2021-2022
SURRY COMMUNITY COLLEGE ACADEMIC CATALOG



SURRY Community College™

Serving Surry and Yadkin Counties

www.surry.edu

SURRY COMMUNITY COLLEGE

CATALOG
2021-2022

SURRY COMMUNITY COLLEGE IS ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES TO AWARD ASSOCIATE DEGREES, DIPLOMAS, AND CERTIFICATES. CONTACT THE COMMISSION ON COLLEGES AT 1866 SOUTHERN LANE, DECATUR, GA 30033-4097 OR CALL 404-679-4500 FOR QUESTIONS ABOUT THE ACCREDITATION OF SURRY COMMUNITY COLLEGE.

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
Coordinator, Student Services
630 South Main Street
Dobson, NC 27017-8432
Telephone (336) 386-3384
Fax (336) 386-3690
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 Academic Affairs or the Vice President of Finance at (336) 386-8121.

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

Mission Statement

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

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A MESSAGE FROM THE PRESIDENT

Surry Community College is a comprehensive community college, offering associate degrees, diplomas, certificates, as well as numerous opportunities for technical and short-term training through our Workforce, Technologies, and Community Education Division. We have an exceptional team of faculty, staff, and trustees unified by our mission of promoting personal growth and community development to a diverse population through excellence in teaching, learning, and service. When you enroll at Surry Community College, you will find people eager to help you reach your farthest star. We provide relevant programs and support services for students in a positive learning environment utilizing proven and emerging technologies. It is with great pride that I serve as President of Surry Community College.



Surry Community College is proud of its partnerships with the area public school systems as through our collaboration, we can provide unprecedented opportunities to meet the needs of all students. We remain steadfast in our commitment to serve the economic and workforce development needs of our business, industry, healthcare providers, economic development agencies, and federal, state, and local governments to ensure continuous improvement of student-focused programs and services.

The College consistently ranks high with state licensure and state board examinations and has been named as the leader in college transfer student success. Our customized industry training continually ranks as the top producer in the NC Community College System.

A community college education provides the skills and knowledge one needs to successfully compete in the workforce. Whether you are starting a new career, looking to improve job skills, or planning to transfer to a university, Surry Community College stands ready to assist you!

Dr. David R. Shockley

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 the catalog that is in effect on the date of his or her first enrollment in a specific degree program as long as his or her 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.

BOARD OF TRUSTEES 2021

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Mr. Frederick G. Johnson, College Attorney
Dr. David R. Shockley, SCC President
Ms. Cheryl F. Largin, Exec. Asst. to the President and Board of Trustees

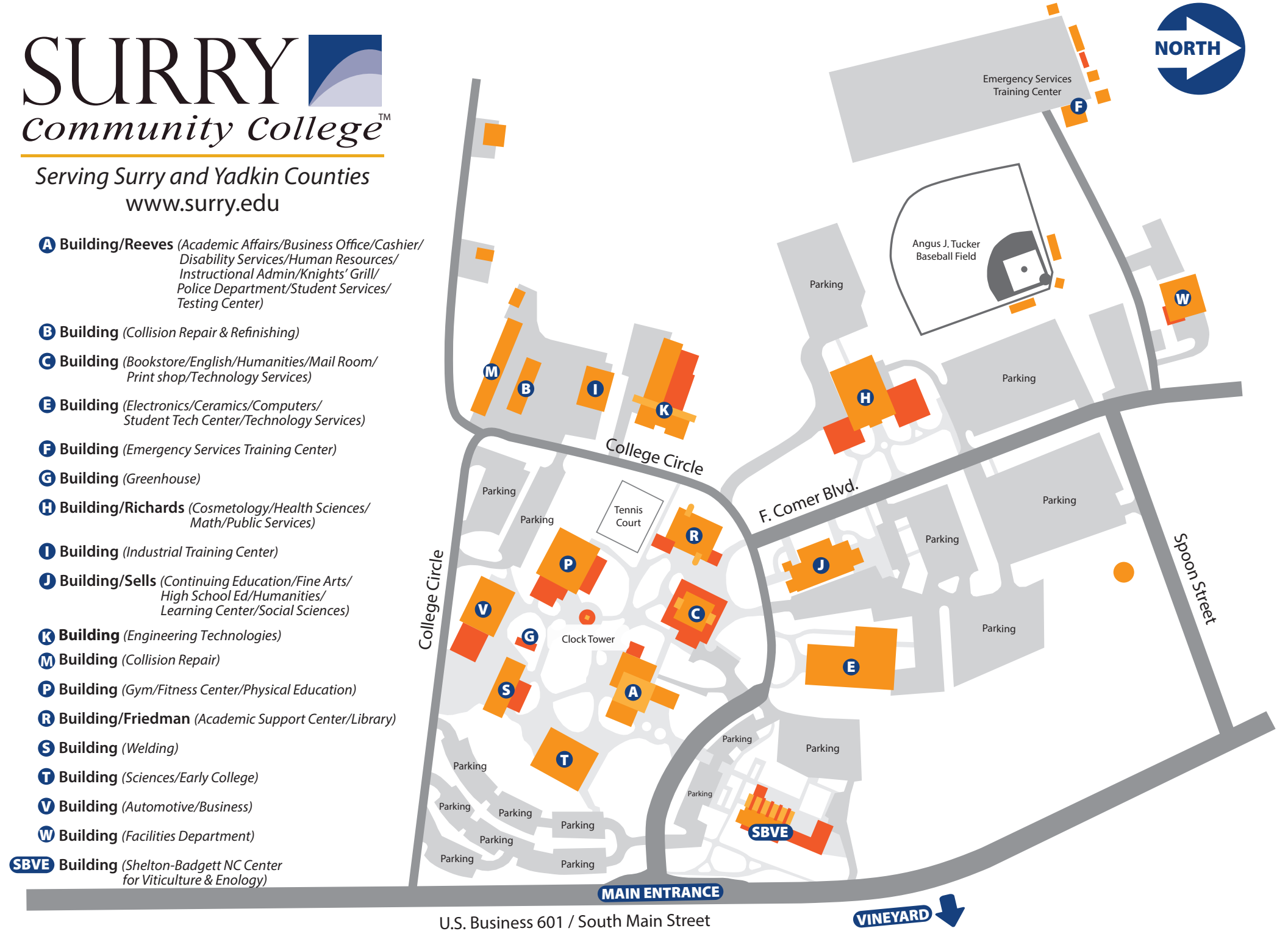
Updated February 2021.

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- **A Building/Reeves** *(Academic Affairs/Business Office/Cashier/ Disability Services/Human Resources/ Instructional Admin/Knights' Grill/ Police Department/Student Services/ Testing Center)*
- **B Building** *(Collision Repair & Refinishing)*
- **C Building** *(Bookstore/English/Humanities/Mail Room/ Print shop/Technology Services)*
- **E Building** *(Electronics/Ceramics/Computers/ Student Tech Center/Technology Services)*
- **F Building** *(Emergency Services Training Center)*
- **G Building** *(Greenhouse)*
- **H Building/Richards** *(Cosmetology/Health Sciences/ Math/Public Services)*
- **I Building** *(Industrial Training Center)*
- **J Building/Sells** *(Continuing Education/Fine Arts/ High School Ed/Humanities/ Learning Center/Social Sciences)*
- **K Building** *(Engineering Technologies)*
- **M Building** *(Collision Repair)*
- **P Building** *(Gym/Fitness Center/Physical Education)*
- **R Building/Friedman** *(Academic Support Center/Library)*
- **S Building** *(Welding)*
- **T Building** *(Sciences/Early College)*
- **V Building** *(Automotive/Business)*
- **W Building** *(Facilities Department)*
- **SBVE Building** *(Shelton-Badgett NC Center for Viticulture & Enology)*



SURRY COMMUNITY COLLEGE- CENTER FOR PUBLIC SAFETY

Center Description

Located in Mount Airy, NC (behind Arby's), the Center for Public Safety offers many workforce training programs, public safety courses, trade classes, and human resource development programs to help the unemployed and underemployed. These programs include Emergency Medical, BLET (Basic Law Enforcement Training), Fire & Rescue, Career Readiness Certifications, and computer skills courses.

Contact Information

Surry Community College - Center for Public Safety
1220 State Street
Mount Airy, NC 27030
Phone: (336) 386-3680
Fax: (336) 386-3678

SURRY COMMUNITY COLLEGE- ELKIN CENTER

Center Description

The Elkin Center hosts the Business & Industry Services and Customized Industry Training programs. A variety of classes are offered, including High School Equivalency (HSE), Workforce, Technologies, & Community Education programs, as well as core curriculum and Career and College Promise (CCP) courses. The Elkin Center is conveniently located near the intersection of CC Camp Road and N. Bridge Street.

Contact Information

Surry Community College - Elkin Center
1461 North Bridge Street
Elkin, NC 28621
Phone: (336) 386-3605
Fax: (336) 386-3332

SURRY COMMUNITY COLLEGE- PILOT CENTER

Center Description

The Pilot Center offers Workforce, Technology and Community Education classes as well as curriculum classes. This Center is located about ten miles north of King, just a few miles east of U.S. Route 52, in the former Amos and Smith building on Main Street. The Pilot Center course offerings include computer skills, taxidermy, upholstery, sewing, quilting, real estate (pre-and-post licensing), agriculture, and Workkeys.

Contact Information

Surry Community College - Pilot Center
612 East Main Street
Pilot Mountain, NC 27041
Phone: (336) 386-3618
Fax: (336) 386-3338

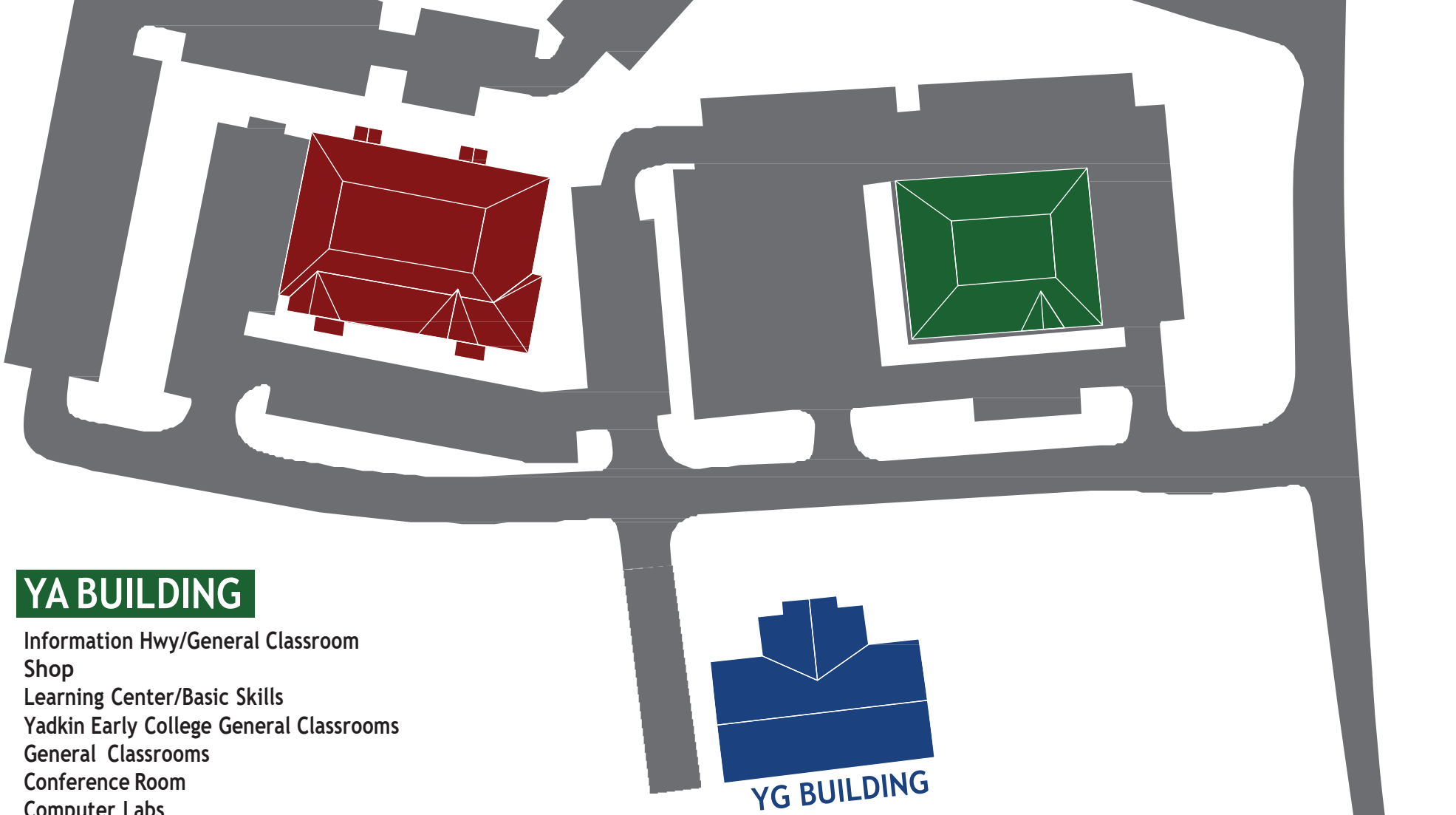
SURRY COMMUNITY COLLEGE- YADKIN CENTER

Center Description

Established in 2003, the Center has grown to three buildings and over 55,000 square feet of instructional space. The Center offers degree, diploma, and certificate programs in Associate in Arts, Mechatronics, Machining, and Welding. Additionally, Certified Nursing Assistant (CNA), Central Sterile Processing, Notary, Truck Driving, High School Equivalency (HSE), Fire Fighter, and a variety of other courses are available at this location. The Center is also home to Yadkin County Early College High School. The Yadkin Center is located on Highway 601 in the heart of Yadkinville, with quick and easy access to US-421.

Contact Information

Surry Community College - Yadkin Center
1001 College Drive
Yadkinville, NC 27055
Phone: (336) 386-3580
Fax: (336) 679-3210



YA BUILDING

Information Hwy/General Classroom
Shop
Learning Center/Basic Skills
Yadkin Early College General Classrooms
General Classrooms
Conference Room
Computer Labs

YB BUILDING

Information Hwy/General Classroom
Yadkin Early College General Classrooms
General Classrooms
Yadkin Early College Dining Room
Chemistry Lab
Biology Lab
Digital Media Technology Lab
Nurse Aide Lab

YG BUILDING

G. Allen Mebane IV Industrial Training Center

Mechatronics Classroom & Lab
Welding Classroom & Lab
Machining Classroom & Lab
Truck Driver Training Classroom

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Yadkin Center

ACADEMIC CALENDAR 2021-2022

Fall 2021

Faculty Workdays .....Wednesday, Thursday & Friday, August 11th, 12th and 13th
First Day of Class .....Monday, August 16th
Labor Day Holiday .....Monday, September 6th
Fall Break .....Monday & Tuesday, October 18th and 19th
Veterans' Day.....Thursday, November 11th
Thanksgiving Holidays .....Wednesday, November 24th—Friday November 26th
Last day of Class .....Monday, December 13th
Exam Days .....Tuesday, Wednesday, Thursday, Friday
December 14th, 15th, 16th, and 17th

Spring 2022

Faculty Workdays .....Wednesday & Thursday, January 5th and 6th
First Day of Class .....Friday, January 7th
Dr. Martin Luther King Jr Holiday .....Monday, January 17th
Spring Break .....Monday – Friday, March 7th – March 11th
Easter Holiday .....Friday, April 15th
Last Day of Classes .....Friday, May 6th
Exam Days .....Monday, Tuesday, Wednesday, Thursday
May 9th, 10th, 11th, and 12th
Graduation .....Saturday, May 14th

Summer 2022

First Day of Summer Session and Full Summer Session .....Monday, May 23rd
Memorial Day Observance .....Monday, May 30th
End of First Summer Session .....Monday, June 23rd
First Day of Second Summer Session .....Tuesday, June 28th
Fourth of July Holiday .....Monday – Friday, July 4th – July 8th
Last Day of Second Summer Session and Full Summer Session .....Monday, August 8th

Approved by Board of Trustees, February 10, 2020

HOURS OF OPERATION

ACADEMIC SUPPORT CENTER

Monday-Thursday 8:00 am-5:00 pm
Friday 7:30 am-2:30 pm
Writing Lab Monday-Thursday 8:00 am-4:00 pm
Friday 8:00 am-12:00 pm

BOOKSTORE

Monday-Thursday 7:30 am-5:00 pm
Friday 7:30 am-3:00 pm

BUSINESS AND CASHIER'S OFFICES

Monday-Thursday 7:30 am-6:00 pm
Friday 7:30 am-3:00 pm

JOBSCONNECT/CAREER SERVICES

Monday-Thursday 8:00 am-5:00 pm
Friday 8:00 am–3:00 pm

WORKFORCE, TECHNOLOGIES, & COMMUNITY EDUCATION

Workforce, Technologies, & Community Education programs/classes on campus and at all centers follow the regular college schedule.

MAIN CAMPUS (336-386-3398):

Office Hours: Monday-Thursday 7:30 am-6:00 pm
Friday 7:30 am-3:00 pm
Learning Center Hours J Building (J-221 and J-222): Monday-Thursday 9:00 am-2:00 pm
Tuesday/Thursday 4:00 pm-8:00 pm

ELKIN CENTER (336-386-3605):

Office Hours: Monday - Thursday 8:00 am-5:00 pm
Friday 8:00 am-3:00 pm
Learning Center Hours: Monday-Thursday 9:00 am-2:00 pm
Tuesday/Thursday 4:00 pm-8:00 pm

PILOT CENTER (336-386-3618):

Office Hours: Monday - Thursday 8:00 am- 5:00 pm
Friday 8:00 am-3:00 pm

CENTER FOR PUBLIC SAFETY, MT. AIRY (336-386-3680):

Office Hours: Monday - Thursday 8:00 am-5:00 pm
Friday 8:00 am-3:00pm

MOUNT AIRY CITY SCHOOLS COMMUNITY CENTRAL OFFICE, MT. AIRY (336-719-6751)

Learning Center Hours: Monday/Wednesday 9:00 am-2:00 pm (AHS)
Tuesday/Thursday 9:00 am-2:00 pm
4:00 pm-8:00 pm (HSE)

YADKIN CENTER (336-386-3580 OR 336-679-4600):

Office Hours: Monday - Thursday 7:30 am-5:00 pm
Friday 7:30 am-3:00 pm
Learning Center Hours: Monday-Thursday 8:00 am-1:00 pm
Tuesday/Thursday 5:00 pm-9:00 pm

COSMETOLOGY

Cosmetology hours vary by semester. Call 336-386-3383 for current hours.

INFORMATION DESK (Main Campus)

Monday-Thursday 7:30 am-10:00 pm
Friday 7:30 am-3:00 pm
Saturday 8:00 am-1:00 pm

KNIGHTS' GRILL (CAFETERIA)

Monday-Thursday 7:00 am-2:00 pm
Friday 7:00 am-1:30 pm
(Closed on Fridays during Summer Semester)

LIBRARY

Monday-Thursday 7:30 am-9:00 pm
Friday 7:30 am-2:30 pm *(fall and spring semesters only)*
Open 7:30 am-4:30 pm during fall/spring break and between semesters

STUDENT SERVICES OFFICES

Monday-Thursday 7:30 am-6:00 pm
Friday 7:30 am-3:00 pm

STUDENT TECHNOLOGY CENTER (E135A)

Monday-Thursday 7:30 am-5:00 pm
Friday 7:30 am-2:30 pm *(fall and spring semesters only)*

FUNCTIONAL DIRECTORY

Surry Community College Telephone (336) 386-8121

Contact (Name)	Office (Location)	Phone Ext.
Advising and Course Selection	Faculty Advisor or Student Services (A building)	3264
Academic Honors	Student Services (A building)	3264
Academic Probation	Curriculum (A building)	3226
Academic Support Center	Tutoring (2nd floor, R building)	3460
Add a course	Student Services (A building)	3264
Admissions	Student Services (A building)	3218
Americans with Disabilities Act	Office of Disability Services (A building)	3443
Attendance Policy	Instructor's Syllabus	3276
Books and Supplies	Barnes and Noble (C building)	3249
Business and Industry Services	Workforce, Technologies, & Community Education (J Building)	3211
Campus Police	Information Center (A building)	0
JobsConnect/Career Services	Student Services (A building) Elkin Center	3291, 3602
Certification/Licensure Courses	Workforce, Technologies, & Community Education (J Building)	3398
Change Name/Address	Student Services (A building)	3264
Change Program/Major	Student Services (A building)	3264
Clubs and Organizations	Student Services (A building)	3264, 3246
Drop a course	Student Services (A building)	3264
Emergencies	Campus Police/Information Center (A building)	0 or 911
Exam Schedule	Website or Curriculum Office (A building)	3250
Tuition and Fees	Business Office (A building)	3208, 3253, 3201
Financial Aid	Student Services (A building)	3356, 3465
Grading System	Instructor's Syllabus or Student Services	3595
Graduation	Student Services (A building)	3264
High School Completion	Workforce, Technologies, & Community Education (J Building)	3674
Insurance (Student)	Student Services (A building)	3384
Library	R building	3259
Lost and Found	Information Center (A building)	0
Moodle	Technology Services (E building)	3434
Online Learning	Technology Services (E building)	3382
Parking Permits & Regulations	Business Office (A building)	3208, 3253, 3201

Contact (Name)	**Office (Location)**	**Phone Ext.**
Placement Testing	Student Services (A building)	3346
Registration	Student Services (A building)	3264
Transcripts	Student Services (A building)	3264
Transfer Information	Student Services (A building)	3264
Tutoring	Academic Support Center (R building)	3460
Veterans Assistance	Student Services (A building)	3245
Voter Registration Information	Student Services (A building)	3443
Work-Based Learning	Elkin Center	3291
Workforce Career Training	Workforce, Technologies, & Community Education (J Building)	3398

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

ABOUT THE COLLEGE

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 to a diverse population through excellence in teaching, learning, and service.

Approved by the SCC Board of Trustees on March 10, 2014.

INSTITUTIONAL GOALS

To fulfill its mission, Surry Community College will:

1. Increase student enrollment, retention, and goal completion.
2. Improve and expand student learning through excellence in academic programs and support services.
3. Support the educational and economic development of our community.
4. Secure and manage resources to ensure growth and success.
5. Effectively communicate with internal and external stakeholders.

Approved by the SCC Board of Trustees on June 13, 2016.

VALUES

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

1. Excellence in teaching and learning through an emphasis on critical thinking.
2. A culture of collaboration, cooperation, and caring among students, faculty, staff, and community stakeholders.
3. Developing students' sense of personal responsibility.
4. Using emerging technologies to enhance students' learning and to increase institutional effectiveness.
5. Continuous improvement and research-driven decision making.

LEARNING COLLEGE PHILOSOPHY

Surry Community College faculty subscribe to the following "learning college" principles:

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

To achieve meaningful, lasting learning, students must be intellectually engaged. In order to take responsibility for making their own choices, learners must become good decision makers. The faculty seek to improve the thinking skills of learners through activities and assignments that require intellectual engagement and higher-order thinking. The College has adopted the Paul and Elder model of critical thinking, a model that gives students tools to think effectively about any subject. The model consists of the Elements of Thought to analyze thinking, the Intellectual Standards to evaluate thinking, and the Intellectual Traits to improve thinking.

The Elements of Thought represent the essential components of reasoning. All reasoning has a purpose, is an attempt to figure something out or solve some problem, is done from a point of view, is based on information, is expressed through concepts and ideas, is based on assumptions, contains inferences and conclusions, and leads somewhere or has implications and consequences. Learners analyze thinking by identifying and explaining its elements.

The Intellectual Standards are applied to thinking to ensure its quality. Good reasoning is clear, accurate, precise, relevant, with the appropriate amount of depth and breadth, and is logical, focused on significant issues, and fair. Learners evaluate thinking by comparing it to these standards.

The Intellectual Traits exemplify the attitudes or values of critical thinkers. Skilled thinkers are ethical thinkers, are confident that they can think their way to a reasonable answer, and do not claim to know more than they actually do. Skilled thinkers are able to persevere through confusion and questions to achieve understanding and hold themselves to the same standards to which they hold others.

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

Richard Paul and Linda Elder, ***The Miniature Guide to Critical Thinking Concepts and Tools***, Foundation for Critical Thinking (2009).

QUALITY ENHANCEMENT PLAN

Recognizing the importance of good communication skills for all college graduates, Surry Community College has created a plan to improve the quality of instruction and student learning in the area of written communication. The five-year plan, started in 2014, is called "The *Write* Choice for Success," and focuses on developing a culture in which students improve their writing in four key areas using the writing process.

The College seeks to improve student writing in these four areas:

1. **Clarity and precision** – using specific details to communicate effectively
2. **Accuracy and correctness** – representing sources fairly and conforming to the conventions of documentation, grammar, punctuation, spelling, and usage
3. **Depth** – addressing the complexities of a significant topic
4. **Organization** – writing in focused and coherent sentences and demonstrating appropriate organization and formatting for audience and purpose

Students will use the stages of the writing process to improve their writing:

- Prewriting
- Drafting
- Revising
- Editing

Since the only way to improve writing is to write, instructors will assign both formal and informal writing assignments in all classes. The Academic Support Center Writing Lab provides one-on-one tutoring and group workshops in written communication to help students manage the increase in writing assignments.

In addition to grades at the course level, student performance will be tracked through institution-wide assessments such as the standardized ETS Proficiency Profile test and general education artifact assessment.

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 system consists of eight 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 following table indicates how Surry Community College rated on each measure for 2018-2019. Questions may be addressed to the SCC Office of Institutional Research at 336-386-3436.

Performance Measures and Standards 2020 Report

#	*Measure*	*State-Wide College Percentage*	*System Goal*	*SCC Results*	*Met Goal*
1.	**Basic Skills Student Progress**	45.1%	50.6%	**46.2%**	No
2.	**English Success**	60.6%	66.6%	**54.3%**	No
3.	**Math Success**	42.7%	46.2%	**37.8%**	No
4.	**First Year Progression**	70.3%	71.9%	**69.3%**	No
5.	**Completion Rate**	53.4%	52.7%	**55.0%**	Yes
6.	**Licensure Pass Rate**	0.98**	1.07**	**1.10****	Yes
7.	**Transfer Performance**	85.4%	89.4%	**89.4%**	No

*Performance is based on the precise percentages and not the rounded percentage that is displayed.

**Weighted index score of first-time test taker results on licensure and certification exams. Exams included in this measure are state mandated exams, which candidates must pass before becoming active practitioners. Weights are based on the tier associated with the related instructional program.

-Updated February 2, 2021

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 Institutional Research, Richards Building, Room H-218.

ENROLLMENT INFORMATION

ADMISSIONS

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

Students admitted to all associate degree programs must have earned a high school diploma from an accredited secondary school or have earned either a High School Equivalency or Adult High School Diploma.

(Students interested in pursuing a selective admissions program (Medical Assisting, Nursing, and Physical Therapist Assistant, etc.) must also follow additional admissions procedures.)

North Carolina Residency Status under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment to be considered for classification as a North Carolina resident.

In addition, pursuant to the State Board of Community College Code ID SBCCC 400.2(g), Surry Community College reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course if the applicant resides in a state where the college is not authorized to provide distance education.

Approved by the Board of Trustees, May 08, 2017.

General Admissions Procedures

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

1. Complete the North Carolina Residency Determination Interview (RDS) www.ncresidency.org.

    a. North Carolina Residency Status under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment to be considered for classification as a North Carolina resident.

    b. All residency will be determined through a centralized state Residency Determination Service (RDS). Surry Community College no longer determines residency for applicants or students. Applicants or students may contact RDS at www.ncresidency.org or by calling 844-319-3640. Contact information on RDS may also be obtained in Student Services, A-building, Main Campus. SCC recommends beginning the residency and application process at least 45 days prior to the beginning of the semester in which you are applying for admission.

2. Complete an Application for Admissions.
3. Submit an official high school transcript or High School Equivalency scores. Students providing proof of an earned associate degree or higher completion from **a regionally accredited college or university** may request to waive this requirement. Home school graduates must provide proof of school's registration with the respective state's department of education.
4. Submit official transcripts of all postsecondary education. Official transcripts from high school and all colleges attended are required for:
    a. Financial Aid eligibility
    b. Transfer credit evaluation
    c. Special admission program admission
5. All students entering a degree, diploma, or certificate program **must** take the college's placement test or show proof of meeting course pre-requisites.

Readmission

Students who have withdrawn in good standing and/or who have not attended consecutively, with the exception of summer semester, will need to **request readmission** status through the Office of Admissions. Applicants for readmission to limited admission programs must follow regular admissions procedures for those programs. Students who have been suspended for disciplinary reasons may request readmission after the term of suspension has expired. **These students will be required to consult with the Vice President, Academic Affairs, prior to registration.**

Readmission for Students in Good Standing

Students in good standing that have not attended and/or dropped classes prior to receiving a grade in fall or spring will need to **request readmission** through the Office of Admissions. Applicants for readmission to selected admission programs must follow regular admissions procedures for those programs. General Readmission Procedures:

1. Complete the North Carolina Residency Determination Interview (RDS) www.ncresidency.org.

    a. **North Carolina Residency Status** under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment to be considered for classification as a North Carolina resident.

    b. All residency will be determined through a centralized state Residency Determination Service (RDS). Surry Community College no longer determines residency for applicants or students. Applicants or students may contact RDS at www.ncresidency.org or by calling 844-319-3640. Contact information on RDS may also be obtained in Student Services, A-building, Main Campus. SCC recommends beginning the residency and application process at least 45 days prior to the beginning of the semester in which you are applying for admission.

2. Complete an Application for Readmission. New official transcripts are required for students who have not enrolled at SCC for five years, students who applied and never attended, or students who have new information available on their previously submitted transcripts. (See General Admissions Procedures #2 and #3 for more information).
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. Currently enrolled high school students (e.g. Early College, Career and College Promise students) must apply for readmission upon high school graduation.

Readmission for Suspended Students

Students who have been suspended for disciplinary or academic reasons, may request readmission after the term of suspension has expired. These students will be required to consult with the Vice President, Academic Affairs, prior to completing the General Readmission Procedures.

1. Complete the North Carolina Residency Determination Interview (RDS) www.ncresidency.org.

    a. **North Carolina Residency Status** under North Carolina law, each person must be classified as a resident or nonresident for tuition purposes. North Carolina law (General Statute 116-143.1) requires that to qualify as an in-state student for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to enrollment to be considered for classification as a North Carolina resident.

    b. All residency will be determined through a centralized state Residency Determination Service (RDS). Surry Community College no longer determines residency for applicants or students. Applicants or students may contact RDS at www.ncresidency.org or by calling 844-319-3640. Contact information on RDS may also be obtained in the Student Services, A-building, Main Campus. SCC recommends beginning the residency and application process at least 45 days prior to the beginning of the semester in which you are applying for admission.

2. Complete an Application for Readmission.
3. New official transcripts are required for students who have not enrolled at SCC for five years, students who applied and never attended, or students who have new information available on their previously submitted transcripts. (See General Admissions Procedures #2 and #3 for more information).
4. New copies of placement test scores are not normally required unless test scores are no longer valid.
5. Persons with readmission status will resume or begin their program of study following the current academic catalog requirements.
6. Currently enrolled high school students (e.g. Early College, Career and College Promise students) must apply for readmission upon high school graduation.

Basic Skills Plus

Basic Skills Plus is designed to prepare students for enrollment in post-secondary education such as career and technical education, certificate and diploma programs, and training for employment. Basic Skills Plus programs require students to be concurrently enrolled in Basic Skills/College and Career Readiness and Curriculum courses. Eligible students may have course tuition or registration fees waived while in this program.

Interested persons should contact Nicole Shores, Transition Coach at (336) 386-3441 prior to applying for admission for eligibility.

Career and College Promise Program for High School Students

Session Law 2011-145, the Appropriations Act of 2011, authorizes the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program.

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Career and College Promise is offered in curriculum courses and Workforce, Technologies, and Community Education courses. Surry Community College offers Career and College Promise pathways that align with the K-12

curriculum and career and college ready standards adopted by the State Board of Education. Non-self-supporting curriculum courses taken in/under the Career and College Program are tuition waived. Workforce, Technologies, and Community Education Continuing Education classes may earn curriculum college credit. Please see page 84 for the articulation agreement.

For Career and College Promise program information and admissions requirements, current high school students should contact the SCC Representative at their high school, their high school guidance counselor, or the Career and College Promise admissions representative at SCC.

Early College

1. Complete an Early College application through either the Surry County School (SCS) or Yadkin County School (YCS) System, depending upon their county of residence. Students should consult their middle school counselor, home school students should contact the appropriate Early College High School office.
2. Upon acceptance by the Early College program through the applicable district, complete the SCC application as directed by college personnel in conjunction with early college administration.
3. After SCC receives verification that the student has been accepted into the ECHS, the student's SCC application will be processed.

NOTE: The school systems (SCS and YCS) determine eligibility for their respective Early Colleges:
- Surry Early College High School of Design
- Yadkin Early College High School

International Student Admissions

International Student Admissions Policy

Surry Community College is authorized to issue an I-20 to students who meet the International Student admissions requirements, and who are applying to study in the U.S. under a F-1 student visa.

- The College is required to enroll all international students in the Student and Exchange Visitor Information System (SEVIS) of the Bureau of Citizenship and Immigration Services.
- A person holding a student (F-1) visa cannot be classified as a North Carolina resident for tuition purposes and shall be required to pay out-of-state tuition.
- Federal and state funds for financial assistance to international students are not available.

Application Deadline

Applicant	Fall Semester	Summer Semester	Spring Semester
Applying Outside U.S.	April 15th	February 15th	September 15th
Transfers	July 15th	April 15th	December 1st

Applying Outside U.S.: This is a student who resides outside the United States. The student wants to apply to receive an I-20. With this I-20, the student will apply for an F-1 student visa to come to Surry Community College and study as a full-time student.

Transfers: This is a student who is currently in the United States studying at an institution with a current I-20. The student wants to apply to Surry Community College to transfer his or her I-20 to study as a full-time student.

Change of Status: This is a student who is currently in the United States with an immigration status. However, the student wants to apply to receive an I-20. With this I-20, the student will apply with Immigration for a change of status from his or her current status to F-1 student status. If the change of status is approved, the student plans to study at Surry Community College as a full-time student. Please see the Admissions Office for an appropriate deadline.

New Students

1. **Surry Community College International Student Application form** submitted by the application deadline. Please provide complete information. Incomplete forms will result in delays in reviewing applications.
2. **Completion of secondary education (equivalent to high school education in the U.S.).** Provide complete official academic records in English from secondary and post-secondary schools. Records should include courses taken, grades received, and degrees or certificates earned.
3. **Affidavit of Financial Support:** all applicants must submit a notarized Affidavit of Financial Support. **An I-20 form will not be issued until all financial documentation is received and approved.**
4. **Report of Medical History and Immunization Record signed by a practicing physician is required.** A TB test is required within the last 12 months. If the TB test result is positive, the chest x-ray result within the last 12 months is required. (Please note: The TB test result and chest x-ray result require a date.)
5. **Proof of English proficiency**
    - TOEFL score of at least 500 (paper), 173 (computer based) or 61 (Internet based)
    - Successful coursework in English at a high school or institution of major learning in the U.S.
6. **Placement Assessment is required through the Surry Community College Testing Center.**

DACA – Deferred Action for Childhood Arrivals

Current NCCCS policy allows DACA (Deferred Action for Childhood Arrivals) applicants to enroll in SCC at the out-of-state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program. DACA students do not qualify for federal or state financial aid. Students admitted to programs of study requiring state licensure must be a U.S. Citizen and/or a legal resident to apply for a state license.

International Transfer Students

If you are currently an F-1 student in the U.S. and want to transfer to Surry Community College, you must submit the following documents.

Complete steps 1-6 listed above under **New Students** (above) and the steps listed below:

1. Contact the Principal/Designated School Official at our institution to complete transfer paperwork.
2. A photocopy of your current **I-20 form.**

International transcripts must be translated prior to admission to Surry Community College. Translators should be certified by the American Translators Association. For a complete list of members, visit atanet or the local chapter, Carolina Association of Translators and interpreters at catiweb.

Undocumented Student Admissions

In 2010, The State Board of Community Colleges amended 23 N.C.A.C. 02C .0301 as it pertains to admission requirements for undocumented immigrants. Surry Community College can now admit undocumented immigrants in accordance with all General Admissions Procedures and the following conditions:

1. The student attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state or local law.
2. The student must comply with all federal and state laws concerning financial aid.
3. The student shall not be considered a North Carolina resident for tuition purposes and must be charged the out-of-state tuition rate.

4. The student understands that federal law prohibits states from granting professional licenses to undocumented immigrants, thus making the student ineligible to enroll in certain programs of study.
5. Students lawfully present in the United States shall have priority over any undocumented student in any class or program of study when capacity limitations exist.

New Student Placement Testing

Placement into college-level and developmental education courses at Surry Community College is primarily based on high school performance. Specifically, Surry Community College accepts students' college transcripts, unweighted high school GPA, ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, and ACCUPLACER scores for college placement.

Surry Community College will use the placement measure that gives students the highest placement into college coursework. For example, if a student's unweighted US high school GPA does not place the student into college-level English, but the student's SAT score does, then Surry Community College will use the student's SAT score for English placement.

1. **Placement**
   Meet or exceed the benchmark scores for the placement test(s) or successfully complete all developmental prerequisites. Students have numerous ways to demonstrate they are college ready, as indicated below.

   a. <u>RISE for High School/High School Equivalencies:</u> An applicant who has graduated from a US high school within the past 10 years and has 2.8 or higher unweighted GPA, or has a GED taken since 2014 with a score of 170 or higher in every section, or has HiSet scores with a 15 in every section and a minimum of a 4 on the essay

   OR

   b. <u>SAT/ACT scores (valid for 10 years)</u>: Specific scores will meet the English/Reading and/or Math requirements

   For tests taken prior to March 2016:

   SAT Critical Reading – 500+ OR SAT Writing – 500, or ACT Reading – 22 OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 500+ OR ACT Math – 22+ will meet required competency in Math

   For test taken in March 2016 or later:

   SAT Evidence Based Reading and Writing – 480+, or ACT Reading – 22+ OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 530 OR ACT Math – 22+ will meet required competence in Math

ACT	SAT	GED
Pre-2011	Pre-2011	2014-present
2012-2014	2012-March 1, 2016	
2014-present	2016-present	

   OR

   c. <u>Completion of College level English and Math</u>
   A grade or "C" or higher in a college level English composition and math course that meets program MAR requirements

OR

d. Completion of an associate's or bachelor's degree from a regionally accredited US college

OR

e. Placement Test Scores (all scores are valid for 10 years):

While discontinued at Surry Community College in 2019, the NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) tests will be valid for 10 years. The following are the required scores is using NC-DAP test:

NC-DAP DMA		NC-DAP DRE	
DMA-010	7 (or higher)	DRE Composite Score	151 (or higher)
DMA-020	7 (or higher)		
DMA-030	7 (or higher)		
DMA-040	7 (or higher)		
DMA-050	7 (or higher)		
DMA-060	7 (or higher)		

General Education Development (GED)

Test	Validity Date	Passing Score
Mathematical Reasoning Reading through Language Arts Social Studies Science	1/1/2014 to Present	170 or higher on all tests

High School Equivalency Test (HiSET)

Test	Validity Date	Passing Score
Language Arts- Reading Language Arts- Writing Essay Mathematics Science Social Studies	1/1/2014 to Present	15 or higher on all subject tests, with a minimum of 4 on the Essay

The following tests may also be used to meet English, Reading or Math competencies if taken within the past 10 years:

CPT		COMPASS		ASSET	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	Elem. Algebra	41

After being out of classes for one semester (not including summer term), students must reapply to the college and retest if scores are older than ten years.

RISE PLACEMENT TEST DESCRIPTION and TESTING DETAILS

RISE placement testing is available for applicants who a) graduated more than 10 years ago from high school, or b) do not meet the GED/HISET requirements, or c) do not meet any of the above criteria completely.

The RISE placement test includes the following components:

- Two RISE English tests
- Three RISE math tests

All RISE placement tests are multiple choice, administered by computer and untimed. Most students need 45-60 minutes to complete each of the RISE tests.

Students must pass the first RISE English test with a score of 70 percent or higher to qualify to take the second RISE English test. Students must pass the first RISE math test with a score of 70 percent or higher to qualify to take the second RISE Math test and score a 70 percent or greater to take the third RISE math test. See the placement tables for further details.

TABLE 1: ENGLISH Placement

RISE Placement Test and Scores	**English Placement**
Tier 2/Test 2 70% or higher	ENG 111
Tier 1/Test 1 70% or higher	ENG 111 and ENG 011
Tier 1/Test 1 Less than 70%	ENG 002

TABLE 2: MATH Placement

RISE Placement Test and Scores	**Math Placement**
Tier 3/Test 3 70% or higher	MAT 121 MAT 171
Tier 2/Test 2 70% or higher	MAT 121 and MAT 021 MAT 143 MAT 152 MAT 171 and MAT 071
Tier 1/Test 1 70% or higher	MAT 110 MAT 143 and MAT 043 MAT 152 and MAT 052
Tier 1/Test 1 Less than 70%	MAT 003

Testing Center information and Additional Details

There is no fee to take any portion of the test. Students' scores are shared with Success Advisors for academic planning and course selection purposes. Students are encouraged to study for the test in order to achieve the best outcome possible. Students are only allowed to take the RISE placement test one time.

The RISE placement test can only be taken once.

If special accommodations are required due to functional limitations from a disability, contact Disability Services at (336) 386-3443.

Testing Center procedurals are as follows:

- All students must apply to the college and receive a student ID number before taking the placement test.
- All students must bring a photo ID and their Surry Community College student ID number in order to take the test.
- Food and drinks are not allowed in the Testing Center.
- All cell phones and pagers must be turned off during testing.
- Children are not permitted in the Testing Center.

AVAILABILITY OF PROGRAMS BASED ON EDUCATIONAL PREPARATION

Students who have a High School Diploma, High School Equivalency, or Adult High School Diploma may enroll in ALL degree, diploma, or certificate programs.

Students who do not have a high school credential may enroll in the following programs:

- Air Conditioning, Heating, and Refrigeration Diploma
- Automotive Systems Diploma
- Automotive Systems Certificate
- Collision Repair & Refinishing Technology Diploma
- Collision Repair & Refinishing Technology Certificate
- Computer-Integrated Machining Certificate
- Construction Technology Diploma
- Construction Technology Certificate
- Electrical Systems-Electrical Track Certificate
- Electrical Systems-Electrical Track Diploma
- Engineering Design Certificate
- Mechatronics Engineering Technology Certificate
- Mechatronics Engineering Technology Diploma
- Medical Office Certificate
- Office Administration Certificate
- Viticulture & Enology Certificate
- Welding Diploma
- Welding Certificate

NOTE: In order to qualify for financial aid, a student must possess a high school **diploma or High School Equivalency.**

SELECTIVE ADMISSION PROGRAMS

ADMISSION PROCEDURES

A student's admission to the Associate Degree Nursing (ADN), the Practical Nursing (PN), the RIBN, the LPN-BSN, the Medical Assisting, and PTA programs is based upon a comparison of grades and entrance test ranking with other applicants. Admission to the RIBN and LPN-BSN program is also based upon a comparison of grades and entrance test ranking with other applicants as well as written references and an interview with nursing faculty and administration (see RIBN ADMISSION PROCEDURES and LPN-BSN ADMISSION PROCEDURES).

MINIMUM APPLICATION REQUIREMENTS: ADN, PN, and LPN-ADN

Students must complete the following to apply to these programs:

1. **SCC General Admissions Application**
   Students complete the application to the college online.

   NOTE: There is no separate admission application for the nursing programs. Students who register for the Nursing Admission Test or have their official transcripts for the required nursing admissions test submitted by the vendor to SCC are considered for admission to the nursing programs.

2. **Official Transcripts**
   Provide Surry Community College Admissions and Records Office with the following official transcripts and records:
   a. High school or GED scores.
   b. All colleges attended, if applicable.
   c. ADN & PN: Successful completion of a state approved program for Nurse Aide I training.
   d. LPN-ADN: Documentation of one-year clinical experience as an LPN with direct patient care in a health agency within the last three years or LPN licensure and graduation from a PNE program within one year.

   NOTE: 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. **Placement**
   Meet or exceed the benchmark scores for the placement test(s) or successfully complete all developmental prerequisites. Students have numerous ways to demonstrate they are college ready, as indicated below.

   a. <u>RISE for High School/High School Equivalencies:</u>
   An applicant who has graduated from a US high school within the past 10 years and has 2.8 or higher unweighted GPA, or has a GED taken since 2014 with a score of 17- or higher in every section, or has HiSet scores with a 15 in every section and a minimum of a 4 on the essay

   OR

   b. <u>SAT/ACT scores (valid for 10 years)</u>: Specific scores will meet the English/Reading and/or Math requirements

   For tests taken prior to March 2016:

   SAT Critical Reading – 500+ OR SAT Writing – 500, or ACT Reading – 22+ OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 500+ OR ACT Math – 22+ will meet required competency in Math

   For test taken in March 2016 or later:

   SAT Evidence Based Reading and Writing – 480+, or ACT Reading – 22+ OR

ACT English – 18+ will meet required competency in English/Reading
SAT Math – 530 OR ACT Math – 22+ will meet required competence in Math

OR

c. <u>Completion of College level English and Math from a regionally accredited college or university.</u>

A grade or "C" or higher in a college level English composition and math course that meets program requirements

OR

d. <u>Completion of an associate's or bachelor's degree from a regionally accredited US college</u>

OR

e. <u>Placement Test Scores (all scores are valid for 10 years):</u>

While discontinued at Surry Community College in 2019, the NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) tests will be valid for 10 years. The following are the required scores is using NC-DAP test:

NC-DAP DMA		**NC-DAP DRE**	
DMA-010	7 (or higher)	DRE Composite Score	151 (or higher)
DMA-020	7 (or higher)		
DMA-030	7 (or higher)		
DMA-040	7 (or higher)		
DMA-050	7 (or higher)		
DMA-060	7 (or higher)		

Applicants who have taken the NC-DAP for math must demonstrate mastery in DMA 010, 020, 030, 040 and 050. Applicants who have taken the NC-DAP Reading Comprehension and Sentence Skills must demonstrate mastery in DRE 096, 097 and 098.

If DRE/DMA or DMS shell courses from other NC community colleges are being used to meet this requirement, submission of the placement test scores will also be required by the deadline date.

The following tests may also be used to meet English, Reading or Math competencies if taken within the past 10 years:

CPT		**COMPASS**		**ASSET**	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	Elem. Algebra	41

<u>RISE placement testing</u> is available for applicants who a) graduated more than 10 years ago from high school or b) do not meet the GED/HiSet requirements, or c) do not meet any of the above criteria completely including those without a valid unweighted high school GPA.

If an applicant is eligible to take the RISE placement test, the following scores must be met:

RISE for English	**RISE for Math**
70 or higher in Tier 2	70 or higher in Tier 2

Important information
Applicants who do not meet any of the above methods completely must enroll in either or both the English (ENG 002 grade of P2) and Math (MAT 003 grade of P2) transition courses and complete them by the specified deadline to be eligible for consideration.

Applicants who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better by the specified deadline to be eligible for consideration.

4. **GPA:**
   Achieve and maintain an overall GPA of 2.5 or higher in all college courses. For high school students who have not completed any post-secondary courses, the student must have at least a 3.0 GPA in their high school courses. The RIBN and LPN-BSN programs require a GPA of 3.0.

5. **Science Courses:**
   - ADN & LPN-ADN students who have not successfully completed BIO 168 (Anatomy & Physiology I) must have completed Biology and Chemistry with a grade of "C" or better in high school or BIO 111 and CHM 131 (preferred) or CHM 151 and associated lab component with a grade of "C" or better in order to take BIO 168 - Anatomy & Physiology I.
   - BIO 163 is the science course in the PN curriculum, but BIO 168 & BIO 169 can be substituted.

In addition to the materials listed above, students must:

Meet or exceed the benchmark score on the nursing admissions test-PSB. The benchmark score set by Surry Community College for the PSB test is 60% with no component (subtest) measuring less than the 25th percentile. TEAS scores are no longer accepted for nursing admission. The PSB is scheduled by the Health Sciences Division. Students may take the test at any location and have an official transcript of the PSB test sent by PSB to Surry.

All materials listed above are due by:

- November 15 for summer LPN-ADN students who take the admission test in December
- February 15 for ADN students who take the admission test in February
- February 15 for summer LPN-ADN students who take the admission test in March
- May 15 for ADN students who take the admission test in May
- June 15 for PN and LPN-ADN students who take the admission test in June
- September 15 for PN and LPN-ADN students who take the admission test in September

2021/2022 SCC PSB Test Schedule

Summer 2021 LPN-ADN – December 4, 2020, and March 5, 2021

Fall 2021 ADN – February 19, 2021, and May 23, 2021

Spring 2022 PN and LPN-ADN - June 18, 2021, and September 17, 2021

PRE-NURSING COURSES

***Students earning a grade of B or higher in these courses will earn points toward admission.**

ADN Courses

Students applying for the Associate Degree Nursing (ADN) program (including the LPN-ADN program) may complete courses in the curriculum plan that are not listed with an NUR prefix. The courses listed below in bold are courses that may earn students points for admission.

- ACA 122
- **BIO 168***
- **BIO 169***
- **ENG 111***
- **ENG 114***
- **MAT 152***
- NAS 101
- PSY 150
- PSY 241

PN Courses

Students applying for the Practical Nursing (PN) program may complete courses in the curriculum plan that are not listed with an NUR prefix. The courses listed below in bold are courses that may earn students points for admission.

- **BIO 163 (or BIO 168 and BIO 169) ***
- **ENG 111***
- NAS 101
- **PSY 150***
- PSY 241

LPN-ADN Courses

Students applying for the LPN-ADN program may complete courses in the curriculum plan that are not listed with an NUR prefix. The courses listed below in bold are courses that may earn students points for admission.

- ACA 122
- **BIO 168***
- **BIO 169***
- **ENG 111***
- **ENG 114 or ENG 112***
- **MAT 152***
- PSY 150
- PSY 241

Special Note: ACA 122, BIO 168, BIO 169, ENG 111, PSY 150 and PSY 241 must be completed prior to admission into the LPN-ADN program.

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.)

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

NURSING ADMISSION TESTING

Students who wish to take the nursing entrance exam should contact the Instructional Assistant for Health Sciences in H-314 (336-386-3275). Students must register for the test no later than noon on the day prior to the scheduled test. The approximate cost of the test is $80.00 for PSB and is due at the time of registration.

The nursing entrance exam is one component of the admission process. Once the nursing admission test has been completed, the Associate Dean of Health Sciences will provide Student Services with a list of students who have met the benchmark score on the test. The Coordinator of Special Admissions will conduct an audit of each student's file to ensure all criteria for admission have been met.

- Students seeking admittance to nursing programs at Surry Community College are required to take the PSB entrance test. These tests are offered by the college according to the SCC nursing admissions test schedule above for the respective programs.
- Students must score at or above the benchmarks set for Surry Community College.
- Students may take the nursing admissions test *only* every 3 months (regardless of the site of testing) to qualify for consideration into the program. Scores are valid for one year.
- Students may take the nursing admissions test at any location and have an official transcript from the vendor transferred to Surry, Attn: Associate Dean of Health Sciences (note: charges from the vendors may apply for this service). Students should be aware that Surry Community College requires students to take a different version of nursing admissions test every 3 months, and therefore it is recommended that all testing be completed at Surry. Students should be aware that tests which exceed the frequency of testing every 3 months will not qualify the student for consideration as an applicant.
- TEAS scores are no longer accepted for nursing admission.

CRITERIA FOR SELECTION OF NURSING STUDENTS

ADN STUDENTS (Including LPN-ADN) – Applicants with the highest rank on their grades earned in BIO 168, BIO 169, ENG 111, ENG 112 or ENG 114 and MAT 152 (current high school students in top 15% of class receive ten points) and the nursing admissions test will be admitted into the ADN program.

PN STUDENTS – Applicants with the highest rank on their grades earned in BIO 163, ENG 111, and PSY 150 (current high school students in top 15% of class receive ten points) and the nursing admissions test will be admitted into the PN program.

DECISION NOTIFICATION

- Early admission for the Fall ADN program will be offered in late April. Final admission for the Fall ADN program will be offered by late June. Students can expect to receive decisions regarding admission by mail.
- Early admission for the Summer LPN-ADN program will be offered in late February with final admission offered by late April.
- Early admission for the Spring PN and Spring LPN-ADN programs will be offered in late July with final admission offered by late October. Students can expect to receive decisions regarding admission by mail.
- Acceptance cards and orientation information will be included in the acceptance packets. Students must return acceptance cards by the designated deadline in order to maintain their admitted status. Final admission status is contingent upon completion of the required items (See the section on Additional Admission Requirements) by the dates requested.

