis is placed on the application of critical thinking skills in writing effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text.

OST 181 Office Procedures (2/2/3)
Prerequisites: *OST 134, OST 137*
Corequisites: *OST 136*
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management (2/2/3)
Prerequisites: None
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 220 Notetaking (3/0/3)
Prerequisites: None
Corequisites: None
This course is designed to develop efficient notetaking skills through the use of the alphabet, abbreviations, and other shortcuts. Emphasis is placed on taking accurate notes and building vocabulary. Upon completion, students should be able to take notes and transcribe from office dictation, class lectures, and meetings and record accurate telephone messages.

OST 223 Machine Transcription I (1/2/2)
Prerequisites: OST 164, OST 136
Corequisites: None
This course covers the use of transcribing machines to produce mailable documents.

ing 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 125DD Maternal-Child Nurs (3/0/3/4)
Prerequisites: NUR 115, NUR 185
Corequisites: NUR 255
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. This course is restricted to LPN/ADN students only. *Clinical experience will be provided in area health care facilities and selected community agencies.*

NUR 185 Mental Health Nursing (3/0/6/5)
Prerequisites: NUR 115, NUR 135 or NUR 135DD
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 211 Health Care Concepts (3/0/6/5)
Prerequisites: NUR 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts (3/0/6/5)
Prerequisites: NUR 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 Complex Health Concepts (4/3/15/10)
Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212
Corequisites: None
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 214 Nsg Transition Concepts (3/0/3/4)
Prerequisites: Admission to ADN program
Corequisites: None
This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 221 LPN to ADN Concepts I (6/0/9/9)
Prerequisites: NUR 214
Corequisites: None
This course is designed for the LPN to ADN student to further explore the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of safety, perfusion, inflammation, oxygenation, mood/affect, behavior, development, family, health-wellness-illness, sensory perception, stress/coping, cognition, self, violence, and professional behaviors. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 223 LPN to ADN Concepts II(6/0/9/9)
Prerequisites: NUR 221
Corequisites: None
This course is designed for the LPN to ADN student to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, thermoregulation,oxygenation, tissue integrity, infection, perfusion, mobility, reproduction, sexuality, health-wellness-illness, professional behaviors, accountability, advocacy and collaboration. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care.

NUR 233 Leadership in Nursing (2/0/0/2)
Prerequisites: None
Corequisites: None
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 Nurs II (4/3/15/10)
Prerequisites: NUR 135
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 235DD Adult Nursing II (4/0/6/6)
Prerequisites: NUR 135
Corequisites: NUR 233
This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis 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. *This course is restricted to LPN-ADN students only. Clinical experiences will be provided in area health care facilities and selected community agencies.*

NUR 255 Professional Issues (3/0/0/3)
Prerequisites: None
Corequisites: None
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.

OFFICE SYSTEMS TECHNOLOGY

OST 131 Keyboarding (1/2/2)
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 (2/2/3)
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 135 Adv Text Entry & Format (3/2/4)
Prerequisites: OST 134
Corequisites: None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136 Word Processing (2/2/3)
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. (2/2/3)
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 138 Advanced Software Appl (2/2/3)
Prerequisites: OST 137 or CIS 110 or CIS 111
Corequisites: None
This course develops proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

OST 148 Med Coding Billing & Ins (3/0/3)
Prerequisites: None
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 (3/0/3)
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 153 Office Finance Solutions (1/2/2)
Prerequisites: None
Corequisites: None
This course will introduce office financial data solutions. Topics include entering data in accounts payable and receivable; keeping petty cash records; maintaining inventory; reconciling bank statements; running payroll; and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 164 Text Editing Applications (3/0/3)
Prerequisites: None
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 165 Adv. Text Editing Applic (2/2/3)
Prerequisites: OST 164
Corequisites: *OST 134*
This course develops proficiency in advanced skills needed in the office environment. Emphasis is placed on the application of critical thinking skills in writing effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text.

OST 181 Office Procedures (2/2/3)
Prerequisites: *OST 134, OST 137*
Corequisites: *OST 136*
This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management (2/2/3)
Prerequisites: None
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 220 Notetaking (3/0/3)
Prerequisites: None
Corequisites: None
This course is designed to develop efficient notetaking skills through the use of the alphabet, abbreviations, and other shortcuts. Emphasis is placed on taking accurate notes and building vocabulary. Upon completion, students should be able to take notes and transcribe from office dictation, class lectures, and meetings and record accurate telephone messages.