NURSING ADMISSION TIMELINE

FALL SEMESTER START DATE

(ADN, RIBN, & LPN-BSN programs)

College Application	Completion of Minimum Nursing Application Requirements	PSB Test	Decision Notification
February 15, 2021	February 15, 2021	February 18, 2021 (RIBN & LPN-BSN)	Late April, 2021
February 15, 2021	February 15, 2021	February 19,2021 (ADN)	Late April, 2021
May 15, 2021	May 15, 2021	May 22, 2021 (RIBN & LPN-BSN)	Late June, 2021
May 15, 2021	May 15, 2021	May 23, 2021 (ADN)	Late June, 2021

SPRING SEMESTER START DATE

(PN program or LPN to ADN)

College Application	Completion of Minimum Nursing Application Requirements	PSB Test	Decision Notification
June 15, 2021	June 15, 2021	June 18, 2021	Late July, 2021
September 15, 2021	September 15, 2021	September 17, 2021	Late October, 2021

SUMMER SEMESTER START DATE

(LPN to ADN program)

College Application	Completion of Minimum Nursing Application Requirements	PSB Test	Decision Notification
November 15, 2020	November 15, 2020	December 4, 2020	Late February, 2021
February 15, 2021	February 15, 2021	March 5, 2021	Late April 2021

ADDITIONAL ADMISSION REQUIREMENTS

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

1. **Valid documentation** of current Nurse Aide I certification and any other current related certifications, licenses, etc. (LPN-to-ADN students will have their LPN licensure reviewed.) Student transcripts will be evaluated *prior to admission* to ensure the student successfully completed a state approved program for Nurse Aide I training. Curriculum or Continuing Education Courses will suffice for this requirement. **Students must complete the Nurse Aide I course by application deadlines to be considered for admission, but will have until the first day entering the program to obtain their certification.** LPN to ADN students are exempt from this requirement. Nurse Aide I certification must be valid by the first day of the semester that the student enters nursing classes for admission to occur. The Department of Nursing will verify certification from the NCNAR website.
2. **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 varicella (Chicken Pox) titer or proof of two varicella vaccines (history of having chicken pox is not acceptable proof of immunity); positive MMR titer or proof of two MMR vaccines; a TDAP vaccine at age 10 or older and then a subsequent TD or TDAP every 10 years, and 2-step TB screening within the last 12 months. The medical form will be distributed at the mandatory information session for students offered admission to the programs. Medical forms must be completed and submitted to the vendor contracted by the nursing department by the deadlines specified. Arrangements must be made by the student to have influenza vaccines each fall when they become available as these are highly recommended (or in most instances mandatory) by the clinical facilities.
3. **Valid CPR certification** through American Heart Association (Health Care Provider) that is valid by the deadline set by the vendor and maintained through the end of the respective program. NOTE: Red Cross CPR certification not accepted.
4. **Evidence** of appropriate health and/or accident insurance (or can be purchased through school).
5. **Malpractice insurance** is included in tuition and fees for nursing students.
6. **Required for LPN-to-ADN students only - Documentation** of current licensure as a practical nurse without sanctions on the license (past or present). One year of clinical experience as an LPN with direct patient care in a health care agency within the last three years **or** LPN licensure and graduation from a PN program within one year. The nursing department will verify licensure from the North Carolina Board of Nursing website.
7. Students' medical provider must attest to the student having the physical and emotional health to safely practice nursing.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

In the health sciences programs, 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 for drugs in which a student cannot produce a valid prescription, the agency may refuse to allow the student to participate in the clinical experience. Additionally, students with valid prescriptions who exhibit signs of impaired thinking during the clinical experience may be prohibited by the clinical sites.

The Surry Community College Nursing Department and Workforce Technologies and Continuing Education Division are supportive of the clinical agencies that choose to perform drug tests and/or criminal background checks on these students. If a nursing student is prohibited from participating in clinical agency for any reason, the student will be dismissed from the nursing program due to his/her inability to progress.

RIBN PROGRAM

ADMISSION PROCEDURES

Admission to the RIBN program is based upon a comparison of grades and entrance test ranking with other applicants as well as written references and an interview with nursing faculty and administration.

MINIMUM APPLICATION REQUIREMENTS: RIBN

Students must complete the following to apply to the RIBN nursing program:

1. **SCC General Admissions Application**
   Students complete the application to the college online.
   NOTE: There is no separate admission application for the nursing programs. Students who register for the Nursing Admission Test or have their official transcripts for the required nursing admissions test submitted by the vendor to SCC are considered for admission to the nursing programs.
2. **Lees-McRae College**
   General Admissions Application (Completed after acceptance to the RIBN program at Surry).
3. **Official Transcripts**
   Provide Surry Community College Admissions and Records Office with the following official transcripts and records:
   a. High school or GED scores
   b. All colleges attended, if applicable
   c. Successful completion of a state approved program for Nurse Aide I training

   NOTE: 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.
4. **Placement**
   Meet or exceed the benchmark scores for the placement test(s) or successfully complete all developmental prerequisites. Students have numerous ways to demonstrate they are college ready, as indicated below.

   a. **RISE for High School/High School Equivalencies:** An applicant who has graduated from a US high school within the past 10 years and has 2.8 or higher unweighted GPA, or has a GED taken since 2014 with a score of 17- or higher in every section, or has HiSet scores with a 15 in every section and a minimum of a 4 on the essay

   OR

   b. **SAT/ACT scores (valid for 10 years): Specific scores will meet the English/Reading and/or Math requirements**

   For tests taken prior to March 2016:

   SAT Critical Reading – 500+ OR SAT Writing – 500, or ACT Reading – 22 OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 500+ OR ACT Math – 22+ will meet required competency in Math

   For test taken in March 2016 or later:

   SAT Evidence Based Reading and Writing – 480+, or ACT Reading – 22+ OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 530 OR ACT Math – 22+ will meet required competence in Math

   OR

   c. **Completion of College level English and Math**
   A grade or "C" or higher in a college level English composition and math course that meets program requirements

OR

d. Completion of an associate's or bachelor's degree from a regionally accredited US college

OR

e. Placement Test Scores (all scores are valid for 10 years):

While discontinued at Surry Community College in 2019, the NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) tests will be valid for 10 years. The following are the required scores is using NC-DAP test:

NC-DAP DMA		NC-DAP DRE	
DMA-010	7 (or higher)	DRE Composite Score	151 (or higher)
DMA-020	7 (or higher)		
DMA-030	7 (or higher)		
DMA-040	7 (or higher)		
DMA-050	7 (or higher)		
DMA-060	7 (or higher)		
DMA-070	7 (or higher)		
DMA-080	7 (or higher)		

Applicants taking the NC-DAP for math must demonstrate mastery in DMA 010, 020, 030, 040, 050, 060, 070 and 080. Applicants taking the NC-DAP Reading Comprehension and Sentence Skills must demonstrate mastery in DRE 096, 097 and 098.

If DRE/DMA or DMS shell courses from other NC community colleges are being used to meet this requirement, submission of the placement test scores will also be required.

The following tests may also be used to meet English, Reading or Math competencies if taken within the past 10 years:

CPT		COMPASS		ASSET	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	Elem. Algebra	41

RISE placement testing is available for applicants who a) graduated more than 10 years ago from high school, or b) do not meet the GED/HiSet requirements, or c) do not meet any of the above criteria completely, the RISE assessment is available. The following scores must be met:

If an applicant is eligible to take the RISE placement test, the following scores must be met:

RISE for English	RISE for Math
70 or higher in Tier 2	70 or higher in Tier 3

Important information

Applicants who do not meet any of the above methods completely must enroll in either or both the English (ENG 002 grade of P2) and Math (MAT 003 grade of P3) transition courses and complete them by the specified deadline to be eligible for consideration.

Applicants who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better by the specified deadline to be eligible for consideration.

5. **GPA**
   Achieve and maintain an overall GPA of 3.0 or higher in all college courses. For high school students who have not completed any post-secondary courses, the student must have at least a 3.0 GPA in their high school courses.

6. **Science Courses**
   Students who have not successfully completed BIO 168 (Anatomy & Physiology I) must have completed BIO 111 (or high school biology) and CHM 131 and CHM 131A or CHM 151 (or high school chemistry) with a grade of "C" or better.

7. **Valid documentation**
   Current certification as Nurse Aide I on registry without sanctions on the certification (past or present). The Department of Nursing will verify certification from the NCNAR website.

In addition to the materials listed above, students must:

Meet or exceed the benchmark score on the nursing admissions test – PSB Nursing School Aptitude Examination (RN). The benchmark score set by Surry Community College PSB test is 60% with no component (subtest) measuring less than the 25th percentile. NOTE: The PSB Nursing School Aptitude Examination (RN) is scheduled by the Health Sciences Division. Students may take the test at any location and have an official transcript of the test sent by PSB to Surry. TEAS scores are no longer accepted for nursing admission.

All materials listed above are due by:

- February 15 for students who take the admission test (PSB) in February
- May 15 for students who take the admission test (PSB) in May

2021/2022 SCC PSB Test Schedule

Fall 2021– February 20, 2021, and May 21, 2021

RIBN Courses

Students applying for the RIBN program may complete courses in the curriculum plan that are not listed with an NUR prefix. The courses listed below in bold are courses which students may earn points for admission.

- **BIO 168***
- **BIO 169***
- **ENG 111***
- **ENG 114***
- **MAT 171***

***Students earning a grade of B or higher in these courses will earn points toward admission.**

NURSING ADMISSION TESTING

Students who wish to take the PSB Nursing School Aptitude Examination (RN) should contact the Instructional Assistant for Health Sciences in H-314 (336-386-3275). Students must register for the test no later than noon on the day prior to the scheduled test. The approximate cost of the test is $80.00 and is due at the time of registration.

The nursing entrance exam (PSB) is one component of the admission process. Once the PSB test has been completed, the Associate Dean of Health Sciences will provide Student Services with a list of students who have met the benchmark score on the PSB. The Coordinator of Special Admissions will conduct an audit of each student's file to ensure other criteria for admission have been met.

- Students must meet a PSB score at or above the benchmark set for Surry Community College, which is 60% with no individual test/subtest less than the 25th percentile.
- Students may take the PSB test *only* every 3 months (regardless of site of testing) to qualify for consideration into the program. PSB scores are valid for one year.
- Students may take the PSB test at any location and have an official transcript from PSB transferred to Surry, Attn: Associate Dean of Health Sciences (note: charges from PSB apply for this service). Students should be aware that Surry Community College requires students to take a different version of test every 3 months, and therefore it is recommended that all testing be completed at Surry.

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.

CRITERIA FOR SELECTION OF RIBN NURSING STUDENTS

Applicants with the highest rank on their grades earned in BIO 168, BIO 169, ENG 111, ENG 112 or ENG 114 and MAT 171, the PSB Nursing School Aptitude Examination (RN), scores on letters of recommendation (one from an educator with experience teaching the prospective student preferably within the past two years and one professional willing to recommend the student as a good candidate for the program), score on letter of intent from student, and score on interview with nursing faculty/administration committee will be admitted into the RIBN program. The number of admitted students may vary each year.

DECISION NOTIFICATION

- Early admission for the Fall RIBN programs will be offered in late April with final admission offered by late June
- Acceptance cards and orientation information will be included in the acceptance packets. Students must return acceptance cards by the designated deadline in order to maintain their admitted status. Final admission status is contingent upon completion of the required items (See the section on Additional Admission Requirements) by the dates requested.

NURSING ADMISSION TIMELINE FOR RIBN STUDENTS

FALL 2021 SEMESTER START DATE

College Application	Completion of Minimum Nursing Application Requirements	PSB Test	Decision Notification
February 15, 2021	February 15, 2021	February 18, 2021	Late April, 2021
May 15, 2021	May 15, 2021	May 21, 2021	Late June, 2021

ADDITIONAL ADMISSION REQUIREMENTS

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

1. **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 varicella (Chicken Pox) titer or proof of two varicella vaccines (history of having chicken pox is not acceptable proof of immunity); positive MMR titer or proof of two MMR vaccines; a TDAP vaccine at age 10 or older and then a subsequent TD or TDAP every 10 years, and 2-step TB screening within the last 12 months. The medical form will be distributed at the mandatory information session for students offered admission to the programs or mailed out with the offer of admission. Medical forms must be completed and submitted to the vendor contracted by the nursing department by the deadlines specified. Arrangements must be made by the student to have influenza vaccines each fall when they become available as these are highly recommended (or in most instances mandatory) by the clinical facilities.
2. **Valid CPR certification** through American Heart Association (Health Care Provider) that is valid by the deadline set by the vendor and maintained through the end of the respective program. NOTE: Red Cross CPR certification not accepted.
3. **Evidence** of appropriate health and/or accident insurance (or can be purchased through school).
4. **Malpractice insurance** is included in tuition and fees for nursing students.
5. Students' medical provider must attest to the student having the physical and emotional health to safely practice nursing.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

In the health sciences programs, 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 for drugs in which a student cannot produce a valid prescription, the agency may refuse to allow the student to participate in the clinical experience. Additionally, students with valid prescriptions who exhibit signs of impaired thinking during the clinical experience may be drug tested due to these signs of impaired thinking, and/or prohibited by the clinical sites.

Surry Community College's Nursing Department is supportive of the clinical agencies. If a nursing student is prohibited from participating in a clinical agency for any reason, the student will be dismissed from the nursing program due to his/her inability to progress.

LPN-BSN PROGRAM

ADMISSION PROCEDURES

Admission to the LPN-BSN program is based upon a comparison of grades and entrance test ranking with other applicants as well as written references and an interview with nursing faculty and administration.

MINIMUM APPLICATION REQUIREMENTS: LPN-BSN

Students must complete the following to apply to the LPN-BSN nursing program:

1. **SCC General Admissions Application**
   Students complete the application to the college online.
   NOTE: There is no separate admission application for the nursing programs. Students who register for the Nursing Admission Test or have their official transcripts for the required nursing admissions test submitted by the vendor to SCC are considered for admission to the nursing programs.
2. **Lees-McRae College**
   General Admissions Application (Completed after acceptance to the RIBN program at Surry).
3. **Official Transcripts**
   Provide Surry Community College Admissions and Records Office with the following official transcripts and records:
   a. High school or GED scores
   b. All colleges attended, if applicable
   c. *NOTE:* 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.
4. **Placement**
   Meet or exceed the benchmark scores for the placement test(s) or successfully complete all developmental prerequisites. Students have numerous ways to demonstrate they are college ready, as indicated below.

   a. <u>RISE for High School/High School Equivalencies:</u> An applicant who has graduated from a US high school within the past 10 years and has 2.8 or higher unweighted GPA, or has a GED taken since 2014 with a score of 17- or higher in every section, or has HiSet scores with a 15 in every section and a minimum of a 4 on the essay

   OR

   b. <u>SAT/ACT scores (valid for 10 years)</u>: Specific scores will meet the English/Reading and/or Math requirements

   For tests taken prior to March 2016:

   SAT Critical Reading – 500+ OR SAT Writing – 500, or ACT Reading – 22+ OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 500+ OR ACT Math – 22+ will meet required competency in Math

   For test taken in March 2016 or later:

   SAT Evidence Based Reading and Writing – 480+, or ACT Reading – 22+ OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 530 OR ACT Math – 22+ will meet required competence in Math

   OR

   c. <u>Completion of College level English and Math from a regionally accredited college or university.</u>

A grade or "C" or higher in a college level English composition and math course that meets program requirements

OR

d. <u>Completion of an associate's or bachelor's degree from a regionally accredited US college</u>

OR

e. <u>Placement Test Scores (all scores are valid for 10 years):</u>

While discontinued at Surry Community College in 2019, the NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) tests will be valid for 10 years. The following are the required scores is using NC-DAP test:

NC-DAP DMA		**NC-DAP DRE**	
DMA-010	7 (or higher)	DRE Composite Score	151 (or higher)
DMA-020	7 (or higher)		
DMA-030	7 (or higher)		
DMA-040	7 (or higher)		
DMA-050	7 (or higher)		
DMA-060	7 (or higher)		
DMA-070	7 (or higher)		
DMA-080	7 (or higher)		

Applicants who have taken the NC-DAP for math must demonstrate mastery in DMA 010, 020, 030, 040, 050, 060, 070 and 080. Applicants who have taken the NC-DAP Reading Comprehension and Sentence Skills must demonstrate mastery in DRE 096, 097 and 098.

If DRE/DMA or DMS shell courses from other NC community colleges are being used to meet this requirement, submission of the placement test scores will also be required by the deadline.

The following tests may also be used to meet English, Reading or Math competencies if taken within the past 10 years:

CPT		**COMPASS**		**ASSET**	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	Elem. Algebra	41

<u>RISE placement testing</u> is available for applicants who a) graduated more than 10 years ago from high school, or b) do not meet the GED/HiSet requirements, or c) do not meet any of the above criteria completely, the RISE assessment is available.

If an applicant is eligible to take the RISE placement test, the following scores must be met:

RISE for English	**RISE for Math**
70 or higher in Tier 2	70 or higher in Tier 3

Important information

Applicants who do not meet any of the above methods completely must enroll in either or both the English (ENG 002 grade of P2) and Math (MAT 003 grade of P3) transition courses and complete them by the specified deadline to be eligible for consideration.

Applicants who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better by the specified deadline to be eligible for consideration.

5. **GPA**
   Achieve and maintain an overall GPA of 3.0 or higher in all college courses. For high school students who have not completed any post-secondary courses, the student must have at least a 3.0 GPA in their high school courses.

6. **Science Courses**
   Students who have not successfully completed BIO 168 (Anatomy & Physiology I) must have completed BIO 111 (or high school biology) and CHM 131 and CHM 131A or CHM 151 (or high school chemistry) with a grade of "C" or better.

7. **Math Courses**
   College ready (without co-requisites). With co-requisites courses completed or program-level math completed.

8. **Valid documentation**
   Documentation of current licensure as a licensed practical nurse without sanctions on the license (past or present). One year of clinical experience as an LPN with direct patient care in a health care agency within the last three years or LPN licensure and graduation from a PN program within one year. The nursing department will verify licensure from the North Carolina Board of Nursing website.

In addition to the materials listed above, students must:

Meet or exceed the benchmark score on the nursing admissions test – PSB Nursing School Aptitude Examination (RN). The benchmark score set by Surry Community College for the PSB test is 60% with no component (subtest) measuring less than the 25th percentile. NOTE: The PSB Nursing School Aptitude Examination (RN) is scheduled by the Health Sciences Division. Students may take the test at any location and have an official transcript of the test sent by PSB to Surry. Students may take the PSB test only every 3 months (regardless of the site of testing) to qualify for consideration into the program. PSB scores are valid for one year. TEAS scores are no longer accepted for nursing admission.
All materials listed above are due by:

- February 15 for students who take the admission test (PSB) in February
- May 15 for students who take the admission test (PSB) in May

2020/2021 SCC PSB Test Schedule
Fall 2021 LPN-BSN Admission – February 18, 2021, and May 20, 2021

LPN-BSN Courses

Students applying for the LPN-BSN program may complete courses in the curriculum plan that are not listed with a NUR prefix. The courses listed below in bold are courses which students may earn points for admission.

- **BIO 168***
- **BIO 169***
- **ENG 111***
- **ENG 114***
- **MAT 171***

***Students earning a grade of B or higher in these courses will earn points toward admission.**

NURSING ADMISSION TESTING

Students who wish to take the PSB Nursing School Aptitude Examination (RN) should contact the Instructional Assistant for Health Sciences in H-314 (336-386-3275). Students must register for the test no later than noon on the day prior to the scheduled test. The approximate cost of the test is $80.00 and is due at the time of registration.

The nursing entrance exam (PSB) is one component of the admission process. Once the PSB test has been completed, the Associate Dean of Health Sciences will provide Student Services with a list of students who have met the benchmark score on the PSB. The Coordinator of Special Admissions will conduct an audit of each student's file to ensure other criteria for admission have been met.

- Students seeking admittance to nursing programs at Surry Community College are required to take the PSB Nursing School Aptitude Examination (RN). This test is offered by the college in according to the SCC testing schedule above.
- Students must score at or above the benchmark set for Surry Community College, which is 60% with no individual test/subtest less than the 25th percentile.
- Students may take the PSB test *only* every 3 months (regardless of site of testing) to qualify for consideration into the program. PSB scores are valid for one year.
- Students may take the PSB test at any location and have an official transcript from PSB transferred to Surry, Attn: Associate Dean of Health Sciences (note: charges from PSB may apply for this service). Students should be aware that Surry Community College requires students to take a different version of test every 3 months, and therefore it is recommended that all testing be completed at Surry.

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. There is no time period attached to the BIO 168 & BIO 169 completion for LPN-BSN students.

CRITERIA FOR SELECTION OF LPN-BSN NURSING STUDENTS

Applicants with the highest rank on their grades earned in BIO 168, BIO 169, ENG 111, ENG 112 or ENG 114 and MAT 171, the Nursing Entrance Exam, scores on letters of recommendation (one from an educator with experience teaching the prospective student preferably within the past two years and one professional willing to recommend the student as a good candidate for the program), score on letter of intent from student, and score on interview with nursing faculty/administration committee will be admitted into the LPN-BSN program. The number of admitted students may vary each year.

DECISION NOTIFICATION

- Early admission for the Fall LPN-BSN programs will be offered in late April with final admission offered by late June.
- Acceptance cards and orientation information will be included in the acceptance packets. Students must return acceptance cards by the designated deadline in order to maintain their admitted status. Final admission status is contingent upon completion of the required items (See the section on Additional Admission Requirements) by the dates requested.

NURSING ADMISSION TIMELINE FOR LPN-BSN STUDENTS

FALL 2021 SEMESTER START DATE

College Application	Completion of Minimum Nursing Application Requirements	PSB Test	Decision Notification
February 15, 2021	February 15, 2021	February 18, 2021	Late April 2021
May 15, 2021	May 15, 2021	May 21, 2021	Late June 2021

ADDITIONAL ADMISSION REQUIREMENTS

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

1. **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 varicella (Chicken Pox) titer or proof of two varicella vaccines (history of having chicken pox is not acceptable proof of immunity); positive MMR titer or proof of two MMR vaccines; a TDAP vaccine at age 10 or older then a subsequent TD or TDAP every 10 years, and 2-step TB screening within the last 12 months. The medical form will be distributed at the mandatory information session for students offered admission to the programs or mailed out with the offer of admission. Medical forms must be completed and submitted to the vendor contracted by the nursing department by the deadlines specified. Arrangements must be made by the student to have influenza vaccines each fall when they become available as these are highly recommended (or in most instances mandatory) by the clinical facilities.

2. **Valid CPR certification** through American Heart Association (Health Care Provider) that is valid by the deadline set by the vendor and maintained through the end of the respective program. NOTE: Red Cross CPR certification not accepted.

3. **Evidence** of appropriate health and/or accident insurance (or can be purchased through school).

4. **Malpractice insurance** is included in tuition and fees for nursing students.

5. **Documentation** of current licensure as a practical nurse without sanctions on the license (past or present). One year of clinical experience as an LPN with direct patient care in a health care agency within the last three years or LPN licensure and graduation from a PN program within one year. The nursing department will verify licensure from the North Carolina Board of Nursing website.

6. Students' medical provider must attest to the student having the physical and emotional health to safely practice nursing.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

In the health sciences programs, 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 for drugs in which a student cannot produce a valid prescription, the agency may refuse to allow the student to participate in the clinical experience. Additionally, students with valid prescriptions who exhibit signs of impaired thinking during the clinical experience may be drug tested due to these signs of impaired thinking, and/or prohibited by the clinical sites.

Surry Community College Nursing Department is supportive of the decisions of the clinical agencies. If a nursing student is prohibited from participating in a clinical agency for any reason, the student will be dismissed from the nursing program due to his/her inability to progress.

MEDICAL ASSISTING PROGRAM

ADMISSION PROCEDURES

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

*****ALL MATERIALS DUE BY FEBRUARY 15, 2021, FOR EARLY ADMISSION AND BY**

August 1, 2021, FOR FINAL ADMISSIONS FOR FALL 2021***

MINIMUM ADMISSION REQUIREMENTS

STUDENTS MUST COMPLETE THE FOLLOWING TO APPLY TO THE MEDICAL ASSISTING PROGRAM

1. **SCC General Admissions Application**
   Students complete the application to the college online.
2. **Official Transcripts**
   Provide Surry Community College Admissions and Records Office with official transcripts from:
   a. High school or GED scores
   b. All colleges attended, if applicable

NOTE: 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. **Placement**
   Meet or exceed the benchmark scores for the placement test(s) or successfully complete all developmental prerequisites. Students have numerous ways to demonstrate they are college ready, as indicated below.

   a. <u>RISE for High School/High School Equivalencies:</u> An applicant who has graduated from a US high school within the past 10 years and has 2.8 or higher unweighted GPA, or has a GED taken since 2014 with a score of 17- or higher in every section, or has HiSet scores with a 15 in every section and a minimum of a 4 on the essay

   OR

   b. <u>SAT/ACT scores (valid for 10 years)</u>: Specific scores will meet the English/Reading and/or Math requirements

   For tests taken prior to March 2016:

   SAT Critical Reading – 500+ OR SAT Writing – 500, or ACT Reading – 22+ OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 500+ OR ACT Math – 22+ will meet required competency in Math

   For test taken in March 2016 or later:

   SAT Evidence Based Reading and Writing – 480+, or ACT Reading – 22+ OR
   ACT English – 18+ will meet required competency in English/Reading
   SAT Math – 530 OR ACT Math – 22+ will meet required competence in Math

   OR

   c. <u>Completion of College level English and Math from a regionally accredited college or university</u>
   A grade or "C" or higher in a college level English composition and math course that meets program requirements

   OR

d. Completion of an associate's or bachelor's degree from a regionally accredited US college

OR

e. Placement Test Scores (all scores are valid for 10 years):

While discontinued at Surry Community College in 2019, the NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) tests will be valid for 10 years. The following are the required NC-DAP scores:

NC-DAP DMA		NC-DAP DRE	
DMA-010	7 (or higher)	DRE Composite Score	151 (or higher)
DMA-020	7 (or higher)		
DMA-030	7 (or higher)		

Applicants who have taken the NC-DAP for math must demonstrate mastery in DMA 010, 020, and 030. Applicants who have taken the NC-DAP Reading Comprehension and Sentence Skills must demonstrate mastery in DRE 096, 097 and 098.

If DRE/DMA or DMS shell courses from other NC community colleges are being used to meet this requirement, submission of the placement test scores will also be required by the deadline.

The following tests may also be used to meet English, Reading or Math competencies if taken within the past 10 years:

CPT		COMPASS		ASSET	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	Elem. Algebra	41

RISE placement testing is available for applicants who a) graduated more than 10 years ago from high school, or b) do not meet the GED/HiSet requirements, or c) do not meet any of the above criteria completely, including those without a valid unweighted high school GPA, the RISE assessment is available.
If an applicant is eligible to take the RISE placement test, the following scores must be met:

RISE for English	RISE for Math
70 or higher in Tier 2	70 or higher in Tier 1

Important information

Applicants who do not meet any of the above methods completely must enroll in either or both the English (ENG 002 grade of P2) and Math (MAT 003) transition courses and complete them by the specified deadline to be eligible for consideration.

Applicants who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better by the specified deadline to be eligible for consideration.

4. **GPA**
   Achieve and maintain an overall GPA of 2.0 or higher in all college courses at Surry Community College. For high school students who have not completed any post-secondary courses, the student must have at least an unweighted GPA of 2.8 or higher in their high school courses.

5. **Science Courses**
   BIO 163 (or BIO 168 & BIO 169) must have been completed within the last 5 years.

6. **MED Courses**
   Students who have taken MED prefix courses that are older than five years from the date of acceptance into the Medical Assisting program will be required to take an entrance exam given by the Medical Assisting Program Director. The student must score an "85" or better (7-point scale) on the exam in order for the courses to be acceptable for the Medical Assisting program.

7. **CPR Certification**
   Students must present a valid CPR certification through the American Heart Association (Health Care Provider) and maintain their certification to the end of the program.

PRE-MEDICAL ASSISTING COURSES

Students applying for the Medical Assisting (MA) program should complete the following courses toward their degree and earn points considered for admission to the MA program:

- ACA 111
- **BIO 163***
- **ENG 111***
- ENG 114
- MAT 110
- **MED 121***
- **PSY 150***

***Students earning a grade of B or higher in these courses will earn points toward admission.**

Student Prohibition from a Clinical Setting

In the Medical Assisting Program, students are assigned externships in a number of participating clinical 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 for drugs that a student cannot produce a valid prescription for the agency may refuse to allow the student to participate in the clinical experience. Additionally, students with valid prescriptions who exhibit signs of impaired thinking during clinical experience may be prohibited by the clinical sites.

The Surry Community College Medical Assisting program is supportive of the clinical agencies that choose to perform drug tests and/or criminal background checks on these students. If a Medical Assisting student is prohibited from participating in a clinical agency for any reason, the student will be dismissed from the Medical Assisting program due to his/her inability to progress.

PHYSICAL THERAPIST ASSISTANT (PTA) PROGRAM

ADMISSION PROCEDURES

*****ALL MATERIALS DUE BY MAY 31, 2021, FOR GENERAL ADMISSIONS FOR FALL 2021*****

MINIMUM APPLICATION REQUIREMENTS

STUDENTS MUST HAVE THE FOLLOWING COMPLETED IN ORDER TO APPLY TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM. (This is compliant with CAPTE standards.)

1. **SCC General Admissions Application**

   Students complete the application to the college online.

   1. **Official Transcripts**
      Provide Surry Community College Admissions Office with official transcripts from
      a. High school or High School Equivalency scores
      b. All colleges attended, if applicable

2. **Placement**

   Meet or exceed the benchmark scores for the placement test(s) or successfully complete all developmental prerequisites. Students have numerous ways to demonstrate they are college ready, as indicated below.

   a. <u>RISE for High School/High School Equivalencies:</u> An applicant who has graduated from a US high school within the past 10 years and has 2.8 or higher unweighted GPA, or has a GED taken since 2014 with a score of 17- or higher in every section, or has HiSet scores with a 15 in every section and a minimum of a 4 on the essay

   OR

   b. <u>SAT/ACT scores (valid for 10 years)</u>: Specific scores will meet the English/Reading and/or Math requirements

   For tests taken prior to March 2016:

   SAT Critical Reading – 500+ OR SAT Writing – 500, or ACT Reading – 22+ OR ACT English – 18+ will meet required competency in English/Reading

   SAT Math – 500+ OR ACT Math – 22+ will meet required competency in Math

   For test taken in March 2016 or later:

   SAT Evidence Based Reading and Writing – 480+, or ACT Reading – 22+ OR ACT English – 18+ will meet required competency in English/Reading

   SAT Math – 530 OR ACT Math – 22+ will meet required competence in Math

   OR

   c. <u>Completion of College level English and Math from a regionally accredited college or university</u>

   A grade or "C" or higher in a college level English composition and math course that meets program requirements

   OR

   d. <u>Completion of an associate's or bachelor's degree from a regionally accredited US college</u>

   OR

e. Placement Test Scores (all scores are valid for 10 years):

While discontinued at Surry Community College in 2019, the NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) tests will be valid for 10 years. The following are the required NCDAP scores:

NC-DAP DMA		NC-DAP DRE	
DMA-010	7 (or higher)	DRE Composite Score	151 (or higher)
DMA-020	7 (or higher)		
DMA-030	7 (or higher)		
DMA-040	7 (or higher)		
DMA-050	7 (or higher)		

Applicants who have taken the NC-DAP for math must demonstrate mastery in DMA 010, 020, 030, 040 and 050. Applicants who have taken the NC-DAP Reading Comprehension and Sentence Skills must demonstrate mastery in DRE 096, 097 and 098.

If DRE/DMA or DMS shell courses from other NC community colleges are being used to meet this requirement, submission of the placement test scores will also be required by the deadline.

The following tests may also be used to meet English, Reading or Math competencies if taken within the past 10 years:

CPT		COMPASS		ASSET	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	Elem. Algebra	41

RISE placement testing is available for applicants who a) graduated more than 10 years ago from high school, or b) do not meet the GED/HiSet requirements, or c) do not meet any of the above criteria completely, including those without a valid unweighted high school GPA, the RISE assessment is available.

If an applicant is eligible to take the RISE placement test, the following scores must be met:

RISE for English	RISE for Math
70 or higher in Tier 2	70 or higher in Tier 2

Important Information

Applicants who do not meet any of the above methods completely must enroll in either or both the English (ENG 002 grade of P2) and Math (MAT 003 grade of P2) transition courses and complete them by the specified deadline to be eligible for consideration.

Applicants who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better by the specified deadline to be eligible for consideration.

3. **GPA**
   Achieve and maintain an overall GPA of 2.5 or higher in all college courses taken in the last 3 years. For high school students who have not completed any post-secondary courses, the student must have at least a 3.0 GPA in their high school courses.

4. **Science Courses**
   Students who have not successfully completed BIO 168 (Anatomy & Physiology I) must have completed Biology and Chemistry with a grade of "C" or better in high school or BIO 111 and CHM 092 or CHM 131 (preferred) and associated lab component with a grade of "C" or better in order to take BIO 168 - Anatomy & Physiology I.

5. **Experience**
   Complete a minimum of 20 observation/volunteer hours in a physical therapy clinical setting under the supervision of a licensed PT or PTA. These hours must be documented and signed off on by the PT or PTA. A form to document these clinical hours is available for download on the SCC PTA website.

PHYSICAL THERAPIST ASSISTANT COURSES

In addition to the PTA courses, the following General Education courses are required for an AAS in Physical Therapist Assistant:

- ACA 111
- **BIO 168***
- **BIO 169***
- **ENG 111***
- ENG 114
- HUM Elective (3 hours)
- **PHY 110***
- **PHY 110A***
- **PSY 150***

***Students earning a grade of B or higher in these courses will earn points toward admission.**

REQUIRED GRADES AND LENGTH OF TIME SINCE COMPLETING ANATOMY AND PHYSIOLOGY I IF TAKEN PRIOR TO ADMISSION.

- Students must have achieved at least a "C" in all curriculum courses with no more than three attempts. BIO 168 & BIO 169 completion must have been within the last five years.

TEST FOR ESSENTIAL ACADEMIC SKILLS FOR ALLIED HEALTH (TEAS Test)

- Students should contact the Instructional Assistant for Health Sciences (336-386-3275) to register for the test no later than noon on the day prior to the scheduled test.
- The cost of the test is approximately $65.00 and payment must be paid at the time of registration with cash, check, or money order made out to Surry Community College.
- Taking the TEAS test does not automatically qualify the student for admission to the PTA program.
- Students will receive their score at the conclusion of the test and will know if they have met the minimum score required to continue in the admissions process.
- Once the test has been completed, the Associate Dean of Health Sciences will provide Student Services with a list of students who have taken the TEAS test. Student Services will conduct an audit of the student's file to ensure all criteria for admission have been met.

- Students may take the admissions test only every 3 months (regardless of site testing) to qualify for consideration into the program. Scores are valid for one year.

CRITERIA FOR SELECTION TO THE PTA PROGRAM

- Phase I: Students will be ranked based on their GPA, grades earned in BIO 168, BIO 169, PHY 110, PHY 110A, ENG 111, and PSY 150, work experience as a Physical Therapy Aide/Tech or currently licensed Massage & Bodywork Therapist, bachelor's degree in allied health related field*, associate degree in science*, successful completion of the Sports Medicine course at Surry Community College, and TEAS test score.
- Phase II: Applicants who have successfully completed Phase I will be selected to continue to Phase II, where they will be interviewed and required to write an essay.
- Final Admissions: Applicants who successfully complete Phase II will be eligible for the final admissions phase, where applicants are ranked according to their performance in phases I and II.

***Allied health related fields include: Exercise physiology, athletic training, orthotics, prosthetics, COTA, respiratory therapy, speech language pathology, etc. NOT included among "Allied Health" are certified nurse aides, personal trainers, etc.**

ADMISSION NOTIFICATION

- Students who are accepted for final admission into the PTA program will be notified by mail in late June. Medical forms, acceptance forms, and orientation information will be included in the acceptance packets.
- Students must return acceptance forms by the designated date in order to maintain their admitted status.
- Students who are not admitted into the PTA program who wish to be considered for the following year must reapply and retake the TEAS test.
- Once all seats are filled, alternate students will be chosen by rank if an accepted student declines or is disqualified.
- Only one prior admission to the SCC PTA program will be permitted.
- Final admission status is contingent upon completion of the required items (see Additional Admission Requirements).

ADDITIONAL ADMISSION REQUIREMENTS

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

1. A **completed medical form** with test results and the most recent dates of immunizations/proof of immunity, including positive Hepatitis B titer or signed declination form; positive varicella (Chicken Pox) titer or recent immunization; positive MMR titer or proof of two vaccinations of MMR; and Tetanus booster within the last eight years. The completed medical form must be submitted to the vendor contracted by the Health Sciences Division no later than the designated date for PTA students.

2. **Evidence** of appropriate health and/or accident insurance (or can be purchased through school).

3. **Malpractice insurance** dues must be paid by designated date and may be included in fees paid with tuition.

CRIMINAL BACKGROUND CHECK & DRUG SCREEN

Criminal background checks and drug screening are required by MOST clinical agencies. PTA students prohibited from participating in a clinical internship based on their criminal background check and/or drug screen will be dismissed from the PTA program due to their inability to progress.

The Physical Therapist Assistant program at Surry Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA, 22314; Telephone: 703.706.3245; email: accreditation@apta.org; website: www.capteonline.org.



ACADEMIC ADVISING

Academic advising services are readily available to all students. 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. Surry Community College uses a hybrid advising model which requires new students to see a Success Advisor upon entry to determine appropriate placement and registration. A Faculty Advisor is assigned to each student based on the student's program of study and will advise and assist with registration throughout the student's time at SCC.

REGISTRATION AND 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, classes are offered in 12-week, 10-week, 8-week, and 5-week 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. Most curriculum classes are taught on the college campus in Dobson. Some are offered at the Center for Public Safety (Mount Airy), the Yadkin Center, the Pilot Center, the Elkin Center, and on the Internet.

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.

WORKFORCE TECHNOLOGIES, AND COMMUNITY EDUCATION REGISTRATION

Workforce, Technologies, and Community Education (WTCE) students can register in a variety of ways: 1) walk-in registration available on the main campus or at one of our four off-campus centers, 2) by fax, 3) by mail, 4) online, or 5) at the first class meeting. Not all classes are available for online registration; contact the main WTCE office (336-386-3398) concerning your best registration method.

Any person sixteen years of age or older may be admitted to a Workforce, Technologies, and Community Education class, with the exception of the BLET and Certified Nursing Assistant Programs. BLET applicants must be at least 20 years of age. A student can be 19 years old and be accepted in the program as long as he/she turns 20 years old prior to the state written examination. Certified Nursing Assistant students must be 16 ½ years old by the first day of class. Surry Community College provides educational opportunities without regard to race, sex, creed, national origin, or disability.

AUDITING COURSES

A student wishing to attend a curriculum course without receiving formal credit may audit a course. Students are allowed to audit classes only on a space-available basis and for reasons acceptable to the appropriate academic division chair. The tuition and fees for auditing a course are the same as credit-seeking students. Instructors may request of the Vice President of Academic Affairs that an auditor be officially withdrawn from the course if the auditor is interfering with the learning process.

Permission from the appropriate division chair/instructor is required prior to registration and a final grade of audit "AU" will be assigned upon registration and will show up on the student's transcript.

An audited course cannot be changed to a credited course. It will not be included as hours attempted or hours earned, and it will not be considered in the calculation of grade point average. Financial aid and veteran's benefits do not cover audited courses.

**Information regarding the Senior Citizen Tuition Free Audit Policy can be found in the Tuition & Fees section of the catalog.*

COURSE OVERLOAD POLICY

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 Academic Affairs. A typical summer load is 9 to 12 credit hours. A maximum of 16 credit hours may be carried during the summer without special approval by the Vice President of Academic Affairs. Students should have a GPA of 3.0 or higher to receive approval and should submit the Course Overload Request form found in the MyKnightLife portal.

COURSE REPETITION

Students may repeat a course for credit or audit only once if they have made a grade of "C" or higher or have previously audited the course within a five-year period. Students who do not successfully complete a course with a grade of "C" or better may repeat it as many times as necessary to be successful.

When curriculum courses are repeated, only the highest grade will be used in calculating grade point averages and hours toward graduation. Tuition and fees are charged each time a course is taken. All grades received will remain on the student's transcript.

Repeating a course may have implications for students receiving financial aid and/or Veterans benefits, and students should consult these offices to determine if repeating a course has a financial impact.

Students planning to transfer should note that the receiving institution may re-compute grade point averages and could include all grades in their calculations for admission decisions.

COURSE SUBSTITUTION

A course substitution is a course that takes the place of a required course in the student's program of study. SCC programs of study are reviewed regularly and represent the outcomes required for student success; therefore, substitutions should be rare.

Circumstances in which a substitution could be made include, but are not limited to, the following:

- A required course is canceled.
- A program of study is changed.
- A comparable course is taken at another institution.

Substitutions will not be granted because of a student's failure to enroll in a required course. In addition, the following guidelines apply:

- No more than 15% of the total credit hours required in a degree, diploma or certificate program may be substituted. *
- Substitutions of core courses are discouraged.
- Courses must have comparable learning outcomes and contact hours.
- General education requirements are not substituted (for example, a Humanities requirement cannot be met with a Social Science course).
- A student must earn a "C" or better in the course that is being substituted.
- If the substituted course is from another college or university, it must be regionally accredited.

Students should complete substitution requests prior to enrolling in the course that they wish to substitute. In the event that students are seeking substitutions for courses previously taken (for example, when students change their program of study), the form should be routed as early as possible to avoid potential graduation delays if the substitutions are disapproved. Substitution requests will typically not be granted in the student's last semester, and students should not assume that approval is inevitable.

Any conversations about the possibility of a substitution between faculty members, success advisors, and students are non-binding, as the approval must be signed by the respective Division Chair, Dean, and VP, Academic Affairs.

*In the event of major programmatic changes, the limitation may be waived.

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 MyKnightLife in Etrieve Central (eForms) by the student by the end of the drop/add period. The completed eForm must be approved electronically by the instructor, division chairperson, and the appropriate dean. Students will be notified of approval via email. Registration, tuition, and fees for independent study courses are the same as any other section of the same course.

CHANGE OF PROGRAM OF STUDY

Degree-seeking students wishing to change their program of study should complete a Change of Program of Study eform in MyKnightLife. Non-degree seeking students who decide to pursue a program of study must complete a Change of Program of Study eform in MyKnightLife 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 Services staff or Workforce, Technologies, and Community Education staff will work with students to find an acceptable alternative. Students are automatically dropped from cancelled classes and refunds are issued if they are due.

SCHEDULE ADJUSTMENT POLICY

Add Policy

A student may add a course until the first day that course meets. To add a course after the first meeting, the student must complete a Late Add eform in MyKnightLife.

Drop Policy

A student may drop a course before the 10% date without a grade on his/her transcript. The student should discuss the drop with an academic advisor and then complete a Drop a Course eform in MyKnightLife. A drop after the 10% date and before the 75% date is considered a withdrawal (see below).

A student who does not attend a class at least once, or submit an assignment for an online course, and who does not officially drop the course before the 10% date, will be dropped from the course.

Withdrawal Policy

Faculty, staff, or administration will withdraw a student from a required co-requisites course if they withdraw from the parent/gateway course.

Administrative Withdrawal

A student can be withdrawn by faculty, staff, or administration, after consultation with the Behavioral Assessment Team, for the following reasons:

- Behavioral, emotional, or psychological factors that interfere with participation in an academic environment, or that pose danger to oneself or others.
- Substance abuse that requires extensive treatment or hospitalization.

An administrative withdrawal could result in a withdrawal from one or more course(s), or a complete withdrawal from all courses. If the student is in good academic standing, the withdrawal will result in a grade of "W" on the academic transcript; however, if the student is not in good academic standing, the instructor may elect to assign the student a grade of a "WF." Students who are administratively withdrawn from all courses may not seek counseling or other support services from the College. Tuition refunds for administrative withdrawals will be considered according to the College's refund policy.

-Approved by Board of Trustees, August 12, 2013.

ACA Policy

All first-year, degree-seeking students are required to take ACA 111 or ACA 122 in their first semester of enrollment at SCC. This course provides foundational concepts for academic success and career or university planning based on students' intended goals.

COURSE SYLLABUS

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.

CLASS ATTENDANCE POLICY

Students are expected to attend at least 85% of scheduled hours in a given course. Online attendance is defined by active participation in online activities such as, but not limited to, chat rooms, discussion boards, emails, quizzes, tests, and group projects. If a student's absences exceed 15% of the scheduled class hours, the instructor may submit a Schedule Adjustment Form to officially withdraw the student from the course. Class attendance is calculated from the first officially scheduled class meeting through the last scheduled class meeting.

Some courses may follow a more rigid attendance policy because of regulations set by state and federal licensing agencies, or by third-party credentialing agencies. If the course attendance policy is different from the college-wide attendance policy, that difference will be spelled out in the course syllabus.

Workforce, Technologies, and Community Education 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. The BLET Program requires 100% attendance.

Excused Absence for Military Service

- Colleges shall provide the student the opportunity to make up any test or other work missed during the excused absence.
- Colleges shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
- Colleges shall give the student the option of receiving a temporary grade of "incomplete (IN)" for any course that the student was unable to complete as a result of being placed

on State active-duty status; however, the student must complete the course requirements within the period of time specified by the college to avoid receiving a failing grade for the course.

- Colleges shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on State active-duty status.
- Colleges shall permit the student to drop, with no financial penalty, any course that the student was unable to complete as a result of the excused absence set forth in 1E SBCCC 900.4.

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 $76.00 per credit hour with a maximum tuition charge of $1,216.00 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 Dean of Student Services.

For out-of-state students, tuition is $268.00 per credit hour with a maximum tuition charge of $4,288.00 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 up to 6 credit hours free of tuition, but must pay for fees associated with their class registration.

Senior Citizen Tuition Free Audit Policy

Effective July 1, 2017, senior citizens (65+ years of age) may audit curriculum tuition free*. To be eligible for free tuition for audit of curriculum classes, you must meet the following criteria and provide documentation for verification:

1. Be 65 years of age or older;
2. Provide proof of age through a driver's license, state identification card, or other government-issued document.

Under this provision, senior citizens are required to complete an application for admission prior to registering for classes.

Students are allowed to audit classes only on a space-available basis and for reasons acceptable to the appropriate academic division chair. Permission from the appropriate division chair/instructor is required prior to registration and a final grade of audit "AU" will be assigned upon registration and will show up on the student's transcript.

*Under this provision, senior citizens are responsible for applicable self-supporting or local fees.

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, MasterCard, Discover, and American Express

- 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.
- Nelnet Business Solutions – Students may apply for an installment plan through eCashier for payment of tuition and fees. Payments are set up at 0% interest with a $25 enrollment fee per semester. Payments will be drafted from the students' personal bank accounts. There will be a $30 fee imposed by Nelnet Business Solutions 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 and Fee Summary

CURRICULUM PROGRAMS: Tuition

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.

Student Classification	**Rate Per Credit Hour**	**Maximum Tuition Charge** *(16 or more credit Hours per semester)*
Resident	$76.00	$1,216.00
Non-Resident	$268.00	$4,288.00

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 Academic Affairs or the Vice President for Finance.

Type of Fee	**Basis**	**Applies To**	**Amount**
Accident Insurance	Semester	All Students	$3
Distance Education	Course	Students registered for DE courses	$10/DE course
Graduation (non-refundable)	Program	Students ordering diplomas	$20
Campus Access, Parking, and Security Fee (CAPS) (All Students)	Semester	All Students	$5
Placement Test Re-Testing Fee	Each test	Students who choose to re-test	$10
Student Activity	Semester $7.00 – up to 5 hours. (max: $35.00 each semester)	All Students	$105 maximum per year
Technology	Semester (max: $16)	All Students	$1/Credit Hour
Transcript (official) (non-refundable)	Upon Request	All students	$3 per official copy

CURRICULUM PROGRAM SPECIFIC COURSES: Fees

These fees can be refunded only in cases of class cancellation. Any questions regarding these fees should be addressed to the Vice President of Academic Affairs or the Vice President for Finance.

Program	Type of Fee	Basis	Applies To	Amount
All Programs	Inter-Industry Conference on Auto Collision Repair (I-CAR) Certification Modules	Per Course	AUB 121	$50
All Programs	Class Travel Fees	Per Course	BIO 145	$100
All Programs	E-text and Web Assign Code	Per Course	EGR 150	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 110	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 121	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 122	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 143	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 152	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 171	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 172	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 263	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 271	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 272	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 273	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 280	$69
All Programs	E-text and Web Assign Code	Per Course	MAT 285	$109
All Programs	E-text and Web Assign Code	Per Course	PHY 110	$69
All Programs	E-text and Web Assign Code	Per Course	PHY 131	$69
All Programs	E-text and Web Assign Code	Per Course	PHY 151	$69
All Programs	E-text and Web Assign Code	Per Course	PHY 152	$69

Program	Type of Fee	Basis	Applies To	Amount
All Programs	E-text and Web Assign Code	Per Course	PHY 251	$69
All Programs	E-text and Web Assign Code	Per Course	PHY 252	$69
All Programs	E-Text and Web Assign Code	Per Course	PMT 220	$120
All Programs	Microsoft Project	Per Course	PMT 220	$90
Select Courses	Online Textbook Access	Per Course		$60 - $300
Cosmetology	Malpractice Insurance	Per year, per student	All Cosmetology students	$16
Digital Technology Programs	Adobe Creative Cloud	Per Course	Select Courses	$360 - $720
Digital Technology Programs	Computer Hardware and Accessories			$0 - $2,000
Medical Assisting	Lab Fee	Per Course	MED 140, MED 150 and MED 240	$42
Medical Assisting	Malpractice Insurance	Per year, per student	MED 130 and MED 260	$16
Medical Assisting	National Cert. Exam	Program	MED 260	$125
Nursing (ADN)	Clinical Site Access	Per year, per student	NUR 111	$120
Nursing (LPN-ADN)	Clinical Site Access	One charge for 18 months	NUR 214	$60
Nursing (PN)	Clinical Site Access	One charge for 18 months	NUR 101	$60
Nursing (ADN)	NCLEX Readiness	Per Course	NUR 111, 112, 113, 114, 211, 212, 213 students	$105
Nursing (LPN-ADN)	NCLEX Readiness	Per Course	NUR 214, 221, 223	$122
Nursing (PN)	NCLEX Readiness	Per Course	NUR 101, 102, 103 students	$122
Nursing (LPN-ADN, PN, and ADN)	Malpractice Insurance	Per Course	NUR 101, NUR 111, NUR 211, NUR 214, and NUR 221	$16
Nursing (LPN-ADN, PN, and ADN)	Criminal background and drug screen	Per Course	NUR 101, NUR 111, NUR 211, NUR 214, and NUR 221	$45 - $100.00
Nursing Assistant	Criminal background and drug screen	Per Course	NAS 101 and NAS 102 students	$55
Nursing Assistant	Malpractice Insurance	Per Course	NAS 101 and NAS 102 students	$16
Physical Therapist Assistant	Malpractice Insurance	Per year, per student	PTA 110 and PTA 160	$16
Viticulture & Enology	Course Fee	Per course	VEN 131	$100
Welding Technology	Lab Fee	Per course	All WLD courses except WLD 141	$15

CURRICULM 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:

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.

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. No tuition refunds will be made after the 10 percent point in the term.

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, please contact your designated Financial Aid Counselor.

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, students must see their 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.

Military Student Refunds

Upon request of the student, each college shall:

- Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active-duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and
- Buy back textbooks through the colleges' bookstore operations to the extent allowable under the college’s buy back procedures.

Colleges shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active-duty military students, under the guidance of faculty and administrative staff, complete their course requirements.

Workforce, Technologies, and Community Education Tuition and Fees

WORKFORCE TECHNOLOGIES AND COMMUNITY EDUCATION COURSES: Tuition

Tuition and fees for occupational classes are as follows.

Course Hours	Tuition	Technology Fee
1-24 hours	$70.00	$1.00
25-50 hours	$125.00	$2.00
51+ hours	$180.00	$3.00

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.

Workforce, Technologies and Community Education Courses: Waivers

Tuition fees and waivers are set by the North Carolina General Assembly and are subject to change.
All College and Career Readiness (ABE, GED, ESL, CED, Family Literacy) classes are offered **tuition free.**

The **technology fee** is waived for College and Career Readiness students, HRD students, and students enrolled in emergency services training courses.

WORKFORCE TECHNOLOGIES AND COMMUNITY EDUCATION PROGRAMS: Fees

Type of Fee	Amount
Auto Body (Collision & Repair)	$15 (Supplies/Materials Fee)
Auto Body (Collision & Repair)	AUB-121 Inter-Industry Conference on Auto Collision Repair (I-CAR) Certification Modules = $50/course
Basic Law Enforcement Training (BLET)	Shirt: Uniform Shirt = $32-$38.00 T-Shirt = $9 - $11.00 Cap = $9.00 Ammunition = $125.00 Accident Insurance = $100.00 Drug Testing = $40.00
Campus Access, Parking, and Security Fee (CAPS)	$5 (per semester)
Central Sterile Processing	Malpractice Insurance = $16.00

Type of Fee	Amount
	Criminal Background & Drug Screen = $45 - $100.00 Accident Insurance = $3.00
Certification Cards	CPR & First Aid = $8 – $20.00 OSHA = $8 – $30.00 Forklift Operator = $5 – $20.00
Certified Nursing Assistant	Malpractice Insurance = $16.00 Criminal Background & Drug Screen = $45-$100.00 Accident Insurance = $3.00
Certified Production Technician Manufacturing Skill Standards Council (MSSC)	Certification Fees = $50 - $200.00 MSSC Certification Modules = $50 - $200.00
Creating Successful Learners	Accident Insurance = $3.00
Emergency Medical Training (EMS)	Uniform Shirt = $10-$35.00 Malpractice Insurance = $16.00 Paramedic Graduate Pin – student choice = $20 - $150.00 State & International Fees for ITLS Course = $27.00 ALS Clinical/Testing = $90 - $200.00 Criminal Background & Drug Screen = $50 - $100.00 Accident Insurance = $3.00 Card Fees for AHA Certification Courses = $4 - $10.00
Fire Rescue Special Schools	Supplies/Materials Fee = $10-$150.00
GED & HISET Tests	GED = $20.00 per subject/ Total =$80.00 Paper-based HISET = $15.00/subject, Total = $75.00 Computer-based HISET = $10.75/subject, Total = $53.75 (all subjects include two free retakes if used within one year of purchase)
Leadership Program	Supplies/Materials Fee (Amount varies by activities in County) = $200-$275.00
Luthier (Violin/Banjo)	Supplies/Materials Fee = $60.00
Malpractice Insurance	$16.00 (Per year, per student) Cosmetology, Nurse Aide
National Career Readiness Certificate Program	$45.00 fee includes: Workplace Documents, Applied Math and Graphic Literacy, which are required to earn the Certificate; Additional Work Keys $15.00 Work Place Observation, $20.00 Business Writing, $20.00
Occupational Extension Per Class/Dependent Upon Class	$0 - $100.00 Course Supplies
Official Transcript Request	$3.00
Patient Access Associate	Accident Fee = $3.00
Phlebotomy Program	Malpractice Insurance = $16.00 Criminal Background & Drug Screen = $45-$100.00 Accident Insurance = $3.00

Type of Fee	Amount
Physician Practice Office Assistant	Certified Medical Administrative Assistant (CMAA) Exam Prep Material = $69.00
Project Management & Project Management Capstone	Microsoft Project = $90.00 Certified Associate in Project Management (CAPM) Exam Prep Materials = $190.00
Real Estate Broker/Appraiser (WTCE Students)	Per student for books/materials = $50.00
Sports Medicine Technology I	Accident Insurance = $3.00
Taxidermy	Supplies = $15.00
Technology Fee	Class Hours/Fee 0-24/$1.00 25-50/$2.00 50+/ $3.00
Upholstery	$25.00 (Supplies/Materials Fee)
Viticulture & Enology Program	$100.00 fee for VEN-132, Wines Tasting Class
Welding	$15 (Supplies/Materials Fee)

WORKFORCE, TECHNOLOGIES, AND COMMUNITY EDUCATION

CONTINUING EDUCATION TUITION REFUND POLICY

A student who wishes to withdraw from a Workforce, Technologies and Community Education Continuing Education course must contact the Workforce, Technologies, and Community Education office prior to the census date 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.

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-5:00pm, and Friday, 7:30am-3:00pm). Textbooks may also be purchased online through the SCC homepage at Surry Community College by selecting 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 original receipt. Refunds are granted when classes are canceled, dropped, or when the incorrect book is sold. Shipping costs are non-refundable. All refunds must be settled 2 weeks from the first day of classes.

Book Buybacks

The Bookstore sponsors a book buyback at the end of each semester usually scheduled around exam days. 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.

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, private loans, scholarships, and student employment. Financial aid awards may include one or more types of aid. Only students who have been accepted for admission and completed the necessary requirements 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 Services. 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.

Financial Aid Application Procedure

Students should:

- Complete an Application to Surry Community College and provide all information required by the Admissions Office (including but not limited to declaring a major, providing necessary transcripts and completing any required testing).
- 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. Students who do not have internet access at home should contact the Financial Aid Office for other options. These include, but are not limited to, completing the application on campus, completing the application on the Federal Student Aid mobile app, or requesting a hard copy of the application. Once the FAFSA is processed by the Department of Education, the student will receive a Student Aid Report (SAR), which reports what their Expected Family Contribution (EFC) will be.
- Once the FAFSA application is processed, the Financial Aid Office may send the student an email requesting additional documentation. Documentation should be returned to the Financial Aid office as soon as possible, as it will be used to complete the student's aid file.
- When the aid office determines what types, and amounts of aid students are eligible for, students will be notified via email or their Knight Life account.

To receive notification of eligibility, a student should complete an aid application by the following priority dates:

- Fall Semester: June 1
- Spring Semester: October 1
- Summer Semester: March 1

Students with incomplete files will be required to use personal funds or apply for tuition assistance through the eCashier 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 eligible students who are pursuing a degree, diploma or certificate. 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 (FSEOG) 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 and are enrolled at least half-time

(6 credit hours)" in a degree, diploma or certificate program. 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, and must be enrolled at least half-time (6 credit-hours) in a degree, diploma or certificate program. This type of aid is paid to the student in the form of monthly wages. There is no repayment. All work study related forms can be accessed from the website on the "Work Study" page or in hard copy in the Financial Aid Office.

Student Loan Program

In addition to completing the FAFSA, additional applications and paperwork will be required for those interested in applying for a loan. While Surry does not participate in the William D. Ford Direct Loan Program, students who qualify may apply for an alternative loan through one of our approved lenders. For additional information, students should contact the aid office or visit the website at www.surry.edu, click on Paying for College, select Financial Aid, and click on the Student Loans link.

Scholarships

The Surry Community College Foundation, Inc., provides scholarships based on financial need and the criteria determined by individuals, business, industry, and community groups that contribute to the scholarship program. Additional local scholarships are available.

Interested students should visit the College's website, scroll over Paying for College and click the Scholarships link for additional information on the available scholarships and to access the application link. Please consult with your designated counselor if you have additional questions.

Conditions of Financial Aid Awards

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

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.*

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

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.

No financial aid will be paid for any AUDITED (AU) and/or CREDITED (CR) classes. If a student audits or credits a class for which he/she has 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 a student received a "W", "INC", "AU", "CR" or "NS."

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, job performance of student, and at least half-time enrollment.

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.

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.

If the student WITHDRAWS AT ANY TIME during the semester, he/she MUST visit the Financial Aid Office so that the amount of his/her repayment can be determined. (See withdrawal calculation policy.)

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

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

The information the student provides to the Financial Aid Office 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. In order to share financial aid information with anyone other than the student, a signed release form must be on file with the Financial Aid Office.

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:

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

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.

The school will calculate: the total amount of aid that the student received from the Pell Grant program, SEOG, and any other federal funds; 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, and the student will not be required to repay funds. The 60% dates for each semester are available on myKnightLife.

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 he/she was 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 a student does not officially withdraw, the Financial Aid Office will get the last date of attendance as reported by the instructor. In accordance with our attendance policy, this will be the last date attended in a seated course or the last date that an assignment was completed (NOT last date of login) for an online course. Any dispute with reported dates must be addressed with Academics.

*If the student used less aid than he/she was 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

To receive financial aid, a student must maintain satisfactory academic progress toward a recognized program of study. This includes any student receiving grants, scholarships, work study, or any other type of financial assistance through Surry Community College. Such progress, according to the Office of Financial Aid and Veterans Affairs, is defined by two standards.

Grade Point Average (GPA) Standard

A minimum cumulative grade point average (GPA) of 2.0. This requirement applies to all degree, diploma and certificate programs.

Pace of Progression Standard

This standard involves two requirements:

1. Completion Rate Requirement - To meet the minimum requirement, a student must successfully complete 67% of the cumulative credit hours attempted. Example: if a student attempts 12 credit hours in a semester, he/she must successfully complete 8 credit hours (12 hours attempted x 67% = 8 hours). Successful completion is defined as earning a grade of "A," "B," "C," or "D." In some programs (e.g., Nursing), a "D" does not satisfy the course completion requirement.
2. Maximum Timeframe - The maximum timeframe for a student to complete a program is 150% of the published length of the program as outlined in the College catalog. Example: if a degree requires 75 credit hours, the student may attempt a maximum of 113 credit hours before exceeding eligibility for financial aid (75 credit hour program x 150% = 113). The equivalent of one academic year of credit (30 hours) is allowed for required remedial coursework. If a student elects to pursue additional programs at Surry Community College (SCC), the Financial Aid Office will deduct the credit hours for the completed (graduated) program from their total attempted hours. This calculation prevents them from exceeding 150% on subsequent programs. In order for a student to pursue subsequent degrees without penalty the graduated program must be reflected on the transcript.

Procedures

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

The "Fresh Start/In-House Transfer" exclusion policy does not apply to the grade point or pace rate calculation used to qualify students for federal aid.

Eligibility Status

SATISFACTORY

Satisfactory status is achieved when the minimum standards (2.0 GPA and 67% Pass Rate) are met.

WARNING

Students will be placed on financial aid warning for one term if they fail to meet the required GPA and/or overall cumulative completed credits percentage standards. While on warning, students may still receive financial aid.

To be removed from financial aid warning status, students must attain the required cumulative GPA and/or cumulative completed credits percentage standards by the end of their warning period. Students will be suspended at the end of their warning term if they fail to attain the required standards.

SUSPENSION

If students do not attain the required cumulative GPA and/or cumulative completed credits percentage during their warning period, or exceed their maximum timeframe of 150 percent of the published degree credits required to complete their program, they will be placed on financial aid suspension. While on suspension students are not eligible for most financial aid programs. (Exceptions include some private loan programs. Students must check with private lenders to determine if they offer loans to students not meeting SAP requirements.) Students may attend SCC, at their own expense, until they attain the cumulative GPA and cumulative completed credits percentage requirement. To regain financial aid eligibility, the student's record must reflect that he/she has met these requirements. If a student failed to meet these standards due to unusual circumstances, he/she has the right to appeal his/her SAP suspension status.

PROBATION

Students will be placed on financial aid satisfactory progress probation if a satisfactory academic progress appeal is approved. Students are eligible for financial aid while on probation. During the probationary term, students must attain the required cumulative GPA and cumulative completed credits percentage or students must successfully follow the academic plan submitted with their SAP appeal. Students who are placed on a plan must attain a minimum 2.5 GPA and 75% Pass Rate for the term. Failure to attain the required GPA and/or cumulative completed credits percentage will result in Termination of financial aid eligibility. If a student does not attain the required GPA and/or cumulative completed credits percentage but meets the minimum 2.0 GPA and 67% Pass Rate standard, will be reinstated once they have a satisfactory standing.

WARNING NEAR MAXIMUM TIMEFRAME

Students who have attempted approximately 100% of the maximum allowable credit hours for their program of study will receive a courtesy notification status of Warning Near Maximum Timeframe. Students receiving this status will continue to receive financial aid until they reach 150% of their program of study, at which time they will have their financial aid suspended and be assigned a status of Maximum Timeframe.

MAXIMUM TIMEFRAME

Students who have attempted the maximum allowable credit hours, 150%, of their program of study will have their financial aid suspended.

TERMINATION

Students who have successfully appealed their SAP status but failed to meet the standard for the term will be placed on Termination. A student that is terminated is unable to receive financial aid and must pay until they are deemed to be in satisfactory status as a result of meeting the minimum requirement of a 2.0 GPA and 67% Pass Rate for their program.

Treatment of Selected Grades

WITHDRAWALS

Credit hours for which a student receives a grade of "W" are counted as "attempted" but not "completed" hours. A withdrawal therefore hinders academic progress.

INCOMPLETES AND FAILING GRADES

Credit hours for which a student receives a grade of "I", "F" or "R" are counted as "attempted" but not "completed" hours. In addition, grades of "F" negatively affect GPA. "Incompletes" may also hinder academic progress.

TRANSFER CREDIT

Upon enrollment at SCC, transfer students are considered to be making satisfactory progress. Transfer credits factor into both the completion rate calculation and financial aid eligibility.

AUDIT AND NO SHOW

Grades for auditing ("AU") or "No Show" ("NS") do not denote "attempted" coursework. Consequently, neither designation is factored into the grade point average or completion rate. Moreover, a course showing either designation does not meet financial aid requirements.

PROFICIENCY (CREDIT BY EXAM)

Since "Credit by Exam" ("CR") involves no enrollment hours; it is not factored in an application for financial aid. However, proficiency credits are counted in each component of the Pace of Progression standard.

REPEAT COURSES

For financial aid purposes, all hours attempted, including hours for repeated courses, will factor into each component of a student's academic progress.

DEVELOPMENTAL COURSES

Grades for courses numbered less than 100 (e.g., ENG 080, DMA 010, RED 090, etc.) are excluded from GPA and Completion Rate calculations. In calculating the 150% Maximum Timeframe, the equivalent of one academic year of credit (30 credit hours) is allowed for required developmental coursework.

Summer Session

Credit hours attempted during a summer session, as in the fall or winter semester, will be included in the calculation of satisfactory academic progress. Students must still enroll in 12 credit hours during the summer to be considered full-time.

Complete Academic Record

Progress toward a degree, diploma, or certificate must take into account a student's complete academic record at SCC, whether or not that student has received financial aid for the entire time of enrollment. Such a record includes courses taken through Career and College Promise (CCP) and the Early College High Schools. To be eligible for financial aid, a student completing course work in more than one program must meet college and financial aid academic progress standards for each.

Appeal Process

Students who have been suspended from receiving financial aid will be allowed one appeal process. To appeal a Satisfactory Academic Progress (SAP) decision, a student must explain in writing to the Financial Aid Office the reason why he/she did not meet satisfactory progress requirements and what has changed about their situation that will allow for successful completion. In addressing an appeal, SAP

may take into consideration special circumstances such as accident, extreme hardship, illness, or death. Documentation to support the appeal is required.

The Director of Financial Aid will review the appeal and will communicate his/her decision to the student by email. If the appeal is approved, the student will be placed on probation for one term.

The term(s) of that probation will require the student complete 75% of the classes in which he/she is enrolled, maintain a 2.5 GPA for the probationary term. The FAO will continue to monitor the student's progress each term until the student returns to satisfactory academic standing or graduates from the active program. If the student fails to meet the requirements of probation or if the appeal is denied, the student must pay to attend until they are in satisfactory standing. The student may request a review at the end of each term to evaluate their progress toward satisfactory standing.

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 Veterans Services 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 Veterans Services 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 information obtained from the Veterans Services 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 30 to 90 days from the date of certification, per their representatives. For additional information regarding eligibility or the application process, please contact the Veteran's Certifying Official in the Veterans Services 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:

- 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.
- Students may contact the Veterans Certifying Official in the Veterans Services Office within Veterans Center for questions pertaining to veteran's benefits.

Under S2248 PL 115-407 Section 103, Surry Community College will not impose a late fee, denial of access to facilities, or other penalty against a veteran or eligible dependent due to a late payment of tuition and/or fees from the VA up to the certified benefits amount. However, any portion of the balance not covered by VA benefits is still expected to be settled by the due date.

In accordance with DOE 34 CFR Section 668, Surry Community College restricts fraudulent and aggressive recruitment of military students including, but not limited to, providing compensation to individuals for securing military enrollments or engaging in high-pressure recruitment tactics.

Workforce, Technologies, and Community Education Financial Assistance

- BASIC SKILLS PLUS – Students must be enrolled in College Career Readiness and working toward their High School Equivalency or Adult High School Diploma. Funds are available for students who are working toward a certification in Nurse Aide I or Welding. Interested students should contact Nichole Shores at 336-386-3441 or shoresn@surry.edu.

- FINISH LINE GRANT – This grant is for students who are experiencing hardship with auto repairs, books, childcare, healthcare, housing, transportation, tuition, utilities, and more. To be eligible, students must be 18 years of age and at least 50 percent complete with their credential. Students may receive up to $1000.00. Interested students should contact Brittany King at 336-386-3656 or kingbr@surry.edu.

- GEER SCHOLARSHIP - This funding from the Governor's Emergency Education Relief program is available to North Carolina residents who are enrolled in a WTCE program for 96 hours or more. Interested students should contact Brittany King at 336-386-3656 or kingbr@surry.edu.

- GOLDEN LEAF SCHOLARSHIP – Students must be currently enrolled in courses that are 96 hours or more and lead to a certification through WTCE. Funds are available to eligible North Carolina residents, either during the course or once the course is completed. Interested students should contact Brittany King at 336-386-3656 or kingbr@surry.edu.

- NC WORKS - NEXT GEN (Grant for students 18 – 24 years of age) – Funding available to students who need additional assistance to enter or complete an education program or to secure or hold employment. Interested students in Surry County should call 336-786-9763 and in Yadkin County, students should contact Brittany King at 336-386-3656 or kingbr@surry.edu.

- NC Works (Grant for students over 25 years of age) - Funding assistance for job training programs in Career Support Services. Interested students in Surry County should call 336-786-9763 and in Yadkin County, students should contact Brittany King at 336-386-3656 or kingbr@surry.edu.

- NORTH CAROLINA DEPARTMENT OF JUSTICE – This program helps to fund Basic Law Enforcement Programs. Interested students should contact Jim McHone, Director of Basic Law Enforcement Training at 336-386-3292 or mchonej@surry.edu.

- PROJECT SKILL-UP – This is a grant-funded program through Golden Leaf Foundation. Students may receive assistance with tuition if they meet set requirements. Interested students should contact Brittany King at 336-386-3656 or kingbr@surry.edu.

- STATE EMPLOYEES CREDIT UNION FOUNDATION SCHOLARSHIPS – Available to students who are currently enrolled in a WTCE course that leads to certification. Students must be in good standing. Applications are distributed to students twice per year. Interested students should contact Brittany King at 336-386-3656 or kingbr@surry.edu.

- VETERANS ADMINISTRATION EDUCATIONAL BENEFITS - Available to military veterans who are interested in Basic Law Enforcement Training and Truck Driving Training Program. Interested students should contact Tammy Fletcher, Coordinator of Veteran Affairs at 336-386-3245 or fletchert@surry.edu.

SURRY COMMUNITY COLLEGE FOUNDATION, INC.

The Surry Community College Foundation was established in 1966 with guidance from the SCC Board of Trustees. Priorities for the Foundation are to provide funding for the student scholarship program, to support college initiatives, to acquire property for expansion of educational opportunities, and to promote enhancement of the regional educational experience.

The Foundation is a 501 (c) (3) non-profit organization. Through the generosity of donors, the SCC Foundation currently provides an annual scholarship program for students based on financial need, program of study, academic excellence, community involvement, and other criteria as defined by scholarship agreements. In addition, the Foundation monitors the needs of the college through cooperation with the SCC President and Board of Trustees to provide resources which will enable Surry Community College to continue a tradition of educational excellence for Surry and Yadkin counties.

Contributions to the SCC Foundation can be made online at www.surry.edu or mailed to:
Surry Community College Foundation
630 South Main Street
Dobson, NC 27017
(336)386-3269

SCC Foundation Board of Directors

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The Ambassador Scholars Program

The Ambassador Scholars Program was originated by the Foundation in 1993. Ambassadors are students who are proven leaders and scholars. The Ambassadors are 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, contact the Student Services Office at (336) 386-3264.

STUDENT RECORDS POLICY (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that was enacted to protect the privacy of students and their educational records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of "educational information."

The Act provides for the right of eligible students:

- inspect and review their educational records.
- request an amendment to records that are believed to be inaccurate.
- require the school to obtain written consent prior to disclosure of personally identifiable information, except those items noted herein.
- file a complaint with the US Dept. of Education concerning alleged failures by the college to comply with FERPA.

Students may also call 800-USA-LEARN (800-872-5327) or visit:

- Family Educational Rights and Privacy Act (FERPA)
- Family Policy Compliance Office (FPCO)

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-5920

Educational information refers to any record maintained by an educational institution, including files, documents, and materials of any type which contain information directly related to students, and which allows a student to be identified.

What is not considered Educational Information?

- Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel.
- Law enforcement or campus security records which are solely for law enforcement purposes.
- Records related to individuals who are employed by the college.
- Records related to treatment provided by a physician, psychiatrist, psychologist or other recognized professional.
- Records of the college which contain only information about an individual obtained after that person is no longer a student at the college (i.e., alumni records).

Release of Educational Record

Who Is an Eligible Student Under FERPA and How Are They Protected?

Students become "eligible" and are protected under FERPA when they begin attendance at a higher education institution or have been previously enrolled and have an education record, regardless of age or status in regard to parental dependency. An individual is a student if he/she is/has attended a class and their information is in the Student Information System (SIS). FERPA rights continue after the student leaves the college and are only terminated upon the death of the student.

A student does not need to be enrolled in a program of study to be an eligible student. If a student attends any kind of course or program offered by the college, he/she is then considered an eligible student.

Students who have applied, but not attended the institution, and deceased students are not protected under FERPA guidelines.

Students' Rights Under FERPA

Eligible students have the right to inspect and review their educational records within 45 days of submitting a written request to Surry Community College. The student must submit the request to the Dean of Student Services and identify the records they wish to inspect. The Dean of Student Services will then make arrangements for access and notify the student of the time/place where the records may be inspected. The college is not required to supply copies of records unless for reasons such as great distance where it is impossible for the student to review the records.

A student may also ask the college to amend a record believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has a right to a formal hearing. If, after the hearing, the school still chooses not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information. This does not include grade appeals.

A student may formally request that Surry Community College not release Directory Information on their behalf by submitting a "FERPA Consent Form." Once this request has been made, every reasonable effort will be made to safeguard the confidentiality of directory information.

Once an official request of non-disclosure has been made, the student will not be permitted to request an official or unofficial transcript online in the college's student information system. The student will be required to submit written authorization, with proof of identity, to the Records Office before a transcript will be released. Additionally, Surry Community College staff will not respond to phone calls from potential employers to verify enrollment for students who have submitted an official request of non-disclosure without the student's written authorization. This request will remain in effect until the student submits a written notice to remove the restriction.

Surry Community College will make every reasonable effort to notify a student who is the subject of a subpoena or court order before complying.

Lastly, students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA.

Parents' Rights Under FERPA

Parents lose their FERPA rights when their child starts attending or taking classes in college (or any post-secondary institution) or turns 18, whichever happens first.

Under 20 USC 1232g(d) all rights of parents (including the right to inspect educational records and to consent to the disclosure of personally identifiable information) transfers to the student at the earlier of: 1) the attainment of age 18, or 2) attendance at an "institution of postsecondary education."

However, as stated later in this document, parents of a financially dependent student, defined by the Internal Revenue Service (IRS), may obtain their dependent student's records, after submitting proof of the student's dependency (via most recent federal tax form). Requested information will not be released prior to the submission of this documentation.

Students can authorize the release of their education information to a parent, spouse, or other third party by completing "FERPA Authorization Form."

Other than the financial dependent exception - which, again, requires documentation - the college may disclose non-directory information to a parent in these specific instances:

- When the student is under the age of 21 and violates the college rules regarding the use of alcohol or controlled substances.
- In the case of a health or safety emergency, if the knowledge of the information is necessary to protect the health or safety of the student or others.

When is a student's consent not required?

There are several exceptions to releasing information without a student's written approval. Some examples are:

- school officials with "legitimate educational interests" (i.e. dual enrollment high schools);
- other schools to which a student is enrolled or seeking to transfer;
- parents (or Custodial Parents) of a dependent student (defined by the IRS). A parent may obtain their dependent student's records, but must submit proof of the student's dependency (via most recent federal tax form) prior to receiving requested information. This information must be updated yearly for the parent to continue to have access to their dependent student's records.
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid;
- organizations conducting certain studies for or on behalf of the school;
- to comply with a judicial order or lawfully issued subpoena;
- to comply with the Solomon Amendment (An institution is obligated to release data included in the list of "student recruiting information," which may or may not match SCC's FERPA directory information list.);
- appropriate officials in cases of health and safety emergencies;
- State or local authorities auditing or evaluating federal or state supported education programs or enforcing federal laws which relate to those programs;
- state and local authorities, within a juvenile system, pursuant to specific State law; and
- parents of a student under the age of 21 who violates the college rules and/or federal/state or local laws regarding the use of alcohol or controlled substances.

Who Is Considered a "School Official"?

- a person employed by or under contract with the college in an administrative, supervisory, academic, or support staff position;
- a person serving on the Surry Community College Board of Trustees;
- a person or firm retained by the college to perform professional services, such as legal, accounting, or auditing services; or
- a person or company under contract with the college to manage or perform operations functions, such as the college bookstore.

What is "Legitimate Educational Interest"?

- Legitimate educational interest means a school official has a "need-to-know" regarding specific information in a student's record. It refers to any authorized interest or activity undertaken in the name of the college.
- Legitimate education interest exists when the school official is performing a task related to a student's education or is providing a service or benefit to the student.
- It exists when the school official is maintaining safety and security on campus.
- Access to an educational record must be necessary or appropriate to the operation of the college or to the proper performance of the educational mission of the college.

Disclosure of Education Information/Records

Directory Information

Disclosure means to permit access to or the release, transfer or other communication of personally identifiable information contained in education records by any means (oral, written, electronic, etc.), to any party except the party that provided or created the record.

Generally, the college must have written permission from a student before releasing information from the student's record. One exception to this rule is categorized as "Directory Information."

Directory Information is personally identifiable information which includes educational information/records that would not generally be considered harmful or an invasion of a student's privacy. This information may be disclosed to a third party without a student's written authorization. Although directory information may be disclosed, the college is in no way obligated to release such information.

Additionally, even though these items have been deemed Directory Information, it is the practice of the college to avoid releasing a student's address or telephone number without written authorization.

Surry Community College has classified the information listed below as Directory Information.

- Student name
- City and State of Residence
- Dates of attendance
- Number of credit hours enrolled
- Grade level
- Major field of study
- Degrees received
- Awards and honors
- Photos
- Participation in Officially Recognized Activities and Sports
- Weight/height of members of athletic teams

Please Note: The college reserves the right to publish the names of students who receive academic honors.

Non-Directory Information

The following information does not fall into the category of Directory Information at Surry Community College. Outside of the exceptions listed below, this information cannot be disclosed without the student's written authorization:

- Grades or GPA
- Social Security# or Student ID#
- Student's Race or Gender

Questions regarding student records should be directed to the College's Student Records and Registration Office, located in the A-building, Student Services.

TRANSCRIPT REQUESTS

Transcripts are confidential documents maintained by the Records and Registration Office in Student Services. It is accessible only to the student and to those that the student permits to have copies. Surry Community College charges a $3.00 fee for each official transcript. There is no charge for "unofficial" transcripts. Students may request unofficial transcripts from the Student Services Office or online www.studentclearinghouse.org.

Official transcripts may be requested in one of the following ways:

1. In person: Students should go to the Cashier's Desk in the Reeves (A) Building and pay the $3.00 per transcript fee (for official copies) to the cashier, and take the receipt to the Admissions and Records Office. This request will be processed immediately.
2. Online: National Student Clearing House

Transcript requests will not be processed if there are unpaid obligations to Surry Community College. The typical processing time is five business days, excluding mail time.

WORKFORCE TECHNOLOGIES AND COMMUNITY EDUCATION TRANSCRIPTS

Transcripts are confidential documents maintained by the Workforce, Technologies, and Community Education Office. It is accessible only to the student and to those that the student permits to have copies. Surry Community College charges a $3.00 fee for each official transcript. There is no charge for "unofficial" transcripts. Students may obtain an unofficial transcript from the Workforce, Technologies and Community Education Office.

CURRICULM 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.

WORKFORCE, TECHNOLOGIES, AND COMMUNITY EDUCATION 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 Workforce, Technologies, and Community Education Division.

Workforce, Technologies and Community Education Continuing Education classes may earn curriculum college credit. Please see page 82 for the articulation agreement.

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
WF	Withdrawal Failing	0

Letter	Description	Quality Points
AU	Audit	0
CE	Credit by Proficiency/Exam	0
NS	No Show	0
NC	No Credit	0
TR	Transfer Credit	0
S	Satisfactory	0
U	Unsatisfactory	0
P	Pass	0
R	Re-enroll	0

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 myKnightLife 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.

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
WF	0

Grade Points Assigned for 3 Credit Hours

Grade	GPA Grade Points (3 Credit Hours)
A	12
B	9
C	6
D	3
F	0
WF	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., DRE-098) are not included in the calculation of GPA or selection for academic honors (Dean's List or President's List).

INCOMPLETE GRADE POLICY

Incomplete grades are available to students with extenuating circumstances. Students who are assigned a grade of "I" on their transcript have one calendar year from the date the grade is issued to complete the work necessary to have the "I" changed to another grade.

Students should work with the instructor to complete the requirements for the course. If the students are required to attend class in order to complete the course, they must register and pay the appropriate tuition and fees. If the necessary work is not completed by the end of the subsequent year, the "I" grade will be changed to a grade of "F". An incomplete grade cannot be changed to a grade of "W" at any time. Only under extreme extenuating circumstances will a student be allowed to petition an exception/extension of this policy to the Vice President, Academic Affairs.

TIME LIMITS ON COURSE WORK

Given the rapidly changing nature of information and the resulting modification of course competencies, Surry Community College reserves the right to limit credits accepted in programs of study based on the year in which the credits were earned. The following courses completed more than five calendar years prior to admission into a program will not be accepted for credit unless approved by the Division Chair of the specific course. The following courses will be affected:

- ACC-150, Accounting Software Application
- CIS-110, Introduction to Computers
- CIS-111, Basic PC Literacy
- CTS-130, Spreadsheet
- CTS-155, Tech Support Functions
- DBA-110, Database Concepts
- OST-134, Text Entry & Formatting
- OST-136, Word Processing
- OST-137, Office Software Applications
- SEC-175, Perimeter Defense

The Division Chair may approve, disapprove, or request that students provide evidence of course skills before the course is applied toward the current degree program. Evidence of skills may include a proficiency test, current college projects, current job duties/projects, or some other form of assessment deemed appropriate by the Division Chair.

ACADEMIC STANDING

Academic Honors

The Dean's and President's Lists are published to recognize full-time students who achieve true academic excellence in their college-level course work.

A student must carry a minimum of 12 credit hours of college-level course work to be considered for either academic honor. Courses below 100 level (i.e., DMA 010) are not considered part of the course load for selection for neither the Dean's List nor President's List.

The Dean's List

A student must maintain at least a 3.50 grade point average for the semester and has no final grade lower than a "C" in any course taken for the semester. The Dean's List is posted each semester on the College website and published in local newspapers.

The President's List

A student must maintain at least a 3.80 grade point average for the semester and has no final grade lower than a "C" in any course taken for the semester. The President's List is also posted each semester on the College website and published in local newspapers; however, to further document this accomplishment, each President's List student receives a congratulatory letter from the college president.

Honors Graduates

Graduation honors are based on the student's cumulative GPA. Students with a cumulative GPA of 3.50-3.79 will graduate with "Honors"; those students with a cumulative GPA of 3.80 or higher will graduate with "High Honors." The academic honors achievement will be placed on the student's credential.

Approved by Board of Trustees, April 08, 2013

Academic Progress: Warning, Probation, and Suspension

The policies governing academic progress at Surry Community College (SCC) are intended to assist students in successfully completing their programs of study. Procedures are designed to identify students experiencing academic difficulty and to ensure effective corrective action. These procedures are supported by both faculty and staff, 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 early in the semester through the SCC Early Alert Process
3. providing recommendations and opportunities for corrective actions to such students
4. notifying all students of their grade point average immediately following the end of the semester

Students enrolled in a degree, diploma, or certificate programs are expected to maintain satisfactory academic progress toward the completion of the requirements for their programs. A minimum grade point average (GPA) of at least 2.0 is required to graduate with a credential from SCC. Student Services reviews each student's transcript at the end of each semester to determine if the student is satisfactorily progressing toward graduation.

Academic Warning

A student will be placed on academic warning after the first time the student's cumulative GPA falls below 2.0. Once a student is placed on academic warning, the student will receive written notification alerting him/her of his/her academic progress and possible interventions. An Academic Warning hold will be placed on the student's account.

The student may be required to meet with his/her Student Success Advisor and/or assigned faculty advisor to develop an Academic Improvement Plan. This plan may include the following interventions to assist the student with improving his/her GPA:

- Limiting the amount of courses in which the student may register in the subsequent semester.
- Repeating a course in which the student earned a low grade.
- Meeting with someone in the Academic Support Center and attend appropriate student success seminars.

Academic Probation

A student will be placed on academic probation after the second consecutive time the student's cumulative GPA is below 2.0. Once a student is placed on academic probation, the student will receive written notification alerting him/her of his/her academic progress and possible interventions. An Academic Probation hold will be placed on the student's account.

The student may be required to meet with his/her Student Success Advisor and/or assigned faculty advisor to create, review, or update the student's Academic Improvement Plan. The updated plan may include the following interventions to assist the student with improving his/her GPA:

- Limiting the amount of courses in which the student may register in the subsequent semester. The student may not be allowed to register as student in full-time status.
- Repeating a course in which the student earned a low grade.
- Meeting with someone in the Academic Support Center and attend appropriate student success seminars.

Academic Suspension

A student will be placed on academic suspension after the third consecutive time the student's cumulative GPA is below 2.0. Once a student is placed on academic suspension, the student will receive an email and be notified in writing that he/she has been academically suspended from Surry Community College for a minimum of at least one semester. An academic suspension hold will be placed in the student's account.

Academic Re-Instatement

Suspended students seeking readmission must petition for re-instatement to the Vice President of Academic Affairs prior to the beginning of the semester. The petition is a written statement that should include the reasons he/she would like to be admitted, proposed course load, educational goals, his/her other time commitments, and any other information that might provide an explanation of the circumstances that led to the academic suspension.

The Vice President of Academic Affairs will review the letter and any other supporting documentation submitted by the student and will make the decision. Re-instatement may be contingent on the student enrolling in specific courses or activities as required by the Vice President of Academic Affairs.

Approved by Board of Trustees, May 2015.

ACADEMIC FORGIVENESS

Currently enrolled students that have returned to Surry Community College (SCC) after a period of three (3) years of non-enrollment may apply for academic forgiveness, as they make a fresh start in pursing educational goals. Academic forgiveness allows for "D", "F", or "WF" grades that were earned at the College three or more years prior to current enrollment to be eliminated from the student's cumulative GPA calculation.

To qualify for academic forgiveness, the following requirements must be met:

1. The student has not been enrolled at SCC for a minimum of three (3) years prior to current enrollment and must be currently enrolled in curriculum courses at SCC.
2. Prior to applying for academic forgiveness, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 cumulative GPA in the first twelve (12) semester hours completed after re-enrollment. Developmental course credits will not count toward the first twelve (12) hours.

The following points apply regarding the consideration of academic forgiveness:

1. Academic forgiveness is not reversible and may only be applied once during an academic career at SCC.
2. Forgiven grades remain on the student's transcript with an "academic forgiveness" notation but are not calculated in the cumulative GPA.
3. Courses that have been applied toward an awarded certificate, diploma, or degree at SCC are not eligible for academic forgiveness.
4. Courses removed from the cumulative GPA calculation under academic forgiveness will still count toward satisfactory academic progress for students receiving financial aid and/or veteran's benefits.
5. Since developmental course work does not count in the student's cumulative GPA, developmental course grades are not eligible for academic forgiveness.

Academic Forgiveness Process:

1. Students must meet with their Student Success Advisor and/or Faculty Advisor to determine if they are eligible for academic forgiveness.
2. If the determination is made that the student is eligible for academic forgiveness, then the student must complete and submit the Application for Academic Forgiveness through eforms.
3. The Dean of Student Services evaluates the academic record and determines the appropriate course(s) to be granted academic forgiveness.
4. Students will be notified of a decision through their SCC email.

Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned in computing grade-point averages for admissions and/or other purposes.

CREDIT FOR PRIOR LEARNING

The college defines Credit for Prior Learning (CPL) as knowledge, skills, and competencies that students have gained outside of the traditional academic environment. The following CPL methods are honored at the college:

A. Challenge Examinations
B. Continuing Education to Curriculum Credit
C. Transfer Course Credit from US Educational Institutions
D. Military Educational and Training Credit
E. External Exams (e.g., CLEP, AP)
F. High School to Community College Articulation Agreement

Course credit is given when content mastered through an experience is comparable to the student learning outcomes of an SCC course. In awarding CPL credits, SCC complies with all North Carolina Community College and SACSCOC policies and guidelines, specifically SACSCOC Standards 9.4, 9.7, 10.7, and 10.8. Students may use CPL to fulfill degree, diploma or certificate requirements, but they cannot be use for mandatory institutional requirements, and the maximum CPL credit towards graduation is seventy-five percent of the program's credit hours from any combination of CPL. All prior learning assessed for credit must meet the minimum standard of "C" (70 or higher).

CHALLENGE EXAMINATIONS

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:

1. Register and pay for the course and attend class prior to requesting permission to take the proficiency examination.
2. Initiate the request for demonstration of proficiency through the class instructor. Challenge Examination Forms are available from the Academic Deans and the Student Services Office.
3. Provide tangible evidence of preparation to challenge the course.

4. Obtain approval from the instructor, the division chair, and the appropriate dean.
5. 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 Challenge Exam must be requested and completed during the first ten percent (10%) of the class content.
- Some courses may not be appropriate for Challenge Exam and are excluded from this procedure.
- Students who earn less than a "C" on the Challenge Exam receive no transcript notation and may complete the class for credit.
- Students who earn at least a "C" on the Challenge 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 Challenge Exam for all eligible courses.
- Financial aid, veterans, and some third parties do not pay for credit by Challenge Exam.
- No credit is given for experiential learning or training.

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

CONTINUING EDUCATION TO CURRICULUM CREDIT

Workforce, Technologies, and Community Education courses at SCC are designed to provide individuals with new and/or upgraded job skills. In instances where the courses provide the same competencies as credit-bearing courses, the college awards credit for prior learning. The courses in the college's locally approved CE to CU articulation are evaluated regularly by qualified faculty in the respective program of study. This articulation complies with all relevant SACSCOC and NCCCS guidelines.

To be eligible for articulation of CE to CU credit, students must meet the following criteria:

- Show evidence of successful completion of articulated course(s)
- Meet all admissions requirements
- Be enrolled in an associated certificate, diploma, or degree for which credit will be awarded

WORKFORCE TECHNOLOGIES AND COMMUNITY EDUCATION CREDIT

Program Area	CE Course Number	CE Course Title	CU Course Number	CU Course Title
Allied Health	MED-3030	Medical Coding & Billing	OST-148	Medical Ins & Billing
	NUR-3240	Nurse Aide I	NAS-101	Nurse Aide I
	NUR-3241	Nurse Aide II	NAS 102	Nurse Aide II
Electronics and Engineering Technologies	ATR-3115C	Mechatronics: Machine; Automation and Safety	ATR-112 ISC-112 MEC-111	Intro to Automation Industrial Safety Machine Processes I
	AUT-3137L	Suspension, Brakes and Safety	AUT-114 AUT-141 AUT-141A AUT-151 AUT-151A	Safety and Emissions Suspension & Steering System Suspension & Steering Lab Brake Systems Brake Systems Lab
	CAR-3112E	Carpentry, Materials and Methods	ARC-112 CAR-111	Construction Materials & Methods Carpentry I
	ELC-3014D	Electrical Institute IV	ELC-113 ELC-125	Residential Wiring Diagrams and Schematics
	ELC-3014G	DC/AC Electricity	ELC-113	Residential Wiring
	ELC-3014H	Diagrams & Schematics	ELC-125	Diagrams & Schematics
	MNT-3111D	Industrial: Machine, Maintenance and Safety	ISC-112 MEC-111 MNT-110	Industrial Safety Machine Processes I Intro to Maintenance Procedures
	WLD-3106A	Welding Basic	WLD-112	Basic Welding Processes
	WLD-3106A WLD-3106B	Basic Welding Welding Advanced	WLD-121	GMAW (MIG) FCAW/PI 2 credits
	WLD-3106Q	Industrial Safety Welding (Mig/Tig)	ISC-112 WLD-121 WLD-131	Industrial Safety GMAW(MIG) FCAW/Plate GTAW(TIG)
EMS/EMT Certificate	EMS-4200	Emergency Medical Tech Initial	EMS-110	EMT
EMS/Paramedic	EMS-4400	Paramedic Initial	Emergency Medical Science Program	
			EMS 110 EMS 122 EMS 130 EMS 131 EMS 160 EMS 220 EMS 221 EMS 231 EMS 240 EMS 241 EMS 250 EMS 260 EMS 270 EMS 285	EMT EMS Clinical Practicum II Pharmacology Advanced Airway Management Cardiology I Cardiology II EMS Clinical Practicum II EMS Clinical Practicum III Patients with Special Challenges EMS Clinical Practicum IV Medical Emergencies Trauma Emergencies Life Span Emergencies EMS Capstone
	CCT-3110B	Security Concepts	SEC-110	Security Concepts

Information Technologies	CSC-3100F	Java Programming	CSC-151	JAVA Programming
	MLS-3810A	Into to Project Management	PMT-110	Intro to Project Management
	MLS-3810F	Project Management Leadership	PMT-215	Project Management Leadership
	MLS-3810H	Info Systems Business Concepts	CTS-115	Info Systems Business Concepts
	MLS-3810J	MS Project & Project Management Capstone	PMT-210 PMT-220	Project Management Issues Project Management Capstone
	NET-3100B	Network and Security Foundations	CTI-120	Network & Sec Foundation
	SGR-3100A	Intro to Digital Media	DME-110	Intro to Digital Media
	SGR-3100B	Graphic Design Tools	DME-115	Graphic Design Tools
	SGR-3100C	Intro to Multimedia Application	DME-120	Intro to Multimedia Application
	SGR-3100D	Digital Animation I	DME-130	Digital Animation I
	SGR-3100E	Audio/Video Media	DME-140	Audio/Video Media
	SGR-3100F	Emerging Tech Digital Media	DME-260	Emerging Tech Digital Media
	WEB-3000B	Web Design	WEB-210	Web Design
	WEB-3000D	Web Programming & Database Concepts	CTI-110	Web, Prm & Db Foundation
	WEB-3000E	Mobile App Dev I	WEB-151	Mobile Application Dev I

TRANSFER CREDIT

Regionally Accredited Colleges/Universities

Surry Community College accepts transfer credit from other regionally accredited colleges and universities. Transfer students will need to furnish official transcripts for evaluation, which will be evaluated once a student is accepted to SCC. Only courses that are satisfactorily completed at other regionally accredited institutions will be transferred. Grades of "D" or below do not transfer.

International Transcripts

If transfer credit is desired, the transcripts must be evaluated by an "evaluation service" before transfer credit can be considered. Evaluation from one of these services does not guarantee that SCC will accept the credits. Evaluation services should be members of the National Association of Credential Evaluation Services. For a complete listing of members, visit National Association of Credential Evaluation Services.

NOTE: All transcripts and documents become property of Surry Community College and cannot be returned or re-issued.

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.

Awarded transfer credits are placed on the student's transcript. These transcripts are available in Student Services 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.

Advanced Placement (AP) Examination

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

Surry Community College
ADVANCED PLACEMENT CREDIT
March 2018

Subject Examination	Minimum Score	Credit Hours Awarded	Course Credit Awarded
Arts			
AP Art History	4	6	ART-114 & ART-115
AP Music Theory	3	3	MUS-110
AP Studio Art 2-D Design	3	3	ART-121
AP Studio Art 3-D Design	3	3	ART-122
AP Studio Art Drawing	3	3	ART-131
English			
AP English Language & Composition	4	3	ENG-111
AP English Literature & Composition	4	3	ENG-111
History & Social Sciences			
AP Comparative Government & Politics	-	-	-
AP European History	3	6	HIS-121 & HIS-122
AP Human Geography	-	-	-
AP Macroeconomics	3	3	ECO-252
AP Microeconomics	3	3	ECO-251
AP Psychology	3	3	PSY-150
AP United States Government & Politics	3	3	POL-120
AP United States History	3	6	HIS-131 & HIS-132
AP World History	-	-	-
STEM			
AP Biology	3	8	BIO-111 & BIO-112
AP Calculus AB	3	4	MAT-271
AP Calculus BC	3	4	MAT-271
AP Calculus BC	4	8	MAT-271 & MAT-272
AP Chemistry	3	8	CHM-151 & CHM-152
AP Computer Science A	3	3	CIS-110
AP Environmental Science	3	4	BIO-140 & BIO-140A
AP Physics 1 (NEW)	3	4	PHY-151
AP Physics 2 (NEW)	3	4	PHY-152
AP Physics C: Electricity and Magnetism	3	4	PHY-252
AP Physics C: Mechanics	3	4	PHY-251
AP Statistics	4	4	MAT-152
World Languages & Cultures			
AP Chinese Language and Culture	-	-	-
AP French Language and Culture	-	-	-
AP German Language and Culture	-	-	-
AP Italian Language and Culture	-	-	-
AP Japanese Language and Culture	-	-	-
AP Latin	-	-	-
AP Spanish Language and Culture	3	6	SPA-211 & SPA-212
AP Spanish Literature and Culture	3	9	SPA-141, SPA-151, & SPA-212

College Level Examination Program (CLEP)

College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education (ACE). Students must submit an official CLEP transcript to the Office of Student Services for consideration of granting college credit. Visit College Level Examination Program (CLEP) for more information on the specific CLEP exams and scores required for course credit at Surry Community College.

Surry Community College
CLEP CREDIT
March 2016

Subject Examination	Minimum Score	Credit Hours Awarded	Course Credit Awarded
Composition and Literature			
American Literature	50	6	ENG-231 & ENG-232
Analyzing and Interpreting Literature	50	3	ENG-131
College Composition	-	-	NONE
College Composition Modular	-	-	NONE
English Literature	50	6	ENG-241 & ENG-242
Humanities	-	-	NONE
Foreign Languages			
French Language	-	-	NONE
German Language	-	-	NONE
Spanish Language	50	6	SPA-111 & SPA-112
History and Social Sciences			
American Government	50	3	POL-120
History of the United States I: Early Colonization to 1877	50	3	HIS-131
History of the United States II: 1865 to the Present	50	3	HIS-132
Human Growth and Development	50	3	PSY-241
Introduction to Educational Psychology	50	3	PSY-263
Principles of Macroeconomics	50	3	ECO-252
Principles of Microeconomics	50	3	ECO-251
Introductory Psychology	50	3	PSY-150
Introductory Sociology	50	3	SOC-210
Social Sciences and History	-	-	NONE
Western Civilization I: Ancient Near East to 1648	50	3	HIS-111
Western Civilization II: 1648 to the Present	50	3	HIS-112
Science and Mathematics			
Biology	50	8	BIO-111 & BIO-112
Calculus	50	4	MAT-271
Chemistry	50	8	CHM-151 & CHM-152
College Algebra	-	-	NONE
College Mathematics	-	-	NONE
Natural Sciences	-	-	NONE
Pre-calculus	-	-	NONE
Business			
Financial Accounting	-	-	NONE
Information Systems and Computer Applications	52	3	CIS-110
Introductory Business Law	51	3	BUS-115
Principles of Management	50	3	BUS-137
Principles of Marketing	50	3	MKT-120

College Tech Prep Articulation:

Through the statewide College Tech Prep Articulation agreement among high schools and community colleges and efforts of 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. The current SCC College Tech Prep Articulation Agreement is shown below:

Surry Community College
Tech Prep Articulation Agreement
Updated January 2021

HS Program Area	HS Course Number	HS Course Title	CC Course Number	CC Course Title
Agricultural Education	AS32	Agricultural Mechanics II	WLD-112 or AGR 111	Basic Welding Processes or Basic Farm Maintenance
Agricultural Education	AA22	Animal Science II	ANS 110	Animal Science
Business and Information Technology Education	BD12	E-Commerce I	WEB-210	Web Design
Business and Information Technology Education	BP12	Computer Programming II	CSC-153	C# Programming
Business and Information Technology Education	BM10, BM20	Power Point, AND Excel with MOS Certification in both	OST-137	Office Software Applications
Business and Information Technology Education	BM20	Excel	CTS-130	Spreadsheet
Business and Information Technology Education	BN20	Network Administration I	CTI-120 OR NOS-110 OR SEC-110	Network & Security Foundation OR Operating Concepts OR Security Concepts
Business and Information Technology Education	CS11	Project Management I	PMT-110	Intro to Project Management
Business and Information Technology Education	BI 10 AND BP 41 AND BP 42	Foundations in Info. Tech Comp Sci Principles I Comp Sci Principles II	CTS-115	Info Sys Business
Business and Information Technology Education	MU92 OR MH31 AND MH32	Strategic Marketing OR Sports and Entertainment Marketing I AND Sports	MKT-120	Principles of Marketing

HS Program Area	HS Course Number	HS Course Title	CC Course Number	CC Course Title
		and Entertainment Marketing II		
Business and Information Technology Education	BF05*	Personal Finance	BUS-125	Personal Finance
Family and Consumer Science Education	FE11 & FE12	Early Childhood Education I & Early Childhood Education II	EDU-119	Intro to Early Childhood Education
Health Occupations Education	HU40	Health Science I	MED-121 & MED-122	Medical Terminology I & Medical Terminology II
Health Occupations Education	HN43	Nursing Fundamentals	NAS-101	Nursing Assistant I
Marketing Education	ME11	Entrepreneurship I	BUS-139	Entrepreneurship I
Marketing Education	MM51	Marketing	MKT-120	Principles of Marketing
Technology Engineering & Design Education	TE22	Principles of Technology II	PHY-131	Physics – Mechanics
Trade and Industrial Education	IC21	Carpentry I	CAR-110	Intro to Carpentry
Trade and Industrial Education	IC21 & IC22	Carpentry I & Carpentry II	CAR-111	Carpentry I
Trade and Industrial Education	II21	Computer Engineering Tech I	CTS-120	Hardware/Software Support
Trade and Industrial Education	II22	Computer Engineering Technology II	CTS-220	Adv. Hard/Software Support (Must receive credit for CTS-120 prior to receiving credit for CTS-220)
Trade and Industrial Education	II21 & II22	Graphics I AND Graphics II	DME-115	Computer Graphics I
Trade and Industrial Education	II31	Adobe Visual Design	DME-115	Graphic Design Tools
Trade and Industrial Education	IA32	Advanced Digital Media	DME-115 OR DME-120	Graphic Design Tools OR Intro to Multimedia Appl.
Trade and Industrial Education	IC61 OR TE11	Drafting I OR Technology & Engr. Design	DFT-111 & DFT-111A	Technical Drafting I & Technical Drafting I Lab
Trade and Industrial Education	IC61 & IV22 OR TP11	Drafting I & Drafting II – Engineering OR Introduction to Engineering Design	DFT-151	CAD I
Trade and Industrial Education	IV23	Drafting III – Engineering	DFT-112 & DFT-112A	Technical Drafting II & Technical Drafting

HS Program Area	HS Course Number	HS Course Title	CC Course Number	CC Course Title
				II Lab (Must receive credit for DFT-111 prior to receiving credit for DFT-112
Trade and Industrial Education	IM31 & IM32	Electronics I & Electronics II	ELC-112	DC/AC Electricity
Trade and Industrial Education	IC41 & IC42	Electrical Trades I & Electrical Trades II	ELC-113	Residential Wiring I
Trade and Industrial Education	IM34	Electronics IV	ELN-131	Analog Electronics I
Trade and Industrial Education	TP12	Principles of Engineering	MNT-110	Intro to Maintenance Procedures
Trade and Industrial Education	IM41 & IM42	Metals Manufacturing I & II	BPR-111 & MAC-111 & MAC-151	Blueprint Reading & Machining Technology I & Machining Calculations
Trade and Industrial Education	IA31 OR TS21	Digital Media OR Scientific & Technical Visualization I	DME-110	Intro to Digital Media
Trade and Industrial Education	II11	Network Engineering Technology I	NET-125	Networking Basics
Trade and Industrial Education	II12	Network Engineering Technology II	NET-125 OR NET-126	Networking Basics OR Routing Basics
Trade and Industrial Education	TP22	Computer Integrated Manufacturing	MAC-121	Intro to CNC
Trade and Industrial Education	II33	Adobe Video Design	DME-140	Intro to Audio/Video Media
Trade and Industrial Education	II32	Adobe Digital Design	DME-120	Intro. To Multimedia Appl.
Trade and Industrial Education	IT11	Auto Service	TRN-110	Intro. to Transportation Technology

**BFO5 Personal Finance* will be removed as a high school CTE course option effective 2020-21; however, students who took the course previously and meet the other articulation requirements may still earn articulated credit.

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 scale score of 93 or higher on the standardized Career and Technical Education (CTE) 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 CTE 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 the transcript and form, credit will be awarded and a credit evaluation form will be mailed to the student. Students will receive the appropriate credit hours and a grade of "CR" on their transcripts.