OST 223 Machine Transcription I (1/2/2)
Prerequisites: OST 164, OST 136
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 223 Admin Office Transcript I (2/2/3)
Prerequisites: OST 164; and OST 134 or OST 136
Corequisites: None
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 243 Med Office Simulation (2/2/3)
Prerequisites: OST 148
Corequisites: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. *This course is a unique concentration requirement in the Medical Office Systems Technology concentration in the Office Systems Technology program.*

OST 244 Med Docum Production (1/2/2)
Prerequisites: OST 134
Corequisites: None
This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.

OST 286 Professional Development (3/0/3)
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 Administrative Office Mgt (2/2/3)
Prerequisites: OST 164 and either OST134 or OST 136
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

PHYSICAL EDUCATION

PED 110 Fit and Well for Life (1/2/2)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 111 Physical Fitness I (0/3/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 112 Physical Fitness II (0/3/1)
Prerequisites: PED 111
Corequisites: None
This course is an intermediate-level fitness class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion, students should be able to implement and evaluate an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 113 Aerobics I (0/3/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 114 Aerobics II (0/3/1)
Prerequisites: PED 113
Corequisites: None
This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 117 Weight Training I (0/3/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 118 Weight Training II (0/3/1)
Prerequisites: PED 117
Corequisites: None
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 119 Circuit Training (0/3/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 120 Walking for Fitness (0/3/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 128 Golf-Beginning (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 129 Golf-Intermediate (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 130 Tennis-Beginning (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 131 Tennis-Intermediate (0/2/1)
Prerequisites: PED 130
Corequisites: None
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 137 Badminton (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 142 Lifetime Sports (0/2/1)
Prerequisites: None
Corequisites: None
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 143 Volleyball-Beginning (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 144 Volleyball-Intermediate (0/2/1)
Prerequisites: PED 143
Corequisites: None
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 145 Basketball-Beginning (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 146 Basketball-Intermediate (0/2/1)
Prerequisites: PED 145
Corequisites: None
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 148 Softball (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 150 Baseball/Beginning (0/3/1)
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 for transferability as a premajor and/or elective course requirement.*

PED 151 Baseball/Intermediate (0/3/1)
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 for transferability as a premajor and/or elective course requirement.*

PED 152 Swimming-Beginning (0/2/1)
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 for transferability as a premajor and/or elective course requirement.*

PED 154 Swimming for Fitness (0/2/1)
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 for transferability as a premajor and/or elective course requirement.*

PED 160 Canoeing-Basic (0/2/1)
Prerequisites: PED 152
Corequisites: None
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 161 Canoeing-Rivers (0/2/1)
Prerequisites: PED 160
Corequisites: None
This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 170 Backpacking (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 171 Nature Hiking (0/2/1)
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 transferability as a premajor and/or elective course requirement.*

PED 181 Snow Skiing-Beginning (0/2/1)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 182 Snow Skiing Intermediate(0/2/1)
Prerequisites: PED 181
Corequisites: None
This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 252 Officiating/Bsball/Sfball (1/2/2)
Prerequisites: None
Corequisites: None
This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course.*

PED 256 Coaching Baseball (1/2/2)
Prerequisites: None
Corequisites: None
This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PHILOSOPHY

PHI 210 History of Philosophy (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 215 Philosophical Issues (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 230 Introduction to Logic (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation general education core requirement in humanities/fine arts.*

PHI 240 Introduction to Ethics (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHYSICS

PHY 110 Conceptual Physics (3/0/3)
Prerequisites: *MAT 070*
Corequisites: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 110A Conceptual Physics Lab (0/2/1)
Prerequisites: None
Corequisites: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 121 Applied Physics I (3/2/4)
Prerequisites: *With a grade of C or better in MAT 070*
Corequisites: None
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 122 Applied Physics II (3/2/4)
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 (3/2/4)
Prerequisites: MAT 121 or MAT 161
Corequisites: None
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I (3/2/4)
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 (3/2/4)
Prerequisites: PHY 151
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251 General Physics I (3/3/4)
Prerequisites: MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252 General Physics II (3/3/4)
Prerequisites: MAT 272 and PHY 251
Corequisites: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PLUMBING