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

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.
    1. Minimum Grade Requirements:
        a. Students graduating from a college transfer program (Associate in Arts, Associate in Science, or Associate in Fine Arts) must complete all credit hours with no grade below a "C."
        b. Students graduating from a Health Sciences program (Nursing, Physical Therapist Assistant, and Medical Assisting) must complete all credit hours with no grade below a "C."
        c. Students graduating with all other certificates, diplomas, or degrees must complete all credit hours with no grade below a "D."
    2. 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.
    3. Substitutions - All programs must be completed as stated in the catalog unless a substitution has been approved and filed in Student Services. Example: Substitute ENG 112 for ENG 114 in an A.A.S. program. This practice is acceptable, but it must be approved before the student registers for the course. The Course Substitution form is available from the division chairperson or in Student Services.
B. Have a minimum 2.0 Grade Point Average (GPA). Information regarding GPA is located in the Credit and Grading Issues section of the college catalog.
C. Complete at least 25 percent of the certificate, diploma, or degree credit hours at Surry Community College. This 25 percent of hours may not be earned by proficiency and must be in the student's program of study.
D. Submit a Graduation Application and payment using the Self-Service option in MyKnightLife. This procedure is normally completed at the beginning of the semester in which the student will complete all coursework.

Catalog of Record

The student's catalog of record will be the catalog that is in effect on the date of his or her first enrollment in a specific degree program as long as his or her enrollment is continuous. If the student changes programs or does not enroll for one or more semesters (not including summer term), the student's catalog of record will be the catalog in effect at the time of re-enrollment.

STUDENT SUPPORT SERVICES

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.

ACADEMIC SUPPORT CENTER

The Academic Support Center (ASC), located on the second floor of the library, offers free tutoring for students enrolled in at least one curriculum class at SCC. The Academic Support Center exists to improve and expand learning through student tutoring. The Center is committed to helping students take command of their learning by thinking through course material.

Students needing a tutor may sign up through the Academic Support Center webpage. Availabilities may vary depending on times and subject matter. Students may sign-up for one session or continual help during the semester. Online tutoring sessions are available for distance education students and students at the Center for Public Safety, the Elkin Center, the Pilot Center, or Yadkin Center. All sessions are provided free of charge. For assistance scheduling an appointment or for general information please call 386-3460 or visit the ASC.

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. Tutors are compensated for their services.

CAREER SERVICES

Surry Community College offers a holistic comprehensive career development program designed to assist students in setting career goals and obtaining employment.

Career counseling includes self-assessments and career exploration. Other services include assistance with resume development, preparation for job interviews, and locating employment. Opportunities are available for Work-Based Learning as well.

More information can be obtained in the Student Services Office.

COMPUTER RESOURCES

Surry Community College has two computer labs that are available for use by students; E building, room 148 and the Learning Resources Center (Library, first floor). These labs are available for computer classes, computer-related classes, and for computer-assisted instruction. Internet access is also available for class and research use.

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.

COUNSELING SERVICES

If students need to talk with someone about any problem or concern, a qualified counselor is 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.

Short-term counseling (limited to four sessions) and agency referral services are offered to SCC students. A student can be self-referred or referred by others. Counseling services are housed in the Student Services Office.

DISABILITY SUPPORT SERVICES (ADA)

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. Students may contact the Director of Disability Services at 336-386-3443 or brackenl@surry.edu. A comprehensive description of Disability Support Services is provided in MyKnightLife under Services>Disability Services. Students with hearing difficulties may call 1-800-735-2962 (TTY) or 1-800-735-8262 (voice).

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 making their disability known to the Director of Disability Services in the office of Student Services. 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-identify with the college as having a disability or special need. Students can self-identify to the Office of Disability Services located in A-building or contact the Student Services Office.

Note: Identifying yourself as having a disability to an individual professor, school, friend or department other than the Student Services 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. 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.

Service Animals

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. 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 336-386-3443.

Resolution Process for Disability-Related Issues

The College will make every effort to resolve the issue through informal means. The student should report problems in a timely manner and should provide clear, detailed information.

Students who are dissatisfied with accommodations should follow these steps in seeking remedy:

1. Report the problem to the Director of Disability Services, 336-386-3443, brackenl@surry.edu.
2. If the problem is not resolved at the Director's level, contact the VP for Academic Affairs, 336-386-3266, woodsj@surry.edu

The VP for Academic Affairs will meet with the Disability Services Director and the student in an appeal conference. The VP for Academic Affairs shall determine at his/her sole discretion whether or not any other person(s) are to be present at this conference. Following a review of the evidence as well as information obtained during the conference and through the investigation process, the VP shall issue a written decision within ten (10) business days following completion of the conference.

If the student is dissatisfied with the decision of the VP for Academic Affairs, s/he may appeal to the Office of the President. The appeal request must be made in writing. At the hearing, the appellant may be represented by counsel at his or her expense and present evidence as to why the decision of the Vice 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 President shall issue a decision within fourteen (14) business days following the completion of the hearing. The decision of the President shall be final.

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 Friday 7:00 am until 1:30 pm. The Knights' Grill is closed on Fridays during the summer.

HEALTH SERVICES

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

In the event of any emergency, students 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 Services 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 Student Services Office within two days of the injury and complete the required forms.

LIBRARY

The Library, housed in the "R" Building, provides print and electronic materials to supplement classroom instruction and support lifelong learning in the Surry Community College service area. The collection includes approximately 30,000 printed books, over 200,000 e-books, 2,400 audiovisual items, and 80 current print magazine and newspaper titles.

The Library web pages contain essential information, access to the Library catalog, and links to databases provided for student and faculty research 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 Library as well as through e-mail. Instructional sessions in using print and electronic resources are available for individuals, small groups, or classes.

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 Library.

The Library is open from 7:30 a.m. to 9:00 p.m. Monday through Thursday, and from 7:30 a.m. to 2:30 p.m. on Friday when classes are in session. During summer sessions and between semesters the Library operates on a limited schedule. Check the Library website for exceptions to the normal hours. The Library is open to the general public. Local residents 16 years old and up may apply for a library card and receive limited borrowing privileges.

LOCKERS

A limited number of lockers are available for use on a first-come, first-served basis with the purchase of a lock. Personal locks are not allowed. Students should check in the bookstore for locker availability.

STUDENT LIFE

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 Student Government Association coordinates many of these activities and the College encourages students to learn more about specific clubs.

TESTING CENTER

The Surry Community College Testing Center is located in the A-building on the main floor and provides college placement testing, exam proctoring, make-up exams, GED Testing, reasonable accommodations

testing, and remote testing services at our off-campus locations, Yadkin Center, Pilot Center, and Elkin Center (by appointment only).

Surry Community College administers the RISE Placement Test. Surry Community College recommends that all students review prior to taking placement tests Study guides are available from the Testing Center or the Office of Student Services. (Note: All placement test review information is provided as a review only, without any warranty or guarantee that a student's test scores will improve. Surry Community College takes no responsibility for test scores because of using the online study guide or any link to a study guide.)

Students must show a valid Photo ID on the day of the test for identification purposes. Knowledge of computers is not necessary to take placement tests. Testing Center staff will assist students who are unfamiliar with using a computer. Students should not bring food or drinks, calculators, cell phones or any other device to the Testing Center unless specified by the instructor. Pencils and paper will be provided for the math sections. **To insure adequate time for testing, students must be inside the Testing Center two hours before closing. If students are not finished before closing, they will be asked to return the next day to complete the tests. Students should contact the Testing Director for further information.**

Services Provided

The Testing Center provides test proctoring service for both paper-based and computer-based tests. A picture ID is required for all testing. Students who fail to bring a picture ID will not be allowed to test that day. Proctoring services for other colleges and universities in the UNC Online System are also provided. For more information our services provide, contact the Testing Center at testingcenter@surry.edu. All tests must be started and finished in one session unless otherwise noted and must be turned in at least 10 minutes prior to closing. Testing hours may be different during semester breaks. The Testing Center will also be closed for all holidays recognized by Surry Community College and as indicated by inclement weather.

For Testing Center Hours, please contact the Testing Center at 336-386-3346 or email us at: testingcenter@surry.edu.

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 Veterans Center. The veterans certifying official will help students apply for any educational benefits available to them and will answer questions about these benefits. Students receiving veteran's 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 veteran's educational benefits attend class on a regular basis.

VOTER REGISTRATION SERVICES

Throughout the academic year, voter registration opportunities will be made available in Student Services, A-Building. For additional information, contact the Director of Disability Services/Testing Center located in the Office of Student Services at 336-386-3443.

COLLEGE 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 people. 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 or her 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 SCC Board of Trustees

STUDENTS' 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 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 tardiness 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.

STUDENT CODE OF CONDUCT

Purpose

The purpose of the Student Code of Conduct is to outline the expectations regarding student behavior and to assist in the maintenance of a productive, safe educational environment.

When students violate college regulations, they are subject to disciplinary action by the college whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

Student Rights

- **Legal Rights**

  All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, SCC shall adhere to all of the statutes of the United States and the state of North Carolina.

- **Rights of the Learner**
  - Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner.
  - Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
  - Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.

- **Freedom of Association**
  Students are free to organize, to join an association or organized club, or propose the creation of new clubs and association to promote students' program or career interest.

- **Student Records**
  The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records. FERPA policies are described in more detail in the Student Records Policy.

- **Due Process**
  Due process procedures are established to guarantee a student accused of a student code of conduct violation the right to a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right of appeal. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process.

Student Code of Conduct

Violations include, but are not limited to, the following:

- **Academic Dishonesty, Cheating, and Plagiarism**
  For more information regarding cheating and plagiarism, please refer to the Academic Honesty *Policy.*

- **Damage, Destruction or Theft of College Property**
  Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community, or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours; occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary or authorized use.

- **Alcohol on Campus**
  For more information regarding alcohol on campus, please refer to the Drug and Alcohol Use/Abuse Policy.

- **Drugs on Campus**
  Possession, use, or distribution of any illegal drugs, except as expressly permitted by law is prohibited. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the consequences of his/her actions. For more information regarding drugs on campus, please refer to the Drug and Alcohol Use/Abuse Policy.

- **Weapons on Campus**
  Possession or use of a weapon, as defined by State law, on College premises or at College-sponsored or College-supervised functions, as prohibited under North Carolina General Statute §14-269.2. This includes carrying a concealed weapon on campus or to a College-sponsored activity even though in possession of a valid permit. Exceptions may apply to on-duty law enforcement officers attending College classes or activities. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

- **Disruption and Disorderly Conduct**
  A student shall not engage directly or aid and abet in lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material. Intentional obstruction or disruption of teaching, research, administration or disciplinary proceedings or other college activities, including public service functions and other duly authorized activities on college premises will not be tolerated. This also includes excessive use of profanity, obscene and offensive language and conduct. A student on campus shall promptly identify himself to a SCC official or campus police officer at all times upon reasonable request. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive is a violation.

- **Verbal, Physical, and Emotional Abuse**
  A student shall not intentionally cause, or attempt to cause any verbal, physical, or emotional abuse of any person on college premises, at college sponsored, or college supervised functions. This includes any verbal or physical actions which threaten or endanger the health and safety of any such persons, the educational process, or which promote hatred or racial prejudice. This includes acts of bullying, hazing, and cyber-bullying.

  The North Carolina General Statute §14-35 defines hazing and the punishment set forth for hazing. The North Carolina General Statutes §14-458.1 defines cyber-bullying and the punishment set forth for cyber-bullying.

- **Gender-Based and Sexual Misconduct**
  Sexual misconduct or inappropriate sexual behavior, both consensual and non-consensual, including but not limited to inappropriate displays of affection, sending graphic or sexually explicit materials through electronic and digital media, explicit behavior, sexual violence, sexual harassment, sexual discrimination, domestic violence, intimate partner violence, dating violence, stalking, public sexual indecency, or indecent exposure on College property is prohibited. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile or offensive environment is also prohibited. For more information regarding gender-based and sexual misconduct, please refer to the Gender-Based and Sexual Misconduct Policy.

- **Other Types of Harassment and Discrimination**
  For more information regarding other types of harassment and discrimination, please refer to the Harassment and Discrimination Policy.

- **Technology Usage**
  For more information regarding technology usage on campus, please refer to the Information Technology Acceptable Use Policy, Electronic Signature Policy, and Copyright Infringement Policy.

- **Free Speech and Public Assembly**
  Participating in or conducting an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; or which is harmful, obstructive or disruptive to the educational process or institutional functions of the college; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff. For more detailed information, please refer to the Free Speech and Public Assembly Policy.

- **Tampering with Fire Alarms and Emergency Equipment**
  Setting off a fire alarm, using, or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment is a violation. Using or tampering with an Automated External Defibrillator (AED) device, except with reasonable belief in the need for such alarm or equipment is also violation.

- **Tobacco Free Campus**
  No student, faculty, staff, or intuitional visitor is permitted to use any tobacco products on the College grounds and leased property. Tobacco products include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. This prohibition also includes any electronic oral device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or any other product name or designation. For more detailed information, please refer to the 100% Tobacco-Free School Policy.

- **Parking Violations**
  Violation of college regulations regarding the operation and parking of motor vehicles.

- **Financial Responsibility**
  Fiscal irresponsibility such as failure to pay college levied fines, or the passing of worthless checks to college officials. The college will not accept checks from students who have written the college a check with insufficient funds.

- **State and Federal Laws**
  Violation of a local, state or federal criminal law on college premises may adversely affect the college community's pursuit of its proper educational purposes; therefore, a student should not violate any state or federal laws while on the campus of SCC, or while attending an SCC activity, function, or event off the ground of SCC.

- **Dress Code**
  Students may dress informally while at SCC, but cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a SCC activity, function or event off SCC grounds. Clothing that has vulgarities, lewd acts or comments, incites racial or ethnical prejudice, or infringes on religious freedom should not be worn. Special technical or vocational credit programs, such as the health or technical programs, may require special attire for clinical, laboratory, or shop areas. A student shall not attend classes or laboratory work conducted in the clinical, laboratory, or shop areas if such student is in violation of the attire codes for such areas.

- **Nursing Student Expectations for Conduct**
  Surry Community College (SCC) nursing students are required to provide safe care to members of the public. The Nursing Practice Act of North Carolina provides a definition of unsafe clinical behavior which is the measure used by the nursing programs at SCC. Nursing students identified by faculty as having physical or emotional problems conflicting with safety essential to nursing practice; demonstrating behavior which conflicts with the safety essential to nursing practice; or failing to demonstrate professional behavior may be immediately dismissed from class, lab or clinical. A process to determine whether the student is safe to return to class, lab and/or clinical will include the faculty, the student, and the Associate Dean of Health Sciences, and is further detailed in the nursing student handbook. Students who are deemed unsafe to continue will be dismissed from the nursing program.

Violations of the Student Code of Conduct

Immediate Dismissal of Students

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the college, an instructor, campus police, or administrator may direct students involved to cease and desist such conduct and advise them that failing to cease and desist could result in immediate dismissal from school. If the students fail to cease and desist, the instructor, campus police, or administrator may then dismiss them from the class or the college until a resolution of the matter can be made. Prior to dismissal, the student(s) shall be given the opportunity to explain his or her conduct to the instructor, campus police, or administrator.

An instructor, campus police, or administrator invoking such dismissal shall notify the Vice President of Academic Affairs in writing of the individuals involved and the nature of the infraction as soon as possible, but no more than two (2) days following the incident. The Vice President of Academic Affairs is responsible for reviewing the dismissal and implementing the student discipline procedures as outlined below.

Discipline Issues Occurring Inside the Classroom

Faculty members are responsible for classroom management. When students are disrupting the learning environment (talking during class, playing with phones or other devices, etc.), faculty members will address the situation at the lowest level possible. If the student continues the disruptive behavior, the faculty may refer the student to the Division Chair/Director of the program.

The Division Chair/Director may decide that the student's ongoing disruptive classroom behavior warrants removal from the course. If the Division Chair/Director recommends that the student should be removed from the course, the Division Chair/Director will file a written code of conduct charge against the student with the Vice President of Academic Affairs. The Vice President of Academic Affairs will implement student discipline procedures as outlined below.

Discipline Issues Unrelated to the Classroom

Any administrative official, campus police officer, faculty member, staff member, or student may file charges with the Vice President of Academic Affairs against any student or student organization for violations of college regulations.

Sanctions

When the accused is found to be in violation of this policy, sanctions will be issued to the accused to correct the behavior and to reasonably ensure that the actions will not be repeated. The Vice President of Academic Affairs may apply the following sanctions as appropriate:

- **Verbal Warning**
  A verbal warning which if the student continues or repeats a specific behavior/condition further disciplinary action will be taken.

- **Reprimand**
  A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

- **General Probation**
  An individual may be placed on General Probation when involved in a minor disciplinary offense. General Probation has two important implications: The individual is given a chance to show his/her capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if he/she errs again, further action will be taken. This probation will be in effect for no more than two semesters.

- **Restrictive Probation**
  Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally, the individual will not be eligible for initiation into any local or national organization and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. This probation will be in effect for not less than two semesters. Any violation of Restrictive Probation may result in immediate suspension.

- **Restitution**
  The student must pay for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.

- **Interim Suspension**
  Students will be excluded from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

- **Loss of Academic Credit or Grade**
  This punishment is imposed as a result of academic dishonesty as determined by the Academic Appeal Policy.

- **Withholding Transcript, Diploma, or Right to Register**
  This sanction is imposed when financial obligations are not met.

- **Suspension**
  The student is excluded from class or classes and/or all other privileges or activities of the college for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President of Academic Affairs before returning to the college campus.

- **Expulsion**
  The student is dismissed from campus for an indefinite period. The student loses his/her student status. The student may be readmitted to the college only with the approval of the President.

- **Group Probation**
  This sanction is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

- **Group Restriction**
  A club or other organization is removed from college recognition during the semester in which the offense occurred or for a longer period (usually not more than one other semester). While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.

- **Group Charter Revocation**
  This sanction involves removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the President.

Student Disciplinary Process

Surry Community College will use the Civil Rights Investigation Model to handle all grievance issues pertaining to student misconduct. This process will ensure a prompt, thorough, fair, and impartial investigation and resolution for all parties involved. For more information regarding the grievance process, please see the *Student and Employee Grievance Process Policy*.

Adopted by the Board of Trustees, June 08, 2015.

ACADEMIC APPEALS

In order to be fair and guarantee students due process, Surry Community College recognizes the need for an Academic Appeal Policy. The adoption of an Academic Appeal Policy does not relieve students of making every effort to resolve a complaint before an appeal to the next authority. Students should recognize that faculty members have the right and responsibility to determine the assessments and grading procedures for their classes using their professional judgment. Students have grounds for an appeal if they believe a grade has been awarded capriciously, arbitrarily, or prejudicially. This policy does not apply to allegations of harassment or discrimination. Such allegations are governed by the Harassment and Discrimination Policy. Disciplinary-related appeals are handled through the Disciplinary Appeal Policy.

Appeal Procedure

For any academic issue occurring in or otherwise related to the classroom, students are to implement the following procedure:

A. Schedule within five (5) days following the occurrence an appointment with the instructor to discuss the action in question.
B. If not resolved with the instructor, schedule within five (5) days of the appointment with the instructor an appointment with the respective division chair.
C. If the matter is not resolved, submit to the appropriate dean within five (5) days of the division chair appointment a written request for an appeal conference. This request should include a brief summary of the issues in question and the reasons for the appeal.
D. Within five (5) days of receiving the written request, the dean shall conduct an appeal conference with the student and the instructor. The dean shall determine in his/her sole discretion whether or not any other person(s) is (are) to be present at this conference. The dean may make and enforce such other procedural rules regarding this conference as he/she deems appropriate. The dean shall issue a written decision within five (5) days following completion of the conference. A copy of the decision shall be delivered to the student and the instructor and the original shall be filed with the Vice President of Academic Affairs/Chief Academic Officer (CAO).
E. If a student is not satisfied with the decision from the appeal conference held with the dean, the student may appeal the decision to the Appeal Council. Written notice of appeal must be submitted to the Vice President of Academic Affairs/CAO within ten (10) days following receipt of the decision.

Academic Appeal Council

The Academic Appeal Council is composed of the Vice President of Academic Affairs/CAO, three (3) independent and unbiased faculty representatives selected on an ad hoc basis by the President or an officer of the Faculty Senate, and a student representative selected by the Vice President of Academic Affairs/CAO.

Scheduling of the Appeal

The Academic Appeal Council shall conduct an appeal within ten (10) days following its receipt of the student's written request.

Notice of the Appeal

Written notice of the date, time, and place of the appeal shall be given to the student and the affected faculty member not less than three (3) days prior to the date of the appeal.

Appeal Proceedings

At the appeal the student and respondent may present evidence and arguments. The Academic Appeal Council shall determine whether or not other persons may participate in this appeal and shall announce and enforce such time limitations or other procedural rules regarding the conduct of the appeal as it deems appropriate. The committee will hold its deliberations in closed session in accordance with Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal session. The decision of the Academic Appeal Council shall be based solely upon the evidence presented at the appeal. In the event of a split decision, the Vice President of Academic Affairs/CAO will cast the deciding vote. The Academic Appeal Council shall issue its decision within ten (10) days following completion of the appeal. Notification of the need to extend this time period shall be given by the Academic Appeal Council to all parties.

The decision of the Academic Appeal Council is binding and may not be appealed.

Day; Time Limitations

For purposes of this policy, the term "day" is defined as a regularly scheduled working day and does not include weekends, holidays or other days in which the College is not open for regular business transactions. The time limitations specified in this policy may not be extended except for extraordinary cause not within the control of the party requesting the extension.

Prohibition Against Retaliation and Abuse of the Policy

Retaliation against any person who in good faith exercises his/her rights under this policy is strictly prohibited. Any complaint of retaliation is to be made to the Vice President of Academic Affairs/CAO within ten (10) days from the act upon which the complaint is based. If the complaint of retaliation is against the Vice President of Academic Affairs/CAO, it is to be filed with the President of the College.

Adopted June 14, 1976; Amended August 19, 1996; Revised by the Board of Trustees, March 10, 2014.

ACADEMIC RECORDS RETENTION SCHEDULE

Purpose of the Policy

This policy governs student records, including digital records generated in the course of delivering online and hybrid courses. These records are confidential, protected under FERPA regulations, and must be provided to students or legal authorities when requested. North Carolina General Statutes (NCGS) § 115D, § 121, and § 132 have no special provisions for the handling or retention of digital academic records or protection from litigation regarding such records. NCGS and current Surry policy require the retention of grade books for a period of three years. Retaining student-generated data poses legal risks for the college if a student or parent sues or if records are compromised through accidental release or malicious intrusion. The maintenance, security, storage, and backup of records in perpetuity and the mechanisms for producing the records in an accessible form constitute a financial burden for the college as well.

Applicability

Faculty, staff, and students.

Policy Statement

Surry Community College will utilize best practices related to maintaining a comprehensive backup and retrieval system including Learning Management System (LMS) records, data archive and retention schedule. The retention schedule will adhere to all applicable regulations and comply with all audit criteria. The retention schedule provides information pertinent to all types of curriculum courses offered by the college and provides instruction for storage and destruction of affected data.

Whenever full- or part-time faculty members leave the college, they must transfer all student course records, including grade books, unreturned assignments, rosters, etc., to the respective Division Chair.

Definitions

Word/Term	Definition
Archive	A compressed electronic file containing all digital records for a class. Archives are generated using the utilities provided within the LMS. This process creates a copy of the course without deleting the course and contains all information from the original course except for general activity.
Colleague	A database-driven software system which houses and operates on all data relevant to the operations of an organization.
eTrieve	A digital document repository system which houses scanned documents tied to a student or employee's Colleague ID. Surry's solution is Softdoc's eTrieve product.
General Activity	General activity refers to the tracking of individual clicks within a course in the LMS in order to open documents or content.
LMS	Learning Management System – Moodle
Merge Course	Merge course provides a mechanism to incorporate enrollments from multiple sections within the LMS into a single course for central management of course content. Actual section enrollments are clearly indicated within the grade center in the merge course.
Non-Destructive	No data is deleted or changed.
Non-Scheduled Supplemental Course Site	An LMS course environment that is not created directly from a curriculum or continuing education course section in the college ERP system, including but not limited to development, collaboration, training, tutoring, communication, committees, etc.
Scheduled Course/ Official Course	An LMS course environment that is created directly from a curriculum education course section in the college ERP system.
Unsupported LMS	LMS or service connected to the LMS that is not administered, accessed, or maintained by Technology Services. Examples include but are not limited to CRM Advise, Turnitin, Edmodo, McGraw-Hill Connect and Create, Pearson MyLabs, Ed2Go, Aplia, other publisher resource sites, etc.

Procedures

All data generated in delivering instruction have (1) business value for the college in complying with audits (including but not limited to FTE audit, which determines funding), and (2) substantive value for students in the transfer of credits and other needs. These data will be retained and readily accessible as long as they have business value; when records no longer have business value, they will be destroyed. *SCC complies with the North Carolina Community College System Records Retention, and Disposition Schedule.*

WORKFORCE TECHNOLOGIES AND COMMUNITY EDUCATION

Adult High School Diploma Course Records

Attendance and transcript records for students enrolled in Adult High School programs. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.) Amended 09-25-03.

Disposition Instructions: Scan in office records onto optical disk when received. Transferred security copy to off-site location for backup storage. College representative will update routinely. Retain in office scanned images permanently. Destroy in office paper copies of scanned records after all quality control procedures have been completed. (When college replaces "old" technology, it must either retain its old technology sufficient to retrieve and print information or if a conversion is made to a new technology, the new technology must have the capability to generate a printed copy.)

- eTrieve related documents retained.

Applications for High School Equivalency Certificates

Records concerning applicants for the High School Equivalency tests. File includes completed test results. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

Disposition Instructions: Application is completed electronically through HSE vendor site. Retain one (1) copy in college permanently. Staff generates an unofficial score report for each student which is on file permanently. Vendor is responsible for scoring and transferring test scores to NCCCS.

- eTrieve related documents retained.

Class Reports File

Records concerning each workforce technologies and community education class of instructional offered by the college and the student hours generated. Files also include student attendance. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)

Disposition Instructions: Transfer student records reports to the Community College System office. Retain copy in office permanently.

- eTrieve related documents retained.

Examination, Tests, and Coursework File

Records concerning completed student work for instructor-generated assessments.

Disposition Instructions: Destroy in office after one (1) year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Follow applicable licensing or credentialing agency retention requirements.

- eTrieve related documents retained.

Examination (Master Copies) File

Master copies of examinations administered during the academic year.

Disposition Instructions: Destroy in office after one (1) year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Follow applicable licensing or credentialing agency retention requirements.

- eTrieve related documents deleted.

Extension Data Database (Electronic)

Records in electronic format providing extension data for each student registered at the college. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)
Disposition Instructions: Transfer reports to the Community College System office. Retain copy in office permanently.

- eTrieve related documents retained.

New Industry Training Program

Records concerning applications and funding records for the New Industry Training and NCWorks Customized Training programs. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)
Disposition Instructions: Destroy in office after one (1) year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

- eTrieve related documents deleted.

Student Registration

Records concerning student registration in Workforce Technologies and Community Education classes. File includes completed registration forms; records listing student information, dates, titles, locations and instructors of classes; and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)
Disposition Instructions: Destroy in office after one (1) year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

- eTrieve related documents deleted.

Workforce Innovation and Opportunity Act (WIOA) Project Files

Records concerning eligibility for services at college under Workforce Innovation and Opportunity Act funding. File includes eligibility requirements, guidelines and procedures, and other related records. (Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.)
Disposition Instructions: Destroy in office after three (3) year(s) if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

- eTrieve related documents deleted.

CURRICULUM RECORDS

Faculty Responsibility

Faculty members should retain the following records:
Retain one (1) year:

- Records concerning completed student work for instructor-generated assessments including examinations, tests, term papers and homework file (does not include test scores).
- Student recruitment files.

Retain three (3) years:

- Student grades (including LMS gradebook file)
- Course evaluation files
- Student Association and Organization files to include constitutions, by-laws, newsletters, minutes, brochures, announcements, photographs, reports, scrapbooks, and other related records.

Retain four (4) years:

- Student Disciplinary file. Records concerning student violations of academic or non-academic regulations including correspondences, charges, evidence, transcripts and other related records.

Retain five (5) years:

- Class attendance rosters (including LMS statistics files).
- Student withdrawal files.
- Student Academic Advisement file. Records concerning student success and individual student advising. File includes advisors' notes and reports, interview forms, student test profiles, aptitude test scores, approved schedule forms, degree audit/program evaluation reports, correspondence, and other related records.
- Student Awards and Honors file. Award recipients' information should be transferred to Student Services office. Records concerning student awards including recommendations, approvals, reference information, and other related records.

If after no litigation, claim, audit, or other official action involving the records has been initiated, the faculty member should ensure that the records are shredded. Any records involved in any litigation, claims audits, or official action should be destroyed after completion of action and resolution of issues.

In addition, faculty should also comply with applicate provisions of 20 USCA 123g regarding confidentiality of student records.

Student Services will ensure that any related eTrieve documents are deleted.

Technology Services will ensure that all student grades and attendance stored in the College's LMS are maintained according to the records retention policy (see more detailed information under **LMS Content** section below).

Student Services Staff Responsibility

The following are examples of curriculum records that should be maintained by the Dean of Student Services and designees for five years:

- Admission,
- Academic transcripts,
- Academic standing lists,
- Aptitude and achievement tests results,
- Athletic eligibility and compliance,
- Attendance records,
- Degree audit,
- Disability Services records,
- Medical records,
- Planning records,
- Correspondence,
- Dean's lists,
- President's lists,
- Graduation data sheets,
- Grade distributions,
- Class schedules,
- Proposed developmental studies,
- Reference copies of Board of Trustees minutes,
- Memorandums,
- Projection data
- Other related records.

Transfer academic records to Permanent Transcript File. Students' grades should be retained—along with copies of change of grade forms when relevant—for each class taught for three years. If, after three years, no litigation, claim, audit, or other official action involving the records has been initiated, the Dean and/or designees should destroy the records. Any records involved in any litigation, claims audits, or official action should be destroyed after completion of action and resolution of issues.

- eTrieve-related documents should also be deleted.

The **Institution's Class Report** (ICR), along with back-up records, rosters, registration, and attendance information should be maintained for five (5) years, including records in electronic format concerning each curriculum class of instruction and the student hours generated. The College will also comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.

Disposition Instructions: Transfer data electronically to the Community College System Office when created and after completion of quality control procedures. Transfer backup records to an off-site location for backup storage and update monthly. Retain in office backup records and remaining records permanently.

- eTrieve-related documents should also be retained *permanently*.

Technology Services Staff Responsibility

The office of Technology Services is responsible for providing electronic archives student attendance and grades captured in the Learning Management System, Moodle. The office will ensure archiving of these student records for three years. If, after three years, no litigation, claim, audit, or other official action involving the records has been initiated, the VP of Technology Services and/or her designees should destroy the records. Any records involved in any litigation, claims audits, or official action should be destroyed after completion of action and resolution of issues.

DATA RETENTION SCHEDULE

All archives not meeting other schedules as required by licensure/certification boards or other authorities will remain in network disk storage for three years and then destroyed by designated Technology Services staff.

- eTrieve-related documents will also be deleted.

Data Retention Schedule Exceptions

All archives for courses with licensure/certification board or other authority requirements will be retained as required by superseding policy (see table below). Technology Services must be notified in writing of any changes in requirements for data retention upon discovery of the changes.

Licensure & Certification Board Retention Requirements

Data Type	Retention Schedule	Reason/Requirement
Basic Law Enforcement Training (BLET)	Retain in perpetuity Student Evaluations Instructor File Instructor Evaluations (F16) Retain for 3 years, then destroy	North Carolina Criminal Justice Standards Division
Workforce Technologies and Community Education	Retain for 5 years, then destroy	Community Colleges Disposition Schedule for all Continuing Education Records.
Cosmetology (COS)	Completers – retain student records until the following inspection – usually 12 months, then destroy	North Carolina Board of Cosmetic Art Examiners

Data Type	Retention Schedule	Reason/Requirement
	Students who have stopped attending – called "withdrawals" – retain records for five years, then destroy	
Detention Officer Certification Class (DOCC)	Retain in perpetuity Student Evaluations Instructor Files Instructor Evaluations (F16) retain for 3 years, then destroy	North Carolina Sheriff's Standards Division
Emergency Medical Services Course (EMS)	Retain for 5 years, then destroy	Coincides with the renewal period of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)accreditation
Fire and Rescue Programs (FIP, WLF, EPT)	Retain 10-year minimum, then destroy	Office of the State Fire Marshall (OSFM) requirement to cover 2 National Fire Protection Association (NFPA) revision cycles
Medical Assisting Course (MED)	Retain for 5 years, then destroy	Medical Assisting Education Review Board (MAERB) requires for certification audit compliance.
Medical Laboratory Technology Course (MLT)	Retain for 7 years, then destroy	Complies with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) self-study cycle
Nurse Aide Course(s)	NAC I – Retain for 3 years, then destroy NAC II - Retain for 5 years, then destroy	Division of Health Service Regulation requirement North Carolina Board of Nursing requirement
Nursing: Associate Degree Nursing (ADN) Nursing: Associate Degree Nursing (LPN-ADN)	Retain for 3 years, then destroy	North Carolina Board of Nursing (NCBON)
Phlebotomy Course (PBT)	Retain for 7 years, then destroy	Complies with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) self-study cycle The Phlebotomy (PBT) self-study cycle is 4 years; however, the joint on-site review occurs every 7 years
Physical Therapist Assistants (PTA)	Retain for 1 year after graduation, then destroy	Commission on Accreditation in Physical Therapy Education (CAPTE)
Therapeutic Massage Course (MTH)	Retain in perpetuity	North Carolina Board of Massage and Bodywork Therapy (NCBMBT)

LEARNING MANAGEMENT SYSTEM (LMS) CONTENT

LMS Course Archives

All scheduled courses will be archived upon completion of the class. For curriculum classes, completion will be after the last day to make up incomplete grades. Archives are stored on a network disk storage device. The archival process is a non-destructive backup only. Merge courses must be archived differently, as noted below:

a) Merge courses in Moodle for web-assisted (seated) classes will be archived after the semester end date, after which the Moodle shell may be merged with sections for the next term.
b) Merge courses in Moodle for online or hybrid classes will be archived on the standard archive schedule, after which the Moodle shell may be merged with sections for the next corresponding term; i.e., spring term merge courses can only be used for spring terms when supporting online and hybrid classes.

LMS Data Retention

All scheduled courses will remain available within the LMS for a period of one year from the original delivery term, after which they will be deleted from the LMS. Merge courses will remain on the LMS indefinitely but modified according to instructor request to merge for subsequent terms. Only archives will be retained past one year according to the data retention schedule.

LMS Data Retention Schedule

All archives not meeting other schedules as required by licensure/certification boards or other authorities will remain in network disk storage for three years and then destroyed.

Retention for LMS Courses Archived Upon Request

Technology Services periodically receives requests to archive courses. Requested archives should be retained as follows:

a) If archived as part of legal proceedings, transfer the archive to permanent storage media and retain in perpetuity.
b) If archived for instructor review or backup, retain the archive for three years from the archival date.

Unsupported LMS

When using an unsupported LMS, instructors must coordinate with their supervisors to ensure compliance with archive and retention policies. Instructors can submit a work order to Technology Services to verify that an LMS is unsupported.

Related Policies, Procedures, References, Forms, or Terms

Type	Name	Location
Reference	NCGA - General Assembly website for statutes	Perform web search using term "NCGA Statutes;" first item returned: North Carolina General Assembly Statutes
Reference	NCGS Chapter, 115D, 121, 132	Search NCGA website with terms "academic AND records AND retention"
Reference	NC Department of Cultural Resources retention schedules	Perform web search with terms "NC records retention law". NC Department of Cultural Resources Retention Schedules
Reference	U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)	The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. US Department of Education Family Educational Rights and Privacy Act (FERPA)

Contact Information

Subject	Contact	Telephone	E-mail Address
Policy Clarification	VP of Workforce, Technologies & Community Education	336.386.3382	holderc@surry.edu
Continuing Education Clarification	VP of Workforce, Technologies & Community Education	336.386.3280	holderc@surry.edu
Curriculum Clarification	VP Academic Affairs	336.386.3266	woodsj@surry.edu
eLearning Clarification	VP of Workforce, Technologies & Community Education	336.386.3382	holderc@surry.edu

Approved by Board of Trustees, September 12, 2016
Amended by Board of Trustees, May 14, 2018

ACADEMIC HONESTY

Student Responsibility

Students are expected to complete their course work without resorting to any form of academic dishonesty and are responsible for the following:

1. Requesting clarification and approval from the respective instructor before accepting any resources or assistance not authorized by their instructors.
2. Providing proof that written work is indeed their work and copying all drafts, notes, revisions, and source material (e.g., note cards) to offer as proof of ownership if such proof is requested.
3. Acknowledging any assistance, they have received, including proofreading, and declining any unauthorized assistance on assignments.
4. Avoiding 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 workspace of all unauthorized materials.
5. Reviewing all policies and definitions related to academic dishonesty, including those specific details provided in instructors' syllabi.

Sanctions

Sanctions for academic dishonesty are outlined in all instructors' syllabi. Be aware that some divisions, such as Health Sciences, have a standard approach to sanctions across all divisional courses. Potential sanctions include the following:

- Warning and resubmission requirement
- 0 (letter grade of "F") for the assignment
- 0 (letter grade of "F") for the course and removal from the course
- 0 (letter grade of "F") for the course, removal from the course, and removal from the program

Penalties may vary based on the severity of the dishonesty, repeated incidents of dishonesty, and such other aggravating or mitigating factors that may be present in an individual case.

-Approved by Board of Trustees, April 11, 2016

Plagiarism: Any case of student writing which takes the ideas, facts, phrases or sentences of another author without acknowledging the original source through appropriate citation methods.

Examples of Plagiarism (this list is not exhaustive):

- Including a full *References, Works Cited,* etc. page with no in-text citations.
- Putting a single citation at the end of a full paragraph when other sentences in the paragraph are clearly from the cited author.
- Using verbatim quote but failing to use quotations marks.
- Including a proper in-text citation but failing to list the source on the citations page.

Documentation Errors/Unintentional Plagiarism: Phrases, sentences, concepts or facts presented without proper citation but to a limited degree. These errors are usually not intentional but are often careless mistakes and are less serious to the degree that they appear in Flagrant Plagiarism.

Examples of Documentation Errors/Unintentional Plagiarism (this list is not exhaustive):

- Including a full *References, Works Cited,* etc. page with no in-text citations.
- Putting a single citation at the end of a full paragraph when other sentences in the paragraph are clearly from the cited author.
- Using verbatim quote but failing to use quotations marks.
- Including a proper in-text citation but failing to list the source on the citations page.

Flagrant: Complete ideas, sentences, paragraphs or whole papers submitted without giving credit to the original source/sources with the intent to conceal the origin of the writing. Students commit this type of plagiarism to avoid the work of writing.

Examples of Flagrant Plagiarism (this list is not exhaustive):

- Resubmitting another student's paper.
- Copying large sections from another author with no attempt at citation and no *References, Works Cited*, etc.
- Resubmitting the student's own paper previously submitted in another class without
- asking the faculty member's approval.

Plagiarism Sanctions

Plagiarism is a serious offense for academic writers, including student writers.

Flagrant Plagiarism:

1) If student writing contains flagrant plagiarism, the student receives a zero or failing grade for the assignment. The instructor will discuss with the student why the assignment contained plagiarism and direct the student to campus resources (in the course or in the library) about avoiding plagiarism.
2) If a student commits flagrant plagiarism a second time, the student will be withdrawn from the course with a WF, and another early alert will be submitted.
    - Instructors have discretion in identifying whether a failing grade is "D," "69", etc. Students should see individual syllabi for specifics.

Documentation Error:

1) If student writing is determined to contain documentation errors, the student will be allowed to revise the writing for a lower grade. The grade and time given to revise the writing is at the discretion of the instructor.
2) If a student commits serious documentation errors a second time the student may receive a zero for the assignment or be allowed to revise the assignment a second time at the instructor's discretion.

Identifying Plagiarism

Instructors may use several tools to identify plagiarism, including digital plagiarism detection programs (SafeAssign, Turnitin, etc.), internet searches for exact word matches, and assistance from the SCC Library Specialists. An instructor may also identify plagiarism on their own by observing when the student's abilities and writing styles do not match their submitted work.

Type of Assignment

Plagiarism can occur in all types of assignments, including low-stakes discussion forum posts and high stakes final papers. Instructors may adjust the policy to fit the type of assignment.

Other Suggested Practices for Instructors

1) Collect a writing sample from students early in the semester. If writing is done in the classroom, or is done at home, but in direct response to a reading assignment, it will be more difficult for the student to plagiarize. This writing sample can be used to compare the student's writing with plagiarized writing, providing a clear and direct comparison when making accusations of plagiarism.
2) Assign a lower stake writing assignment early in the semester that requires some simple documentation. This way, if a student is going to make plagiarism errors, they may learn from these mistakes without jeopardizing a large part of their grade.
3) Instructors should consider keeping either a physical or digital copy of any plagiarized work.

ATHLETIC POLICY

Surry Community College will strive to provide athletic programs as an integral part of the college's student services 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. 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

Campus bulletin boards are provided for use by recognized student organizations and by individual students for the sale of used books. For purposes of this policy a "recognized student organization" is defined as an organized student group that is recognized by the Student Services Office. To attain this recognition, a student group must file with the Vice President of Academic Affairs 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.

Prior to posting, all materials must be presented to the Vice President of Academic Affairs (or his or her 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.

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.

Any violation of this policy shall result in the immediate forfeiture of the privilege of using campus bulletin boards.

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 Surry Community College by following the Campus Police link, or a copy can be obtained in the Office of Student Services.
Surry Community College is a drug-free campus. Policies relating to this matter are available in their entirety in the Student Services Office, Building A-Room 108, and on the College website.

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.

Orientation

Students are advised of security and safety regulations at SCC during orientation and in College Student Success classes. Students are also familiarized with the College drug and alcohol policy and are advised to seek help in Student Services for any related problems. Student Services refers students to other community agencies for additional services when appropriate.

Safety Committee

SCC has an active safety committee co-chaired by the Chief of Campus Police and the Director of Facilities. 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.

Campus Police

The SCC Police Department 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. In addition, the Chief of Campus Police updates and publishes the college's Emergency Response Plan (ERP) that is available in MyKnightLife under Services>Campus Police. All campus members should understand their responsibilities in the event of any emergency situation.

Programs and Seminars

SCC offers one seminar per year on sexual assault/date rape and drug/alcohol concerns. Information about the Drug and Alcohol Policy, Sexual Harassment Policy, prohibition of weapons on campus, unlawful demonstrations, violence or force, and campus security is available in the SCC catalog. All on-

campus activities are designated as drug-free activities. SCC hosts throughout the year, the college's Student Services division collaborates with clubs, advisors, and other stakeholders to provide supplemental seminars, lectures, and performances to enhance students' growth and development.

Publications

The annual campus security report is published on the SCC website. (Surry Community College).

Security Awareness

The Chief of the SCC Police Department is responsible for collecting statistics on campus crime and for maintaining a daily public crime log. The Chief is also responsible for distributing the campus security report to all employees. The Student Services Office is responsible for distributing the report to students and for informing the campus community in a timely manner of certain crimes considered to represent a threat to students or employees.

Approved September, 2000; President's Cabinet

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 Services.

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 Academic Affairs or the Vice President of Administrative Services.

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.

CONFLICT OF INTEREST POLICY

A conflict of interest may occur when an individual's private interests influence his or her professional obligations such that an independent observer might reasonably question whether the individual's actions or decisions are determined by considerations of personal gain, financial or otherwise. A conflict of interest is assessed based on the factual context of the situation; it is not based on any implied judgment about the character or intent of the individual.

In order to uphold the most objective evaluations of students, faculty members are prohibited from teaching their own relatives or significant others in SCC's credit-bearing courses. Similarly, faculty and staff members are prohibited from participating in a 1) decision, 2) transaction or 3) service in which the employee's immediate family member personally benefits from the decision, transaction, or service.

Employees shall make every effort to avoid conflicts of interest or perceived conflicts of interest and should discuss any potential conflict of interest with their immediate supervisor prior to such occurrence.

As appropriate, the immediate supervisor shall inform the Vice President of Academic Affairs or the VP of Finance for a final decision.

NOTE: For the purposes of this policy, a "relative" is considered a spouse, life partner, parent, child, child by adoption, sibling, grandparent, grandchild, uncle, aunt, cousin, niece, or nephew of the employee or of the employee's spouse or partner. Relatives also include "step" relationships such as stepchild and stepparent.

Approved by Board of Trustees, September 12, 2016

Skateboarding and Similar Wheeled Conveyances

For the safety of all of our SCC students, faculty, employees and visitors, skateboards along with roller blades, sneaker skates, scooters, hover boards or any similar items are prohibited on all of the Surry Community College campuses. They are not to be used anytime or anywhere inside or outside on any campus, including parking lots, sidewalks, steps or ramps, railings, benches, and tables. Signs are posted regarding this policy, and these items will be confiscated if used on SCC campuses.

Approved by Board of Trustees, October 14, 2019

COPYRIGHT INFRINGEMENT

Surry Community College prohibits infringement of: copyright, trademark, patent, trade secret or other intellectual property. This prohibition applies to the use of copyrighted names, images, text, music, or literary or artistic works. It also applies to the sharing of pirated computer programs or links to such programs, as well as serial or registration numbers for software programs.

Those affiliated with the College may use copyrighted materials for instruction, research, or scholarship so long as that use is consistent with the "Fair Use" provision of copyright law.

The College's copyright infringement policy extends to the use of College computer systems, networks, Internet access, or storage media. These tools and resources may not be used to upload, download, transmit, distribute, or otherwise make available unauthorized duplications of copyrighted material. Accordingly, this policy also applies to the use of unlicensed or unauthorized peer-to-peer file service that would promote copyright infringement.

To promote compliance with its copyright infringement policy, Surry Community College reserves the right to monitor, at any time, its computer systems, networks and storage media. Additionally, the College reserves the right to delete from its computer systems and storage media—or restrict access to—any users who violate the College's infringement policy are subject to disciplinary. Such action may include termination, expulsion and other legal actions.

Source

U.S. Copyright Office at www.copyright.gov, particularly its FAQ section at US Copyright Office Frequently Asked Questions*.*

Purpose

The purpose of a Copyright Infringement Policy is to ensure the College's compliance with copyright law in its computer systems and networks. The policy promotes compliance by emphasizing the seriousness, and possible consequences, of the unauthorized use of copyrighted material. It is illegal. For example, to download, upload, or otherwise access copyrighted materials (music, video, images, etc.) from peer-to-peer networks, storage media or networks.

Scope

This policy applies to those who use or subscribe to the Surry Community College Network (SCCNet). A "user" is defined as anyone with access to the SCCNet campus systems and workstations.

Procedures

Violation of the copyright infringement policy exposes the user and the Institution to civil and criminal liability. For questions or concerns related to copyright compliance and claimed copyright infringement, please contact the Vice President of Technology Services.

Claims

Claims of copyright infringement should be made, in writing, to the Vice President of Technology Services. In accordance with specifications of the U.S. Copyright Office, that claim must include the following information:

- Contact Information of the person making the claim: Complete name, mailing address, email address, phone and fax numbers.
- Identification of the copyrighted work in question or representative listing of copyrighted works in question.
- A signed statement attesting to the accuracy of the information in the claim. The signature—either physical or electronic—may be that of the copyright owner or of a person authorized to act on behalf of the owner.
- Additional information supporting claim.

College Designee

The College designates the VP of Workforce, Technologies and Community Education as "Agent to Receive Notification of Claimed Copyright Infringement." This officer can be contacted as follows:

Vice President of Technology Services
Surry Community College
630 South Main Street
Dobson, North Carolina 27017
(voice) 336-386-3382
(Fax) 336-386-3504

Notice and Takedown Procedure

If the College learns of suspected or proven violations of copyright policy, it will quickly remove or disable access to the material in question.

Repeat Violation of Copyright Infringement Policy

At its discretion, the College may terminate the system of network accounts of a repeat offender.

Accommodation of Standard Technical Measures

It is the policy of the College to accommodate—i.e., not interfere—standard technical measures. Copyright owners use such measures to identify or protect copyrighted works. Such measures include those developed from a broad consensus of copyright owners and service providers. These measures reflect multi-industry standards that ensure the fair and reasonable availability of copyrighted works without imposing substantial costs on service providers or substantially burdening systems or networks.

Sources

U.S. Copyright Office, a part of the Library of Congress, 101 independence Ave.
S.E., Washington, D.C. 20559-6000 (phone) 202 707-3000
Recording Industry Association of America, 1025 F Street N.W., 10th Floor, Washington, DC20004; (phone) 202.775.0101; Recording Industry Association of America
Motion Picture Association of America 1600 Eye Street, NW Washington, DC 20006; (phone) 202.293.1966; Motion Picture Association of America
Surry Community College Technology Services Division 630 South Main Street, Dobson, NC 27017; (phone) 336.386.3382

Definitions

Copyright

A form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or electronic records;
- To prepare derivative works based upon the work;
- To distribute copies or phonographic records of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

Copyright Infringement

The act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Rights

In addition, certain authors of works of visual art have the rights of attribution and integrity as described in section 106A of the 1976 Copyright Act. For further information request Circular 40, Copyright Registration for Works of the Visual Arts.

Violation of Copyright

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of 'fair use,' which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a 'compulsory license' under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the U.S. Copyright Office (US Copyright Office).

Digital Millennium Copyright Act (DMCA)

The Digital Millennium Copyright Act (H.R. 2281) was enacted into law on October 28, 1998. This act amended the copyright law to provide regulations for works cited via the World Wide Web (the Internet). On-line copy of this act http://www.copyright.gov/legislation/dmca.pdf

Alternative Resources for Sharing Copyrighted Material

Educause® maintains a comprehensive list of legal downloading resources. A link to this resource is available on various pages in myKnightLife. Members of the College community are encouraged to take advantage of these legitimate sources of digital content.

-Adopted by the Board of Trustees, May 11, 2015

DRUG AND ALCOHOL ABUSE POLICY

Surry Community College has become increasingly aware of the health risks associated with the use of illicit drugs and the abuse of alcohol, both immediate and long term. These substances can create both physical and psychological dependence. The harmful effects of drug abuse include hallucinations, heart problems, malnutrition, loss of coordination, coma, convulsion; damage to the lungs, brain, liver, and/or bone marrow; and risk of AIDS, hepatitis, or death. The harmful effects of alcohol abuse include 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.

I. Drugs and alcohol are detrimental to the learning process and can endanger the safety of students, faculty, and staff. Therefore, the unlawful use, possession, and/or distribution of drugs or alcohol on college grounds or at college functions by students, faculty, or staff will not be tolerated. Surry Community College will impose sanctions on students and employees consistent with local, state, and federal laws for such unlawful use, possession, and/or distribution. In addition, any student or employee suspected of unlawfully possessing or using a controlled substance or alcoholic beverage on college grounds or at a college function may be required to submit to drug or alcohol testing. Refusal to comply with this testing may subject the student or employee to disciplinary action, including expulsion or termination.

II. Students or employees who violate this policy shall be subject to disciplinary sanctions that include, but are not necessarily limited to, the following:
    1. First-time use: Counseling/suspension.
    2. Subsequent use: Expulsion/Termination.
    3. First-time possession: Expulsion/Termination.
    4. Any sale or distribution: Expulsion/Termination.

III. Information regarding national or local resources and services for drug/alcohol abuse prevention and treatment are available to both students and employees on a confidential basis. To obtain this information, students and employees should contact the following:

    A. Student Contact:
    Student Care & Outreach
    Office: (336) 386-3274

    B. Employee Contact:
    Director, Human Resources
    Office: (336) 386-3207

IV. Additional requirements for students enrolled in certain clinical, laboratory, and/or technology programs:
    A. To ensure the safety of patients and other participants in clinical programs, it is imperative that no student possess, use, or be under the influence of any controlled substance or alcoholic beverage while on campus or at any clinical facility. Such possession or use shall be a basis for immediate suspension and for permanent dismissal from the applicable college program. Any student suspected of possessing or using any controlled substance or alcoholic beverage in violation of this policy shall be required to submit to appropriate testing. Refusal to submit to this testing requirement shall be deemed a violation of this policy.
    B. Random or universal sampling of the students enrolled in the applicable college program may be conducted on occasion if deemed necessary by the Vice President of Academic Affairs. Refusal to provide this sample within an appropriate time as requested shall be deemed a violation of this policy.
    C. This section IV shall apply to such college programs of study as the President by Administrative Regulation may direct from time to time and to ensure the safety of students and staff and compliance with contractual agreements.

Adopted by the Board of Trustees, May 11, 2015.

ELECTRONIC SIGNATURE POLICY

Surry Community College defines an electronic signature as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format. An electronic signature identifies and authenticates a particular person as the source of any electronic consent or process; the electronic signature indicates such person's approval of the information contained in the electronic consent.

Surry Community College maintains an administrative system and process for providing security measures that create and authenticate employee and student User ID and passwords. SCC does not permit school officials to access or view passwords. All passwords are maintained in a secure database in an encrypted manner that is not accessible to school officials or other parties.

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.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contract information, log into campus computers, complete forms, submit class work, tests, etc.

Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the College, etc.

The College recognizes an electronic signature as a valid signature from faculty, staff, and students when they use their college-supplied user account in a college approved online system under the following conditions:

A. The College provides a student or employee with a user account ID;
B. The student or employee uses his/her current password; and
C. The student or employee logs into a secure site using both ID and password.

Once logged in, students or employees are responsible for any information they provide, update, or remove. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers. All employees and students are responsible for protecting the confidentiality of their user account ID and password and for adhering to the SCC Information Technology Acceptable Use Policy. This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

Approved by the Board of Trustees, August 2011; Amended by the Board of Trustees, April 13, 2014.

FREE SPEECH AND PUBLIC ASSEMBLY POLICY

Surry Community College encourages its community to exercise the right to freedom of speech granted by the First Amendment to the Constitution of the United States of America. This policy informs members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Surry Community College. It is intended to protect one’s right to freedom of speech without interfering with the primary educational purpose of the College.

The College will protect the rights of freedom of speech, petition, and peaceful assembly. The right to restrict the time, place, and manner of expression is specifically reserved for the College. Any acts that are disruptive to the general operation of the College and/or its programs or events or which interfere with the rights of others will not be tolerated. Faculty, staff, and students engaging in disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may be subject to criminal charges.

Registration and Use of Designated Free Speech/Expression Areas

The College hereby designates the following areas as Free Speech/Expression Areas:

- Main Campus
- Library Courtyard
- Yadkin Campus
- West Courtyard

These areas shall be available for use by both members of the College community and members of the general public. However, events sponsored by members of the College community shall have first priority in using the Free Speech/Expression Areas. The College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of the College or interfere with the rights of others.

Requests for Free Speech

Individuals or groups wishing to exercise their free speech should submit a written and signed request to the Vice President of Academic Affairs at least three working days prior to the desired date. The following information must be included in this written request.

- Name of the person or organization submitting the request
- Address, email, and phone number
- Date and times requested
- List of planned activities (i.e., speech, signs, distribution of literature)
- Anticipated number of participants and attendance
- Signature of requestor

Approvals are for one day only for a maximum of three continuous hours, between 8:00 a.m. and 10:00 p.m. The Vice President of Academic Affairs will notify the SCC Police Department of any approved Free Speech events.

Guidelines for Speech and Public Assembly

1. Amplification Systems: Because amplification systems pose a significant potential for disruption of College operation, public address and amplification systems may not be used. This includes, but is not limited to, megaphones and PA systems.

2. The Right to Dissent: The right to dissent is the complement of the right to speak, but these rights need not occupy the same forum at the same time. A speaker is entitled to communicate his or her message to the audience during the allotted time, and the audience is entitled to hear the message and see the speaker during that time.

   A dissenter must not substantially interfere with the speaker's ability to communicate or the audiences' ability to hear and see the speaker. Likewise, the audience must respect the right to dissent.

3. Picketing and Distribution of Literature: Picketing in an orderly manner or distributing literature within the free speech area is acceptable when approved during the request process as coordinated and approved by the Vice President of Academic Affairs.

   Picketing is not permitted inside College buildings.

4. Symbolic Protest: During a presentation, displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible so long as the symbolic protest does not unduly interfere with the ability of the person or entity reserving an area for free speech/expression to express themselves.

5. Marches: Campus marches are permitted on campus only with the approval of the Vice President of Academic Affairs per coordination with the SCC Police Department.

In order to ensure the safety of participants and bystanders and to minimize the disruption upon College classes and daily operations, this request must specify the desired march route and total/maximum number of participants.

Pickets/marchers must march in single file, not abreast.

Pickets shall not at any time nor in any way obstruct, interfere with, or block persons entering or existing vehicles; persons crossing streets or otherwise using the public way; the entrance or exit to any building or access to property abutting the street or sidewalk; or pedestrian or vehicular traffic.

Conduct and Manner

1. Those who exercise free speech as a part of this policy must not:
    - Threaten, intimidate, or harass passers-by.
    - Interfere with, impede, or cause blockage of the flow of vehicular or pedestrian traffic.
    - Interfere with or disrupt any other lawful activity in the same general location at the same time.
    - Commit any act likely to create an imminent safety or health hazard.
    - Post materials on any buildings, walls, windows, doors, sidewalks, trees, power poles, or any other College property or equipment except in areas designated by the Director of Campus Life and Student Support.
    - Carry signs or placards that exceed three feet by three feet promoting the objective of the activity or otherwise referencing the activity. They must not contain obscene language or words that would tend to incite violence.

2. Any public speech or activity that is likely to incite or produce imminent disruptive or unlawful action or that is either defamatory or obscene is prohibited. Any violations of the SCC Student Code of Conduct are prohibited.

3. Individuals who damage or destroy any College property (whether real or personal) shall be held responsible both civilly and criminally for such damage or destruction.

4. A request for use of a Free Speech/Expression Area will be denied if determined by College administration that the proposed speech/activity will constitute a clear and present danger to the orderly operation of the College.

5. All applicable College regulations, state and federal laws, and municipal ordinances apply when engaging in activities on College property. Failure to comply with such regulations, laws, and ordinances will result in immediate removal from College property and other appropriate action as deemed warranted by College officials and/or law enforcement authorities.

Interference with Free Speech or Public Assembly

Persons shall not interfere with the exercise of the rights of free speech or public assembly conducted in accordance with this policy. Such interference will result in appropriate disciplinary and/or legal action.

Approved by Board of Trustees, September 14, 2009.

UNLAWFUL DISCRIMINATION AND HARASSMENT

The College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its activities, services and programs based on race, color, national origin, sex, religion, pregnancy, disability, genetic information, age, political affiliation, or veterans' status. (Please see the Sexual Harassment and Sexual Violence Policy related to allegations of sexual harassment, sexual assault or sexual violence.)

I. DEFINITIONS

The following definitions shall apply to this Procedure and shall be collectively referred to herein as "Unlawful Discrimination."

The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. Discrimination: any act or failure to act that unreasonably differentiates treatment of others based solely on their Protected Status and is sufficiently serious, based on the perspective of a reasonable person, to unreasonably interfere with or limit the ability of that individual to participate in, access or benefit from the College's programs and activities. Discrimination may be intentional or unintentional.

B. Harassment: a type of Discrimination that happens when verbal, physical, electronic, or other behavior based on a person's Protected Status interferes with a person's participation in the College's programs and activities and it either creates an environment that a reasonable person would find hostile, intimidated or abusive or where submitting to or rejecting the conduct is used as the basis for decisions that affect the person's participation in the College's programs and activities. Harassment may include but is not limited to: threatening or intimidating conduct directed at another because of the individual's Protected Status; ethnic slurs, negative stereotypes and hostile acts based on an individual's Protected Status.

C. Protected Status: race, color, national origin, sex, religion, pregnancy, disability, genetic information, age, political affiliation, or veterans' status.

D. Standard of Evidence - the College uses clear and convincing as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like "guilt, "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the alleged Perpetrator either "responsible" or "not responsible" for violating these Procedures.

II. STATEMENTS OF PROHIBITION

A. **Prohibition of Retaliation**
The College strictly prohibits punishing students or employees for asserting their rights to be free from Unlawful Discrimination. Retaliation against any person participating in connection with a complaint of Unlawful Discrimination is strictly prohibited. Reports of retaliation will be addressed through this procedure and/or other applicable College procedures. Retaliation includes, but is not limited to, any form of intimidation, punitive actions from authority figures or peers, reprisal (acts of vengeance) or harassment. Retaliation is a serious violation and should be reported immediately. The College will take appropriate disciplinary action against any employee or student found to have retaliated against another.

B. **Prohibition of Providing False Information**
Any individual who knowingly files a false report or complaint, who knowingly provides

false information to College officials, or who intentionally misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action including, but not limited to expulsion or employment termination. The College recognizes that an allegation made in good faith will not be considered false when the evidence does not confirm the allegation(s) of Unlawful Discrimination.

III. REQUESTING ACCOMMODATIONS

A. **Students**
Students with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the Disability Services Director. Information provided by students is voluntary and strict confidentiality is maintained. All requests for accommodations will be considered following the appropriate federal and state laws.

The College will also provide reasonable accommodation of a student's religious beliefs/practices provided such expression/practice does not create a hostile environment for other students and employees and/or the accommodation does not cause an undue hardship for the College.

B. **Employees**
Employees with disabilities wishing to make a request for reasonable accommodations, auxiliary communication aids or services, or materials in alternative accessible formats should contact the College's Office of Human Resources. Information provided by employees is voluntary and strict confidentiality is maintained.

The College will also provide reasonable accommodation of an employee's religious beliefs/practices provided such expression/practice does not create a hostile environment for other employees and students and/or the accommodation does not cause an undue hardship for the College.

IV. REPORTING OPTIONS

A. Student Complaints
Any student wishing to make a report relating to Unlawful Discrimination may do so by reporting the concern to Student Services.

For Unlawful Discrimination incidents between students and employees, the Vice President for Student Services will work in partnership with the Director of Human Resources to investigate and resolve the allegations.

B. Employee Complaints
Any employee wishing to make a report related to Unlawful Discrimination may do so by reported the concern to the College's Director of Human Resources.

V. INITIAL INVESTIGATION

As these Procedures apply to both students and employees as either the Complainant or the Respondent, the administrator receiving the incident report will determine if the case should be handled by: 1) the Vice President of Academic Affairs, or designee (student/student); 2) the Director of Human Resources, or designee (employee/employee); or 3) both (student/employee). For incidents involving students and employees, the College will utilize the process for both the student investigation and the employee investigation sections as applicable.

A. **Student Investigation**

1. Students filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Vice President shall fully investigate any complaints and will, as needed and if the complaint also involves an employee, collaborate with the College's Director of Human Resources. During the course of the investigation, the Vice President may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Vice President shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Vice President of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Vice President may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The temporary actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to complete coursework); or the directives that include no contact between the involved parties.

4. A confidential file regarding the complaint shall be maintained by the Vice President. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under these Procedures.

5. The Vice President shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Vice President may have an additional ten (10) calendar days to complete the investigation. The Vice President shall notify the parties of this extension.

6. Complainants will be notified of available counseling services and their options of changing academic situations and other interim protective measures.

B. **Employee Investigations**

1. Employees filing complaints ("Complainants") are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period will still be investigated; however, Complainants should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Director of Human Resources shall fully investigate any complaints. During the course of the investigation, the Director of Human Resources may consult with other relevant College administrators and the College Attorney.

2. During the investigation, and if applicable to the complaint, the Director of Human Resources shall meet with the Complainant and the alleged Perpetrator ("Respondent") separately and give each party an equal opportunity to provide evidence, including informing the Director of Human Resources of any potential witnesses. Both parties will be given access to any information provided by the other in accordance with any federal or state confidentiality laws.

3. During the investigation process, the Director of Human Resources may implement temporary measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The Director of Human Resources may suspend an employee with pay pending an investigation if such action is in the College's best interest.

4. A confidential file regarding the complaint shall be maintained by the Director of Human Resources. To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceedings under this Procedures.

5. The Director of Human Resources shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If the nature of the investigation requires additional time, the Director of Human Resources may have an additional ten (10) calendar days to complete the investigation and shall notify the parties of this extension.

6. Complainants will be notified of available counseling services and other interim protective measures.

VI. RECOMMENDATION AND APPEAL

A. **Students**

A. After the investigation is complete, the Vice President will put forward a recommendation of finding, based on the Standard of Evidence, and sanction(s) to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanction(s) will become effective. The Vice President will submit to each party a final outcome letter that will include, but not limited to, the following:

    a. Determination if the Respondent is responsible or not responsible for violating these Procedures;
    b. Sanction;
    c. Whether monitoring of academic schedules is needed between the parties to ensure that the individuals involved are not in classes together (the Vice President will assist in this process).
    d. Short-term College counseling services available to each party.

B. If the Vice President's recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Vice President recommends sanctions that s/he cannot impose (i.e., expulsion), the matter shall automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.
b. Written notice including the date, time, and location of the hearing will be sent to all parties.
c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.
d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
e. Both parties have a right to a written notice of the hearing outcome.

B. **Employees**

1. After the investigation is complete, the Director of Human Resources will put forward a recommendation of finding, based on the Standard of Evidence, and sanctions to both the Complainant and Respondent. If the recommendation is accepted by both parties involved, the recommendation and sanctions will become effective. A final outcome letter will be submitted to the Complainant and Respondent that may include, but not limited to, the following:

    a. Determination if the Respondent is responsible, not responsible, or if the decision is deemed inconclusive, or shared responsibility.
    b. Sanction, if appropriate.
    c. Monitoring of academic schedules or workplace schedule if needed.
    d. Short-term counseling services will be offered to each party.

2. If the Director of Human Resources' recommendations are not accepted by either the Complainant or the Respondent, both may appeal and request a formal hearing. If the Director of Human Resources recommends sanctions that s/he cannot impose (i.e., termination) the matter will automatically be set for a hearing. The President will preside over the hearing as the Presiding Officer. The process for the hearing is outlined below:

    a. Prior to the hearing, the Complainant and the Respondent have the right to review all evidence, including written statements by the Respondent, the Complainant, or witnesses. Strict rules of evidence do not apply. The Standard of Evidence shall apply for the hearing.
    b. Written notice including the date, time, and location of the hearing will be sent to all parties.
    c. At the hearing, all pertinent parties have a right to speak and be questioned by the Presiding Officer. Cross-examination between parties is not permitted. The College will provide

options for questioning without confrontation. Each phase of the hearing will be heard by both parties in separate rooms by use of a speaker phone.

d. The Complainant and the Respondent are allowed to be accompanied by an advocate. The advocate may not present on behalf of either party unless otherwise instructed to do so by the Presiding Officer. If the Complainant or the Respondent chooses to have an advocate who is an attorney, notification must be provided to the Presiding Officer at least three (3) College business days prior to the hearing date. In this case, the College Attorney will also be present.
e. Both parties have a right to a written notice of the hearing outcome.

C. Sanctioning

The following sanctions may be imposed for those who have violated these Procedures.

1. **Students**

a. Verbal or Written Warning
b. Probation
c. Administrative withdrawal from a course without refund
d. Required Counseling
e. No Contact Directive
f. Suspension
g. Expulsion (President must impose)
h. Other consequences deemed appropriate

2. **Employees**

a. Verbal or Written Warning
b. Performance Improvement Plan
c. Required Counseling
d. Required Training or Education
e. Demotion (President may impose)
f. Suspend with or without Pay (President must impose)
g. Termination (President must impose)
h. Other consequences deemed appropriate to the specific violation

Adopted June 8, 2015; Revised December 8, 2020.

SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Surry Community College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and administrative regulations and pursuant to College policy, the College prohibits discrimination in its educational programs and activities based on sex.

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Under Title IX, discrimination on the basis of sex includes quid pro quo harassment; sexual harassment; and sexual assault, stalking, dating or domestic violence (collectively referred to as "sexual harassment"). The College's Title IX Coordinator has oversight responsibility for handling sexual harassment complaints and for identifying and addressing any patterns and/or systemic problems involving sexual discrimination or harassment.

All allegations involving sexual harassment should be directed to the College's Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Unlawful Discrimination.

I. DEFINITIONS

The following definitions shall apply to this procedure. The definitions are not intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. Indeed, just because a student's speech or expression is deemed offensive by others does not mean it constitutes discrimination or harassment.

In applying these definitions, College administrators shall view the speech or expression in its context and totality and shall apply the following standard: the alleged victim subjectively views the conduct as discrimination or harassment and that the conduct is objectively severe and pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

A. **Actual Knowledge** – notice of sexual harassment or allegations of sexual harassment by the Title IX Coordinator or any College official who has authority to institute corrective measures on behalf of the College.
Actual knowledge is not met when the only College official with actual knowledge is a respondent.

B. **Complainant** – an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

C. **Consent** – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.

D. **Dating Violence** – crimes of violence against a person with whom the person has or had a social relationship or a romantic or intimate relationship.

E. **Domestic Violence** – crimes of violence against a current or former spouse or intimate partner; a person with whom the individual shares a child in common; a person with whom the individual cohabitates or has cohabitated as a spouse or intimate partner; a person similarly situated to the individual as a spouse under local domestic laws; or any other person who is protected under local domestic laws of the jurisdiction.

F. **Education Program or Activity –** for purposes of these procedures, this means any locations, events, or circumstances over which the College exercised substantial control over both the respondent(s) and the context in which the alleged sexual harassment occurs. It also means any building owned or controlled by a student organization that is officially recognized by the College.

G. **Formal Complaint –** a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting the College investigate the allegation(s). A formal complaint initiates a formal grievance

process in which parties are entitled to due process protections.

H. **Informal Resolution –** a resolution reached regarding an allegation of sexual harassment without the filing of a formal complaint. Informal resolution may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other models of alternative dispute resolution. Informal resolution cannot be used for a student's allegation of sexual harassment against a College employee.

I. **Respondent –** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

J. **Retaliation –** to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these procedures.

K. **Sexual Assault –** an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system.

L. **Sexual Harassment –** quid pro quo harassment; unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity, including conduct based on sex stereotyping; or any instance of sexual assault, dating violence, domestic violence, or stalking.

Quid pro quo harassment is a person having power or authority over another and conditioning an educational or employment benefit or service or access to receiving the educational or employment benefit or service upon a person's participation in unwelcome sexual conduct.

M. **Stalking –** engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

N. **Standard of Evidence –** the College uses preponderance of the evidence as the standard for proof of whether a violation of this policy has occurred. In the student due process hearing and employee grievance process, legal terms like "guilt", "innocence" and "burden of proof" are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the respondent either "responsible" or "not responsible" for violating these procedures.

O. **Supportive Measures –** individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are designed to ensure equal educational access, protect safety, or deter sexual harassment. Examples of support measures are counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absences, increased security and monitoring of certain areas of the College, and other similar measures.

P. **Title IX Coordinator –** for purposes of these Procedures, the Title IX Coordinator refers to Dr. Jami Woods. The Title IX Coordinator's office is in A-Building, Room 113. The phone number is 336-386-3266 and the email is woodsj@surry.edu**.**

Q. **Deputy Title IX Coordinators-** for purposes of these Procedures, the Title IX Deputy Coordinator refers to Mrs. Melonie Weathers. Mrs. Weathers' office is in A-Building,

Room 210-B. The phone number is 336-386-3207 and the email is weathersm@surry.edu.

II. SCOPE AND APPLICABILITY

A. These Procedures apply to the conduct of and protect:

1. College students and applicants for admission into the College
2. College employees and applicants for employment
3. College student organizations
4. Third parties participating in a College education program or activity

B. These procedures apply to conduct that occurs in a College education program or activity located within the United States and of which the College has actual knowledge.

III. REPORTING

A. Reporting to Local Law Enforcement

Individuals may report sexual harassment directly to local law enforcement agencies by dialing 911. Individuals who make a criminal allegation may also choose to pursue the College's grievance procedure simultaneously. A criminal investigation into the matter does not release the College from its obligation to conduct its own investigation (nor is a criminal investigation determinative of whether sexual harassment has occurred). However, the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence. In the event of such a delay, the College must make available supportive measures when necessary to protect the alleged complainant and/or the College community.

Individuals may choose not to report alleged sexual harassment to law enforcement authorities. The College respects and supports individuals' decisions regarding reporting; nevertheless, the College may notify appropriate law enforcement authorities if legally required or warranted by the nature of the allegations.

B. Reporting to College Officials

The College's Title IX Coordinator oversees compliance with these procedures and Title IX regulations. Questions about these procedures should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sexual harassment may do so by reporting the concern to the College's Title IX Coordinator or Deputy Coordinators in person, by mail, telephone, email, or any other means that results in the Title IX Coordinator or Deputy Coordinators receiving the person's verbal or written report of alleged sexual harassment.

Students can also seek confidential guidance or advice from one of the following College employees.

Name	Title	Phone	Location	Email
Kaitlin Barker	Success Advisor	336.386.3273	A-Building, Room	barkerke@surry.edu
Elijah Brown	Success Advisor	336.386.3566	A-Building, Room Yadkin Center, Building A, Room	browneb@surry.edu
Caleb Gilley	Success Advisor	336.386.3593	A-Building, Room	gilleycr@surry.edu
Courtney Jackson	Success Advisor	336.386.3243	T-Building, Room	jacksoncd@surry.edu

Letitia King	Success Advisor	336.386.3564	A-Building, Room	kinglg@surry.edu
Katie Wall	Success Advisor	336.386.3370	A-Building, Room	wallke@surry.edu

Employees seeking confidential guidance or advice should contact Human Resources.

IV. GRIEVANCE PROCEDURES

A. Scope

1. Use of these grievance procedures applies to reports alleging sexual harassment carried out by employees, students, or third parties.
2. All reports of sexual harassment are taken seriously. At the same time, those accused of sexual harassment are presumed "not responsible" throughout this grievance procedure.

B. Initial College Response and Assessment

1. After receiving a report of sexual harassment, the Title IX Coordinator takes immediate and appropriate steps to:

   a. Communicate with the individual who reported the alleged conduct;
   b. Implement supportive measures to eliminate and prevent the recurrence of sex harassment, deter retaliation, remedy the effects of sex harassment, and provide due process rights during a College investigation;
   c. Provide the individual with a copy of this policy and procedure; and
   d. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures outlined below.
   e. The Title IX Coordinator may delegate the authority to take some or all of these steps to a Deputy Title IX Coordinator.

2. The Title IX Coordinator must administratively close a report or complaint of sexual harassment if after an initial assessment:

   a. The allegations as stated do not constitute a violation of this policy and procedure, even if proven; or
   b. The alleged sexual harassment did not occur in the College's education program or activity or did not occur in the United States.
   c. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a formal complaint under this section by using the appeal procedures in Section VI, below.

3. The Title IX Coordinator may administratively close a report or complaint of sexual harassment if:

   a. The complainant, at any time, requests withdrawal of the report or complaint;
   b. The respondent is no longer enrolled or employed by the College; or
   c. The College is prevented from gathering evidence sufficient to reach a determination of responsibility.
   d. The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the

reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a formal complaint under this section by using the appeal procedures in Section VI, below.

4. Regardless of when alleged sexual harassment is reported, a complainant must be participating in or attempting to participate in one of the College's educational programs or activities for a formal complaint to be filed.

C. Informal Resolution

1. Any party may request the College facilitate an informal resolution to a sexual harassment complaint at any time after the filing of a formal complaint. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too.

    a. Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment.
    b. A student's allegations of sexual harassment against a College employee are not eligible for informal resolution.
    c. The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment, the requirements of the informal resolution process, and potential outcomes resulting from participating in the informal resolution process.
    d. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution.

2. Informal resolution is voluntary.

    a. The complainant and respondent must provide written consent for informal resolution to take place.
    b. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.

3. Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations.

    a. The resolution agreement must include a waiver of the parties' right to have a formal hearing on the allegations that have been informally resolved.
    b. Parties are prohibited from revoking or appealing a resolution agreement. Should the respondent violate the terms of an informal resolution agreement, such violation will subject the respondent to an investigation and the formal grievance process contained in this procedure.

4. If a resolution agreement is not reached, the College will continue with a formal investigation.

D. Investigations

1. The goal of a formal investigation is to reach a determination as to whether a Respondent has violated one or more College policies prohibiting sexual harassment and if so, remedy the effects of a violation.

a. The Title IX Coordinator may include possible violations of other College policies that contributed to, arose from, or are otherwise related to alleged violations of this policy and procedure in the scope of an investigation.
b. The Title IX Coordinator gives written notice to the complainant and respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), a statement that the respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an advisor and the right to review evidence, and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process.
c. The Title IX Coordinator designates an investigator to investigate the allegations of sexual harassment.

2. Parties to an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.

3. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy.

4. The standard of proof used in investigations is preponderance of the evidence. It is the College's responsibility to establish the standard of proof and gather evidence during investigations.

5. The College aims to bring all investigations to a resolution within thirty (30) business days from the date the Title IX Coordinator determines an investigation will commence.

    a. Extensions of timeframe for good cause are allowed, so long as written notice and the reason for the delay is provided to the parties. Good cause includes:
        i. The complexity and/or number of the allegations;
        ii. The severity and extent of the alleged misconduct;
        iii. The number of parties, witnesses, and other types of evidence involved;
        iv. The availability of the parties, witnesses, and evidence;
        v. A request by a party to delay an investigation;
        vi. The effect of a concurrent criminal investigation or proceeding;
        vii. Intervening holidays, College breaks, or other closures;
        viii. Good faith efforts to reach a resolution; or
        ix. Other unforeseen circumstances.

    b. Investigations typically include interviews with the complainant, the respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the complainant and the respondent written notice of any interview, meeting, or hearing at which a party is invited or expected to participate.
    c. The Title IX Coordinator will inform the complainant and respondent at regular intervals of the status of its investigation.

d. The College may suspend or place on administrative leave a student or employee, pending the completion of an investigation and resolution, when the College performs an individualized safety and risk analysis and determines the person poses an immediate threat to the physical health or safety of any member(s) of the College community.
    i. The Title IX Coordinator may recommend to the appropriate College official to implement or stay an interim suspension of a student or employee and the conditions and duration of such suspension or leave.
    ii. In all cases in which an interim suspension or administrative leave is imposed, the student or employee shall be given notice and an opportunity to challenge the removal decision immediately following the removal.
    iii. Violation of an interim suspension under this procedure is grounds for expulsion or termination.

Interviews conducted as part of an investigation under this procedure may be recorded by the College. Recordings not authorized by the College are prohibited.

The complainant and respondent have the right to be accompanied by an advisor of their choosing during all stages of an investigation.

a. A party may elect to change advisors during the process.
b. All advisors are subject to the same rules:
    i. During the investigation, the advisor's role is limited to providing advice, guidance, and support to the complainant or respondent. An advisor is not permitted to act as a participant or advocate during the investigative process.
    ii. Advisors are expected to maintain the privacy of the records shared with them.
    iii. Advisors are expected to refrain from interfering with investigations. Any advisor who oversteps their role or interferes during an investigation process will be warned once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave. The Title IX Coordinator determines whether the advisor may return or should be replaced by a different advisor.

Prior to finalizing a report, the investigator provides all parties an equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely.

a. The complainant and respondent may submit a written response to the evidence within ten business days after receipt of the evidence.
    i. Responses must be submitted to the investigator via email, mail, or hand delivery by 5:00 p.m. eastern standard time on the date responses are due.
    ii. Responses may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

b. The investigator considers any responses received from the parties and conducts any further investigation necessary or appropriate.

i. Following an investigation and at least ten (10) business days prior to a grievance hearing, the investigator submits an investigative report to the parties that fairly summarizes relevant evidence. The report includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; and a summary of the evidence relevant to a determination of responsibility.

V. GRIEVANCE HEARINGS

At least ten (10) business days after the issuance of an investigation report, the College must hold a live hearing in front of a decision-maker to determine responsibility of a respondent. The decision-maker may not be the Title IX Coordinator or the investigator(s). A "live hearing" means either in person or virtually. The following hearing rules apply:

A. All parties must be able to see and hear the questioning of parties and witnesses.

B. Any party may request a virtual hearing. If requested, the College will provide a virtual hearing.

C. All parties have an equal opportunity to present witnesses, including fact and expert witnesses.

D. The parties' advisors are permitted to cross-examine the parties and any witnesses.

1. The parties are prohibited from directly conducting cross-examination. Cross-examination must be conducted by a party's advisor.
2. The decision-maker determines whether questions asked during cross-examination are relevant to the determination of responsibility. If the decision-maker disallows a question, they will explain the basis for their decision at the hearing. Parties and advisors may not challenge a decision-maker's relevancy determinations during the hearing.
3. Evidence or questions that inquire about the complainant's sexual predisposition or prior sexual history are prohibited (i.e. rape-shield protections) unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
4. The decision-maker may not consider statements of individuals who do not submit to cross-examination in reaching a determination of responsibility.
5. Records with a legally recognized privilege, such as medical treatment records, may not be used unless the individual or entity who holds the privilege waives the privilege. Any waiver must be written and made in advance of a hearing.
6. If a party does not have an advisor, the College will provide an advisor at no cost to the party. The advisor may, or may not, be an attorney.
7. Other standard rules of evidence do not apply in grievance hearings under these procedures.

E. The hearing will be recorded, and the College will provide either an audio recording, audiovisual recording, or transcript of the hearing to all parties.

F. The decision-maker evaluates all relevant evidence and reaches a determination regarding responsibility. The decision-maker issues their final written

determination to all parties within ten (10) business days of the hearing. The final written determination includes a summary of the allegations; a description of the procedural steps taken by the College to investigate and reach a determination of responsibility; findings of fact supporting the determination; conclusions regarding the application of College policies to the facts; a statement of and rationale for the result as to each allegation, including a determination of responsibility; any disciplinary sanctions the College recommends or imposes; whether remedies designed to restore or preserve equal access to an education program or activity will be provided to the complainant; and the College's appeal procedures.

G. The following sanctions may be imposed for those who have violated these procedures:

1. Students
    a. Verbal or Written Warning
    b. Probation
    c. Administrative withdrawal from a course without refund
    d. Required Counseling
    e. No Contact Directive
    f. Suspension
    g. Recommendation of Expulsion
    h. Other consequences deemed appropriate

2. Employees
    a. Verbal or Written Warning
    b. Performance Improvement Plan
    c. Required Counseling
    d. Required Training or Education
    e. Recommendation of Demotion
    f. Recommendation to Suspend with or without Pay
    g. Recommendation of Dismissal
    h. Other consequences deemed appropriate to the specific violation

If the decision-maker is required to make a recommendation for student expulsion or employee suspension, demotion or dismissal, such recommendation will be made to the appropriate College official after the time for appeal has expired. If the decision-maker recommends the respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the respondent shall remain on suspension unless otherwise determined by the decision-maker.

VI. APPEALS

After the decision-maker submits their determination of responsibility to the complainant and respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

A. Procedural irregularity that affected the outcome;

B. New evidence that was not reasonably available at the time of the hearing that could affect the outcome; and/or

C. The Title IX Coordinator, Deputy Title IX Coordinator, investigator, or decision-maker had a bias or conflict of interest that affected the outcome.

Parties must submit any appeal to the president of the College by 5:00 p.m. eastern standard time via email or mail, within ten (10) business days of receiving the decision-maker's written

determination of responsibility. Appeals may not exceed ten (10) double-spaced pages on 8.5x11 paper with one-inch margins and 12-point font.

The College notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the College by 5:00 p.m. eastern standard time via email or mail, within five (5) business days of receiving a copy of an appeal.

The president shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report, the decision-maker's written determination of responsibility, and any accompanying evidence prior to issuing a written decision to the complainant and respondent that describes the result of the appeal and the rationale for the result.

The president's written decision is final.

VII. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under these procedures.

Retaliation is a violation of College policy regardless of whether the underlying allegations are ultimately found to have merit. Reports of retaliation are treated separately from reports or complaints of sexual harassment.

VIII. PROVIDING FALSE INFORMATION

Any individual who knowingly files a false report or complaint, who knowingly provides false information to College officials or who knowingly misleads College officials involved in the investigation or resolution of a complaint may be subject to disciplinary action, including but not limited to expulsion or employment termination. The College recognizes a determination regarding responsibility alone is not sufficient to conclude a false report or complaint was made.

IX. LIMITED IMMUNITY

The College community encourages the reporting of misconduct and crimes. Sometimes, complainants or witnesses are hesitant to report to College officials or participate in resolution processes because they fear they themselves may be accused of various policy violations. It is in the best interest of this College that as many complainants as possible choose to report to College officials and that witnesses come forward to share what they know. To encourage reporting, the College offers sexual harassment complainants and witnesses amnesty from minor policy violations.

X. FERPA (Family Educational Rights and Privacy Act)

A student's personally identifiable information found in a student's education records will be shared only with College employees who need to know to assist with the College's response to sexual harassment. A student's personally identifiable information found in a student's education records will not be disclosed to third parties unaffiliated with the College unless:

A. The student gives consent

B. The College must respond to a lawfully issued subpoena or court order; or

C. The College is otherwise required by law to disclose.

XI. SUSPENDING PROCEDURES

In cases of emergency or serious misconduct, the College reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

XII. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

The Title IX Coordinator, investigators, decision-makers, and those involved in any informal resolution process shall receive annual trainings on topics including:

A. The definition of sexual harassment for Title IX purposes;

B. The scope of the College's education programs and activities under Title IX;

C. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes;

D. How to serve impartially, including avoiding prejudgment of facts at issue, conflicts of interest, and bias;

E. Technology to be used at live hearings;

F. Issues of relevance of questions and evidence, including rape-shield limitations; and

G. Issues of relevance to create an investigative report that fairly summarizes relevant evidence.

All training materials are posted on the College's website.

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of sexual harassment. This program will be held annually.

At this annual training, students and employees must receive training in the following areas:

A. Information about safe and positive options for bystander intervention skills;

B. What "consent" means with reference to sexual activities;

C. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;

D. How and to whom to report an incident regarding discrimination, harassment and sex-based violence;

E. The importance of preserving physical evidence in a sex-based violent crime; and

F. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) be assisted by campus authorities in notifying law enforcement; iii) decline to notify law enforcement; and iv) obtain "no-contact" or restraining orders.

Each year, all students and employees will receive an electronic copy of these procedures sent to their College email address of record. These procedures will be maintained online in the College's website and a hard copy will be kept on file (in English and Spanish) in the Title IX Coordinator's office. Other translations will be made available upon request.

XIII. RECORDKEEPING

The College maintains all records of Title IX proceedings and all materials used to train Title IX personnel for seven years.

Adopted June 8, 2015; Revised December 8, 2020.

INCLEMENT WEATHER POLICY

Extreme weather conditions during the winter months may require Surry Community College to cancel or delay classes in consideration of the safety of both student and employees. Weather conditions must be extreme before classes will be cancelled.

The College will make every attempt to announce a decision to close or operate on a delayed schedule by no later than 7:00 a.m. (usually earlier), and by 2:00 p.m. for evening classes. If no announcement is made, classes will operate on a regular schedule. If the College is closed or delayed, the faculty and staff workday is also cancelled or delayed.

The announcement will be published on the following television stations and their websites.

- WFMY- TV - Greensboro (Channel 2) WFMY News 2
- WGHP-TV - High Point (Channel 8) My Fox 8
- WXII- TV - Winston Salem (Channel 12) WXII News Channel 12
- TIME Warner Cable – Triad (Channel 14) Time Warner Cable News Channel 14
- WXLV-TV- Winston Salem (Channel 45) WXLV News Channel 45

Any decision to delay or cancel will be available on the automated message of the main campus phone number (336-386-8121) and on the college website (http://www.surry.edu).

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 all students in their charge have been released. Any exception to the early release of faculty and staff will be announced.

There could be a distinction made between day and evening classes. Evening classes officially start with the 4:00 p.m. classes.

There could be distinction between Surry and Yadkin counties and the SCC learning centers.

Impact on Classes

If the College announces a delay, classes will begin at the time of opening. Students need go to their normally scheduled class at the time of opening.

For example:

If a student has a regularly scheduled course that meets from 9:30 – 11:00 a.m. and the College is on a two-hour delay (College opening at 10:00 a.m.), then the student will attend their 9:30 course at 10:00 when the College opens. The student will then follow their regular schedule of classes for the remainder of the day.

Classes that are missed during the time of delay or closure will need to find an alternative way of making up the loss of instructional time. However, if the College misses more than 15% of total instructional time, then the College may make calendar and schedule adjustments to make up the loss of instructional time.

Early College High School (ECHS) and Career & College Promise (CCP) Students

ECHS and CCP students are expected to follow the same class attendance schedule as all other SCC students. Only under the following conditions will the College deviate from this policy.

If the public schools closed early due to threatening weather conditions, CCP and ECHS students will be sent home at the same time as their high school counter parts.

If the College remains open after the public schools have closed due to threatening weather conditions, those CCP and ECHS students will not be required to come to the College to attend classes.

Students will be allowed to make up missed work without penalty. The instructors will still record the students' absences on the roster; however, these absences should not be counted toward the instructors' maximum number of allowed absences. Students should be encouraged to save any excused absences given by college instructors for this kind of situation.

Because geographic areas and conditions vary in our service area, it is imperative that all students use good judgment and should avoid driving in dangerous conditions.

Campus Events

If the College or a learning center is closed or delayed, all events for the College or at the learning center will also be cancelled or delayed.

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

General Policy

Surry Community College's computer network and related resources are provided to faculty, staff, and students for purposes of college-related communications, business, and scholarly research. The network and computer resources are limited to those owned or leased by-or on loan to-the college at any of its campuses.

Access to the college's computer network and computer resources is considered a privilege. Accordingly, in using these resources, faculty, staff, and students are expected to act responsibly and appropriately. They are expected to comply with the college's standards of professional decorum and common civility. Users should always keep in mind that network communications are, by nature, public.

The college's computer network storage is treated as public space. To maintain system integrity and to ensure responsible use, the college monitors access to that space and reserves the right to retrieve, without notice, any stored information and to use it as necessary. Such information-including e-mail-is the property of the college. By using the college's computing resources, users imply their consent to such monitoring and proprietorship. Further, such information is not regarded as private and may be subject to inspection under the Public Records Law of the State of North Carolina.

All use of computing resources-including e-mail and the Internet-complies with local, state, and federal law, specifically the Family Educational Rights and Privacy Act (FERPA).

Policy Provisions

Rules/Sanctions for Computer Use

The following are not permitted:

1. Sending or displaying obscene messages, websites, or images.
2. Accessing or distributing obscene, inappropriate, or illegal materials.
3. Using obscene language.
4. Harassing, attacking, or insulting others, or invading their privacy.
5. Sending or conveying any false statement concerning death, injury, illness, disfigurement, or indecent or criminal conduct.
6. Unauthorized distribution of College data and information including the unauthorized use of email auto-forwarding.
7. Violating any right protected by copyright, trade secret, patent, or other intellectual property laws. This sanction prohibits the installation or distribution of "Pirated" or other software products not appropriately licensed for use by the College.
8. Downloading or using software or any other materials that may constitute a copyright or licensing violation or implicate the College for licensing agreements.
9. Damaging computers, computer systems, or computer networks.
10. Accessing, distributing or damaging removable electronic media and data stored on these devices.
11. Copying, altering, disabling, or deleting computer system programs or data without authorization.
12. Storing of personal music, pictures or other items on college owned devices.
13. Violating plagiarism laws.
14. Using the passwords or identities of others.
15. Associating a Surry Community College account-including e-mail-with personal business, a personal social media site or any website requiring a profile.
16. Trespassing in the folders, files, or work of others.
17. Sharing or storing files and data using cloud-based network storage (such as Dropbox, Google docs), external devices (such as USB drives), or any other portable, electronic means of data sharing without appropriate job-related need and authorization.
18. Opening files from people not known to the user or files that are spammed via email.
19. Committing fraud or obtaining property under false pretenses.
20. Using the college's network for commercial purposes.
21. Connecting, without authorization, non-college-owned equipment to the campus network in any area other than public wireless access.
22. Student use of employee computers.

Acceptable Use

Those who use the College's computer resources are expected to:

1. Comply with state and federal laws pertaining to copyright, privacy and confidentiality and the transmission of illegal, harassing, or obscene materials.
2. Restrict that use to educational, instructional, and administrative purposes.
3. Respect others' needs for network access by not monopolizing or disrupting the network.
4. Demonstrate respect for other users-both inside and outside the College-by observing network etiquette.
5. Guard against waste and overload in the computer system and protect against threats such as viruses.
6. Safeguard the confidentiality of their personal password and internet access.
7. Use only software and hardware components owned and approved by the College.
8. Avoid displaying or transmitting language or material that is threatening, racist, sexist, offensive, obscene, or pornographic.

9. Avoid disseminating unsolicited messages or e-mail.
10. Ensure compliance with State and College acceptable use policies.

College employees who are authorized to work from home, must ensure that the College-defined standards for off-site work are strictly followed. Personnel shall take extra precautions to ensure that confidential information stored on personal computers or electronic devices is not divulged to unauthorized persons, including family members.

myKnightLife Portal

Surry Community College uses a web-based, single sign-on portal known as myKnightLife as an official means of workplace communication and interaction. This portal provides access to College applications, tools, forms, documents, and databases. To take full advantage of this resource, employees and students should stay abreast of myKnightlife notices and information.

E-Mail

Surry Community College uses e-mail as one of its official means of communication. The following policies pertain to the use of the college's e-mail system:

1. The Division of Technology Services is responsible for creating student and employee e-mail addresses.
2. The College reserves the right to delete a student's e-mail account if that student has not been enrolled for a year.
3. Employee e-mail accounts will be disabled on the last day of employment.
4. E-mail should not contain personally sensitive or confidential information.
5. Official correspondence from the college will be sent only to a student's Surry Community College e-mail address.
6. Instructors and college officials may refuse to accept student e-mails sent from a non-college address.
7. The college is not responsible for component destruction, loss or corruption of data resulting from user error or e-mail viruses.
8. Only authorized individuals may view the e-mail of a student or employee suspected of a violation of any of the policies articulated in this document.

Websites

The only website that officially represents the college is WWW.SURRY.EDU. As such, it must be administered by college officials and the college Web Specialist. The Web Specialist manages content and design on servers (internal or external) maintained or approved by Surry's Technology Services division.

Social Networking/Supplemental Online Services

Use of such services must be established through the Marketing Department, which will submit to the Vice President of Technology Services a request for a related account. Such an account-i.e., for a service or site-must be maintained by a college employee.

Students interested in setting up social media, networking sites, or other online services related to the college should contact their instructor for guidelines and expectations. Employees interested in setting up social media, networking sites, or other online services should refer to the college's Social Media Policy.

The Technology Services Division will maintain account records in case content warrants review or someone other than the original sponsor assumes responsibility for the service or site.

- Refer to the College’s Social Media Policy and Social Media Request Form for further details and requirements.

External Websites

In websites created outside the college's servers (internal or external), students, faculty, and staff are not permitted to use the college's name, official logos, graphics, or information, or to claim or imply any official association with the institution.

Enforcement

Any violation of the policies articulated in this document will be referred to appropriate college offices. Violations may result in a limiting or forfeiting of computer privileges and, as applicable, the involvement of law enforcement agencies and prosecution. Surry Community College is not liable for the actions of anyone connected to the Internet through its computing resources. All users assume full liability-legal, financial, or otherwise-for their actions.

The use of network and computer resources at Surry Community College is governed by the same policies and guidelines that govern all other communications, including:

- Code of Professional Ethics
- Copyright
- Discrimination
- Electronic Signature
- Harassment
- Higher Education Opportunity Act (HEOA) Peer-to-Peer File Sharing Requirements
- Intellectual Property
- Sexual Harassment
- Social Media
- Policies pertaining to distribution of published material, solicitation, commercial promotions and sales, and free speech and public assembly

Notification

Before initiating any activity that might raise a question about the acceptable use of the college's computer network or resources, an individual should consult an instructor, advisor, local area supervisor, dean, or vice-president.

Anyone who learns of a violation of the acceptable use policy should immediately notify the chief information officer or any employee of technology services.

For information regarding related disciplinary procedures, refer to the college catalog.

Adopted by the Board of Trustees, April 13, 2015.

Amended and Approved by the Board of Trustees, May 8, 2017.

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 and online.

POSTHUMOUS RECOGNITION OF A STUDENT

When a currently enrolled student dies prior to completing degree requirements, the accomplishments of the student may be recognized posthumously as a gesture of benevolence to the student's family.

Posthumous Degree – awarded when a deceased student was nearing completion of a degree, diploma, or certificate program.

Requirements:

- The student was currently enrolled at SCC at the time of death.
- The student completed at least 75% of the required courses.
- The student was in good academic and financial standing with the College.

A member of the College's faculty or staff, or a family member of the deceased student may request consideration for posthumous recognition. The request should be made in writing to the Dean of Student Services. Written permission from the family of the student must be submitted with the request. The request will be evaluated to determine whether the deceased student meets the requirements for a posthumous degree.

Once eligibility is verified, the request will be submitted to the Vice President of Academic Affairs for recommendation of approval to the President. At the President's discretion, a formal request for approval will be presented to the SCC Board of Trustees.

The awarding of a posthumous degree will not be posted on the student's official transcript. Posthumous recognition will be awarded to the deceased student at a time and place to be determined by the College administration.

PUBLIC RECORDS POLICY

Surry Community College makes every effort to comply with the Freedom of Information Act (FOIA), which states that any person may view or request copies of public records maintained by the college. The term "public records" is defined in the guidelines found on the FOIA website at www.foia.gov, which states,

> *"A FOIA request can be made for any agency record. You can also specify the format in which you wish to receive the records. You should be aware that the FOIA does not require agencies to do research for you, to analyze data, to answer written questions, or to create records in response to a request."*

To obtain information related to Surry Community College public records, a person must make a formal written request addressed to the President of Surry Community College and specifically outline the type of information being requested. College administration has ten (10) business days in which to respond to the request. If the request is approved and copies of the information are needed, a fee of ten (10) cents per page will be charged to the requestor. If the request is denied, the requestor will receive a letter explaining the reasons for denial.

Note: in order to protect the privacy of individual student records, information requests for grade distributions for a particular class or instructor will only be released if the class has a minimum of eight (8) students enrolled.

Adopted by SCC Board of Trustees April 13, 2015.

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 Services in writing.

RELIGIOUS AND NON-RELIGIOUS OBSERVANCE POLICY

In compliance with N. C. G.S. §115d-5(u) Surry Community College will grant any student of the College two excused absences each academic year for religious and non-religious observances in accordance with the following regulations:

1. An academic year is defined as beginning on July 1 of one year and ending on June 30 of the following year.
2. The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
3. The student must complete a Request to be Excused for Religious or Non-Religious Observance Form and present this form to the instructor(s) of each course affected by this absence. The request form must be submitted to the instructor within the first ten calendar days after the first day of the affected class.
4. The student must take an instructor-signed copy of the form to Student Services to be filed with the Associate Dean for Enrollment Management.
5. Students granted an excused absence for the purpose of religious or non-religious observance shall be given the opportunity to make up any work or tests missed during an excused absence.
6. The absences will count toward the total number of absences allowed per individual instructor syllabi.
7. The student is responsible for arranging the make-up of any missed assignments, tests, or other classwork materials with the respective instructors prior to the absence.
8. Instructors are prohibited from implementing sanctions, including requiring additional work, toward students who are duly granted excused absences for a religious or non-religious observance.
9. For the purposes herein, a day of religious or non-religious observance means an observance that is part of a sincerely-held religious or non-religious belief that the student would otherwise be able to attend but for having to attend class.
10. Students who misrepresent facts in connection with the request are subject to disciplinary action.

Adopted by the Board of Trustees September 13, 2010.

RESPECT FOR PROPERTY

Respect for private and public property reflects upon a person's character. Students at Surry Community College are expected 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.

STUDENT SAFETY

The administration and staff at Surry Community College make every effort to provide, in so much as possible, 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.

TOBACCO-FREE CAMPUS POLICY

The Surry Community College Board of Trustees recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The Board believes that the use of tobacco products on institutional grounds, in campus buildings, on institutional property, or at institutional-related or sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board acknowledges that adult employees and visitors serve as role models for students. The Board recognizes that it has an obligation to promote positive role models and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on campus.

Finally, the Board recognizes the trend in North Carolina to promote tobacco-free lifestyles, specifically the North Carolina State Health Plan which will impose a higher premium and/or offer less coverage to those who use tobacco products.

Tobacco Use Prohibited

No student, faculty member, staff member, or institutional visitor is permitted to use any tobacco product at any time:

- in any building, facility, or vehicle owned, leased, rented, or chartered by Surry Community College;
- on any institutional grounds and property – including athletic fields and parking lots – owned, leased, rented, or chartered by Surry Community College; or at any institutionally-sponsored or related event on-campus.

In addition, volunteers, contractors, or other persons performing services on behalf of the institution also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off institutional grounds.

Tobacco products may be included in instructional or research activities if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Definition of Tobacco Products and Tobacco Use

For the purposes of this policy, "tobacco product" is defined to include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

The prohibition includes any electronic oral device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe or under any other product name or designation.

Signage

Signs will be posted in a manner and location that adequately notify students, staff, and visitors of the 100 percent tobacco-free policy.

Compliance for Students

Consequences for students engaging in the prohibited behavior will be provided in accordance with the institution's student behavior management plan. Students who violate the tobacco-use policy will be processed through established disciplinary protocol. Student violators will be provided with access to up-to-date information on the many consequences of tobacco use, offered techniques that students can use to stop tobacco use, and provided referrals to local youth tobacco cessation programs. Parents/guardians of minors will be notified of all violations and actions taken by the institution. Suspension will only be used after a student has three or more prior violations or refusal to participate in other outlined measures.

Compliance for Staff and Visitors

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies of Surry Community College and may include verbal warning, written reprimand, or termination. Visitors using tobacco products will be asked to refrain while on Surry Community College property or leave the premises. Surry Community College law enforcement officers may be contacted to escort the person off the premises or cite the person for trespassing if the person refuses to leave the school property.

Opportunities for Cessation

The administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

Prevention Education

The administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean, and inviting environment.

Procedures for Implementation

The administration will develop a plan for communicating the policy that may include information in student and employee handbooks, announcements at institutionally-sponsored or related events, and appropriate signage in buildings and around campus. An enforcement protocol, which identifies consequences for students, staff, and visitors who violate the policy, will be created and communicated to all students, staff, and parents.

Date of Implementation

August 1, 2010

Adopted by the Board of Trustees April 12, 2010.

WORKFORCE, TECHNOLOGIES, AND COMMUNITY EDUCATION

COLLEGE AND CAREER READINESS PROGRAMS

College and Career Readiness Programs consist of *Adult Basic Education (ABE), High School Equivalency (HSE), English Language Acquisitions (ELA), Adult High School (AHS) and Basic Skills Plus*. Books, materials and instruction for all College and Career Readiness classes are FREE OF CHARGE**.**

Students must be at least 16 years old to enroll in the College and Career Readiness programs. If students are under 18, they need to complete a Surry Community College student release form available online at www.surry.edu/hse or from one of our learning centers.

Adult Basic Education (ABE)

Adult Basic Education is a program of instruction designed for adults who already have a high school diploma but need to improve their reading, writing, math and employability skills to function more effectively in society, on a job, or in the family.

Surry offers ABE classes designed specifically for adults with developmental disabilities and traumatic brain injuries. The focus of these classes is to improve the individual's independence by acquiring necessary basic life skills from math and reading skills to job development. Students also gain appropriate communication and socialization skills as well as full access to a computer lab. For more information, contact Nichole Shores at (336) 386-3441 or shoresrn@surry.edu.

Basic Skills Plus

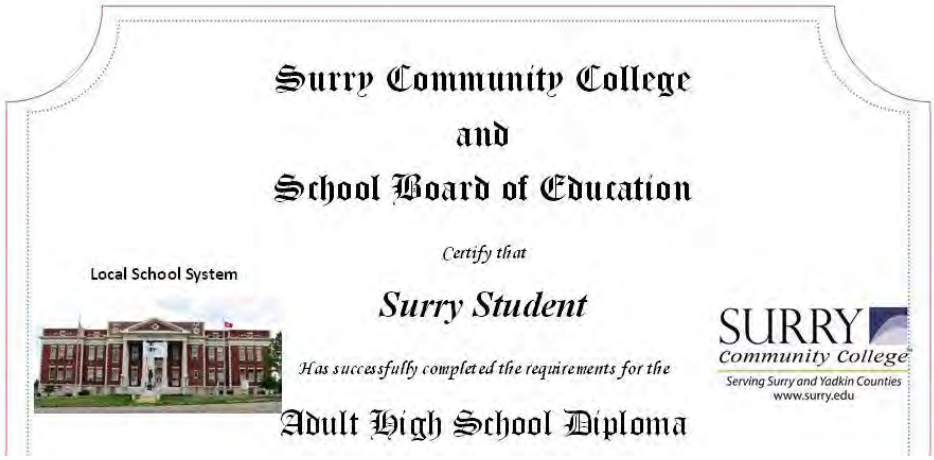
The Basic Skills Plus program is for anyone interested in earning CNA I or Welding Technology certificate while obtaining a HSE or AHS Diploma. This program was developed to provide employability skills, job-specific occupational and technical skills, and developmental education instruction to students concurrently enrolled in a community college course leading to a high school diploma or equivalent certificate. Students must be enrolled in an HSE/AHS program first and then register for the Basic Skills Plus Pathway. All students must be NC residents and have a 9th grade reading level. Tuition is free; students may be eligible for other scholarships or grants that will cover the textbook and supply costs. For more information, contact Nichole Shores, Transition Coach at (336) 386-3441 or shoresrn@surry.edu.

Those interested in the Basic Skills Plus program should refer to the Nurse Aide I Workforce Career Certificate page or the Welding Workforce Career Certificate page in this catalog.


North Carolina
State Board of Community Colleges
High School Equivalency Diploma
In accordance with the laws of North Carolina, this diploma has been bestowed upon the recipient after completing the High School Equivalency tests approved by the North Carolina State Board of Community Colleges.