PLU 110 Modern Plumbing (4/15/9)
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 (1/3/2)
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 110 Intro Political Science (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 120 American Government (3/0/3)
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 Govern (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PORTUGESE

POR 111 Elementary Portuguese I (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the Portuguese 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 Portuguese and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PSYCHOLOGY

PSY 115 Stress Management (2/0/2)
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 (3/0/3)
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 (3/0/3)
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 psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 211 Psychology of Adjustment (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 237 Social Psychology (3/0/3)
Prerequisites: PSY 150 or SOC 210
Corequisites: None
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 239 Psychology of Personality (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psych (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243 Child Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 246 Adolescent Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 256 Exceptional Children (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course introduces major exceptionalities in children including mental, emotional, and physical variations; learning disabilities; and giftedness. Emphasis is placed on theoretical perspectives, identification methods, and intervention strategies. Upon completion, students should be able to demonstrate a general knowledge of the exceptionalities of children and recommended intervention techniques.

PSY 259 Human Sexuality (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 263 Educational Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 271 Sports Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course provides an overview of the field of sports and exercise psychology. Topics include concentration, goal setting, arousal level, exercise psychology, mental imagery, confidence, and other issues related to sport and exercise performance. Upon completion, students should be able to demonstrate a knowledge of psychological factors involved in sport and exercise. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 281 Abnormal Psychology (3/0/3)
Prerequisites: PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PHYSICAL THERAPIST ASSISTANT

PTA 110 Intro to Phys. Therapy (2/3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

PTA 120 Functional Anatomy (1/6/0/3)
Prerequisites: None
Corequisites: PTA 140
This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

PTA 130 Physical Therapy Proc I (1/6/0/3)
Prerequisites: None
Corequisites: PTA 110
This course includes concepts of injury and repair and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of selected therapeutic modalities. Upon completion, students should be able to safely, correctly, and effectively apply the emphasized techniques and procedures with understanding of correct documentation.

PTA 140 Therapeutic Exercise (2/6/0/4)
Prerequisites: None
Corequisites: PTA 120
This course covers muscle physiology, exercise concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise

protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.

PTA 150 Physical Therapy Proc II (1/6/0/3)
Prerequisites: PTA 130
Corequisites: None
This course is designed to include the theory and practice of additional therapeutic interventions. Topics include but are not limited to electrotherapy, burn and wound care, biofeedback, and selected data collection methods. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.

PTA 160 Phys. Therapy Proc III (2/3/0/3)
Prerequisites: PTA 150
Corequisites: None
This course introduces treatment and measurement techniques and discusses treatment programs for selected neuromusculoskeletal dysfunction and injuries. Topics include soft tissue and joint dysfunction, selected assessment techniques, and various exercise programs. Upon completion, students should be able to demonstrate the application of selected data collection methods and functional interventions.

PTA 170 Pathophysiology (3/0/0/3)
Prerequisites: None
Corequisites: None
This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.

PTA 180 PTA Clinical Ed Intro (0/0/9/3)
Prerequisites: None
Corequisites: None
This course introduces the physical therapy clinic in planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care and communication. Upon completion, students should be able to demonstrate satisfactory performance in learned patient care skills, communication activities, and professional behaviors.

PTA 212 Health Care/Resources (2/0/0/2)
Prerequisites: None
Corequisites: None
This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.

PTA 222 Professional Interactions (2/0/0/2)
Prerequisites: None
Corequisites: None
This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.

PTA 240 Phys. Therapy Proc IV (3/6/0/5)
Prerequisites: PTA 160
Corequisites: None
This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.

PTA 252 Geriatrics for the PTA (2/0/0/2)
Prerequisites: None
Corequisites: None
This course is designed to provide more in-depth knowledge of physical therapy care for the geriatric individual. Topics include health promotion, wellness programs, and medical problems specific to the elderly. Upon completion, students should be able to discuss and describe special problems and programs for the elderly.

PTA 260 Adv PTA Clinical Ed (0/0/30/10)
Prerequisites: PTA 180
Corequisites: None
This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.

PTA 270 PTA Topics (1/0/0/1)
Prerequisites: None
Corequisites: None
This course covers the physical therapist assistant profession in preparation for the state licensure exam. Topics include developing time management skills and practicing for the competence examinations. Upon completion, students should be able to identify individual academic strengths and weaknesses and utilize this information to continue self-study for the licensure exam.

PTA 280 PTA Issues I (1/0/0/1)
Prerequisites: None
Corequisites: None
This course consists of reports, discussions, and guest lectures on the latest physical therapy techniques, equipment, and health sciences specialties. Topics include reports on extra-departmental experiences, case studies, and literature reviews. Upon completion, students should be able to discuss specialized physical therapy equipment and/or related fields and display competent writing skills.

REAL ESTATE APPRAISAL

REA 210 Site Value Cost Approach (1/0/1)
Prerequisites: REA 219
Corequisites: None
This course teaches the concepts and methodology used for determining site value and the valuation of residential improvements using the cost approach. Topics include methods in site valuation, replacement/reproduction cost, estimating accrued depreciation, concepts/definitions, and case studies. Upon completion, students should be able to understand the concepts and applications of site valuation and cost approaches for residential properties.

REA 212 Sales Compar & Income (2/0/2)
Prerequisites: REA 219
Corequisites: None
This course provides the concepts and methodology used for determining value using the sales comparison and income approaches. Topics include the sales comparison approach, income approach, finance and cash equivalency, financial calculators, derivation of adjustments, gross rent multipliers, partial interests, and case studies. Upon completion, students should be able to understand the concepts and applications of the sales comparison and income approaches for residential properties.

REA 213 Appraisal Report Writing (1/0/1)
Prerequisites: REA 219
Corequisites: None
This course covers the production of a completed appraisal report. Topics include writing and reasoning skills, common writing problems, form reports, reporting options, Uniform Standards of Professional Appraisal Practice (USPAP) compliance, and case studies. Upon completion, students should be able to demonstrate the writing and reasoning skills necessary to develop a USPAP compliant appraisal report.

REA 214 Basic Appraisal Principle (2/0/2)
Prerequisites: None
Corequisites: None
This course introduces the student to the entire concept of real estate appraisal and the valuation process. Topics include real property concepts and characteristics, legal considerations, influences on real estate value, types of values, and economic principles. Upon completion, students should be able to present an overview of real estate markets and analysis, and ethics, applying it to appraisal theory and practice.

REA 215 Basic Appraisal Proc. (2/0/2)
Prerequisites: REA 214
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 an overview of approaches to value, valuation procedures, property description and residential applications. Upon completion, students should be able to identify and utilize the approaches to value for residential properties.

REA 217 National USPAP (1/0/1)
Prerequisites: REA 215
Corequisites: None
This course introduces all aspects of the appraisers' conduct, ethics and competency. Topics include appraisal standards, reviews, reports, and the confidentiality provisions as set forth by the Appraisal Standards Board. Upon completion, students should be able to sit for the national Uniform Standards of Professional Appraisal Practice (USPAP) examination.

REA 219 Res Market Analysis (1/0/1)
Prerequisites: REA 217
Corequisites: None
This course introduces students to the components of a market analysis and how to test for and analyze highest and best use. Topics include market fundamentals, characteristics and definitions, supply/demand analysis, use of market analysis, test constraints and application of the highest/best use, special considerations and case studies. Upon completion, students should be able to analyze residential markets and know the test constraints for highest and best use.

REA 220 Statistics and Finance (1/0/1)
Prerequisites: REA 219
Corequisites: None
This course covers statistical analysis and its application to real estate valuation. Topics include statistics, valuation models, automated valuation models, mass appraisal and real estate finance. Upon completion, students should be able to understand the use of statistics, valuation models, and real estate finance in the valuation of real estate.

REA 240 Adv Residential Apps (1/0/1)
Prerequisites: REA 219
Corequisites: None
This course covers topics necessary for appraisers to deal with advanced residential valuation issues. Topics include complex property ownership and market conditions, deriving and supporting adjustments, residential market analysis and advanced case studies. Upon completion, students should be able to understand how to deal with complex issues in the valuation of residential properties.