High School Equivalency (HSE)

Surry Community College offers two assessment options for earning a High School Equivalency Diploma. Students can take either the General Educational Development (GED®) Test or the High School Equivalency Test (HiSET™). Successful passage of either test results in High School Equivalency Diploma issued by the North Carolina Board of Community Colleges. Free preparation classes are offered to give students an opportunity to gain the knowledge and skills needed to successfully pass the tests. For more information, please visit www.surry.edu/hse or contact Judy Biedrycki at (336) 386-3663 or biedryckijg@surry.edu.



Adult High School (AHS)

Earn an Adult High School diploma by completing the online required credits. The number of credits and specified course meet the Future-Ready Core requirements provided by the NC State Board of Education. The program is available online, but it is recommended that students complete the coursework within the classroom lab. Candidates for the AHS online program must provide an official transcript of high school(s) attended, need fewer than six credits, schedule an appointment with Judy Biedrycki for transcript evaluation and be at least 16 years old (with a completed Student Release Form). For more information, contact Judy Biedrycki at (336) 386-3663 or biedryckijg@surry.edu.

English Language Acquisitions (ELA)

ELA classes provide a means for speakers of other languages to learn English communication skills as well as American customs and history. For more information, contact Bentley Cornett at (336) 386-3660 or cornettbm@surry.edu.

Las classes de ELA ayudan a las personas que hablan otro idioma diferente al Ingles, a adquirir las habilidades para aprender a comunicarse en el idioma Ingles, al mismo tiempo que aprenden las costumbres de los Estados Unidos y su historia. Para mayor información sobre las clases, por favor contactar Bentley Cornett al teléfono 336-386-3660 o al correo electrónico cornettbm@surry.edu.

The Small Business Center (SBC)

The objective of the Small Business Center is to increase the success rate and the number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners which will lead to job creation and retention. Statewide, the SBCN assists in starting an average of more than 700 businesses each year and help to create and retain over 3,000 jobs annually. SBC services are free or offered at a very low cost. These services include:

- Confidential one-on-one business counseling
- Seminars on relevant business topics
- Online entrepreneurship training
- Computer classes like QuickBooks Pro
- Networking and referral

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.

CURRICULUM PROGRAMS

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. Student Success Advisors 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, PTA 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. Students who complete these two-year programs are awarded an Associate in Applied Science Degree.

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

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

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

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

The Associate in General Education (AGE) – Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and

the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

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, painting, drawing, 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.

A.A.T.P. (Associate in Art Teacher Preparation Degree)

The Associate in Arts Teacher Preparation curriculum provides basic course work in humanities, fine arts, English, mathematics, and social sciences with additional concentration in education. 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 Education. The Associate in Arts Teacher Preparation 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.

A.S.T.P. (Associate in Science Teacher Preparation Degree)

The Associate in Science Teacher Preparation curriculum provides basic course work in humanities, fine arts, English, mathematics, and social sciences with additional concentration in S.T.E.M. 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 Education. The Associate in Science Teacher Preparation 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 should demonstrate competence in the general education skills described here. These requirements apply to Associate in Arts, Associate in Science, Associate in General Education, and Associate in Applied Science degree recipients.

1. **Critical Thinking:** SCC graduates will able to think about their thinking in order to improve it. They will 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. They will demonstrate thinking that is clear, accurate, precise, relevant, logical, deep, broad, and fair, while analyzing, synthesizing, and evaluating.

2. **Writing:** SCC graduates will 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.

3. **Speaking:** SCC graduates will 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.

4. **Reading:** SCC graduates will be able to read actively and analytically at the college level and should be able to synthesize and apply information across disciplines.

5. **Information Literacy:** SCC graduates will be able to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.

6. **Technology Skills:** SCC graduates will be able to use technology effectively as a tool for research, problem solving, communication, and career enrichment.

7. **Quantitative Literacy:** SCC graduates will 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 Student Success Advisor in Student Services.

ONLINE LEARNING

Surry Community College offers students an alternate way to further their education through online learning. The purpose of online learning at Surry Community College is to provide high quality, reasonably priced educational and job training programs which meet the needs of students that are striving to find balance between education, work and family obligations.

Currently ten degrees and eleven certificate programs are offered completely online. Each online degree program follows the same program of study as a traditional face-to-face program. For complete program details refer to the program of study. Online program offerings include:

- Accounting
- Associate in Arts
- Associates in Arts in Teacher Preparation
- Business Administration
- Computer Programming and Development
- Criminal Justice Technology
- Digital Media Technology – Graphic Design
- Early Childhood Administration
- Early Childhood Education
- Information Technology
- Management Information Systems
- Medical Office Administration
- Office Administration
- Project Management Technology

Online learning opportunities provide a means for students to enroll in credit classes that do not require traditional classroom attendance. The program shares the same goals, objectives, skills, and competencies as all educational opportunities at SCC. Courses and programs offered through the distance medium require the same number of hours for completion and cover the same learning

outcomes. Students are offered full-service access to learning resources, program advisement and financial aid information.

At SCC, these opportunities include hybrid and blended courses (combines face-to-face and online), Internet (online) courses, video conference, and virtual courses. Online learning opportunities provide a means for students to enroll in credit classes that do not require traditional classroom attendance.

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

Course Type, Section Code, Example

Hybrid courses: H (51 to 99% online) (e.g., HUM-115-H1)
Blended courses: B (<=50% online) (e.g., MAT-152-B1)
Online courses: I (e.g., CIS-110-I1)
Video conference courses: T (e.g., COM-231-T1)

Students taking online courses must have proficient computer skills as well as an email account to participate. SCC provides all students a free email account. Online courses are delivered online via a learning management system program, Moodle. Faculty and student communication takes place primarily through the computer. Interaction in an online course is through virtual chats, email, wikis and the use of discussion forums which allow students to participate online at times convenient for them. Online courses are designated with a section code of I.

Hybrid courses combine classroom instruction with the interactivity of an online 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, weblinks, online and in-class discussions, collaboration and problem-solving. Hybrid classes are designated with a section code of H.

Selected courses are taught on-campus using SCC's specially-designed video conferencing classroom. Video conferencing classes bring together students located at multiple locations across North Carolina, with communication conducted through interactive use of television monitors, microphones, and video cameras. All necessary technologies are provided in the classrooms. Students will find video conferencing class instruction collaborative and engaging. Video conferencing classes are designated with a section code of T.

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

Students considering online learning should complete this brief assessment to see if they are ready for online learning. Online Readiness Checklist

Online Course Information

Characteristics of Successful Online Learners
To be successful in an online class, students must be self-disciplined and willing to interact with their classmates and instructor regularly. They must have access to a computer with internet access and you must be capable of using computers and the Web for basic activities such as sending email and completing online research. While online learning provides flexibility, most students find that online learning takes more time than the traditional classroom.

Computer skills, hardware, and software
The following are minimum software required for online content completion. If students do not have access to these software applications, the student must contact the course instructor in order to determine if they can be successful in the online course.

- Word processing package – Office 2019 (provided free to all SCC students)

- Internet Explorer, Google Chrome or Firefox (latest version)
- Adobe Reader (free download)
- Real Media Player (free download)
- Other specific software that may be required for the course

Surry Community College currently uses Moodle for online learning classes. Students need basic computer and technical skills to participate in an online course. These skills include but are not limited to the following:

- Using a mouse including scrolling, left-clicking and right-clicking.
- Typing information for coursework.
- Creating documents, spreadsheets, and presentations.
- Opening, minimizing and closing computer applications.
- Saving files to a computer and other devices such as flash drive.
- Recognizing and understanding common file formats such as .doc or .docx, .pdf, and .txt.
- Participating in online discussion boards.
- Participating in online chat rooms.
- Printing pages from a web browser.
- Search the Internet.

WORK-BASED LEARNING

Work-Based Learning 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 and related work experience provides numerous benefits to participating students.

Work-Based Learning students work 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 Work-Based Learning Program is based on interest and eligibility, not financial need. The College does not guarantee employment for all who are eligible.

Eligibility: Requirements will vary depending on program of study.

Application Procedure: Interested students should complete an application for Work-Based Learning and schedule a meeting with the Work-Based Learning 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 Work-Based Learning Coordinator will be responsible for locating and/or approving appropriate work assignments. Students already employed in curriculum-related jobs may be eligible to receive Work-Based Learning credit.

Registration: Students who are approved for Work-Based Learning must complete orientation session and register with Work-Based Learning Coordinator before going on their assignments. Students interested in Work-Based Learning are invited to contact the Work-Based Learning Coordinator for more details.

Contact
Rachel Hiatt
Email: hiattr@surry.edu
Phone: 336-386-3291

NOTE: Work-based learning options are listed under each participating curriculum program of study.

COLLEGE TRANSFER PROGRAMS

STUDENTS PLANNING TO TRANSFER TO A FOUR-YEAR INSTITUTION

Students taking classes in the Associate in Arts (AA), Associate in Art Teacher Preparation (AATP), Associate in Fine Arts (AFA), Associate in Science (AS), and Associate in Science Teacher Preparation (ASTP) programs usually plan to transfer to a four-year college or university to earn a Bachelor's Degree. Surry Community College encourages these students to earn the two-year degree before transferring because AA and AS graduates receive significant benefits and protections as transfer students if they meet certain conditions. These protections and conditions are outlined in the sections below. The North Carolina Community College System, of which Surry Community College is a member, has established an agreement with The University of North Carolina system that helps community college students successfully transfer the credits earned at the community college to UNC institutions so that students do not have to repeat classes after transfer. This agreement, called the Comprehensive Articulation Agreement, is explained below.

Students who transfer to a four-year UNC institution before earning an AA or AS degree should prioritize taking courses in the Universal General Education Transfer Component (UGETC) because students earning a "C" or better in these classes are guaranteed to receive credit toward the university's lower-division general education course requirements. More information is provided below for students who transfer before completing the degree.

COMPREHENSIVE ARTICULATION AGREEMENT

The Comprehensive Articulation Agreement (CAA) applies to all 58 North Carolina community colleges and all 16 constituent institutions of the University of North Carolina:

1. Appalachian State University
2. East Carolina University
3. Elizabeth City State University
4. Fayetteville State University
5. North Carolina A&T University
6. North Carolina Central University
7. North Carolina State University
8. UNC Asheville
9. UNC Chapel Hill
10. UNC Charlotte
11. UNC Greensboro
12. UNC Pembroke
13. UNC Wilmington
14. UNC School of the Arts
15. Western Carolina University
16. Winston-Salem State University

The CAA is applicable to all North Carolina community college students who successfully complete a course designated as transferable or graduate with an Associate in Arts (AA) or Associate in Science (AS) degree and transfer to a constituent institution of The University of North Carolina.

Many private North Carolina institutions are a part of the Independent Colleges and Universities Comprehensive Articulation Agreement (ICAA), which contains the same regulations and requirements outlined on the following pages. A few of the participating colleges and universities are listed below:

1. Barton College
2. Gardner-Webb University
3. Guilford College
4. Lees-McRae College
5. Lenoir-Rhyne University
6. Salem College
7. Wingate University

A full list can be found online at: College Transfer Articulation Agreements

STUDENTS EARNING THE AA OR AS DEGREE

Students earning the Associate in Arts or Associate in Science degree who want to transfer to a UNC institution enjoy many benefits as long as they meet certain conditions. The benefits and conditions associated with earning the degree are explained below.

Assured Admissions

One benefit is the Transfer Assured Admissions Policy (TAAP), which guarantees admission to one of the 16 participating institutions under the following conditions:

1. Admission is not assured to a specific campus or specific program or major.
2. Students must have graduated from a North Carolina community college with an Associate in Arts or Associate in Science degree.
3. Students must meet all the requirements of the CAA.
4. Students must have an overall GPA of at least 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses.
5. Students must be academically eligible for re-admission to the last institution attended.
6. Students must meet all judicial requirements of the institution to which they apply.
7. Students must meet all application requirements at the receiving institution, including submission of all required documentation by the deadlines.

Other Benefits

Other important benefits are listed below.

1. The CAA enables North Carolina Community College graduates of two-year AA and AS degree programs who are admitted to constituent institutions of CAA to transfer with junior status.
2. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
3. A student who completes the AA or AS degree prior to transfer to a UNC institution will have fulfilled the institution's lower-division general education requirements.
4. Community college graduates of the AA or AS degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a participating institution.

Students should note the following points:

1. CAA courses taken beyond the 60-61 semester hours of credit in which the student received less than a "C" will not negate the provisions of the CAA.
2. Due to degree requirements of some majors, additional courses at the 4-year institution may be required beyond the general education and pre-major courses taken at the community college.
3. Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
4. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.

Four-Year Degree Plans

Beyond the UGETC courses, a program of study leading to the associate degree contains courses related to a student's major or program emphasis. Pre-major course tracks prepare students to succeed in their chosen field and provide students with clear pathways to completion. Each participating institution will develop, publish, and maintain four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion.

Students who complete the AA or AS degree and the degree plan tracks published by a participating institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the participating institution with all courses fulfilling lower division general education and other degree requirements.

Find these plans online at: NC Community College Transfer

Right to Appeal

If a transfer student perceives that the terms of the CAA have not been honored, he or she may follow the Transfer Credit Appeal Procedure as outlined in Appendix E in the following link: Transfer Credit Appeal Procedure

STUDENTS TRANSFERRING BEFORE COMPLETING THE AA OR AS DEGREES

A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component (UGETC) will receive credit toward the university's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a UGETC course will receive transfer credit for the course, but the receiving institution will determine whether the course will count as general education, pre-major, or elective credit.

UNIFORM ARTICULATION AGREEMENT

The RN to BSN articulation agreement establishes the procedures governing the transfer of credits for students who graduate from North Carolina Community College AAS programs and apply to RN to BSN programs at constituent institutions of The University of North Carolina.

Eligibility

A student who completes an AAS in Nursing with a GPA of at least 2.0 and a grade of C or better in the RN to BSN articulation agreement courses listed in Blocks one through three and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of her or his choice. All other applicants to RN to BSN programs at constituent institutions of The University of North Carolina are eligible to transfer credits on a course-by-course basis.

In order to use the RN to BSN AA effectively, students should follow the prescribed five block course list.

Participating Programs

Appalachian State University
Fayetteville State University
East Carolina University
North Carolina Agricultural and Technical University
North Carolina Central University
University of North Carolina Charlotte
University of North Carolina Greensboro
University of North Carolina Pembroke
University of North Carolina Wilmington
Western Carolina University
Winston-Salem State University

Five Block Degree Plan with Transfer Course List

Block 1 (23 course credits)

- Consists of certain prerequisite nursing courses that are (or will be) taken as a part of all North Carolina community college AAS nursing programs. The courses are:

Course Category	Transferable Courses	Credits
English Composition	Select two: ENG 111, 112, 114	6 (3,3)
Human Anatomy & Physiology with lab	BIO 165&166 or 168 & 169	8 (4,4)
Humanities/Fine Arts	Select one from the following: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 240, HUM 115	3
Psychology	PSY150, PSY 241	6 (3,3)

Block 2 (18-19 credits):

- Consists of additional university general education requirements that are not a part of an AAS degree but are required to earn a BSN.
- These general education requirements will be met by completing one listed course in each of the first four categories and two in the last.

Course Category	Transferable Courses	Credits
English Literature	ENG 231,232	3
History	HIS 111, 112, 131, 132.	3
Fine Arts	Select one additional course not taken in Block 1 from the following: ART 114, ART 115, MUS 110, MUS 112	3
College Transfer Math	MAT 143 or MAT 171	3 or 4
Sociology	SOC 210 and one of the following: SOC 213, SOC 220, SOC 230, SOC 240	6(3,3)

Block 3 (17-18 credits):

- Consists of additional nursing or other requirements that are not a part of an AAS degree but are required to earn a BSN. These courses are:

Course Category	Transferable Courses	Credits
Statistics	MAT 152	4
Microbiology with lab	BIO 175 or 275	3 or 4
Chemistry with lab	CHM 151 or CHM 130 and CHM 130A or CHM 131 and 131A	4
Social Science/ Elective: Select 2 from either category or one from each.	ECO 251, ECO 252, POL 120 Suggested electives include but are not limited to foreign language, speech, culture, and computer science. Electives must be selected from the Transfer Course List in the Comprehensive Articulation Agreement.	6 (3,3)

Note: Individual nursing programs may require a maximum of two courses or six credits to meet school specific degree requirements that are not a part of the RN to BSN AA. In no case will these additional requirements necessitate completing more than 128 credits in order to earn a BSN. Each UNC RN to BSN institution will develop, publish, and maintain on their website a RN to BSN degree plan that identifies specific degree requirements that are not part of the RN to BSN AA.

Block 4 (normally 30-34 credits but may vary depending on credit allocation in block 5):

- Consists of credit awarded by the constituent institutions for nursing course (NUR) content taken as a part of the AAS degree program.
- These credits are awarded only after an RN student has successfully completed one or two initial nursing courses.

Block 5 (remaining credits, normally 30-34 but may vary depending on credit allocation in block 4):

- Consists of university-based courses that are taken as a part of the RN to BSN program.
- The number of awarded credits in blocks 1 through 5 must total between 120 and 128; the number of credits required to earn a BSN at the UNC constituent institutions' RN to BSN Programs.

RN to BSN Articulation Agreement Transfer Credit Appeal Procedure

If a student from a North Carolina Community College System (NCCCS) college believes the terms of the RN to BSN AA have not been honored by a University of North Carolina (UNC) institution to which the student has been admitted, the student may invoke the RN to BSN AA Transfer Credit Appeal Procedure.

Steps in Filing an Appeal

Step #1:

- **By the last day of classes of the first semester for which admission is offered**, the student must submit an RN to BSN Transfer Credit Appeal Form along with any supporting documentation to the Director of Admissions or other campus designee at the UNC campus to which the student has been admitted. Students first enrolling at the senior institution in a summer session must submit their appeal by the end of the subsequent fall semester.
- **The student must specify on the appeal form the specific RN to BSN AA language that is in contention. Appeals that lack this information will not be considered.**
- The Director of Admission or other campus designee will review the appeal and respond in writing (email or letter) to the student within 15 business days.

Step #2:

- If the student is not satisfied with the decision of the Director of Admission or other campus designee, he/she may appeal on the same form to the Chief Academic Officer (Provost) of the specific University within 15 days of written notice of the director's decision.
- The Provost will review the appeal and respond in writing (email or letter) to the student within 15 business days of receiving the student's appeal.

Step #3

- If the student is not satisfied with the decision of the Provost, he/she may appeal to the RNBSNTC subcommittee, composed of the Co-chairs, a representative from the UNC General Administration, and a representative from the NCCCS. The student must submit the appeal to the subcommittee within 15 days of the receipt of the Provost's decision. The appeal to the RNBSNTC subcommittee should be sent to:

UNC-GA RN to BSN Transfer Committee RN to BSN AA Appeal
PO Box 2688, Chapel Hill, NC 27515

If a consensus is reached by the subcommittee, the student will be notified within 15 business days; if a consensus resolution is not reached, the appeal will be forwarded by the subcommittee to the full RNBSNTC within 10 business days. The RNBSNTC will review the appeal and notify the student of the final decision within 10 business days of receiving the appeal.

DEGREE SELECTIONS

The lists below are helpful in assisting students with determining which transfer degree is appropriate for each major. **College transfer students are encouraged to visit the Admissions Office of the senior institutions they are considering early in the program.**

Associate in Arts	Associate in Art Teacher Preparation	Associate in Fine Arts	Associate in Science	Associate in Science Teacher Preparation
Anthropology Art Education Business Administration Business & Marketing Education Communication Computer Science Criminal Justice English English Education Geography Health Education History Information Systems Liberal Studies Mass Communication Journalism Nursing Physical Education Political Science Psychology Social Science Social Work Sociology	Elementary Education Middle Grades Education Secondary Education Special Education	Art Music Drama	Biology Biology Education Chemistry Chemistry Education Engineering Mathematics Mathematics Education	STEM Elementary Education STEM Middle Grades Education STEM Secondary Education

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

Students have already met the **MCR requirements in high school** if they 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 must have an additional math class that is more advanced than Algebra II (Advanced Functions and Modeling, Analytical Geometry, AP Statistics, Calculus, Discrete Mathematics, Integrated Mathematics IV, International Baccalaureate Mathematics, Mindset, Pre-Calculus, Probability & Statistics, Trigonometry).

If a student **missed any one** of the high school MCR requirements, he/she must complete the MCR requirements at a community college. If a student is deficient in one area, he/she is considered to be deficient in all areas.

Completion of MCR Requirements at a Community College

A student who completes the Associate in Arts or the Associate in Science degree will satisfy UNC's minimum admission requirements (MAR) and minimum course requirements (MCR).

A transfer student will also be considered to have satisfied MAR and MCR if he/she has:

1. Received the Associate in Arts, Associate in Science, the baccalaureate, or any higher degree.
2. Completed at least six semester hours in degree-credit in each of the following subjects: English, mathematics, the natural sciences, and social/behavioral sciences, and (for students who graduate from high school in 2003-04 and beyond) a second language.

NC CAREER AND COLLEGE PROMISE TRANSFER PATHWAYS

High school juniors and seniors are eligible to enroll in one of the following Career and College Promise College Transfer Pathways if they meet the following criteria: (a) have a weighted GPA of at least 2.8 on high school courses and (b) demonstrate college readiness in English, reading, and mathematics. Students are not obligated to complete a pathway or to take classes in a particular order, except in the case of prerequisites.

To maintain eligibility for continued enrollment, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress. With approval, a student who completes a College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the Associate in Arts, Associate in Fine Arts in Visual Arts, or the Associate in Science.

Surry Community College offers CCP College Transfer Pathway courses at the Center for Public Safety in Mt. Airy, the Elkin Center, the Pilot Center, the Yadkin Center, the main campus, and online.

Associate in Arts Pathway – P1012C

This CCP College Transfer Pathway provides up to 32-33 credit hours leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

English Composition (6 credit hours)

All required.

ENG 111 Writing & Inquiry (3)
ENG 112 Writing/Research in the Disc. (3)

Communication/Humanities/Fine Arts (3 credit hours)

Select one course from the following:

ART 111 Art Appreciation (3)
ART 114 Art History Survey I (3)
ART 115 Art History Survey II (3)
COM 231 Public Speaking **W** (3)
MUS 110 Music Appreciation (3)
MUS 112 Introduction to Jazz (3)
PHI 240 Introduction to Ethics (3)

Literature (3 credit hours)

Select one course from the following:

ENG 231 American Literature I**W** (3)
ENG 232 American Literature II**W** (3)
ENG 241 British Literature I**W** (3)
ENG 242 British Literature II**W** (3)

Math (3-4 credit hours)

Select one course from the following.

MAT 143 Quantitative Literacy (3)
MAT 152 Statistical Methods I (4)
MAT 171 Pre-Calculus Algebra (4)

Social/Behavioral Science (3 credit hours)

Select one course from the following:

ECO 251 Prin. of Microeconomics (3)
ECO 252 Prin. of Macroeconomics (3)
POL 120 American Government (3)
PSY 150 General Psychology (3)
SOC 210 Introduction to Sociology (3)

History (3 credit hours)

Select one course from the following:

HIS 111 World Civilizations I (3)
HIS 112 World Civilizations II**W** (3)
HIS 131 American History I (3)
HIS 132 American History II (3)

Natural Sciences (4 credit hours)

Select four credit hours from the following:

BIO 110 Principles of Biology (4)
BIO 111 General Biology I (4)
CHM 151 General Chemistry I (4)
PHY 110/110A Conceptual Physics and Lab (4)

Academic Transition (1 credit hour)

ACA 122 College Transfer Success (1)

W – *Writing Intensive Course (ENG-111 pre-req.)*

***OPTIONAL General Education Hours (0-6 SHC)**

A student may take up to 6 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Associate in Fine Arts in Visual Arts Pathway – P1062C

This CCP College Transfer Pathway provides up to 33 credit hours leading to the Associate in Fine Arts in Visual Arts and is designed for high school juniors and seniors who wish to begin study toward the Associate in Fine Arts in Visual Arts and a baccalaureate degree in a Fine Arts-Visual Arts.

English Composition (6 credit hours)

All required.

ENG 111 Writing & Inquiry (3)
ENG 112 Writing/Research in the Disc. (3)

Communication/Humanities/Fine Arts (3 credit hours)

Select one course from the following:

ART 111 Art Appreciation (3)
ART 114 Art History Survey I (3)
ART 115 Art History Survey II (3)
COM 231 Public Speaking **W** (3)
MUS 110 Music Appreciation (3)
MUS 112 Introduction to Jazz (3)
PHI 240 Introduction to Ethics (3)

Literature (3 credit hours)

Select one course from the following:

ENG 231 American Literature I**W** (3)
ENG 232 American Literature II**W** (3)
ENG 241 British Literature I**W** (3)
ENG 242 British Literature II**W** (3)

Math (4 credit hours)

Select one course from the following.

MAT 152 Statistical Methods I (4)
MAT 171 Pre-Calculus Algebra (4)

Social/Behavioral Science (3 credit hours)

Select one course from the following:

ECO 251 Prin. of Microeconomics (3)
ECO 252 Prin. of Macroeconomics (3)
POL 120 American Government (3)
PSY 150 General Psychology (3)
SOC 210 Introduction to Sociology (3)

History (3 credit hours)

Select one course from the following:

HIS 111 World Civilizations I (3)
HIS 112 World Civilizations II**W** (3)
HIS 131 American History I (3)
HIS 132 American History II (3)

Natural Sciences (4 credit hours)

Select four credit hours from the following.

BIO 110 Principles of Biology (4)
BIO 111 General Biology I (4)
CHM 151 General Chemistry I (4)
PHY 110/110A Conceptual Physics and Lab (4)

Academic Transition (1 credit hour)

ACA 122 College Transfer Success (1)

Art (6 credit hours)

ART 121 Two-Dimensional Design (3)
ART 131 Drawing I (3)

W – *Writing Intensive Course (ENG-111 pre-req.)*

Associate in Science Pathway – P1042C

This CCP College Transfer Pathway provides up to 35 credit hours leading to the Associate in Science and is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

English Composition (6 credit hours)

All required.

ENG 111 Writing & Inquiry (3)
ENG 112 Writing/Research in the Disc. (3)

Communication/Humanities/Fine Arts (6 credit hours)

Select two courses from the following from at least two different disciplines.

ART 111 Art Appreciation (3)
ART 114 Art History Survey I (3)
ART 115 Art History Survey II (3)
COM 231 Public Speaking **W** (3)
MUS 110 Music Appreciation (3)
MUS 112 Introduction to Jazz (3)
PHI 240 Introduction to Ethics (3)

Literature (3 credit hours)

Select one course from the following:

ENG 231 American Literature I**W** (3)
ENG 232 American Literature II**W** (3)
ENG 241 British Literature I**W** (3)
ENG 242 British Literature II**W** (3)

Math (8 credit hours)

Select two courses from the following.

MAT 171 Pre-Calculus Algebra (4)
MAT 172 Pre-Calculus Trigonometry (4)
MAT 263 Brief Calculus (4)
MAT 271 Calculus I (4)
MAT 272 Calculus II (4)

Social/Behavioral Science (3 credit hours)

Select one course from the following:

ECO 251 Prin. of Microeconomics (3)
ECO 252 Prin. of Macroeconomics (3)
POL 120 American Government (3)
PSY 150 General Psychology (3)
SOC 210 Introduction to Sociology (3)

History (3 credit hours)

Select one course from the following:

HIS 111 World Civilizations I (3)
HIS 112 World Civilizations II**W** (3)
HIS 131 American History I (3)
HIS 132 American History II (3)

Natural Sciences (8 credit hours)

Select one of the following sequences.

BIO 111 General Biology I (4) and BIO 112 General Biology II (4)
CHM 151 General Chemistry I (4) and CHM 152 General Chemistry II (4)
PHY 151 College Physics I (4) and PHY 152 College Physics II (4)
PHY 251 General Physics I (4) and PHY 252 General Physics II (4)

Academic Transition (1 credit hour)

ACA 122 College Transfer Success (1)

W – Writing Intensive Course (ENG-111 pre-req.)

Associate in Arts in Teacher Preparation Pathway – P1012T

This CCP College Transfer Pathway provides up to 40-48 credit hours leading to the Associate in Arts in Teacher Preparation is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in a non-STEM major.

English Composition (6 credit hours)

All required.

ENG 111 Writing & Inquiry (3)
ENG 112 Writing/Research in the Disc. (3)

Communication/Humanities/Fine Arts (3 credit hours)

Select one course from the following:

ART 111 Art Appreciation (3)
ART 114 Art History Survey I (3)
ART 115 Art History Survey II (3)
COM 231 Public Speaking **W** (3)
MUS 110 Music Appreciation (3)
MUS 112 Introduction to Jazz (3)
PHI 240 Introduction to Ethics (3)

Literature (3 credit hours)

Select one course from the following:

ENG 231 American Literature I**W** (3)
ENG 232 American Literature II**W** (3)
ENG 241 British Literature I**W** (3)
ENG 242 British Literature II**W** (3)

Math (3-4 credit hours)

Select one course from the following.

MAT 143 Quantitative Literacy (3)
MAT 152 Statistical Methods I (4)
MAT 171 Pre-**Calculus Algebra (4)**

Social/Behavioral Science (6 credit hours)

Required:

SOC 225 Social Diversity (3)

Select one course from the following:

ECO 251 Principles of Microeconomics (3)
ECO 252 Principles of Macroeconomics (3)
POL 120 American Government (3)
PSY 150 General Psychology (3)
SOC 210 Introduction to Sociology (3)

History (3 credit hours)

Select one course from the following:

HIS 111 World Civilizations I (3)
HIS 112 World Civilizations II**W** (3)
HIS 131 American History I (3)
HIS 132 American History II (3)

Natural Sciences (4 credit hours)

Select four credit hours from the following:

BIO 110 Principles of Biology (4)
BIO 111 General Biology I (4)
CHM 151 General Chemistry I (4)
PHY 110/110A Conceptual Physics and Lab (4)

Education (7 SHC)

Required:

EDU 187 Teaching & Learning for All***** (4)
EDU 216 Foundations in Education (3)

Academic Transition (1 credit hour)

ACA 122 College Transfer Success (1)

W – *Writing Intensive Course (ENG-111 pre-req.)*

** Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

***OPTIONAL General Education Hours (0-8 SHC)**

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Associate in Science in Teacher Preparation Pathway – P1042T

This CCP College Transfer Pathway provides up to 42-50 credit hours leading to the Associate in Science in Teacher Preparation and is designed for high school juniors and seniors who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in a STEM or technical major.

English Composition (6 credit hours)

All required.

ENG 111 Writing & Inquiry (3)
ENG 112 Writing/Research in the Disc. (3)

Communication/Humanities/Fine Arts (3 credit hours)

Select two courses from the following from at least two different disciplines.

ART 111 Art Appreciation (3)
ART 114 Art History Survey I (3)
ART 115 Art History Survey II (3)
COM 231 Public Speaking **W** (3)
MUS 110 Music Appreciation (3)
MUS 112 Introduction to Jazz (3)
PHI 240 Introduction to Ethics (3)

Literature (3 credit hours)

Select one course from the following:

ENG 231 American Literature I**W** (3)
ENG 232 American Literature II**W** (3)
ENG 241 British Literature I**W** (3)
ENG 242 British Literature II**W** (3)

Math (8 credit hours)

Select two courses from the following.

MAT 171 Pre-Calculus Algebra (4)
MAT 172 Pre-Calculus Trigonometry (4)
MAT 263 Brief Calculus (4)
MAT 271 Calculus I (4)
MAT 272 Calculus II (4)

Social/Behavioral Science (6 credit hours)

Required:

SOC 225 Social Diversity (3)

Select one course from the following:

ECO 251 Principles of Microeconomics (3)
ECO 252 Principles of Macroeconomics (3)
POL 120 American Government (3)
PSY 150 General Psychology (3)
SOC 210 Introduction to Sociology (3)

History (3 credit hours)

Select one course from the following:

HIS 111 World Civilizations I (3)
HIS 112 World Civilizations II**W** (3)
HIS 131 American History I (3)
HIS 132 American History II (3)

Natural Sciences (8 credit hours)

Select one of the following sequences.

BIO 111 General Biology I (4) and BIO 112 General Biology II (4)
CHM 151 General Chemistry I (4) and CHM 152 General Chemistry II (4)
PHY 151 College Physics I (4) and PHY 152 College Physics II (4)
PHY 251 General Physics I (4) and PHY 252 General Physics II (4)

Education (7 SHC)

Required:
EDU 187 Teaching & Learning for All***** (4)
EDU 216 Foundations in Education (3)

Academic Transition (1 credit hour)

ACA 122 College Transfer Success (1)

W – Writing Intensive Course (ENG-111 pre-req.)

** Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

***OPTIONAL General Education Hours (0-8 SHC)**

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

ASSOCIATE IN ARTS – COLLEGE TRANSFER DEGREE

ASSOCIATE IN ARTS (A10100) 60-61 SEMESTER HOURS

ACADEMIC TRANSITION (1 CREDIT HOUR)

- ☐ ACA 122 College Transfer Success (1)

UGETC-UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31-32 CREDIT HOURS)

English Composition (6 credit hours) Select both courses.

- ☐ ENG 111 Writing and Inquiry (3)
- ☐ ENG 112 Writing/Research in Disc. (3)

Humanities/Fine Arts and Communications (6 credit hours) Select 2 courses from 2 different disciplines.

- ☐ COM 231 Public Speaking ^{W} (3)
- ☐ ART 111 Art Appreciation (3)
- ☐ ART 114 Art History Survey I (3)
- ☐ ART 115 Art History Survey II (3)
- ☐ ENG 231 American Literature I^{W} (3)
- ☐ ENG 232 American Literature II^{W} (3)
- ☐ ENG 241 British Literature I^{W} (3)
- ☐ ENG 242 British Literature IIW (3)
- ☐ MUS 110 Music Appreciation (3)
- ☐ MUS 112 Intro to Jazz (3)
- ☐ PHI 240 Intro to Ethics (3)

Literature Requirement (3 credit hours) Select 1 course.

- ☐ ENG 231 American Literature I^{W} (3)
- ☐ ENG 232 American Literature II^{W} (3)
- ☐ ENG 241 British Literature I^{W} (3)
- ☐ ENG 242 British Literature II^{W} (3)

Social/Behavioral Sciences (6 credit hours) Select 2 courses from 2 different disciplines.

- ☐ ECO 251 Prin. of Microeconomics (3)
- ☐ ECO 252 Prin. of Macroeconomics (3)
- ☐ HIS 111 World Civilization I (3)
- ☐ HIS 112 World Civilization II^{W} (3)
- ☐ HIS 131 American History I (3)
- ☐ HIS 132 American History II (3)
- ☐ POL 120 American Government (3)
- ☐ PSY 150 General Psychology (3)
- ☐ SOC 210 Introduction to Sociology (3)

History Requirement (3 credit hours) Select 1 course.

- ☐ HIS 111 World Civilization I (3)
- ☐ HIS 112 World Civilization II^{W} (3)
- ☐ HIS 131 American History I (3)
- ☐ HIS 132 American History II (3)

Mathematics (3-4 credit hours) Select 1 course.

- ☐ MAT 143 Quantitative Literacy (3)
- ☐ MAT 152 Statistical Methods I (4)
- ☐ MAT 171 Pre-Calculus Algebra (4)

Natural Sciences (4 credit hours) Select 1 course.

- ☐ BIO 110 Principles of Biology (4)
- ☐ BIO 111 General Biology I (4)
- ☐ CHM 151 General Chemistry I (4)
- ☐ PHY 110/110A Conceptual Physics (4)

GENERAL EDUCATION COURSES (14 CREDIT HOURS)

Second Math (4 credit hours) Select 1 course.

- ☐ MAT 143 Quantitative Literacy (3)
- ☐ MAT 152 Statistical Methods I (4)
- ☐ MAT 171 Pre-Calculus Algebra (4)
- ☐ MAT 172 Pre-Calculus Trigonometry (4)
- ☐ MAT 263 Brief Calculus (4)
- ☐ MAT 271 Calculus I (4)
- ☐ MAT 273 Calculus III (4)

Second Natural Science (4 credit hours) Select 1 course.

- ☐ BIO 110 Principles of Biology (4)
- ☐ BIO 111 General Biology I (4)
- ☐ BIO 112 General Biology II (4)
- ☐ BIO 120 Introductory Botany (4)
- ☐ BIO 130 Introductory Zoology (4)
- ☐ BIO 140/140A Environmental Biology (4)
- ☐ CHM 131/131A Intro to Chemistry (4)
- ☐ CHM 132 Organic and Biochemistry (4)
- ☐ CHM 151 General Chemistry I (4)
- ☐ CHM 152 General Chemistry II (4)
- ☐ PHY 110/110A Conceptual Physics (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)

Additional General Education Courses (6 credit hours) Select 6 hours from any of the previous course listings and/or from the following list. Choose courses based on your intended major.

- ☐ ANT 210 General Anthropology (3)
- ☐ CIS 110 Intro to Computers (3)
- ☐ DRA 111 Theatre Appreciation (3)
- ☐ DRA 126 Storytelling (3)
- ☐ ECO 151 Survey of Economics (3)
- ☐ ENG 113 Literature-Based Research (3)
- ☐ ENG 114 Prof Research & Reporting (3)
- ☐ ENG 131 Intro to Literature (3)
- ☐ ENG 261 World Literature I (3)
- ☐ ENG 262 World Literature II (3)
- ☐ GEO 111 World Regional Geography (3)
- ☐ HUM 110 Technology and Society (3)
- ☐ HUM 115 Critical Thinking (3)
- ☐ HUM 120 Cultural Studies (3)
- ☐ HUM 122 Southern Culture (3)
- ☐ HUM 130 Myth in Human Culture (3)
- ☐ HUM 220 Human Values and Meaning (3)
- ☐ MUS 210 History of Rock Music (3)
- ☐ PSY 239 Psychology of Personality (3)
- ☐ PSY 241 Developmental Psychology (3)
- ☐ PSY 281 Abnormal Psychology (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)
- ☐ SOC 213 Sociology of the Family (3)
- ☐ SOC 220 Social Problems (3)
- ☐ SOC 225 Social Diversity (3)
- ☐ SOC 230 Race and Ethnic Relations (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)

ELECTIVE/PRE-MAJOR COURSES (14 CREDIT HOURS)

Select 14 hours from any of the previous course listings and/or from the following list. Choose courses related to your intended major.

- ☐ ACC 120 Prin. Financial Accounting (4)
- ☐ ACC 121 Prin. Managerial Accounting (4)
- ☐ ART 121 Two-Dimensional Design (3)
- ☐ ART 122 Three-Dimensional Design (3)
- ☐ ART 131 Drawing I (3)
- ☐ ART 132 Drawing II (3)
- ☐ ART 140 Basic Painting (2)
- ☐ ART 214 Portfolio and Resume (1)
- ☐ ART 215 Visual Art Portfolio[W] (3)
- ☐ ART 240 Painting I (3)
- ☐ ART 241 Painting II (3)
- ☐ ART 244 Watercolor (3)
- ☐ ART 264 Digital Photography I (3)
- ☐ ART 281 Sculpture I (3)
- ☐ ART 283 Ceramics I (3)
- ☐ ART 284 Ceramics II (3)
- ☐ ART 285 Ceramics III (3)
- ☐ ART 286 Ceramics IV (3)
- ☐ BIO 143 Field Biology Mini-Course (2)
- ☐ BIO 145 Ecology (4)
- ☐ BIO 146 Regional Natural History (4)
- ☐ BIO 155 Nutrition (3)
- ☐ BIO 163 Basic Anatomy & Physiology (5)
- ☐ BIO 168 Anatomy & Physiology I (4)
- ☐ BIO 169 Anatomy & Physiology II (4)
- ☐ BIO 250 Genetics (4)
- ☐ BIO 275 Microbiology (4)
- ☐ BUS 110 Introduction to Business (3)
- ☐ BUS 115 Business Law I (3)
- ☐ BUS 137 Principles of Management (3)
- ☐ CHM 251 Organic Chemistry I (4)
- ☐ CHM 252 Organic Chemistry II (4)
- ☐ CJC 111 Intro to Criminal Justice (3)
- ☐ CJC 121 Law Enforcement Operation (3)
- ☐ CJC 141 Corrections (3)
- ☐ CSC 134 C++ Programming (3)
- ☐ CSC 139 Visual BASIC Programming (3)
- ☐ CSC 151 JAVA Programming (3)
- ☐ CSC 239 Advance Visual BASIC Programming (3)
- ☐ EDU 144 Child Development I (3)
- ☐ EDU 145 Child Development II (3)
- ☐ EDU 216 Foundations of Education (3)
- ☐ EDU 221 Children with Exceptionalities (3)
- ☐ EGR 150 Intro to Engineering (2)
- ☐ ENG 125 Creative Writing I (3)
- ☐ ENG 126 Creative Writing II (3)
- ☐ ENG 272 Southern Literature (3)
- ☐ HEA 110 Personal Health/Wellness (3)
- ☐ HIS 145 The Second World War (3)
- ☐ HIS 163 The World Since 1945 (3)
- ☐ HIS 221 African-American History (3)
- ☐ HIS 226 The Civil War (3)
- ☐ HIS 227 Native American History (3)
- ☐ HIS 237 The American Revolution (3)
- ☐ HIS 262 Middle East History (3)
- ☐ HUM 123 Appalachian Culture (3)
- ☐ HUM 180 Internat Cultural Explor (3)
- ☐ HUM 230 Leadership Development (3)
- ☐ JOU 110 Intro to Journalism (3)
- ☐ MAT 167 Discrete Mathematics (3)
- ☐ MAT 280 Linear Algebra (3)
- ☐ MAT 285 Differential Equations (3)
- ☐ PED Any Physical Education Course (1-3)
- ☐ PSY 231 Forensic Psychology (3)
- ☐ PSY 243 Child Psychology (3)
- ☐ PSY 263 Educational Psychology (3)
- ☐ SOC 234 Sociology of Gender (3)
- ☐ SOC 244 Sociology of Death and Dying (3)
- ☐ SPA 141 Culture & Civilization (3)
- ☐ SPA 221 Spanish Conversation (3)
- ☐ SPA 231 Reading and Composition (3)

NOTES

1. Students should select courses based on their intended major and transfer university requirements.
2. The same course cannot be counted in more than one category.
3. Students must meet the receiving institution's foreign language and/or health & P.E. requirements, if applicable, prior to or after transfer.
4. A minimum grade of C is required in all courses counted toward graduation and to ensure course transferability to the University of North Carolina system.
5. Students interested in taking advanced Spanish language courses may also be interested in adding the Spanish Language Certificate to the Associate in Arts degree. *See Community Spanish Interpreter-Spanish Language Certificate under Programs of Study.*
6. Check course prerequisites in the course descriptions located at the end of the catalog.

W = Writing Intensive Courses (ENG 111 pre-req)

ASSOCIATE IN SCIENCE – COLLEGE TRANSFER DEGREE

ASSOCIATE IN SCIENCE (A10400) 60-61 SEMESTER HOURS

ACADEMIC TRANSITION (1 CREDIT HOUR)

- ☐ ACA 122 College Transfer Success (1)

UGETC-UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (34 CREDIT HOURS)

English Composition (6 credit hours) Select both courses.

- ☐ ENG 111 Writing and Inquiry (3)
- ☐ ENG 112 Writing/Research in Disc. (3)

Humanities/Fine Arts and Communications (3 credit hours) Select 1 course.

- ☐ COM 231 Public Speaking^{W} (3)
- ☐ ART 111 Art Appreciation (3)
- ☐ ART 114 Art History Survey I (3)
- ☐ ART 115 Art History Survey II (3)
- ☐ MUS 110 Music Appreciation (3)
- ☐ MUS 112 Intro to Jazz (3)
- ☐ PHI 240 Intro to Ethics (3)

Literature Requirement (3 credit hours) Select 1 course.

- ☐ ENG 231 American Literature I^{W} (3)
- ☐ ENG 232 American Literature II^{W} (3)
- ☐ ENG 241 British Literature I^{W} (3)
- ☐ ENG 242 British Literature II^{W} (3)

Social/Behavioral Sciences (3 credit hours) Select 1 course.

- ☐ ECO 251 Prin. of Microeconomics (3)
- ☐ ECO 252 Prin. of Macroeconomics (3)
- ☐ POL 120 American Government (3)
- ☐ PSY 150 General Psychology (3)
- ☐ SOC 210 Introduction to Sociology (3)

History Requirement (3 credit hours) Select 1 course.

- ☐ HIS 111 World Civilization I (3)
- ☐ HIS 112 World Civilization II^{W} (3)
- ☐ HIS 131 American History I (3)
- ☐ HIS 132 American History II (3)

Mathematics (8 credit hours) Select 2 courses.

- ☐ MAT 171 Pre-Calculus Algebra (4)
- ☐ MAT 172 Pre-Calculus Trigonometry (4)
- ☐ MAT 263 Brief Calculus (4)
- ☐ MAT 271 Calculus I (4)
- ☐ MAT 272 Calculus II (4)

Natural Sciences (8 credit hours) Select a 2- course sequence.

- ☐ 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)

GENERAL EDUCATION COURSES (11 CREDIT HOURS)

Select at least 8 hours from any of the previous math and science courses and/or from the following list.

- ☐ BIO 110 Principles of Biology (4)
- ☐ BIO 111 General Biology I (4)
- ☐ BIO 112 General Biology II (4)
- ☐ BIO 120 Introductory Botany (4)
- ☐ BIO 130 Introductory Zoology (4)
- ☐ BIO 140/140A Environmental Biology (4)
- ☐ CHM 131/131A Intro to Chemistry (4)
- ☐ CHM 132 Organic and Biochemistry (4)
- ☐ CHM 151 General Chemistry I (4)
- ☐ CHM 152 General Chemistry II (4)
- ☐ MAT 152 Statistical Methods I (4)
- ☐ MAT 171 Pre-Calculus Algebra (4)
- ☐ MAT 172 Pre-Calculus Trigonometry (4)
- ☐ MAT 263 Brief Calculus (4)
- ☐ MAT 271 Calculus I (4)
- ☐ MAT 272 Calculus II (4)
- ☐ MAT 273 Calculus III (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)

Additional General Education Courses (3 credit hours)

Select 3 hours from any of the previous course listings and/or from the following list. Choose courses based on your intended major.

- ☐ ANT 210 General Anthropology (3)
- ☐ CIS 110 Intro to Computers (3)
- ☐ DRA 111 Theatre Appreciation (3)
- ☐ DRA 126 Storytelling (3)
- ☐ ECO 151 Survey of Economics (3)
- ☐ EGR 150 Intro to Engineering (2)
- ☐ ENG 113 Literature-Based Research (3)
- ☐ ENG 114 Prof Research & Reporting (3)
- ☐ ENG 131 Intro to Literature (3)
- ☐ ENG 261 World Literature I (3)
- ☐ ENG 262 World Literature II (3)
- ☐ GEO 111 World Regional Geography (3)
- ☐ HUM 110 Technology and Society (3)
- ☐ HUM 115 Critical Thinking (3)
- ☐ HUM 120 Cultural Studies (3)
- ☐ HUM 122 Southern Culture (3)
- ☐ HUM 130 Myth in Human Culture (3)
- ☐ HUM 220 Human Values and Meaning (3)
- ☐ MUS 210 History of Rock Music (3)
- ☐ PHY 110/110A Conceptual Physics (4)
- ☐ PSY 239 Psychology of Personality (3)

- ☐ PSY 241 Developmental Psychology (3)
- ☐ PSY 281 Abnormal Psychology (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)
- ☐ SOC 213 Sociology of the Family (3)
- ☐ SOC 220 Social Problems (3)
- ☐ SOC 225 Social Diversity (3)
- ☐ SOC 230 Race and Ethnic Relations (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)

ELECTIVE/PRE-MAJOR COURSES (14 CREDIT HOURS)

Math/Science Courses (8 SHC) Select 8 hours from the list below and/or from the General Education Math/Science courses.

- ☐ BIO 143 Field Biology Mini-Course (2)
- ☐ BIO 145 Ecology (4)
- ☐ BIO 146 Regional Natural History (4)
- ☐ BIO 155 Nutrition (3)
- ☐ BIO 163 Basic Anatomy & Physiology (5)
- ☐ BIO 168 Anatomy & Physiology I (4)
- ☐ BIO 169 Anatomy & Physiology II (4)
- ☐ BIO 250 Genetics (4)
- ☐ BIO 275 Microbiology (4)
- ☐ CHM 251 Organic Chemistry I (4)
- ☐ CHM 252 Organic Chemistry II (4)
- ☐ MAT 167 Discrete Mathematics (3)
- ☐ MAT 280 Linear Algebra (3)
- ☐ MAT 285 Differential Equations (3)

Select 6 hours from any of the previous course listings and/or from the following. Choose courses related to your intended major.

- ☐ ACC 120 Prin. Financial Accounting (4)
- ☐ ACC 121 Prin. Managerial Accounting (4)
- ☐ ART 121 Two-Dimensional Design (3)
- ☐ ART 122 Three-Dimensional Design (3)
- ☐ ART 131 Drawing I (3)
- ☐ ART 132 Drawing II (3)
- ☐ ART 140 Basic Painting (2)
- ☐ ART 214 Portfolio and Resume (1)
- ☐ ART 215 Visual Art Portfolio[W] (3)
- ☐ ART 240 Painting I (3)
- ☐ ART 241 Painting II (3)
- ☐ ART 244 Watercolor (3)
- ☐ ART 264 Digital Photography I (3)
- ☐ ART 281 Sculpture I (3)
- ☐ ART 283 Ceramics I (3)
- ☐ ART 284 Ceramics II (3)
- ☐ ART 285 Ceramics II (3)
- ☐ ART 286 Ceramics IV (3)
- ☐ BUS 110 Introduction to Business (3)
- ☐ BUS 115 Business Law I (3)
- ☐ BUS 137 Principles of Management (3)
- ☐ CJC 111 Intro to Criminal Justice (3)
- ☐ CJC 121 Law Enforcement Operation (3)
- ☐ CJC 141 Corrections (3)
- ☐ CSC 134 C++ Programming (3)
- ☐ CSC 139 Visual BASIC Programming (3)
- ☐ CSC 151 JAVA Programming (3)
- ☐ CSC 239 Advance Visual BASIC Programming (3)
- ☐ EDU 144 Child Development I (4)
- ☐ EDU 145 Child Development II (4)
- ☐ EDU 216 Foundations of Education (4)
- ☐ EDU 221 Children with Exceptionalities (4)
- ☐ ENG 125 Creative Writing I (3)
- ☐ ENG 126 Creative Writing II (3)
- ☐ ENG 272 Southern Literature (3)
- ☐ HEA 110 Personal Health/Wellness (3)
- ☐ HIS 145 The Second World War (3)
- ☐ HIS 163 The World Since 1945 (3)
- ☐ HIS 221 African-American History (3)
- ☐ HIS 226 The Civil War (3)
- ☐ HIS 227 Native American History (3)
- ☐ HIS 237 The American Revolution (3)
- ☐ HIS 262 Middle East History (3)
- ☐ HUM 123 Appalachian Culture (3)
- ☐ HUM 180 Internat Cultural Explor (3)
- ☐ HUM 230 Leadership Development (3)
- ☐ JOU 110 Intro to Journalism (3)
- ☐ PED Any Physical Education Course (1-3)
- ☐ PSY 231 Forensic Psychology (3)
- ☐ PSY 243 Child Psychology (3)
- ☐ PSY 263 Educational Psychology (3)
- ☐ SOC 234 Sociology of Gender (3)
- ☐ SOC 244 Sociology of Death and Dying (3)
- ☐ SPA 141 Culture & Civilization (3)
- ☐ SPA 221 Spanish Conversation (3)
- ☐ SPA 231 Reading and Composition (3)

NOTES

1. Students should select courses based on their intended major and transfer university requirements.
2. The same course cannot be counted in more than one category.
3. Students must meet the receiving institution's foreign language and/or health & P.E. requirements, if applicable, prior to or after transfer.
4. A minimum grade of C is required in all courses counted toward graduation and to ensure course transferability to the University of North Carolina system.
5. Students interested in taking advanced Spanish language courses may also be interested in adding the Spanish Language Certificate to the Associate in Arts degree. *See Community Spanish Interpreter-Spanish Language Certificate under Programs of Study.*
6. Check course prerequisites in the course descriptions located at the end of the catalog.

W = Writing Intensive Courses (ENG 111 pre-req)

ASSOCIATE OF FINE ARTS IN VISUAL ARTS

(College Transfer Degree)

Curriculum Description

The Associate in Fine Arts degree in Visual Arts program focuses heavily on the visual fine arts and is recommended for those who plan to continue their education at a senior institution. This program prepares transfer students to meet selective admission criteria for acceptance into a BFA or BA in visual arts at a senior college or university.

The course work in this program consists of Universal General Education Transfer Component courses (UGETC) in literature, humanities, social/behavioral sciences, mathematics and natural science. Students in this program are provided an opportunity to concentrate in a major area of fine art study that includes elective choices in drawing, painting, sculpture, ceramics and digital photography.

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.

NOTE: *A minimum grade of C is required in all courses counted toward graduation and to ensure course transferability to the University of North Carolina system.*

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

Program Learning Outcomes
Associate in Fine Arts students will:

- Demonstrate proficiency in the use of aesthetic and visual literacy skills.
- Demonstrate proficiency in applying the visual elements of design and the organizational principles of design to their own two- and three-dimensional work.
- Demonstrate professional behavior and conduct commensurate with industry standards for maintaining equipment and managing a studio.