REA 280 Appr. Emerging Issues (2/0/2)
Prerequisites: REA 219
Corequisites: None
This course provides students with the latest technologies and strategies in the field of Real Estate Appraisal. Emphasis is placed on the evaluation of developing appraisal issues and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging appraisal issues and concerns and establish informed opinions.

READING

RED 070 Essential Reading Skills (3/2/4)
Prerequisite: None
Corequisite: None
This course is designed for those with limited reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080.

RED 080 Intro to College Reading (3/2/4)
Prerequisites: With a grade of C or better in RED 070
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 Impr. College Reading (3/2/4)
Prerequisites: With a grade of C or better in RED 080
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 (3/0/3)
Prerequisites: *With a grade of C or better in RED 090 or comp placement*
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 110 World Religions (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211 Intro to Old Testament (3/0/3)
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 (3/0/3)
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 (3/0/3)
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.*

INFORMATION SYSTEMS SECURITY

SEC 110 Security Concepts (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SIMULATION AND GAME DEVELOPMENT

SGD 111 Introduction to SGD (2/3/3)
Prerequisites: None
Corequisites: None
This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

SGD 112 SGD Design (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.

SGD 113 SGD Programming (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

SGD 114 3D Modeling (2/3/3)
Prerequisites: SGD 111
Corequisites: None
This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.

SGD 158 SGD Business Mgmt (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developed relations, and contract negotiation skills. Upon completion, students should be able to understand how a game evolves from concept to the customer.

SGD 159 SGD Production Mgmt (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the techniques and methods used in interactive game production and how to manage a project. Emphasis is placed on scheduling, production plans, marketing and budgeting. Upon completion, students should be able to manage a team, track production, and understand the process of project management.

SGD 161 SG Animation (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the fundamental principles of animation used in simulation and game development. Emphasis is placed on a historical survey of animation, aspects of the animation process and animation techniques. Upon completion, students should be able to produce character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

SGD 162 SG 3D Animation (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation process and 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

SGD 163 SG Documentation (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the techniques and methods used to create simulation and game production and design documents. Emphasis is placed on the design document to include scheduling, production plans, marketing and budgeting. Upon completion, students should be able to create design and produce documents for any simulation or game.

SGD 167 SG Ethics (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces principles of philosophy and ethics as they relate to simulation and game development. Topics include moral philosophy and ethics. Upon completion, students should be able to discuss philosophical and ethical issues related to simulation and game development.

SGD 171 Flash SG Programming (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the Flash programming environment for use in simulation and game development. Topics include timeline effects, extensibility layers, alias text, globalization tools, ActionScript and lingo programming. Upon completion, students should be able to create a simple simulation or game using Flash.

SGD 174 SG Level Design (2/3/3)
Prerequisites: None
Corequisites: None
This course introduces the tools used to create levels for real-time simulations and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.

SGD 212 SGD Design II (2/3/3)
Prerequisites: SGD 112
Corequisites: None
The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

SGD 213 SGD Programming II (2/3/3)
Prerequisites: SGD 113
Corequisites: None
The course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.

SGD 214 3D Modeling II (2/3/3)
Prerequisites: SGD 114
Corequisites: None
This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.

SGD 274 SG Level Design II (2/3/3)
Prerequisites: SGD 174
Corequisites: None
This course introduces the advanced tools used to create levels for real-time simulations and games. Topics include advanced level design and architecture theory, concepts related to "critical path" and "flow," game balancing, playtesting and storytelling. Upon completion, students should be able to design complex levels using industry standard tools.

SGD 285 SG Software Engineering (2/3/3)
Prerequisites: SGD 212, SGD 213, and SGD 214
Corequisites: None
This course introduces object oriented software engineering concepts related to simulation and game development. Topics include systematic approaches to the development, operation and maintenance of simulations and games. Upon completion, students should be able to apply software engineering techniques to the development of simulations and games.