Contact
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Lead Instructor
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336.386.3479

ASSOCIATE IN FINE ARTS – COLLEGE TRANSFER DEGREE

ASSOCIATE IN FINE ARTS – VISUAL ARTS (A10600) 60-61 SEMESTER HOURS

ACADEMIC TRANSITION (1 CREDIT HOUR)

- ☐ ACA 122 College Transfer Success (1)

UGETC-UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (26 CREDIT HOURS)

English Composition (6 credit hours) Select both courses.

- ☐ ENG 111 Writing and Inquiry (3)
- ☐ ENG 112 Writing/Research in Disc. (3)

Humanities/Fine Arts and Communications (3 credit hours)

- ☐ ART 111 Art Appreciation (3)

Literature Requirement (3 credit hours) Select 1 course.

- ☐ ENG 231 American Literature I[W] (3)
- ☐ ENG 232 American Literature II[W] (3)
- ☐ ENG 241 British Literature I[W] (3)
- ☐ ENG 242 British Literature II[W] (3)

Social/Behavioral Sciences (3 credit hours) Select 1 course.

- ☐ ECO 251 Prin. of Microeconomics (3)
- ☐ ECO 252 Prin. of Macroeconomics (3)
- ☐ POL 120 American Government (3)
- ☐ PSY 150 General Psychology (3)
- ☐ SOC 210 Introduction to Sociology (3)

History Requirement (3 credit hours).

- ☐ HIS 111 World Civilization I (3)
- ☐ HIS 112 World Civilization II[W] (3)
- ☐ HIS 131 American History I (3)
- ☐ HIS 132 American History II (3)

Mathematics (4 credit hours) Select 1 course.

- ☐ MAT 152 Statistical Methods I (4)
- ☐ MAT 171 Pre-Calculus Algebra (4)

Natural Sciences (4 credit hours) Select 1 course.

- ☐ BIO 110 Principles of Biology (4)
- ☐ BIO 111 General Biology I (4)
- ☐ CHM 151 General Chemistry I (4)
- ☐ PHY 110/110A Conceptual Physics (4)

REQUIRED ART COURSES (18 CREDIT HOURS)

Complete all of the following courses.

- ☐ ART 114 Art History Survey I (3)
- ☐ ART 115 Art History Survey II (3)
- ☐ ART 121 Two-Dimensional Design (3)
- ☐ ART 122 Three-Dimensional Design (3)
- ☐ ART 131 Drawing I (3)
- ☐ ART 215 Visual Art Portfolio[W] (3)

ELECTIVE COURSES (15 CREDIT HOURS)

Select 5 courses – Courses may also be selected from pre-major electives, general education electives, or UGETC within the CAA.

- ☐ ACC 120 Prin. Financial Accounting (4)
- ☐ ACC 121 Prin. Managerial Accounting (4)
- ☐ ANT 210 General Anthropology (3)
- ☐ ART 132 Drawing II (3)
- ☐ ART 140 Basic Painting (2)
- ☐ ART 214 Portfolio and Resume (1)
- ☐ ART 240 Painting I (3)
- ☐ ART 241 Painting II (3)
- ☐ ART 244 Watercolor (3)
- ☐ ART 264 Digital Photography I (3)
- ☐ ART 281 Sculpture I (3)
- ☐ ART 283 Ceramics I (3)
- ☐ ART 284 Ceramics II (3)
- ☐ ART 285 Ceramics II (3)
- ☐ ART 286 Ceramics IV (3)
- ☐ BIO 110 Principles of Biology (4)
- ☐ BIO 111 General Biology I (4)
- ☐ BIO 112 General Biology II (4)
- ☐ BIO 120 Introductory Botany (4)
- ☐ BIO 130 Introductory Zoology (4)
- ☐ BIO 140/140A Environmental Biology (4)
- ☐ BIO 143 Field Biology Mini-Course (2)
- ☐ BIO 145 Ecology (4)
- ☐ BIO 146 Regional Natural History (4)
- ☐ BIO 163 Basic Anatomy & Physiology (5)
- ☐ BIO 168 Anatomy & Physiology I (4)
- ☐ BIO 169 Anatomy & Physiology II (4)
- ☐ BIO 250 Genetics (4)
- ☐ BIO 275 Microbiology (4)
- ☐ BUS 110 Introduction to Business (3)
- ☐ BUS 115 Business Law I (3)
- ☐ BUS 137 Principles of Management (3)
- ☐ CHM 131/131A Intro to Chemistry (4)
- ☐ CHM 132 Organic and Biochemistry (4)
- ☐ CHM 151 General Chemistry I (4)
- ☐ CHM 152 General Chemistry II (4)
- ☐ CHM 251 Organic Chemistry I (4)
- ☐ CHM 252 Organic Chemistry II (4)
- ☐ CIS 110 Intro to Computers (3)
- ☐ CJC 111 Intro to Criminal Justice (3)
- ☐ CJC 121 Law Enforcement Operation (3)
- ☐ CJC 141 Corrections (3)
- ☐ COM 231 Public Speaking[W] (3)
- ☐ CSC 134 C++ Programming (3)
- ☐ CSC 139 Visual BASIC Programming (3)
- ☐ CSC 151 JAVA Programming (3)

- ☐ CSC 239 Advance Visual BASIC Programming (3)
- ☐ DRA 111 Theatre Appreciation (3)
- ☐ DRA 126 Storytelling (3)
- ☐ ECO 151 Survey of Economics (3)
- ☐ ECO 251 Prin. of Microeconomics (3)
- ☐ ECO 252 Prin. of Macroeconomics (3)
- ☐ ENG 111 Writing and Inquiry (3)
- ☐ ENG 112 Writing/Research in Disc. (3)
- ☐ ENG 113 Literature-Based Research (3)
- ☐ ENG 114 Prof Research & Reporting (3)
- ☐ ENG 125 Creative Writing I (3)
- ☐ ENG 126 Creative Writing II (3)
- ☐ ENG 131 Intro to Literature (3)
- ☐ ENG 231 American Literature I^{W} (3)
- ☐ ENG 232 American Literature II^{W} (3)
- ☐ ENG 241 British Literature I^{W} (3)
- ☐ ENG 242 British Literature II^{W} (3)
- ☐ ENG 261 World Literature I (3)
- ☐ ENG 262 World Literature II (3)
- ☐ ENG 272 Southern Literature (3)
- ☐ GEO 111 World Regional Geography (3)
- ☐ HEA 110 Personal Health/Wellness (3)
- ☐ HIS 111 World Civilization I (3)
- ☐ HIS 112 World Civilization II^{W} (3)
- ☐ HIS 131 American History I (3)
- ☐ HIS 132 American History II (3)
- ☐ HIS 111 World Civilization I (3)
- ☐ HIS 112 World Civilization II^{W} (3)
- ☐ HIS 131 American History I (3)
- ☐ HIS 132 American History II (3)
- ☐ HIS 145 The Second World War (3)
- ☐ HIS 163 The World Since 1945 (3)
- ☐ HIS 221 African-American History (3)
- ☐ HIS 226 The Civil War (3)
- ☐ HIS 227 Native American History (3)
- ☐ HIS 237 The American Revolution (3)
- ☐ HIS 262 Middle East History (3)
- ☐ HUM 110 Technology and Society (3)
- ☐ HUM 115 Critical Thinking (3)
- ☐ HUM 120 Cultural Studies (3)
- ☐ HUM 122 Southern Culture (3)
- ☐ HUM 123 Appalachian Culture (3)
- ☐ HUM 130 Myth in Human Culture (3)
- ☐ HUM 180 Internat Cultural Explor (3)
- ☐ HUM 220 Human Values and Meaning (3)
- ☐ HUM 230 Leadership Development (3)
- ☐ JOU 110 Intro to Journalism (3)
- ☐ MAT 143 Quantitative Literacy (3)
- ☐ MAT 152 Statistical Methods I (4)
- ☐ MAT 167 Discrete Mathematics (3)
- ☐ MAT 171 Pre-Calculus Algebra (4)
- ☐ MAT 172 Pre-Calculus Trigonometry (4)
- ☐ MAT 263 Brief Calculus (4)
- ☐ MAT 271 Calculus I (4)
- ☐ MAT 272 Calculus II (4)
- ☐ MAT 273 Calculus III (4)
- ☐ MAT 280 Linear Algebra (3)
- ☐ MAT 285 Differential Equations (3)
- ☐ MUS 110 Music Appreciation (3)
- ☐ MUS 112 Intro to Jazz (3)
- ☐ MUS 210 History of Rock Music (3)
- ☐ PED Any Physical Education Course (1-3)
- ☐ PHI 240 Introduction to Ethics (3)
- ☐ PHY 110/110A Conceptual Physics (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)
- ☐ POL 120 American Government (3)
- ☐ PSY 150 General Psychology (3)
- ☐ PSY 231 Forensic Psychology (3)
- ☐ PSY 239 Psychology of Personality (3)
- ☐ PSY 241 Developmental Psychology (3)
- ☐ PSY 243 Child Psychology (3)
- ☐ PSY 263 Educational Psychology (3)
- ☐ PSY 281 Abnormal Psychology (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)
- ☐ 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 and Ethnic Relations (3)
- ☐ SOC 234 Sociology of Gender (3)
- ☐ SOC 244 Sociology of Death and Dying (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)
- ☐ SPA 221 Spanish Conversation (3)
- ☐ SPA 231 Reading and Composition (3)

NOTES

1. Students should select courses based on their intended major and transfer university requirements.
2. The same course cannot be counted in more than one category.
3. Students must meet the receiving institution's foreign language and/or health & P.E. requirements, if applicable, prior to or after transfer.
4. A minimum grade of C is required in all courses counted toward graduation and to ensure course transferability to the University of North Carolina system.
5. Students interested in taking advanced Spanish language courses may also be interested in adding the Spanish Language Certificate to the Associate in Arts degree. *See Community Spanish Interpreter-Spanish Language Certificate under Programs of Study.*
6. Check course prerequisites in the course descriptions located at the end of the catalog.

W = Writing Intensive Courses

ASSOCIATE IN ARTS IN TEACHER PREPARATION – COLLEGE TRANSFER DEGREE

ASSOCIATE IN ARTS IN TEACHER PREPARATION (A1010T) 60-61 SEMESTER HOURS

ACADEMIC TRANSITION (1 CREDIT HOUR)

- ☐ ACA 122 College Transfer Success (1)

EDUCATION COURSES (14 CREDIT HOURS)

- ☐ EDU 187 Teaching & Learning for All (4)
- ☐ EDU 216 Foundations of Education (3)
- ☐ EDU 279 Literacy Development and Instruction (4)
- ☐ EDU 250 Teacher Licensure Preparation (3)

UGETC-UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (28-29 CREDIT HOURS)

English Composition (6 credit hours) Select both courses.

- ☐ ENG 111 Writing and Inquiry (3)
- ☐ ENG 112 Writing/Research in Disc. (3)

Humanities/Fine Arts and Communications (6 credit hours) Select 2 courses from 2 different disciplines.

- ☐ COM 231 Public Speaking ^{W} (3)
- ☐ ART 111 Art Appreciation (3)
- ☐ ART 114 Art History Survey I (3)
- ☐ ART 115 Art History Survey II (3)
- ☐ ENG 231 American Literature I^{W} (3)
- ☐ ENG 232 American Literature II^{W} (3)
- ☐ ENG 241 British Literature I^{W} (3)
- ☐ ENG 242 British Literature IIW (3)
- ☐ MUS 110 Music Appreciation (3)
- ☐ MUS 112 Intro to Jazz (3)
- ☐ PHI 240 Intro to Ethics (3)

Literature Requirement (3 credit hours) Select 1 course.

- ☐ ENG 231 American Literature I^{W} (3)
- ☐ ENG 232 American Literature II^{W} (3)
- ☐ ENG 241 British Literature I^{W} (3)
- ☐ ENG 242 British Literature II^{W} (3)

Social/Behavioral Sciences (3 credit hours) Select 1 course.

- ☐ ECO 251 Prin. of Microeconomics (3)
- ☐ ECO 252 Prin. of Macroeconomics (3)
- ☐ POL 120 American Government (3)
- ☐ PSY 150 General Psychology (3)
- ☐ SOC 210 Introduction to Sociology (3)

History (3 credit hours) Selection 1 course.

- ☐ HIS 111 World Civilization I (3)
- ☐ HIS 112 World Civilization II^{W} (3)
- ☐ HIS 131 American History I (3)
- ☐ HIS 132 American History II (3)

Mathematics (3-4 credit hours) Select 1 course.

- ☐ MAT 143 Quantitative Literacy (3)
- ☐ MAT 152 Statistical Methods I (4)
- ☐ MAT 171 Pre-Calculus Algebra (4)

Natural Sciences (4 credit hours) Select 1 course.

- ☐ BIO 110 Principles of Biology (4)
- ☐ BIO 111 General Biology I (4)
- ☐ CHM 151 General Chemistry I (4)
- ☐ PHY 110/110A Conceptual Physics (4)

GENERAL EDUCATION COURSES (17-18 CREDIT HOURS)

Required:

- ☐ SOC 225 Social Diversity (3)

*Select additional 3-4 courses:**

- ☐ ANT 210 General Anthropology (3)
- ☐ BIO 110 Principles of Biology (4)
- ☐ BIO 111 General Biology I (4)
- ☐ BIO 112 General Biology II (4)
- ☐ BIO 120 Introductory Botany (4)
- ☐ BIO 130 Introductory Zoology (4)
- ☐ BIO 140/140A Environmental Biology (4)
- ☐ CHM 131/131A Intro to Chemistry (4)
- ☐ CHM 132 Organic and Biochemistry (4)
- ☐ CHM 151 General Chemistry I (4)
- ☐ CHM 152 General Chemistry II (4)
- ☐ CIS 110 Intro to Computers (3)
- ☐ DRA 111 Theatre Appreciation (3)
- ☐ DRA 126 Storytelling (3)
- ☐ ECO 151 Survey of Economics (3)
- ☐ ENG 113 Literature-Based Research (3)
- ☐ ENG 114 Prof Research & Reporting (3)
- ☐ ENG 131 Intro to Literature (3)
- ☐ ENG 261 World Literature I (3)
- ☐ ENG 262 World Literature II (3)
- ☐ GEO 111 World Regional Geography (3)
- ☐ HUM 110 Technology and Society (3)
- ☐ HUM 115 Critical Thinking (3)
- ☐ HUM 120 Cultural Studies (3)
- ☐ HUM 122 Southern Culture (3)
- ☐ HUM 130 Myth in Human Culture (3)
- ☐ HUM 220 Human Values and Meaning (3)
- ☐ MAT 143 Quantitative Literacy (3)
- ☐ MAT 152 Statistical Methods I (4)
- ☐ MAT 171 Pre-Calculus Algebra (4)
- ☐ MAT 172 Pre-Calculus Trigonometry (4)
- ☐ MAT 263 Brief Calculus (4)
- ☐ MAT 271 Calculus I (4)
- ☐ MAT 273 Calculus III (4)
- ☐ MUS 210 History of Rock Music (3)
- ☐ PHY 110/110A Conceptual Physics (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)
- ☐ PSY 239 Psychology of Personality (3)
- ☐ PSY 241 Developmental Psychology (3)
- ☐ PSY 281 Abnormal Psychology (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)
- ☐ SOC 213 Sociology of the Family (3)
- ☐ SOC 220 Social Problems (3)
- ☐ SOC 230 Race and Ethnic Relations (3)
- ☐ SPA 111 Elementary Spanish I (3)
- ☐ SPA 112 Elementary Spanish II (3)
- ☐ SPA 211 Intermediate Spanish I (3)
- ☐ SPA 212 Intermediate Spanish II (3)

** Courses may also be selected from the UGETC within the CAA*

NOTES

1. Students should select courses based on their intended major and transfer university requirements.
2. The same course cannot be counted in more than one category.
3. Students must meet the receiving institution's foreign language and/or health & P.E. requirements, if applicable, prior to or after transfer.
4. A minimum grade of C is required in all courses counted toward graduation and to ensure course transferability to the University of North Carolina system.
5. Students interested in taking advanced Spanish language courses may also be interested in adding the Spanish Language Certificate to the Associate in Arts degree. *See Community Spanish Interpreter-Spanish Language Certificate under Programs of Study.*
6. Check course prerequisites in the course descriptions located at the end of the catalog.

W = Writing Intensive Courses (ENG 111 pre-req)

** Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION – COLLEGE TRANSFER DEGREE

ASSOCIATE IN SCIENCE IN TEACHER PREPARATION (A1040T) 60 SEMESTER HOURS

ACADEMIC TRANSITION (1 CREDIT HOUR)

- ☐ ACA 122 College Transfer Success (1)

EDUCATION COURSES (14 CREDIT HOURS)

- ☐ EDU 187 Teaching & Learning for All (4)
- ☐ EDU 216 Foundations of Education (3)
- ☐ EDU 279 Literacy Development and Instruction (4)
- ☐ EDU 250 Teacher Licensure Preparation (3)

UGETC-UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT (31 CREDIT HOURS)

English Composition (6 credit hours) Select both courses.

- ☐ ENG 111 Writing and Inquiry (3)
- ☐ ENG 112 Writing/Research in Disc. (3)

Humanities/Fine Arts and Communications (3 credit hours) Select 1 course.

- ☐ COM 231 Public Speaking^{W} (3)
- ☐ ART 111 Art Appreciation (3)
- ☐ ART 114 Art History Survey I (3)
- ☐ ART 115 Art History Survey II (3)
- ☐ MUS 110 Music Appreciation (3)
- ☐ MUS 112 Intro to Jazz (3)
- ☐ PHI 240 Intro to Ethics (3)

Literature Requirement (3 credit hours) Select 1 course.

- ☐ ENG 231 American Literature I^{W} (3)
- ☐ ENG 232 American Literature II^{W} (3)
- ☐ ENG 241 British Literature I^{W} (3)
- ☐ ENG 242 British Literature II^{W} (3)

Mathematics (8 credit hours) Select 2 courses.

- ☐ MAT 171 Pre-Calculus Algebra (4)
- ☐ MAT 172 Pre-Calculus Trigonometry (4)
- ☐ MAT 263 Brief Calculus (4)
- ☐ MAT 271 Calculus I (4)
- ☐ MAT 272 Calculus II (4)

Social/Behavioral Sciences (3 credit hours) Select 1 course.

- ☐ ECO 251 Prin. of Microeconomics (3)
- ☐ ECO 252 Prin. of Macroeconomics (3)
- ☐ POL 120 American Government (3)
- ☐ PSY 150 General Psychology (3)
- ☐ SOC 210 Introduction to Sociology (3)
- ☐ HIS 111 World Civilization I (3)
- ☐ HIS 112 World Civilization II^{W} (3)
- ☐ HIS 131 American History I (3)
- ☐ HIS 132 American History II (3)

Natural Sciences (8 credit hours) Select a 2-course sequence.

- ☐ 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)

GENERAL EDUCATION COURSES (14 CREDIT HOURS)

Required:

- ☐ SOC 225 Social Diversity (3)

*Select additional 3-4 courses:**

- ☐ ANT 210 General Anthropology (3)
- ☐ BIO 110 Principles of Biology (4)
- ☐ BIO 111 General Biology I (4)
- ☐ BIO 112 General Biology II (4)
- ☐ BIO 120 Introductory Botany (4)
- ☐ BIO 130 Introductory Zoology (4)
- ☐ BIO 140/140A Environmental Biology (4)
- ☐ CHM 131/131A Intro to Chemistry (4)
- ☐ CHM 132 Organic and Biochemistry (4)
- ☐ CHM 151 General Chemistry I (4)
- ☐ CHM 152 General Chemistry II (4)
- ☐ CIS 110 Intro to Computers (3)
- ☐ DRA 111 Theatre Appreciation (3)
- ☐ DRA 126 Storytelling (3)
- ☐ ECO 151 Survey of Economics (3)
- ☐ ENG 113 Literature-Based Research (3)
- ☐ ENG 114 Prof Research & Reporting (3)
- ☐ ENG 131 Intro to Literature (3)
- ☐ ENG 261 World Literature I (3)
- ☐ ENG 262 World Literature II (3)
- ☐ GEO 111 World Regional Geography (3)
- ☐ HUM 110 Technology and Society (3)
- ☐ HUM 115 Critical Thinking (3)
- ☐ HUM 120 Cultural Studies (3)
- ☐ HUM 122 Southern Culture (3)
- ☐ HUM 130 Myth in Human Culture (3)

- ☐ HUM 220 Human Values and Meaning (3)
- ☐ MAT 143 Quantitative Literacy (3)
- ☐ MAT 152 Statistical Methods I (4)
- ☐ MAT 171 Pre-Calculus Algebra (4)
- ☐ MAT 172 Pre-Calculus Trigonometry (4)
- ☐ MAT 263 Brief Calculus (4)
- ☐ MAT 271 Calculus I (4)
- ☐ MAT 273 Calculus III (4)
- ☐ MUS 210 History of Rock Music (3)
- ☐ PHY 110/110A Conceptual Physics (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)

**Courses may also be selected from the UGETC within the CAA*

- ☐ PSY 239 Psychology of Personality (3)
- ☐ PSY 241 Developmental Psychology (3)
- ☐ PSY 281 Abnormal Psychology (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)
- ☐ SOC 213 Sociology of the Family (3)
- ☐ SOC 220 Social Problems (3)
- ☐ SOC 230 Race and Ethnic Relations (3)
- ☐ SPA 111 Elementary Spanish I (3)
- ☐ SPA 112 Elementary Spanish II (3)
- ☐ SPA 211 Intermediate Spanish I (3)
- ☐ SPA 212 Intermediate Spanish II (3)

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6. Check course prerequisites in the course descriptions located at the end of the catalog.

W = Writing Intensive Courses (ENG 111 pre-req)

** Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

COMPREHENSIVE ARTICULATION AGREEMENT

TRANSFER COURSE LIST

COURSE	TITLE	TRANSFER DESIGNATION
ACA 122	College Transfer Success	AA and AS requirement
ACC 120	Principles of Financial Accounting	Pre-Major/Elective
ACC 121	Principles of Managerial Accounting	Pre-Major/Elective
ANT 210	General Anthropology	GEN ED: Social/Behavioral Sciences
ART 111	**Art Appreciation**	**UGETC: Humanities/Fine Arts (AA/AS)**
ART 114	**Art History Survey I**	**UGETC: Humanities/Fine Arts (AA/AS)**
ART 115	**Art History Survey II**	**UGETC: Humanities/Fine Arts (AA/AS)**
ART 116	Survey of American Art **W**	GEN ED: Humanities/Fine Arts
ART 121	Two-Dimensional Design	Pre-Major/Elective
ART 122	Three-Dimensional Design	Pre-Major/Elective
ART 131	Drawing I	Pre-Major/Elective
ART 132	Drawing II	Pre-Major/Elective
ART 140	Basic Painting	Pre-Major/Elective
ART 214	Portfolio and Resume	Pre-Major/Elective
ART 215	Visual Art Portfolio	Pre-Major/Elective
ART 240	Painting I	Pre-Major/Elective
ART 241	Painting II	Pre-Major/Elective
ART 244	Watercolor	Pre-Major/Elective
ART 264	Digital Photography I	Pre-Major/Elective
ART 281	Sculpture I	Pre-Major/Elective
ART 283	Ceramics I	Pre-Major/Elective
ART 284	Ceramics II	Pre-Major/Elective
ART 285	Ceramics III	Pre-Major/Elective
ART 286	Ceramics IV	Pre-Major/Elective
BIO 110	**Principles of Biology**	**UGETC: Natural Sciences (AA/AS)**
BIO 111	**General Biology I**	**UGETC: Natural Sciences (AA/AS)**
BIO 112	**General Biology II**	**UGETC: Natural Sciences (AS)**
BIO 120	Introductory Botany	GEN ED: Natural Sciences
BIO 130	Introductory Zoology	GEN ED: Natural Sciences
BIO 140	Environmental Biology	GEN ED: Natural Sciences
BIO 140A	Environmental Biology Lab	GEN ED: Natural Sciences
BIO 143	Field Biology Mini-course	Pre-Major/Elective
BIO 145	Ecology	Pre-Major/Elective

COURSE	TITLE	TRANSFER DESIGNATION
BIO 146	Regional Natural History	Pre-Major/Elective
BIO 155	Nutrition	Pre-Major/Elective
BIO 163	Basic Anatomy & Physiology	Pre-Major/Elective
BIO 168	Anatomy and Physiology I	Pre-Major/Elective
BIO 169	Anatomy and Physiology II	Pre-Major/Elective
BIO 250	Genetics	Pre-Major/Elective
BIO 275	Microbiology	Pre-Major/Elective
BUS 110	Introduction to Business	Pre-Major/Elective
BUS 115	Business Law I	Pre-Major/Elective
BUS 137	Principles of Management	Pre-Major/Elective
CHM 131	Introduction to Chemistry	GEN ED: Natural Sciences
CHM 131A	Introduction to Chemistry Lab	GEN ED: Natural Sciences
CHM 132	Organic and Biochemistry	GEN ED: Natural Sciences
CHM 151	**General Chemistry I**	**UGETC: Natural Sciences (AA/AS)**
CHM 152	**General Chemistry II**	**UGETC: Natural Sciences (AS)**
CHM 251	Organic Chemistry I	Pre-Major/Elective
CHM 252	Organic Chemistry II	Pre-Major/Elective
CIS 110	Introduction to Computers	GED ED
CJC 111	Introduction to Criminal Justice	Pre-Major/Elective
CJC 121	Law Enforcement Operations	Pre-Major/Elective
CJC 141	Corrections	Pre-Major/Elective
COM 231	**Public Speaking [W]**	**UGETC: Communications (AA/AS)**
CSC 134	C++ Programming	Pre-Major/Elective
CSC 139	Visual BASIC Programming	Pre-Major/Elective
CSC 151	JAVA Programming	Pre-Major/Elective
CSC 239	Advanced Visual BASIC Programming	Pre-Major/Elective
DRA 111	Theatre Appreciation	GEN ED: Humanities/Fine Arts
DRA 126	Storytelling	GEN ED: Humanities/Fine Arts
ECO 151	Survey of Economics	GEN ED: Social/Behavioral Sciences
ECO 251	**Principles of Microeconomics**	**UGETC: Social/Behavioral Sciences (AA/AS)**
ECO 252	**Principles of Macroeconomics**	**UGETC: Social/Behavioral Sciences (AA/AS)**
EDU 144	Child Development I	Pre-Major/Elective
EDU 145	Child Development II	Pre-Major/Elective
EDU 216	Foundations of Education	Pre-Major/Elective
EDU 221	Children with Exceptionalities	Pre-Major/Elective
EGR 150	**Intro to Engineering**	Pre-Major/Elective
ENG 111	**Writing and Inquiry**	**UGETC: English Composition (AA/AS)**

COURSE	TITLE	TRANSFER DESIGNATION
ENG 112	**Writing and Research in the Disciplines**	**UGETC: English Composition (AA/AS)**
ENG 113	Literature-Based Research	GEN ED: English Composition
ENG 114	Professional Research and Reporting	GEN ED: English Composition
ENG 125	Creative Writing I	Pre-Major/Elective
ENG 126	Creative Writing II	Pre-Major/Elective
ENG 131	Introduction to Literature	GEN ED: Humanities/Fine Arts
ENG 231	**American Literature I^{W}**	**UGETC: Humanities/Fine Arts (AA/AS)**
ENG 232	**American Literature II^{W}**	**UGETC: Humanities/Fine Arts (AA/AS)**
ENG 241	**British Literature I^{W}**	**UGETC: Humanities/Fine Arts (AA/AS)**
ENG 242	**British Literature II^{W}**	**UGETC: Humanities/Fine Arts (AA/AS)**
ENG 261	World Literature I	GEN ED: Humanities/Fine Arts
ENG 262	World Literature II	GEN ED: Humanities/Fine Arts
ENG 272	Southern Literature	Pre-Major/Elective
GEO 111	World Regional Geography	GED ED: Social/Behavioral Sciences
HEA 110	Personal Health and Wellness	Pre-Major/Elective
HIS 111	**World Civilizations I**	**UGETC: Social/Behavioral Sciences (AA/AS)**
HIS 112	**World Civilizations II^{W}**	**UGETC: Social/Behavioral Sciences (AA/AS)**
HIS 131	**American History I**	**UGETC: Social/Behavioral Sciences (AA/AS)**
HIS 132	**American History II**	**UGETC: Social/Behavioral Sciences (AA/AS)**
HIS 145	The Second World War	Pre-Major/Elective
HIS 163	The World Since 1945	Pre-Major/Elective
HIS 221	African-American History	Pre-Major/Elective
HIS 226	The Civil War	Pre-Major/Elective
HIS 227	Native American History	Pre-Major/Elective
HIS 237	The American Revolution	Pre-Major/Elective
HIS 262	Middle East History	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 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 180	Internat Cultural Explor	Pre-Major/Elective
HUM 220	Human Values and Meaning	GEN ED: Humanities/Fine Arts
HUM 230	Leadership Development	Pre-Major/Elective
JOU 110	Intro to Journalism	Pre-Major/Elective
MAT 143	**Quantitative Literacy**	**UGETC: Mathematics (AA)**

COURSE	TITLE	TRANSFER DESIGNATION
MAT 152	**Statistical Methods I**	**UGETC: Mathematics (AA)**
MAT 167	Discrete Mathematics	Pre-Major/Elective
MAT 171	**Pre-calculus Algebra**	**UGETC: Mathematics (AA/AS)**
MAT 172	**Pre-calculus Trigonometry**	**UGETC: Mathematics (AS)**
MAT 263	**Brief Calculus**	**UGETC: Mathematics (AS)**
MAT 271	**Calculus I**	**UGETC: Mathematics (AS)**
MAT 272	**Calculus II**	**UGETC: Mathematics (AS)**
MAT 273	Calculus III	GEN ED: Mathematics
MAT 280	Linear Algebra	Pre-Major/Elective
MAT 285	Differential Equations	Pre-Major/Elective
MUS 110	**Music Appreciation**	**UGETC: Humanities/Fine Arts (AA/AS)**
MUS 112	**Introduction to Jazz**	**UGETC: Humanities/Fine Arts (AA/AS)**
MUS 210	History of Rock & Roll	GEN ED: Humanities/Fine Arts
PED	All PED courses	Pre-Major/Elective
PHI 240	**Introduction to Ethics**	**UGETC: Humanities/Fine Arts (AA/AS)**
PHY 110	**Conceptual Physics**	**UGETC: Natural Sciences (AA)**
PHY 110A	**Conceptual Physics Lab**	**UGETC: Natural Sciences (AA)**
PHY 151	**College Physics I**	**UGETC: Natural Sciences (AS)**
PHY 152	**College Physics II**	**UGETC: Natural Sciences (AS)**
PHY 251	**General Physics I**	**UGETC: Natural Sciences (AS)**
PHY 252	**General Physics II**	**UGETC: Natural Sciences (AS)**
POL 120	**American Government**	**UGETC: Social/Behavioral Sciences (AA/AS)**
PSY 150	**General Psychology**	**UGETC: Social/Behavioral Sciences (AA/AS)**
PSY 231	Forensic Psychology	Pre-Major/Elective
PSY 239	Psychology of Personality	GEN ED: Social/Behavioral Sciences
PSY 241	Developmental Psychology	GEN ED: Social/Behavioral Sciences
PSY 243	Child Psychology	Pre-Major/Elective
PSY 263	Educational Psychology	Pre-Major/Elective
PSY 281	Abnormal Psychology	GEN ED: Social/Behavioral Sciences
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**	**UGETC: Social/Behavioral Sciences (AA/AS)**
SOC 213	Sociology of the Family	GEN ED: Social/Behavioral Sciences
SOC 220	Social Problems	GEN ED: Social/Behavioral Sciences
SOC 225	Social Diversity	Pre-Major/Elective

COURSE	TITLE	TRANSFER DESIGNATION
SOC 230	Race and Ethnic Relations	GEN ED: Social/Behavioral Sciences
SOC 234	Sociology of Gender	Pre-Major/Elective
SOC 244	Sociology 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 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

ASSOCIATE IN GENERAL EDUCATION

Associate in GENERAL EDUCATION (A10300) 65 semester hours

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. 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.

Academic Transition (1 SHC)
Select 1 course.
___ ACA 111 College Student Success (1)
___ ACA 122 College Transfer Success (1)

General Education (15 SHC)

English Composition (6 SHC)
___ ENG 111 Writing and Inquiry (3)
and one of the following:
___ ENG 112 Writ/Research in Disc. (3)
___ ENG 113 Literature-based Research (3)
___ ENG 114 Prof Research/Reporting (3)

Humanities/Fine Arts and Communications (3 SHC)
Select 1 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 **W** (3)
___ COM 231 Public Speaking **W** (3)
___ DRA 111 Theatre Appreciation (3)
___ DRA 126 Storytelling (3)
___ ENG 131 Intro to Literature (3)
___ ENG 231 American Literature I**W** (3)
___ ENG 232 American Literature II**W** (3)
___ ENG 241 British Literature I**W** (3)
___ ENG 242 British Literature II**W** (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 122 Southern Culture (3)
___ HUM 130 Myth in Human Culture (3)
___ HUM 220 Human Value & Meaning (3)
___ MUS 110 Music Appreciation (3)
___ MUS 112 Intro to Jazz (3)
___ MUS 210 History of Rock Music (3)
___ PHI 240 Intro to Ethics (3)
___ REL 110 World Religion (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 Sciences (3 SHC)
Select 1 course.
___ ANT 210 General Anthropology (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 111 World Civilization I (3)
___ HIS 112 World Civilization II**W** (3)
___ HIS 131 American History I (3)
___ HIS 132 American History II (3)
___ HIS 262 Middle East History (3)
___ POL 120 American Government (3)
___ PSY 150 General Psychology (3)
___ PSY 239 Psychology of Personality (3)
___ PSY 241 Developmental Psychology (3)
___ PSY 281 Abnormal Psychology (3)
___ SOC 210 Intro to Sociology (3)
___ SOC 213 Sociology of the Family (3)
___ SOC 220 Social Problems (3)
___ SOC 230 Race & Ethnic Relations (3)

Natural Sciences/Mathematics (3 SHC)
Select 1 course.
___ BIO 110 Principles of Biology I (4)
___ BIO 111 General Biology I (4)
___ BIO 112 General Biology II (4)
___ BIO 120 Introductory Botany (4)
___ BIO 130 Introductory Zoology (4)
___ BIO 140/140A Environ Biology (4)
___ CHM 131/131A Intro Chemistry (4)
___ CHM 132 Organic/Biochemistry (4)
___ CHM 151 General Chemistry I (4)
___ CHM 152 General Chemistry II (4)
___ CIS 110 Intro to Computers (3)
___ MAT 143 Quantitative Literacy (3)
___ MAT 152 Statistical Methods I (4)
___ MAT 171 Pre-calculus Algebra (4)
___ MAT 172 Pre-calculus Trig (4)
___ MAT 263 Brief Calculus (4)
___ MAT 271 Calculus I (4)
___ MAT 272 Calculus II (4)
___ MAT 273 Calculus III (4)
___ PHY 110 Conceptual Physics I (3)
___ PHY 110A Conceptual Physics Lab (1)
___ PHY 152 College Physics II (4)
___ PHY 251 General Physics I (4)
___ PHY 252 General Physics II (4)

W – *Writing Intensive Course (ENG-111 pre-req.)*

OTHER REQUIRED HOURS (50 SHC)

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

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, facilities, 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.

ASSOCIATE IN APPLIED SCIENCE

Programs in career technologies are designed to prepare students with technical competence for immediate employment in business, industry, government, health fields, 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 Service office.

Accounting and Finance
Air Conditioning, Heating, and Refrigeration Technology
Automotive Systems Technology
Business Administration
Computer-Integrated Machining
Construction Management Technology
Cosmetology
Criminal Justice Technology
Criminal Justice Technology: Forensic Science Concentration
Digital Media Technology – Graphic Design
Early Childhood Education
Electrical Systems Technology – Electrical Track
Electronics Engineering Technology
Information Technology
Management Information Systems
Mechatronics Engineering Technology
Medical Assisting Technology
Medical Office Administration
Nursing: Associate Degree Nursing (ADN)
Nursing: Associate Degree Nursing for *Licensed Practical Nurses Only (LPN-ADN)*
Nursing: Associate in General Education Degree Nursing
Office Administration
Paralegal Technology
Physical Therapist Assistant
Viticulture & Enology Technology

Cooperative Programs

Forsyth Technical Community College	Dental Hygiene
Forsyth Technical Community College	Dental Assisting (Diploma)
Lees-McRae College	LPN-BSN
Lees-McRae College	RN-BSN

Programs Offered Online

Accounting
Associates in Arts
Associates in Arts in Teacher Preparation
Business Administration
Criminal Justice Technology
Digital Media Technology – Graphic Design
Early Childhood Administration
Early Childhood Education
Information Technology
Management Information Systems
Medical Office Administration
Office Administration
Project Management Technology

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. Some courses are available during both the day and evening hours.

Air Conditioning, Heating & Refrigeration Technology
Applied Animal Science Technology*
Automotive Systems Technology
Collision Repair and Refinishing Technology
Community Spanish Interpreter
Computer-Integrated Machining
Construction Technology: Carpentry*
Cosmetology*
Electrical Systems Technology – Electrical Track
Emergency Medical Science AAS Degree Bridge Program
Engineering Design
Mechatronics Engineering Technology
Medical Office Administration
Nursing: Practical Nursing (PN)
Office Administration
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 and Finance*
Air Conditioning, Heating, and Refrigeration Technology*
Applied Animal Science Technology*
Automotive Systems Technology*
Business Administration*
Collision Repair and Refinishing Technology*
Collision Repair and Refinishing Technology Industrial Certificate
Community Spanish Interpreter*
Community Spanish Medical Interpreter*
Computer Programming and Development*
Computer-Integrated Machining*
Computer-Integrated Machining – CNC Machining*
Construction Assistant
Construction Technology: Carpentry*
Criminal Justice*
Criminal Justice –Forensic Science*
Digital Media Technology*
Digital Media Technology - Graphic Design
Digital Media Technology - Multimedia
Early Childhood Administration
Early Childhood Education*
Early Childhood Education: Infant/Toddler Care*
Electrical Assistant
Electrical Systems Technology – Electrical Track*
Electronics Engineering Technology*
Engineering Design Technology*
Entrepreneurship*
HVAC Technical Assistant
Industrial Systems Technology*
Information Technology*
Maintenance Technician
Masonry Assistant
Mechatronics Engineering Technology*
Mechatronics Engineering Technology Industrial Certificate
Medical Assisting*
Medical Office Administration*
Medical Office Administration – Medical Billing and Insurance
Network Management*
Nurse Aide*
Nursing: Associate Degree Nursing (ADN)*
Office Administration*
Office Administration – Office Finance*
Paralegal Technology - Real Property*
Paralegal Technology – Litigation*
Production Welder
Project Management Assistant
Project Management Technology*
Spanish Language*
Sustainable Agriculture Science Technology*
Viticulture & Enology – Enology Track
Viticulture & Enology – Viticulture Track*
Viticulture & Enology – Marketing Track
Viticulture & Enology – Tasting Room Operations
Welding Technology*
Welding Technology Industrial Certificate
Welding Technology – GMAW*
Welding Technology - SMAW

**Denotes programs approved for Career and College Promise*

WORKFORCE CERTIFICATE PROGRAMS

Workforce Certificate Programs offer students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements, and a college application. Students will also pay continuing educations rates without regard to residency requirements. Workforce Certificates are suited for students looking to acquire workforce skills without receiving college credit.

Air Conditioning, Heating, and Refrigeration
Auto Dealer Pre-license- Renewal
Automation
Automotive – Braking, Suspension & Safety
Basic Law Enforcement (BLET)
Central Sterile Processing
Certified Production Technician*
Collision Repair and Refinishing Technology
Collision Repair and Refinishing Technology Industrial Certificate
Computer Programming and Development*
Construction Assistant
Construction Certificate
Detention Officer
Digital Media Technology – Multimedia
Electrical Assistant
Electrical 1-semester Certificate
Electrical Institute
Emergency Medical Responder
Emergency Medical Technician Basic*
Fire & Life Safety Educator
Fire Apparatus Driver/Aerial Operator
Fire/Rescue Instructor
Fire/Rescue Officer
Fire/Hazardous Materials Responder
Fire/National Incident Management System
Fire/Technical Rescuer
Firefighter 2019*
HVAC Technical Assistant
Information Technology
Maintenance Technician
Masonry Assistant
Mechatronics
Medical Billing and Coding
Medication Aide
Multimedia
Nail Technician
Notary-eNotary
Nurse Aide*
Nurse Aide II
Paramedic
Patient Access Associate
Pharmacy Technician
Phlebotomy
Production Welder
Project Management
Truck Driving
Welding Technologies
Welding Technology Industrial Certificate

**Denotes programs approved for Career and College Promise and will receive college credit.*

FAST TRACK CREDENTIAL PROGRAMS

The Fast-Track Workforce Certificate offers students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements, and a college application. All Fast-Track Certificates include an OSHA 10 credential, Lean Six Sigma-Yellow Belt credential as well as interview skills, customer service, teamwork, and basic computer skills. These core skills are desirable for all employers.

Construction Assistant
Electrical Assistant
HVAC Technical Assistant
Maintenance Technician
Masonry Assistant
Production Welder
Project Management Assistant

ELECTIVE OPTIONS

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

Humanities/Fine Arts

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 **W** (3)

DRA 111 Theater Appreciation (3)
DRA 126 Storytelling (3)

*ENG 131 Intro to Literature (3)
*ENG 231 American Literature I**W** (3)
*ENG 232 American Literature II**W** (3)
*ENG 241 British Literature I**W** (3)
*ENG 242 British Literature II**W** (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 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)
MUS 210 History of Rock Music (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 Sciences

ANT 210 General Anthropology (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 111 World Civilizations I (3)
HIS 112 World Civilizations II**W** (3)
HIS 131 American History I (3)
HIS 132 American History II (3)

POL 120 American Government (3)

PSY 118 Interpersonal Psychology (3)
PSY 150 General 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 230 Race & Ethnic Relations (3)

**ENG-111 and ENG-112/114 are prerequisites or corequisites; ENG-110 students will not be eligible for these courses.*

***W –** Writing Intensive Course (ENG-111 pre-req.)*

Notes:

- *ENG 114, SPA and COM are not approved elective options for AAS degrees.*
- *Some A.A.S. programs require specific options in these categories.*

WORK-BASED LEARNING OPTIONS

Elective options for Associate in Applied Science (A.A.S.) programs

Program of Study	Program Code	Program Requirement	Credit Hours	WBL Options
Air Cond., Heating, & Refr. Degree	A35100	AHR 250 or WBL	2	WBL 111, 112, 121
Automotive Systems Degree	A60160	AUT 113 or WBL AUT 163 or WBL	2 or 5	WBL 111, 112, 113, 121, 122, 123, 124, 131, 132, 133, 211, 212, 213, 221, 231
Automotive Systems Diploma	D60160	AUT 113 or WBL	2	WBL 111, 112, 121
Business Administration Degree	A25120	Elective or WBL	3	WBL 111, 112, 113, 121, 122, 131
Collision Repair and Refinishing Diploma	D60100	AUB 162 or WBL	2	WBL 111, 112, 121
Criminal Justice Degree	A55180	CJC 121 or WBL, CJC 141 or WBL	3 or 6	WBL 111, 112, 113, 121, 122, 123, 124, 131, 132, 133, 211, 212, 213, 221, 231
Electrical Systems: Electrical Track Degree	A35130	ELC 115 or WBL	4	WBL 111, 112, 113, 114, 121, 122, 123, 131
Electrical Systems: Electrical Track Diploma	D35130A	ELC 115 or WBL	4	WBL 111, 112, 113, 114, 121, 122, 123, 131
Electronics Eng. Degree	A40200	ELN 152 or WBL	2	WBL 111, 112, 121
Information Technology	A25260	Elective or WBL	3	WBL 111, 112, 113, 121, 122, 131
Mechatronics Degree	A40350	ELC 115 or WBL PCI 162 or WBL	3, 4 or 7	WBL 111, 112, 113, 121, 122, 123, 124, 131, 132, 133, 211, 212, 213, 221, 231
Mechatronics Diploma	D40350	ELC 115 or WBL	4	WBL 111, 112, 113, 114, 121, 122, 123, 131
Medical Office Admin. Degree	A25310	WBL 111	1	WBL 111, 121, 131
Office Administration Degree	A25370	WBL 111	1	WBL 111, 121, 131
Paralegal Technology Degree	A25380	WBL 111 (or ACC 120)	1	WBL 111, 121, 131
Viticulture & Enology Degree	A15430	Elective or WBL 112	2	WBL 111, 112, 121
Viticulture & Enology Diploma	D15430	Elective or WBL 112	2	WBL 111, 112, 121
Viticulture & Enology Cert.: Viticulture Track	C15430A	WBL 112	2	WBL 111, 112, 121
Viticulture & Enology Cert.: Marketing Track	C15430C	WBL 111	1	WBL 111
Viticulture & Enology Cert.: Tasting Room Operations	C15430D	VEN 182 or WBL 112	2	WBL 111, 121, 131, 211, 221, 231
Welding Diploma	D50420	WLD 261 or WBL 112	2	WBL 111, 112, 121

WRITING INTENSIVE COURSES

Writing Intensive courses at SCC include multiple writing assignments for a variety of audiences, and the writing generated in these courses contributes significantly (30-%-50%) to the students' final grade. Instructors in these courses use both informal, low-stakes writing assignments and formal assignments requiring multiple drafts. Further, WIC instructors will provide substantive feedback on student writing that helps students improve in clarity, precision, accuracy, correctness, depth, and organization as appropriate within the discipline. Once a course is designated as WIC, every section of the course is writing intensive, regardless of who teaches it, in what format it is taught, and who enrolls in the class.

English 111 is a prerequisite for each writing-intensive course. Students should take the ENG class required for their program and transfer goals. Prerequisites for BUS-260 and OST-286 will be ENG-110 or ENG-111.

The following is a list of all Writing Intensive Courses for each Associate Degree program. These courses are listed in each program of study with a "**W"** designation.

Course	Title	Associate Degree Program
*ACC 225	Cost Accounting	Accounting and Finance
AHR 211	Residential System Design	Air Conditioning, Heating, and Refrigeration
ARC 132	Specifications and Contracts	Construction Management Technology
ART 116	Survey of American Art	College Transfer Programs and Various AAS Programs
*ART 215	Visual Art Portfolio	Associate in Arts, Associates in Fine Arts, Associate in Science
AUT 221	Auto Transmissions/Transaxles	Automotive Systems
AUT 231	Manual Transmissions/Axles/Drivetrains	Automotive Systems
*BUS 225	Business Finance	Accounting and Finance, Business Administration, and Management Information Systems
BUS 260	Business Communication	Accounting and Finance, Business Administration, Management Information Systems, Medical Office Administration, Office Administration, and Paralegal
CJC 212	Ethics and Community Relations	Criminal Justice Technology
CJC 221	Investigative Principles	Criminal Justice Technology and Criminal Justice – Forensic Science
CMT 210	Prof Construction Supervision	Construction Management
CMT 212	Total Safety Performance	Construction Management
COM 231	Public Speaking	College Transfer Programs and Various AAS Programs
COS 223	Contemporary Hair color	Cosmetology
COS 260	Design Applications	Cosmetology
CTS 120	Hardware/Software Support	Information Technology
DBA 110	Database Concepts	Information Technology
*DME 210	User Interface Design	Digital
EDU 280	Language and Literacy Experiences	Early Childhood Associate
EDU 284	Early Childhood Capstone Practicum	Early Childhood Associate
ELC 128	Intro to PLC	Electrical Systems, Electronics Engineering Technology, Mechatronics Engineering
ELN 152	Fabrication Techniques	Electronics Engineering
*ENG 231	American Literature I	College Transfer Programs and Various AAS Programs
*ENG 232	American Literature II	College Transfer Programs and Various AAS Programs
*ENG 241	British Literature I	College Transfer Programs and Various AAS Programs
*ENG 242	British Literature II	College Transfer Programs and Various AAS Programs
HIS 112	World Civilization II	College Transfer Programs and Various AAS Programs
*LEX 121	Legal Research/Writing II	Paralegal
MAC 214	Machining Technology IV	Computer-Integrated Machining
MAC 224	Advanced CNC Milling	Computer-Integrated Machining
MEC 130	Mechanisms	Mechatronics Engineering
*MED 240	Exam Room Procedures II	Medical Assisting
*MED 264	Medical Assisting Overview	Medical Assisting
*NUR 103	Practical Nursing III	Nursing: Practical Nursing
*NUR 212	Health System Concepts	Nursing: Associate Degree Nursing
*NUR 213	Complex Health Concepts	Nursing: Associate Degree Nursing
*NUR 221	LPN to ADN Concepts I	Nursing: Associate Degree Nursing (LPN-ADN)
*NUR 223	LPN to ADN Concepts II	Nursing: Associate Degree Nursing (LPN-ADN)
OST 286	Professional Development	Medical Office Administration, Office Administration
*PTA 222	Professional Interactions	Physical Therapist Assistant
*PTA 280	PTA Issues I	Physical Therapist Assistant

ACCOUNTING

Curriculum Description

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations. Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Program Learning Outcomes

Accounting students will:

- Master a fundamental understanding of accounting concepts.
- Demonstrate the ability to independently and objectively analyze information and situations to arrive at unique solutions.
- Effectively analyze financial data.
- Effectively use technology (relevant software and hardware) as required of accounting professionals.
- Demonstrate professional skills, behaviors, and conduct, commensurate with industry expectations.

Employment Opportunities

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Online Program Information

Surry offers this program online. Further information can be found on Surry's website at Online Learning

Contact

Dr. Dawn Hawks
Lead Instructor for Accounting, Business Administration, and MIS
worleyc@surry.edu
336.386.3363

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

ACCOUNTING AND FINANCE
DEGREE
(A25800)

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
ACC 120	Prin. of Financial Acct	3	2	4	All	None
BUS 110	Introduction to Business	3	0	3	Fall, Spring	None
ECO 151	Survey of Economics	3	0	3	Fall only	ENG-002 or ENG-110 or ENG-101 *with a minimum grade of C*
OR	ECO 251 Prin. Of Microeconomics	(3	0	3)	Fall, Spring	ENG-002 or ENG-101 *with a minimum grade of C*
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
Humanities/Fine Arts	Elective*	3	0	3	All	*See the choices below*
		16	**2**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 121	Prin. of Managerial Acct	3	2	4	Fall, Spring	ACC-120
BUS 125	Personal Finance	3	0	3	Spring only	None
CIS 110	Intro to Computers	2	2	3	All	None
ENG 114	Prof Research & Report	3	0	3	All	ENG-111 (min grade of C)
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002 /MAT-043 (co-req required w/o credit for MAT-003, grade of P2)
		13	**6**	**16**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 122	Prin. of Financial Acct II	3	0	3	Fall only	ACC-120
ACC 220	Intermediate Acct I	3	2	4	Fall only	ACC-120
ACC 225	Cost Accounting **W**	3	0	3	Fall only	ACC-121 and ENG-111
BUS 115	Business Law I	3	0	3	Fall only	None
CTS 130	Spreadsheet I	2	2	3	Fall only	None
Social Science	Elective*	3	0	3	All	*See the choices below*
		17	**4**	**19**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 129	Individual Income Taxes	2	2	3	Spring only	None
ACC 150	Acct Software Appl.	1	3	2	Spring only	ACC-120
ACC 221	Intermediate Acct II	3	2	4	Spring only	ACC-220
BUS 225	Business Finance **W**	2	2	3	Spring only	ACC-120 and ENG-111
BUS 260	Bus Communications **W**	3	0	3	Spring only	ENG-110 or ENG-111
		11	**9**	**15**		
	Total Credit Hours			**67**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

***Humanities/Fine Arts Elective – Select one course from the following: HUM 115, REL 110, or PHI 240**
***Social Science Elective – Select one course from the following: SOC 210, PSY 150, or POL 120**

ACCOUNTING AND FINANCE
CERTIFICATE
C25800

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 120	Prin. of Financial Acct.	3	2	4	All	None
BUS 115	Business Law I	3	0	3	Fall only	None
		6	**2**	**7**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 121	Prin. of Manager Acct	3	2	4	Fall, Spring	ACC-120
ACC 129	Individual Income Taxes	2	2	3	Spring only	None
BUS 110	Intro to Business	3	0	3	Fall, Spring	None
		8	**4**	**10**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C25800X).

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

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.

Program Learning Outcomes

Air Conditioning, Heating, and Refrigeration Technology students will:

- Effectively charge units.
- Diagnose and repair mechanical refrigeration problems.
- Read air conditioning, heating, and refrigeration schematic diagrams.
- Communicate with customers effectively in writing and speaking.
- Diagnose electrical and electronics problems with a VOM.

Employment Opportunities

Diploma graduates should be able to assist in the startup, 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.