SGD 289 SGD Project (2/3/3)
Prerequisites: SGD 285
Corequisites: None
This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

SOCIOLOGY

SOC 210 Introduction to Sociology (3/0/3)
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 (3/0/3)
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 (3/0/3)
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 (3/0/3)
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 Rel. (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 232 Social Context of Aging (3/0/3)
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. *This course has been approved to satisfy the*

Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

SOC 234 Sociology of Gender (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SOC 240 Social Psychology (3/0/3)
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 (3/0/3)
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. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SOC 252 Sociology of Work (3/0/3)
Prerequisites: None
Corequisites: None
This course provides an understanding of the work experience in terms of rewards, satisfaction, exploitation, alienation, and institutional function and structure. Topics include an examination of industrial, professional, office, and executive work settings in relation to technology, management, and career opportunities. Upon completion, students should be able to understand work in its changing roles, institutions, and economic impact. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPANISH

SPA 110 Introduction to Spanish (2/0/2)
Prerequisites: None
Corequisites: None
This course provides an introduction to understanding, speaking, reading, and writing Spanish. Emphasis is placed on pronunciation, parts of speech, communicative phrases, culture, and skills for language acquisition. Upon completion, students should be able to identify and apply basic grammar concepts, display cultural awareness, and communicate in simple phrases in Spanish.

SPA 111 Elementary Spanish I (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 (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 (3/0/3)
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 (3/0/3)
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 (3/0/3)
Prerequisites: ENG 111
Corequisites: None
This course includes selected readings by Hispanic writers. Topics include fictional and non-fictional works by representative authors from a variety of genres and literary periods. Upon completion, students should be able to analyze and discuss selected texts within relevant cultural and historical contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 161 Cultural Immersion (2/3/3)
Prerequisites: SPA 111
Corequisites: None
This course explores Hispanic culture through intensive study on campus and field experience in a host country or area. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

SPA 181 Spanish Lab 1 (0/2/1)
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 for transferability as a premajor and/or elective course requirement.*

SPA 182 Spanish Lab 2 (0/2/1)
Prerequisites: SPA 181
Corequisites: None
This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPA 211 Intermediate Spanish I (3/0/3)
Prerequisites: SPA 112
Corequisites: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212 Intermediate Spanish II (3/0/3)
Prerequisites: SPA 211
Corequisites: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 215 Spanish Phonetics/Structu (3/0/3)
Prerequisites: None
Corequisites: None
This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

SPA 221 Spanish Conversation (3/0/3)
Prerequisites: SPA 212
Corequisites: None
This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPA 231 Reading and Composition (3/0/3)
Prerequisites: SPA 212
Corequisites: None
This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPA 281 Spanish Lab 3 (0/2/1)
Prerequisites: SPA 182
Corequisites: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPA 282 Spanish Lab 4 (0/2/1)
Prerequisites: SPA 281
Corequisites: None
This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPANISH INTERPRETER

SPI 113 Intro to Spanish Inter. (3/0/3)
Prerequisites: None
Corequisites: None
This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

SPI 114 Ana Skills Spanish Inter. (3/0/3)
Prerequisites: None
Corequisites: None
This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

SPI 213 Review of Grammar (3/0/3)
Prerequisites: None
Corequisites: None
This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

SPI 214 Intro to Translation (3/0/3)
Prerequisites: None
Corequisites: None
This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

SPI 245 Community Interpret I (2/3/3)
Prerequisites: None
Corequisites: None
This course is designed to expose students to interpreting in areas such as social services, business and industry. Emphasis is placed on the development of social services, business and industry vocabulary through role-play. Upon completion, students should be able to consecutively interpret basic messages in a variety of social services, business and industry situations.

VITICULTURE & ENOLOGY

VEN 132 Wines of the World (1/2/2)
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.

VEN 133 Intro. to Winemaking (3/0/3)
Prerequisites: None
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.

VEN 135 Intro. to Viticulture (3/2/4)
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.

VEN 138 Vineyard Estab. & Dev. (3/0/3)
Prerequisites: VEN 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.

VEN 139 Grape and Wine Sci (4/2/5)
Prerequisites: None
Corequisites: None
This course provides the students with basic elements of science necessary to the understanding of processes in viticulture and enology. Topics include the pertinent aspects of taxonomy, cell biology, chemistry, plant physiology, environmental biology, and soil science. Upon completion, students should be able to demonstrate the science associated with effective grape production and wine making.

VEN 238 Grape Pests, Dis & Disor (3/0/3)
Prerequisites: VEN 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.

VEN 282 Wine Fermentation (3/0/3)
Prerequisites: VEN 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, students should be able to manage fermentation and prevent or control wine spoilage.

VEN 283 Wine Produc and Analy (2/6/5)
Prerequisites: *VEN 133; CHM 131/131A or high school chemistry taken within the past 3 years*
Corequisites: None
This course applies previously introduced winemaking principles to actual wine production, while providing the student with sensory and chemical analytical tools fundamental to good winemaking. Topics of study include fruit choices and quality assessment, crushing, fermentation monitoring and control, analysis of product and the process decisions dictated by these analyses. Upon completion, students should demonstrate familiarity with wine analysis winemaking practices.

VEN 284 Wine Design & Mgmt (3/0/3)
Prerequisites: VEN 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.

VEN 285 Winery Operations (3/2/4)
Prerequisites: VEN 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.

VEN 286 Wine Marketing (3/0/3)
Prerequisites: VEN 132 and VEN 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.

VEN 287 Vineyard Operations (3/2/4)
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.

VEN 288 Wine Finishing & Pkging (1/4/3)
Prerequisites: VEN 283
Corequisites: None
This course introduces process applications and tools necessary for the satisfactory finishing of wines preparatory to bottling, and to the bottling process itself. Processes covered are aspects of wine stabilization, fining and filtration, sterile filtration and bottling. Upon completion, students should be able to demonstrate understanding of the processes and competency with the necessary tools and techniques.

WEB TECHNOLOGIES

WEB 110 Internet/Web Fundament (2/2/3)
Prerequisites: None
Corequisites: None
This course introduces basic markup language, various navigational tools and services of the Internet. Topics include creating web pages, using Internet protocols, search engines, file compression/decompression, FTP, E-mail, listservers, and other related topics. Upon completion, students should be able to deploy a web-site created with basic markup language, retrieve/decompress files, e-mail, FTP, and utilize other Internet tools.

WEB 111 Intro to Web Graphics (2/2/3)
Prerequisites: None
Corequisites: None
This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115 Web Markup& Script (2/2/3)
Prerequisites: None
Corequisites: None
This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic JavaScripting. Upon completion, students should be able to hand-code web pages with various media elements according to current markup standards and integrate them into websites.

WEB 120 Intro Internet Multimed (2/2/3)
Prerequisites: None
Corequisites: None
This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

WEB 140 Web Development Tools (2/2/3)
Prerequisites: None
Corequisites: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 210 Web Design (2/2/3)
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, students should be able to employ advanced design techniques to create high impact and highly functional web pages.

WEB 211 Advanced Web Graphics (2/2/3)
Prerequisites: WEB 110
Corequisites: None
This course is the second of two courses covering web graphics. Topics include graphics acquisition using scanners and digital cameras, graphics optimization, use of masks, advanced special effects, GIF animation, and other related topics. Upon completion, students should be able to create graphics optimized for size, graphic file type, properly converted from digitized sources and create useful animated graphics.

WEB 215 Adv Markup &Scripting (2/2/3)
Prerequisites: WEB 115
Corequisites: None
This course covers advanced programming skills required to design Internet applications. Emphasis is placed on programming techniques required to support network applications. Upon completion, students should be able to design, code, debug, and document network-based programming solutions to various real-world problems using an appropriate programming language.

WEB 220 Advanced Multimedia (2/2/3)
Prerequisites: WEB 120
Corequisites: None
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.

WEB 230 Implementing Web Serv (2/2/3)
Prerequisites: NET 110 or NET 125
Corequisites: None
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 240 Internet Security (2/2/3)
Prerequisites: WEB 110 and CIS 110 or CIS 111 and SEC 110
Corequisites: None
This course covers security issues related to Internet services. Topics include the operating system and the Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

WEB 250 Database Driven Web (2/2/3)
Prerequisites: DBA 110 and WEB 140
Corequisites: None
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WELDING

WLD 110 Cutting Processes (1/3/2)
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 (1/3/2)
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 (2/9/5)
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 (1/9/4)
Prerequisites: WLD 115
Corequisites: None
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Pl (2/6/4)
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 (2/6/4)
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 (2/2/3)
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 (1/3/2)
Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

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