Contact

Adam Dalton
Lead Instructor for Air Conditioning, Heating, and Refrigeration Technology
daltonc@surry.edu
336.386.3572

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

AIR CONDITIONING, HEATING, and REFRIGERATION TECHNOLOGY DEGREE
A35100

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 110	Intro to Refrigeration	2	6	5	Fall only	None
AHR 112	Heating Technology	2	4	4	Fall, Spring	None
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
		7	**16**	**14**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 113	Comfort Cooling	2	4	4	Spring only	None
AHR 114	Heat Pump Technology	2	4	4	Spring only	AHR-110 or AHR-113
AHR 160	Refrigerant Certification	1	0	1	Fall, Spring	AHR-110, AHR-120
AHR 213	HVACR Building Code	1	2	2	Spring only	None
AHR 215	Comm. HVAC Controls	1	3	2	Spring only	AHR-111 or ELC-111 or ELC-112
		7	**13**	**13**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 133	HVAC Servicing	2	6	4	Summer	AHR-112 or AHR-113; AHR-112 or AHR-113 (co-req.)
ELC 117	Motors & Control	2	6	4	Spring, Summer	ELC-112 or ELC-131
PTE 114	Pathway to Employ Eng Tech	2	3	3	All	None
		6	**15**	**11**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 212	Adv. Comfort System	2	6	4	Fall only	AHR-114/AHR-250 (co-req.)
AHR 250	HVAC Syst. Diag. (or **WBL**)	0	4	2	Fall only	AHR-133
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
ENG 110	Freshman Comp	3	0	3	All	ENG-002
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003 / MAT-010 (co-req required w/o credit for MAT-003)
		8	**14**	**14**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 120	HVAC Maintenance	1	3	2	Spring only	None
AHR 211	Resident System Design **W**	2	2	3	Spring only	ENG-110
CIS 110	Intro to Computers	2	2	3	All	None
ENG 115	Oral Communications	3	0	3	All	None
PSY 118	Interpersonal Psychology	3	0	3	All	None
Humanities/Fine Arts	Elective*	3	0	3	All	See page 196 for options
		14	**7**	**17**		
	Total Credit Hours			**69**		

W – *Writing Intensive Course*
WBL options: WBL 111, 112, or 121

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

AIR CONDITIONING, HEATING, and REFRIGERATION TECHNOLOGY
DIPLOMA
D35100

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 110	Intro to Refrigeration	2	6	5	Fall only	None
AHR 112	Heating Technology	2	4	4	Fall, Spring	None
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003/MAT-010 (co-req required w/o credit for MAT-003)
		10	**20**	**19**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 113	Comfort Cooling	2	4	4	Spring only	None
AHR 114	Heat Pump Technology	2	4	4	Spring only	AHR-110 or AHR-113
AHR 160	Refrigerant Certification	1	0	1	Fall, Spring	AHR-110, AHR-120
AHR 213	HVACR Building Code	1	2	2	Spring only	None
AHR 215	Comm. HVAC Controls	1	3	2	Spring only	AHR-111 or ELC-111 or ELC-112
ENG 101	App Comm. I	3	0	3	Fall, Spring	None
		10	**13**	**16**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 133	HVAC Servicing	2	6	4	Summer only	AHR-112 or AHR-113; AHR-112 or AHR-113 (co-req.)
ELC 117	Motors & Control	2	6	4	Spring, Summer	ELC-112 or ELC-131
		4	**12**	**8**		
	Total Credit Hours			**43**		

AIR CONDITIONING, HEATING, and REFRIGERATION TECHNOLOGY
CERTIFICATE
C35100

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AHR 110	Intro to Refrigeration	2	6	5	Fall only	None
AHR 112	Heating Technology	2	4	4	Fall, Spring	None
AHR 160	Refrigerant Certification	1	0	1	Fall, Spring	None
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
		9	**18**	**17**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C35100X).

HVAC TECHNICAL ASSISTANT

Fast Track Workforce Career Certificate

The HVAC Technical Assistant Certificate is designed to provide students with an opportunity to gain hands-on experience with HVAC systems while learning the skills necessary to become employed in the heating and air conditioning repair field. Training topics focus on operating principles of heating and cooling systems with emphasis on safety, theory, and principles of refrigeration, types of heating/cooling systems, Ohm's law, load calculations, troubleshooting using the various types of test equipment, servicing, repairing and installing components.

After employers need assessments with our local business and industry, certain skills were deemed essential for all applicants entering the local workforce. Core skills include Health and Safety (OSHA 10), Continuous Improvement (Lean Six Sigma), Human Resources Development (HRD), and Basic Computer Skills. Completion of these skills provides potential employee candidates a strong background in workplace culture that consists of a safe working environment, an understanding of efficient processes and practices, recognizing how to become a better team player, and understanding different leadership styles within an organization.

Students will earn the following industry-recognized credentials: OSHA 10, DiSC, Lean Six Sigma (Yellow Belt), Employability Skills and Career Readiness.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions with entry-level HVAC field.

HVAC Technician Assistant Fast Track Workforce Certificate

Course	Number	Name	No. of Hours	Cost
AHR	3131H	HVAC Technician Assistant	106 hours	Grant Funded

*This Fast Track Workforce Certificate may be earned in eight weeks.

Cost Information:

- Tuition and related supply costs are grant-funded and provided to the student at no cost.
- Funding for transportation, childcare, and other costs to attend training may be available.
- Virginia residents pay the same tuition rate as in-state students.

To qualify for tuition and supply funding, complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions, contact:

Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

Internship and Employment Information:

The program includes 20+ hours of on the job training. Upon successfully completing the workforce certificate and employer entry requirements, students will be placed with employers for immediate employment.

Contact

Susan Ratcliff
Email: ratcliffs@surry.edu
Phone: (336) 386-3309

HVAC – WORKFORCE CAREER CERTIFICATE

Course Description

The one semester Workforce Certificate offered in the Fall, offers students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements and a college application. Students pay continuing educations rates without regard to residency requirements. Workforce Certificates are suited for students looking to acquire workforce skills.

Employment Opportunities

Upon completion of this courses, individuals should be able to apply for entry-level positions within the heating, ventilation, and air conditioning industry.

Heating, Air Conditioning, Refrigeration Technology Certificate

Fall Semester

AHR	3131C	Intro to Refrigeration*	128 Hours	$183
ELC	3014G	DC/AC Electricity*	144 Hours	$183
ELC	3014H	Diagrams & Schematics*	48 Hours	$127
AHR	3131E	Heating Technology*	96 Hours	$183
AHR	3128A	Refrigerant Certification*	16 Hours	$71

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students.

**** These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.***

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Certification Testing:
CFC Certification

Additional testing information:
http://www.refrigerationboard.org/
https://www.escogroup.org/

Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

APPLIED ANIMAL SCIENCE TECHNOLOGY

Curriculum Description

The Applied Animal Science Technology program prepares individuals to select, breed, care for, process, and market livestock and small farm animals. Potential course work includes instruction in basic animal science, animal nutrition, and animal health as applied to various species and breeds; design and operation of housing, feeding, and processing facilities; and related issues of safety, applicable regulations, logistics, and supply.

Program Learning Outcomes

Upon completion of the Applied Animal Science Technology certificate, a graduate should be able to:

- Demonstrate and apply knowledge of fundamental animal husbandry practices.
- Understand the role of nutrition in animal production.
- Develop and analyze various production systems for livestock and poultry.
- Critically evaluate animal production by integrating knowledge of anatomy, physiology, reproduction, health, and genetics on animal management systems and the environment.
- Identify and solve animal health issues.
- Communicate effectively about the global, regional, and local impact of agricultural animal production.

Employment Opportunities

Graduates should qualify for entry-level jobs as herd or flock managers, field service persons, feed salespersons, equipment salespersons, feed mill workers, buyers of poultry and livestock, owners/operators, farm managers, department supervisors, field service representatives, and waste management technicians.

Contact

James Quick
Lead Instructor – Applied Animal Science
quickj@surry.edu
336.386.3295

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

APPLIED ANIMAL SCIENCE TECHNOLOGY
DIPLOMA
D15280

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
ACM 110	Intro to Animal Care	3	0	3	Fall only	None
AGR 139	Intro to Sustainable Ag	3	0	3	Fall Only	None
ANS 110	Animal Science	3	0	3	Fall only	None
ANS 115	Animal Feeds & Nutrition	2	2	3	Fall only	None
BUS 137	Principles of Management	3	0	3	Fall only	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
		18	**2**	**19**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AGR 111	Basic Farm Maintenance	1	3	2	Spring only	None
ANS 120	Beef Production	2	2	3	Spring only	None
ANS 130	Poultry Production	2	2	3	Spring only	None
ANS 140	Swine Production	2	2	3	Spring only	None
ANS 150	Animal Health Mgmt	3	0	3	Spring only	None
ENG 112	Writing/Research in the Disc	3	0	3	All	ENG-111 with a minimum grade of C
HUM 110	Technology and Society	3	0	3	All	None
		16	**9**	**20**		
	Total Credit Hours			**39**		

This certificate is offered to high school students through the Career and College Promise program (D15280X).

APPLIED ANIMAL SCIENCE TECHNOLOGY
CERTIFICATE
C15280

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACM 110	Intro to Animal Care	3	0	3	Fall only	None
ANS 110	Animal Science	3	0	3	Fall only	None
ANS 115	Animal Feeds & Nutrition	2	2	3	Fall only	None
		8	**2**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ANS 120	Beef Production	2	2	3	Spring only	None
ANS 130	Poultry Production	2	2	3	Spring only	None
ANS 150	Animal Health Mgmt	3	0	3	Spring only	None
		7	**4**	**9**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C15280X).

AUTOMOTIVE SYSTEMS TECHNOLOGY

Curriculum Description

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

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

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

Program Learning Outcomes

Automotive Systems Technology students will:

- Use safe working practices as defined by OSHA for clothing, eye protection, hand tools, power equipment, ventilation handling, storage and disposal of chemicals.
- Use precision measuring instruments and industry standard diagnostic equipment to measure and repair vehicles.
- Diagnose and repair engine emissions and exhaust problems.
- Identify system concerns and solutions (brake systems, electrical / electronic systems, or heating and air conditioning).
- Communicate effectively with the employer and the customer to determine repair and service needs.

Employment Opportunities

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

Contact

David W. Weavil
Lead Instructor for Automotive Systems Technology
weavild@surry.edu
336.386.3254

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

AUTOMOTIVE SYSTEMS TECHNOLOGY
DEGREE
A60160

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
AUT 116	Engine Repair	2	3	3	Fall only	None
AUT 116A	Engine Repair Lab	0	3	1	Fall only	None/AUT-116 (co-req.)
ENG 110	Freshman Comp	3	0	3	All	ENG-002
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003 / MAT-010 (co-req required w/o credit for MAT-003)
TRN 110	Intro to Transport Tech	1	2	2	Fall only	None
TRN 170	PC Skills for Transport	1	2	2	Fall only	None
		10	**12**	**15**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 114	Safety & Emissions	1	2	2	Spring only	None
AUT 141	Suspension & Steering Sys	2	3	3	Spring only	None
AUT 141A	Suspension & Steer Systems Lab	0	3	1	Spring only	None/AUT-141 (co-req.)
AUT 151	Brake Systems	2	3	3	Spring only	None
AUT 151A	Brake Systems Lab	0	3	1	Spring only	None/AUT-151 (co-req.)
AUT 212	Auto Shop Management	3	0	3	Spring only	None
ENG 115	Oral Communication	3	0	3	All	None
		11	**14**	**16**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 113	Auto Servicing I (or **WBL**)	0	6	2	Summer only	None
TRN 140	Transp. Climate Control	1	2	2	Summer only	None
TRN 140A	Transp. Climate Control Lab	1	2	2	Summer only	None/TRN-140 (co-req.)
		2	**10**	**6**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 181	Engine Performance I	2	3	3	Fall only	None
AUT 183	Engine Performance II	2	6	4	Fall only	AUT-181
AUT 221	Automotive Transmissions **W**	2	3	3	Fall only	ENG-110
AUT 221A	Auto Transmissions Lab	0	3	1	Fall only	None/AUT-221 (co-req.)
TRN 120	Basic Transp. Elect	4	3	5	Fall only	None
		10	**18**	**16**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 163	Adv. Auto Electric (or **WBL**)	2	3	3	Spring only	TRN-120
AUT 231	Manual Drive Trans/Axles **W**	2	3	3	Spring only	ENG-110
AUT 231A	Man. Drive Trans/Axles Lab	0	3	1	Spring only	None/AUT-231 (co-req.)
PSY 118	Interpersonal Psychology	3	0	3	All	None
TRN 145	Adv. Transp. Electronics	2	3	3	Spring only	TRN-120
Humanities/Fine Arts	**Elective***	3	0	3	All	
		12	**12**	**16**		
	Total Credit Hours			**69**		

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*

WBL options: WBL 111, 112, 113, 121, 122, 123, 124, 131, 132, 133, 211, 212, 213, 221, 231

***Humanities Elective – Select one course from the following:**

Course	Title	Lect	Lab	Cred	Offered	Pre-Requisites
HUM 110	Technology & Society	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Introduction to Ethics	3	0	3	All	ENG-111

AUTOMOTIVE SYSTEMS TECHNOLOGY
DIPLOMA
D60160

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 116	Engine Repair	2	3	3	Fall only	None
AUT 116A	Engine Repair Lab	0	3	1	Fall only	None/AUT-116 (co-req.)
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003/ MAT-010 (co-req required w/o credit for MAT-003)
TRN 110	Intro to Transport Tech	1	2	2	Fall only	None
TRN 170	PC Skills for Transport	1	2	2	Fall only	None
		6	**12**	**11**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 114	Safety & Emissions	1	2	2	Spring only	None
AUT 141	Suspension & Steering Sys	2	3	3	Spring only	None
AUT 141A	Suspension & Steering Systems Lab	0	3	1	Spring only	None/AUT-141 (co-req.)
AUT 151	Brake Systems	2	3	3	Spring only	None
AUT 151A	Brake Systems Lab	0	3	1	Spring only	None/AUT-151(co-req.)
ENG 101	Applied Comm. I	3	0	3	Fall, Spring	None
		8	**14**	**13**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 113	Auto Servicing I (or **WBL**)	0	6	2	Summer only	None
TRN 140	Transp. Climate Control	1	2	2	Summer only	None
TRN 140A	Transp. Climate Control Lab	1	2	2	Summer only	None/TRN-140 (co-req.)
		2	**10**	**6**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 181	Engine Performance I	2	3	3	Fall only	None
AUT 183	Engine Performance II	2	6	4	Fall only	AUT-181
TRN 120	Basic Transp. Elect	4	3	5	Fall only	None
		8	**12**	**12**		
	Total Credit Hours			**42**		

WBL options: WBL 111, 112, 121

AUTOMOTIVE SYSTEMS TECHNOLOGY
CERTIFICATE
C60160

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 181	Engine Performance I	2	3	3	Fall only	None
TRN 110	Intro to Transport Tech	1	2	2	Fall only	None
TRN 120	Basic Transp. Elect	4	3	5	Fall only	None
		7	**8**	**10**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUT 141	Suspension & Steering Sys	2	3	3	Spring only	None
AUT 141A	Suspension & Steering Sys Lab	0	3	1	Spring only	None/AUT-141 (co-req.)
AUT 151	Brake Systems	2	3	3	Spring only	None
AUT 151A	Brake Systems Lab	0	3	1	Spring only	None/AUT-151 (co-req.)
		4	**12**	**8**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C60160X).

AUTOMOTIVE – WORKFORCE CAREER CERTIFICATE

Workforce Career Certificate

The Workforce Certificate offers students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements and a college application. Students pay continuing educations rates without regard to residency requirements. The Automotive Workforce Certificate will articulate to college credit and includes NC Carolina state Auto-safety Inspections and OBD II Inspection certifications.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions with entry-level automotive dealerships, repair shops.

Automotive Workforce Certificate

Spring Semester

*AUT	3137	Suspension, Brakes, Safety and Emissions	304 Hours	$183

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students.

*College Curriculum credit can be awarded for AUT 114, AUT 141, AUT 141A, AUT 151 and AUT 151A for completion of this certificate.

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Certification Testing:
NC Automotive Safety Inspection/OBD II

Additional testing information
https://www.ncdot.gov/dmv/title-registration/emissions-safety/Pages/default.aspx



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

AUTOMOTIVE – WORKFORCE TRAINING COURSES

Course Description

Looking to increase your skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters. Complete details and latest information can be found at https://surry.edu/areas-of-study/workforce-training/transportation-system-technologies.

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Automotive Courses

AUT	3129A	Auto OBD Emission Init/Recert	8 Hours	$71	Spring, Summer, Fall
AUT	3129C	Auto Safety Inspection	8 Hours	$71	Spring, Summer, Fall
AUT	3200	Small Engine Mechanic	72 Hours	$183	Spring, Summer, Fall
AUT	3137J	Auto: Suspension & Steering	128 hours	$183	Spring
AUT	3137I	Braking Systems	128 hours	$183	Spring
AUT	3137P	Engine Repair	128 hours	$183	Fall
CSP	4000TI	DMV: Dealer License Pre-license	12 hours	$126	Spring, Summer, Fall
CSP	4000UI	DMV: Dealer License Renewal	6 Hours	$101	Spring, Summer, Fall DMV: Dealer License Pre-license Required

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

BANK TELLER – WORKFORCE TRAINING COURSES

Course Description

This course is designed to provide training for individuals to work as a Bank Teller or customer service representatives. Emphasis is placed on MS suite and Internet Explorer, English grammar, basic math skills, functions of the banking industry, telephone skills, the teller's responsibility in banking, daily transaction procedures, customer service, suspicious activity reports, and banking trends. This course is offered at the Yadkin Center.

Program Learning Outcomes

Upon completion the student will be able to describe the basic functions of the banking industry, define the teller's responsibility in banking, explain and perform a variety of daily transaction procedures, demonstrate quality customer service using various strategies, identify counterfeit currency and recognize the tricks used by con artists, complete currency transaction reports and suspicious activity reports, perform basic mathematical operations, use grammatically correct English in oral and written communications and demonstrate knowledge of banking trends.

Instructional Format

Lecture, demonstrations, and practical applications will be the instructional methods used.

Contact

Dr. Douglas Underwood
underwoodd@surry.edu
336-386-3584

Bank Teller – Workforce Training Courses

BAF	3249	Bank Teller	84 Hours	$183	Spring, Fall	
MLS	3874	Notary Public Education	8 Hours	$71	Spring, Fall, Summer	
LEX	3875	eNotary	4 Hours	$71	Spring, Fall, Summer	MLS-3874 & Fully commissioned NC Notary

Cost may not include associated textbooks or supplies.
Virginia residents pay the same tuition rate as in-state students.

Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

BASIC LAW ENFORCEMENT – WORKFORCE CAREER CERTIFICATE

Course Description

This course is accredited by the North Carolina Criminal Justice Training and Standards Commission and the North Carolina Sheriff's Commission. Persons desiring to become a sworn law enforcement officer in the State of North Carolina must successfully complete this course and pass a State administered examination at the end of the course. To qualify for admission an individual must meet the requirements mandate by the North Carolina Department of Justice found online at: https://www.facebook.com/surryblet.

Program Learning Outcomes

BLET students will:

- Investigate violations of law
- Provide assistance in request for service
- Apprehend suspects
- Execute legal searches and seizures
- Prepare cases for court presentation
- Learn the proper applications of civil, criminal, and juvenile law

Employment Opportunities

Upon completion of this course and successful completion of the comprehensive State examination, individuals should be able to apply for positions in both State, County, and local law enforcement agencies.

Instructional Format

Face-to-Face instruction will include lecture, lab, discussion, and practical exercises.

Contact

Jim McHone, Director
Email: mchonej@surry.edu
Phone: (336) 386-3696

Basic Law Enforcement Training (BLET)

CJC	3938	BLET	739 Hours	$183	Spring, Summer, Fall	High School or Equivalent required

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students

*College curriculum credit can be awarded for CJC 131, CJC 132, CJC 221 and CJC 231 for completion of this certificate and successfully passed the Commissions comprehensive certification examination.

Certification Testing:
North Carolina Criminal Justice Training and Standards

Additional testing information www.ncdoj.gov



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

BASIC LAW ENFORCEMENT – WORKFORCE TRAINING COURSES

Course Description

This is a 47-hour course that will provide participants with the entry-level knowledge and skills to practice as an emergency services Telecommunicator. (North Carolina certification course). Topics covered during this course will include civil liability, systems and equipment, overview of emergency services, communications resources, call reception, prioritization and resource allocation, broadcast techniques, rules and procedures, and training practicum. Students and or agency must provide Telecommunicator student manual.

Employment Opportunities E-911/Telecommunicator Positions

Instructional Format

Face-to-face class meetings to include lecture, demonstration and hands-on practice and simulation of scenarios. Additional information: www.surry.edu/career-certificates

Contact

Jim McHone
(336) 386-3292
mchonej@surry.edu

Cost: Tuition waived with sponsorship requirement
Virginia residents pay the same tuition rate as in-state students**.**

Basic Law Enforcement

Course	Title	Hours	Semester	Pre-Requisites
CJC 3942	Telecommunicator Certification Course	47	All	Sponsorship by L. E. Agency



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

BUSINESS ADMINISTRATION

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.

Program Learning Outcomes

Business Administration students will:

- Develop computer skills with proficiency in Microsoft Word, Excel, PowerPoint and internet search, and navigation skills.
- Demonstrate competency in written and oral communication skills.
- Master a working knowledge of managerial skills.
- Demonstrate the ability to apply business concepts to a business problem and to correctly analyze quantitative data.
- Demonstrate professional skills, behaviors, and conduct commensurate with industry expectations.

Employment Opportunities

Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Online Program Information

Surry offers this program online. Further information can be found on Surry's website at Online Learning

Contact

Dr. Dawn Hawks
Lead Instructor for Accounting, Business Administration, and MIS
worleyc@surry.edu
336.386.3363

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

BUSINESS ADMINISTRATION
DEGREE
A25120

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
ACC 120	Principles of Financial Accounting I	3	2	4	All	None
BUS 110	Introduction to Business	3	0	3	Fall, Spring	None
CIS 110	Intro to Computers	2	2	3	All	None
ECO 151, OR	Survey of Economics	3	0	3	Fall only	ENG-002 or ENG-110 or ENG-101 *with a minimum grade of C*
ECO 251	Prin. of Microeconomics	3	0	3	Fall, Spring	ENG-002 or ENG-101 *with a minimum grade of C*
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
		15	**4**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 121	Principles of Managerial Accounting	3	2	4	Fall, Spring	ACC-120
BUS 121	Business Math	2	2	3	Spring only	MAT-003
BUS 125	Personal Finance	3	0	3	Spring only	None
ENG 114	Prof. Research & Report	3	0	3	All	ENG-111 (min grade of C)
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002 /MAT-043 (co-req required w/o credit for MAT-003, grade of P2)
		13	**6**	**16**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 115	Business Law I	3	0	3	Fall only	None
BUS 137	Principles of Management	3	0	3	Fall only	None
BUS 139	Entrepreneurship I	3	0	3	Fall only	None
CTS 130	Spreadsheet I	2	2	3	Fall only	None
Humanities/Fine Arts	**Elective***	3	0	3	All	See the choices below
MKT 120	Principles of Marketing	3	0	3	Fall only	None
		17	**2**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 129	Individual Income Taxes	2	2	3	Spring only	None
ACC 150	Acct Software Applications	1	3	2	Spring only	ACC-120
BUS 225	Business Finance **W**	2	2	3	Spring only	ACC-120 and ENG-111
BUS 260	Bus Communications **W**	3	0	3	Spring only	ENG-110 or ENG-111
**Program Elective	(or **WBL**)	3	0	3		See the choices below
Social Science	**Elective***	3	0	3	All	See the choices below
		14	**7**	**17**		
	Total Credit Hours			**68**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

WBL options: WBL 111, 112, 113, 121, 122, or 131

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

***Humanities/Fine Arts Elective – Select one course from the following: HUM 115, REL 110, or PHI 240**
***Social Science Elective – Select one course from the following: SOC 210, PSY 150, or POL 120**

****Program Elective – Select one course from the following:**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 122	Principles of Financial Accounting II	3	0	3	Fall only	ACC-120
ACC 220	Intermediate Acct I	3	2	4	Fall Only	ACC-120
BUS 151	People Skills	3	0	3	Spring only	None
BUS 245	Entrepreneurship II	3	0	3	Spring only	BUS-139
ECO 252	Prin. of Macroeconomics	3	0	3	Spring only	ENG-002 or ENG-101 *with a minimum grade of C*

BUSINESS ADMINISTRATION
CERTIFICATE
C25120

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 115	Business Law I	3	0	3	Fall only	None
BUS 137	Prin. of Management	3	0	3	Fall only	None
MKT 120	Principles of Marketing	3	0	3	Fall only	None
		9	**0**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 120	Prin. of Financial Acct I	3	2	4	All	None
BUS 110	Introduction to Business	3	0	3	Fall, Spring	None
		6	**2**	**7**		
	Total Credit Hours			**16**		

This certificate is offered to high school students through the Career and College Promise program (C25120X).

COLLISION REPAIR AND REFINISHING TECHNOLOGY

Curriculum Description

The Collision Repair and Refinishing program prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

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

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

Program Learning Outcomes

Collision Repair and Refinishing Technology students will:

- Demonstrate knowledge on the fundamentals of structural damage repairs.
- Demonstrate knowledge of safety in the workshop area, and when using hand tools.
- Repair techniques of body fillers, plastic repair, and fiber glass repair.
- Demonstrate knowledge of automotive detailing techniques and preparation.
- Working with customers on their projects and how to discuss the work that needs to be performed.

Employment Opportunities

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

Contact

Phillip Hopkins
Lead Instructor for Collision Repair and Refinishing Technology
hopkinspl@surry.edu
336.386.3404

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

COLLISION REPAIR AND REFINISHING TECHNOLOGY
DIPLOMA
D60130

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUB 111	Paint and Refinish I	2	6	4	Fall only	None
AUB 121	Nonstructural Damage I	1	4	3	Fall only	None
AUB 131	Structural Damage I	2	4	4	Fall only	None
AUB 136	Plastics and Adhesives	1	4	3	Fall, Spring	None
TRN 110	Intro to Transport Tech	1	2	2	Fall only	None
TRN 180	Basic Weld for Tran.	1	4	3	Fall only	None
		8	**24**	**19**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUB 112	Paint and Refinish II	2	6	4	Spring only	AUB-111
AUB 132	Structural Damage II	2	6	4	Spring only	AUB-131
AUB 150	Automotive Detailing	1	3	2	Spring only	None
ENG 101	App. Comm. I	3	0	3	Fall, Spring	None
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003 / MAT-010 (co-req required w/o credit for MAT-003)
		10	**17**	**16**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUB 114	Special Finishes	1	2	2	Summer only	AUB-111
AUB 122	Nonstructural Damage II	2	6	4	Summer only	None
AUB 162	Auto body Est. (or WBL)	1	2	2	Summer only	None
		4	**10**	**8**		
	Total Credit Hours			**43**		

WBL options: WBL 111, 112, or 121

COLLISION REPAIR AND REFINISHING TECHNOLOGY
CERTIFICATE
C60130

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUB 111	Paint & Refinish I	2	6	4	Fall only	None
AUB 121	Nonstructural Damage I	1	4	3	Fall only	None
AUB 131	Structural Damage I	2	4	4	Fall only	None
TRN 110	Intro to Transport Tech	1	2	2	Fall only	None
		6	**16**	**13**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUB 112	Paint & Refinish II	2	6	4	Spring only	AUB-111
		2	**6**	**4**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C60130X).

COLLISION REPAIR AND REFINISHING TECHNOLOGY
INDUSTRIAL CERTIFICATE
C60130A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AUB 111	Paint & Refinish I	2	6	4	Fall only	None
AUB 121	Nonstructural Damage I	1	4	3	Fall only	None
AUB 131	Structural Damage I	2	4	4	Fall only	None
AUB 136	Plastics and Adhesives	1	4	3	Fall, Spring	None
TRN 110	Intro to Transport Tech	1	2	2	Fall only	None
		7	**20**	**16**		
	Total Credit Hours			**16**		

COLLISION REPAIR – WORKFORCE CAREER CERTIFICATE

Course Description

The one semester Workforce Certificate offered in the fall, provides students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements and a college application. Students pay continuing educations rates without regard to residency requirements. Workforce Certificates are suited for students looking to acquire workforce skills.

Employment Opportunities

Upon completion of this courses, individuals should be able to apply for entry-level positions within the automotive collision repair industry.

Collision Repair Workforce Certificate

Fall Semester

AUT	3109M	Paint & Refinish I*	128 Hours	$183
AUT	3109N	Non-Structural I*	80 Hours	$183
AUT	3109S	Structural Damage I*	96 Hours	$183
AUT	3137N	Intro to Transport Tech*	48 Hours	$127
AUT	3109Q	Plastics & Adhesives*	80 Hours	$183

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students.

These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

COLLISION REPAIR – WORKFORCE TRAINING COURSES

Course Description

Looking to increase your skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters.

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Collision Repair Courses

AUT	3109	Auto Body Repair	128 Hours	$198	Spring, Summer, Fall
AUT	3109G	Auto Restoration & Repair I	100-160 Hours	$198	Fall
AUT	3109H	Auto Restoration & Repair II	100-160 Hours	$198	Spring
AUT	3110A	Automotive Detailing	64 Hours	$183	Spring

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

COMMUNITY SPANISH INTERPRETER

Curriculum Description

The Community Spanish Interpreter program was designed for students who have native-like fluency in both English and Spanish and plan to enter workplaces with multicultural clientele. Graduating with the certificate should enhance students' job prospects in the medical, legal, religious, educational and business sectors.

Course work in this certificate allows students to learn translation and interpretation skills through role-play and ethical and cultural case studies. Students are provided opportunities to speak with interpreters in various fields such as medical, legal, and social services.

Program Learning Outcomes

Community Spanish Interpreter students will:

- Communicate clearly and effectively in Spanish and English in both oral and written formats.
- Research and use the specific vocabulary of various professions.
- Analyze the cultural artifacts of relevant Spanish-speaking regions.
- Assess and evaluate understanding of the parties involved in the process of interpretation.
- Demonstrate professionalism in interactions, specifically respect for cultural differences/nuances.

Employment Opportunities

Graduates also have the opportunity to pair the Community Spanish Interpreter Certificate with other tracks of study which include but are not limited to:

- Accounting
- Automotive Systems Technology
- Business Administration
- Criminal Justice Technology
- Early Childhood Education
- Medical Assisting
- Paralegal Technology
- Viticulture & Enology Technology
- Office Administration
- Medical Office Administration
- Nursing

Contact

Sarah Wright
Lead Instructor Languages and Humanities
wrights@surry.edu
336.386.3439

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

Spanish Interpreter Pre-Requisite Policy:

A pre-requisite for all Spanish Interpreter credentials is demonstrating fluency in Spanish at the intermediate level. Therefore, students must complete SPA-212 with a C or better OR successfully pass the Spanish/English Fluency Test prior to enrolling in certain SPI courses required for program completion. The fluency test consists of both written and oral components. The test will be administered on campus and evaluated by SCC's Spanish Instructors. There are set test dates in May, August, and December posted on the Spanish Interpreter page on the website. Students may contact the lead instructor for more information, or contact the testing center at testingcenter@surry.edu to set up a test date other than those listed. Students are encouraged to complete the Spanish Language Certificate prior to starting the Spanish Interpreter certificates.

COMMUNITY SPANISH INTERPRETER
DIPLOMA
D55370

1ST Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
OR	ACA 122	(0	2	1)	All	None
SPA 111	Elementary Spanish I (1st 8 weeks)	3	0	3	All	None
SPA 112	Elementary Spanish II (2nd 8 weeks)	3	0	3	All	SPA-111 (min grade of C)
SPA 141	Culture & Civilization	3	0	3	Fall only	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
		12/13	**0/2**	**13**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
Humanities/Fine Arts	Elective* PHI-240**, HUM-115, HUM-120, or COM-231** Preferred	3	0	3	All (HUM-120 Spring only)	None (**ENG-111 pre-req)
SPA 211	Intermediate Spanish I (1st 8 wks)	3	0	3	Spring/Summer	SPA-112 (min of C)
SPA 212	Intermediate Spanish II (2nd 8 wks)	3	0	3	Spring/Summer	SPA-211 (min grade of C)
		9	**0**	**9**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPA 221	Spanish Conversation	3	0	3	Fall only	SPA-212
SPI 113	Intro Spanish Interpret (1st 8 weeks)	3	0	3	Fall only	Fluency Test or SPA-212 (min grade of C)
SPI 114	Analytic Skills for Interpreting (2nd 8 weeks)	3	0	3	Fall only	SPI-113
		9	**0**	**9**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPA 231	Reading and Composition	3	0	3	Spring only	SPA-212
SPI 213	Review of Grammar (1st 8 weeks)	3	0	3	Spring only	Fluency Test or SPA-212 (min grade of C)
SPI 214	Intro to Translation (2nd 8 weeks)	3	0	3	Spring only	Fluency Test or SPA-212 (min grade of C)
SPI Elective	Choose track below*	2/5	3	3/6	Spring only	SPI-113 and SPI-114
	Total Credit Hours			**43/46**		

Community Interpreter Track	Lect	Lab	Cr	Offered	Pre-Requisites
SPI 245 - Comm. Interpreting I	2	3	3	Spring Only	SPI-113 and SPI-114
Medical Interpreter Track	**Lect**	**Lab**	**Cr**	**Offered**	**Pre-Requisites**
SPI 221 – Consecutive Interpreting I	3	0	3	Spring only	SPI-113 and SPI-114
SPI 243 – Medical Interpreting I	2	3	3	Spring only	SPI-113 and SPI-114

Program Policy:
Students must complete SPA-212 with a C or better OR successfully pass the Spanish/English Fluency Test prior to enrolling in SPI courses required for program completion.

COMMUNITY SPANISH INTERPRETER CERTIFICATE C55370

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPA 141	Culture & Civilization	3	0	3	Fall only	None
SPI 113	Intro Spanish Interpret (1st 8 weeks)	3	0	3	Fall only	Fluency Test or SPA-212 (min grade of C)
SPI 114	Analytic Skills for Interpreting (2nd 8 weeks)	3	0	3	Fall only	SPI-113
		9	**0**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPI 213	Review of Grammar (1st 8 weeks)	3	0	3	Spring only	Fluency Test or SPA-212 (min grade of C)
SPI 214	Intro to Translation (2nd 8 weeks)	3	0	3	Spring only	Fluency Test or SPA-212 (min grade of C)
SPI 245	Comm. Interpreting I	2	3	3	Spring only	SPI-114
		8	**3**	**9**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C55370X).

COMMUNITY SPANISH MEDICAL INTERPRETER CERTIFICATE C55370A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPA 141	Culture & Civilization	3	0	3	Fall only	None
SPI 113	Intro Spanish Interpret (1st 8 weeks)	3	0	3	Fall only	Fluency Test or SPA-212 (min grade of C)
SPI 114	Analytic Skills for Interpreting (2nd 8 weeks)	3	0	3	Fall only	SPI-113
		9	**0**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPI 213	Review of Grammar (1st 8 weeks)	3	0	3	Spring only	Fluency Test or SPA-212 (min grade of C)
SPI 221	Consecutive Interpreting I (2nd 8 weeks)	3	0	3	Spring only	SPI-114
SPI 243	Medical Interpreting I	2	3	3	Spring only	SPI-114
		8	**3**	**9**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C55370XA).

COMPUTER-INTEGRATED MACHINING

Curriculum Description

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Program Learning Outcomes

Computer-Integrated Machining students will:

- Safely perform the basic operation of machine shop equipment and machinery.
- Demonstrate the ability to properly operate all necessary machine shop hand tools and measuring devices.
- Demonstrate the ability to properly operate a vertical milling machine.
- Demonstrate the ability to properly operate a lathe turning machine.
- Demonstrate knowledge of basic and advance usage of the Computer Numerical Controls systems (CNC) milling machine.
- Demonstrate knowledge of basic and advance usage of the CNC lathe machine.

Employment Opportunities

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Contact

Corey T. Easter
Lead Instructor for Computer-Integrated Machining
eastertc@surry.edu
336.386.3219

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

COMPUTER-INTEGRATED MACHINING
DEGREE
A50210

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
BPR 111	Print Reading	1	2	2	Fall only	None
CIS 110	Intro to Computers	2	2	3	All	None
MAC 111	Machining Technology I	2	12	6	Fall only	None
MAC 121	Intro to CNC	2	0	2	Fall only	None
MAT 121	Algebra/Trigonometry I	2	2	3	Fall, Spring	MAT-003, grade of P2/MAT-021 (co-req required w/o credit for MAT-003, grade of P3)
		10	**18**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 110	Freshman Comp	(3	0	3)	All	ENG-002
MAC 112	Machining Technology II	2	12	6	Spring only	MAC-111 or MAC-111AB and MAC-111BB
MAC 124	CNC Milling	1	3	2	Spring only	MAC-121
MAC 151	Machining Calculations	1	2	2	Spring only	None
MEC 110	Intro to CAD/CAM	1	2	2	Spring only	None
		8	**19**	**15**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAC 113	Machining Technology III	2	12	6	Summer only	MAC-112 or MAC-112AB and MAC-112AB
MAC 122	CNC Turning	1	3	2	Summer only	MAC-121
		3	**15**	**8**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 114	Prof Research & Report	3	0	3	All	ENG -110 (waiver)
Or	ENG 115 Oral Communication	(3	0	3)	All	None
MAC 152	Advanced Machining Calc.	1	2	2	Fall only	None
MAC 214	Machining Tech IV**W**	2	12	6	Fall only	ENG-110 or ENG-111 and MAC-112 or MAC112AB and MAC-112BB
MAC 222	Advanced CNC Turning	1	3	2	Fall only	None
MEC 231	Comp-Aided Manuf. I	1	4	3	Fall only	None
		8	**21**	**16**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ATR 212	Industrial Robotics	2	3	3	Spring only	None
Humanities/Fine Arts	Elective*	3	0	3	All	*See page 196 for options*
ISC 112	Industrial Safety	2	0	2	Spring, Summer	None
MAC 224	Advanced CNC Milling **W**	1	3	2	Spring only	ENG-110 or ENG-111
Social Science	Elective*	3	0	3	All	*See page 196 for options*
		11	**6**	**13**		
	Total Credit Hours			**69**		

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

COMPUTER-INTEGRATED MACHINING
DIPLOMA
D50210

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BPR 111	Print Reading	1	2	2	Fall only	None
CIS 110	Intro to Computers	2	2	3	All	None
MAC 111	Machining Technology I	2	12	6	Fall only	None
MAC 121	Intro to CNC	2	0	2	Fall only	None
MAT 121	Algebra/Trigonometry I	2	2	3	Fall, Spring	MAT-003, grade of P2/MAT-021 (co-req required w/o credit for MAT-003, grade of P3)
		9	**18**	**16**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 111	Writing/Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
OR	ENG 110 Freshman Comp	(3	0	3)	All	ENG-002
MAC 112	Machining Technology II	2	12	6	Spring only	MAC-111 or MAC-111AB and MAC-111BB
MAC 124	CNC Milling	1	3	2	Spring only	MAC-121
MAC 151	Machining Calculations	1	2	2	Spring only	None
		7	**17**	**13**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAC 113	Machining Technology III	2	12	6	Summer only	MAC-112 or MAC-112AB and MAC-112AB
MAC 122	CNC Turning	1	3	2	Summer only	MAC-121
		3	**15**	**8**		
	Total Credit Hours			**37**		

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

COMPUTER-INTEGRATED MACHINING
CERTIFICATE
C50210

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAC 111	Machining Technology I	2	12	6	Fall only	None
		2	**12**	**6**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAC 112	Machining Technology II	2	12	6	Spring only	MAC-111 or MAC-111AB and MAC-111BB
		2	**12**	**6**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAC 113	Machining Technology III	2	12	6	Summer only	MAC-112 or MAC-112AB and MAC-112AB
		2	**12**	**6**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C50210X).

COMPUTER-INTEGRATED MACHINING
CERTIFICATE – CNC MACHINING
C50210A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAC 111	Machining Technology I	2	12	6	Fall only	None
BPR 111	Print Reading	1	2	2	Fall only	None
MAC 121	Intro to CNC	2	0	2	Fall only	None
		5	**14**	**10**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MEC 110	Intro to CAD/CAM	1	2	2	Spring only	None
MAC 124	CNC Milling	1	3	2	Spring only	MAC-121
		2	**5**	**4**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAC 122	CNC Turning	1	3	2	Summer only	MAC-121
		1	**3**	**2**		
	Total Credit Hours			**16**		

This certificate is offered to high school students through the Career and College Promise program (C50210AX).

CONSTRUCTION MANAGEMENT TECHNOLOGY

Curriculum Description

The Construction Management curriculum prepares individuals to supervise, manage, and inspect construction sites, buildings, and associated facilities. Includes instruction in site safety, personnel supervision, labor relations, diversity training, construction documentation, scheduling, resource and cost control, bid strategies, rework prevention, construction insurance and bonding, accident management and investigation, applicable law and regulations, and communication skills.

The construction technology curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.
Course work includes instruction in sustainable building and design, print reading, building codes, estimating, construction materials and methods, and other topics related to design and construction occupations.

Program Learning Outcomes

Construction Management Technology students will:

- Understand the North Carolina Occupational Safety and Health Standards for the construction industry, and will be able to use control factors in order to create a safe environment at a construction site.
- Manage the preplanning, planning, scheduling, and estimating of a major live project.
- Demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.
- Plan, manage, and estimate a residential structure, and will be able to perform quantity takeoffs and cost estimates for the same project.
- Understand the construction logic needed to build a residential structure from obtaining the building permits to the completion of the project.
- Demonstrate an understanding of how costs may be controlled and productivity improved on a construction project.

Employment Opportunities

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

Contact

Tony Suess
Lead Instructor Construction Management
suessa@surry.edu
336.386-3503

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

CONSTRUCTION MANAGEMENT TECHNOLOGY
DEGREE
A35190

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BPR 130	Print Reading-Construction	3	0	3	Fall only	None
CAR 111	Carpentry I	3	15	8	All	None
CMT 210	Prof Construction Supervision[W]	3	0	3	Fall only	None
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003 / MAT-010 (co-req required w/o credit for MAT-003)
		11	**17**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ARC 112	Const. Materials & Method	3	2	4	Spring only	None
CIV 230	Construction Estimating	2	3	3	Spring only	ARC-111 or CIS-110 or CIS-111 or EGR 115
ENG 110	Freshman Comp	3	0	3	All	ENG-002
SST 140	Green Building Concepts	3	0	3	Spring only	ENG-110
		11	**5**	**13**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 114	Prof Research & Report	3	0	3	All	ENG -110 waiver
Or	ENG 115 Oral Communications	(3	0	3)	All	None
PTE 110	Pathway to Employment-Construction	2	3	3	All	None
		5	**3**	**6**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 139	Entrepreneurship I	3	0	3	Fall only	None
CIS 110	Intro Computers	2	2	3	All	None
CMT 212	Total Safety Performance [W]	3	0	3	Fall only	None/CMT-210 (co-req.)
ELC 113	Residential Wiring I	2	6	4	Fall only	None
SPA 120	Spanish for the Workplace	3	0	3	Fall only	None
		13	**8**	**16**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 120	Principles of Financial Acct	3	2	4	All	None
ARC 132	Specifications and Contracts[W]	2	0	2	Spring only	ARC-112 and ENG-110 or ENG-111
CMT 120	Codes and Inspection	3	0	3	Spring only	None
HUM 110	Technology & Society	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PSY 118	Interpersonal Psychology	3	0	3	All	None
		14	**2**	**15**		
	Total Credit Hours			**67**		

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*
"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

CONSTRUCTION TECHNOLOGY: CARPENTRY

Curriculum Description

The Carpentry curriculum prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Includes instruction in technical mathematics, framing, construction materials and selection, job estimating, print reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards.

The construction technology curriculums are designed to prepare individuals to apply technical knowledge and skills to the fields of architecture, construction, construction management, and other associated professions.

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

Program Learning Outcomes

Construction Technology: Carpentry students will:

- Explain and employ safety requirements at a construction site by identifying and operating personal protection equipment (hand power tools) safety.
- Identify and interpret the details in foundations, floor plans, elevations, and schedules while recognizing and differentiating between the various components of plans for the building site.
- Identify and explain residential building code requirements while exhibiting an understanding of and categorizing the residential building code inspections process.
- Recognize and explain the preplanning and planning processes work. Calculate math estimating and estimating procedures for residential structures. Create and develop quality take-offs and cost estimates.
- Recognize and differentiate between the components of basic construction methods along with site preparations. Assemble and construct residential building from layout to finish trim with instructor direction.

Employment Opportunities

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

Contact

Tony Suess
Lead Instructor Construction Management
suessa@surry.edu
336.386-3503

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

CONSTRUCTION TECHNOLOGY: CARPENTRY
DIPLOMA
D35180

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BPR 130	Print Reading-Construction	3	0	3	Fall only	None
CAR 110	Intro to Carpentry	2	0	2	Fall only	None
CAR 111	Carpentry I	3	15	8	Fall, Spring	None
ENG 101	Written Comm. I	3	0	3	Fall, Spring	None
Or	ENG 110 Freshman Composition	(3	0	3)	All	ENG-002
Or	ENG 111 Writing/Inquiry	(3	0	3)	All	ENG-002/ENG-011 (co-req)
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003/ MAT-010 (co-req required w/o credit for MAT-003)
		13	**17**	**19**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ARC 112	Const. Materials & Method	3	2	4	Spring only	None
CAR 112	Carpentry II	3	15	8	Fall, Spring	CAR-111
CAR 115	Res Planning/Estimating	3	0	3	Spring only	BPR-130
CMT 120	Codes and Inspection	3	0	3	Spring only	None
		12	**17**	**18**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CAR 113	Carpentry III	3	9	6	All	CAR-111
		3	**9**	**6**		
	Total Credit Hours			**43**		

This diploma is offered to high school students through the Career and College Promise program (D35180X).

CONSTRUCTION TECHNOLOGY: CARPENTRY
CERTIFICATE
C35180

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BPR 130	Print Reading-Construction	3	0	3	Fall only	None
CAR 111	Carpentry I	3	15	8	Fall, Spring	None
		6	**15**	**11**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ARC 112	Construction Materials & Methods	3	2	4	Spring only	None
CMT 120	Codes and Inspection	3	0	3	Spring only	None
		6	**2**	**7**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C35180X).

FAST TRACK CRENDENTIAL PROGRAMS

CONSTRUCTION ASSISTANT

Fast Track Workforce Career Certificate

This Construction Assistant Certificate is designed to provide students with an opportunity to gain hands-on experience in the Construction labor force while learning the skills necessary to become employed in the field. A construction worker is a manual labor professional responsible for preparing equipment, operating machinery, and taking apart and building structures. Other duties construction workers may perform include:

- Testing machinery and equipment to confirm they work properly;
- Transporting supplies and materials from suppliers and vehicles to the job site;
- Closely following safety protocols and procedures to maintain the integrity of the project and team;
- Measuring and cutting lumber, plaster and other building materials to exact specifications;
- Using hand tools and mechanical tools, such as hammers, saws, screwdrivers, drills and many others.

After employers need assessments with our local business and industry, certain skills were deemed essential for all applicants entering the local workforce. Core skills include Health and Safety (OSHA 10), Continuous Improvement (Lean Six Sigma), Human Resources Development (HRD), and Basic Computer Skills. Completion of these skills provides potential employee candidates a strong background in workplace culture that consists of a safe working environment, an understanding of efficient processes and practices, recognizing how to become a better team player, and understanding different leadership styles within an organization.

Students will earn the following industry-recognized credentials: OSHA 10, DiSC, Lean Six Sigma (Yellow Belt), Employability Skills and Career Readiness.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions with entry-level construction field.

Construction Assistant Fast Track Workforce Certificate

Course	Number	Name	No. of Hours	Cost
CST	3110B	Construction Assistant	96+ hours	Grant Funded

*This Fast Track Workforce Certificate may be earned in eight weeks.

Cost Information:

- Tuition and related supply costs are grant-funded and provided to the student at no cost.
- Funding for transportation, childcare, and other costs to attend training may be available.
- Virginia residents pay the same tuition rate as in-state students.

To qualify for tuition and supply funding, complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions, contact:

Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

Internship and Employment Information:

The program includes 20+ hours of on the job training. Upon successfully completing the workforce certificate and employer entry requirements, students will be placed with employers for immediate employment.

Contact

Susan Ratcliff
Email: ratcliffs@surry.edu
Phone: (336) 386-3309

CONSTRUCTION – WORKFORCE CAREER CERTIFICATE

Workforce Career Certificate

The Workforce Certificate offers students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements and a college application. Students pay continuing educations rates without regard to residency requirements. The Construction Workforce Certificate will articulate to college curriculum credit and includes OSHA 10 Construction certification.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for entry-level positions with construction companies/contractors or work independently as a carpenter.

Construction Workforce Certificate

Spring Semester

CAR	3112I	Carpentry, Materials and Methods *	368 Hours	$183

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students.

*College Curriculum credit can be awarded for ARC 112 and CAR 111 for completion of this certificate.

Certification Testing: OSHA – 10 Construction **Additional testing information: https://www.osha.gov/**



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

MASONRY ASSISTANT

Fast Track Workforce Career Certificate

The Masonry Assistant Certificate is designed to provide students with an opportunity to gain hands-on experience in the Construction labor force while learning the skills necessary to become employed in the field. A masonry helper assists a mason who might be working with stone, brick, or tile. They would assist the mason to carry the tools and materials needed for the job and set the location up for the project.

After employers need assessments with our local business and industry, certain skills were deemed essential for all applicants entering the local workforce. Core skills include Health and Safety (OSHA 10), Continuous Improvement (Lean Six Sigma), Human Resources Development (HRD), and Basic Computer Skills. Completion of these skills provides potential employee candidates a strong background in workplace culture that consists of a safe working environment, an understanding of efficient processes and practices, recognizing how to become a better team player, and understanding different leadership styles within an organization.

Students will earn the following industry-recognized credentials: OSHA 10, DiSC, Lean Six Sigma (Yellow Belt), Employability Skills and Career Readiness.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions with entry-level masonry field.

Masonry Assistant Fast Track Workforce Certificate

Course	Number	Name	No. of Hours	Cost
MAS	3002A	Masonry Assistant	96+ hours	Grant Funded

*This Fast Track Workforce Certificate may be earned in eight weeks.

Cost Information:

- Tuition and related supply costs are grant-funded and provided to the student at no cost.
- Funding for transportation, childcare, and other costs to attend training may be available.
- Virginia residents pay the same tuition rate as in-state students.

To qualify for tuition and supply funding, complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions, contact:

Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

Internship and Employment Information:

The program includes 20+ hours of on the job training. Upon successfully completing the workforce certificate and employer entry requirements, students will be placed with employers for immediate employment.

Contact

Susan Ratcliff
Email: ratcliffs@surry.edu
Phone: (336) 386-3309

CENTRAL STERILE PROCESSING – WORKFORCE CAREER CERTIFICATE

Course Description

This five-month Central Sterile Processing Certificate is designed to introduce the primary responsibilities of a central sterile technician. The course includes practical applications of learned concepts and procedures. Topics include preparation, storage, distribution of instruments, supplies and equipment, quality assurance and inventory management. Upon completion, students should be able to apply the principles of sterilization/disinfection in the workplace, as well as the principles of distribution of instruments/supplies/equipment. Refer to course description on page 429 for further details.

Program Learning Outcomes

Central Sterile Processing students will:

- Be knowledgeable regarding basic educational foundations required for Central Service Technicians, to include but not limited to, anatomy and physiology, microbiology, decontamination of medical/surgical instrumentation and equipment, preparation and packaging of medical/surgical devices, sterilization, and storage of sterile devices.
- Identify various surgical instruments, chemicals, processing equipment, packaging materials, and wrapping techniques used in the healthcare industry.
- Explain time and quality production standards based upon national averages in the healthcare Central Service industry.
- Understand a range of manufacturer's instructions for use (IFU) for a range of surgical devices and how to determine the most appropriate selection of processing parameters when multiple manufacturer devices are incorporated into hospital specific or physician specific instrument sets.
- Identify various agencies that govern Central Service operations including AORN, APIC, CDC, OSHA, ANSI, AAMI, EPA, ISO, and NIOSH.
- Develop basic skills required by Central Services Technicians through clinical observation and experiences.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions in both hospital and ambulatory surgical centers.

Instructional Format

Face-to-face instruction will include lecture, discussion, lab and clinical.

Contact

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Central Sterile Processing Certificate

MED	3002	Central Sterile Processing	180 Hours	$259	Spring, Fall	High School or Equivalent required

Virginia residents pay the same tuition rate as in-state students

Certification Testing:
International Association of Healthcare Central Service Material Management

Additional testing information:
www.iahcsmm.org



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

COSMETOLOGY

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, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Program Learning Outcomes

Cosmetology students will:

- Master sufficient knowledge to pass the North Carolina State Board of Cosmetic Art Examiners Theory and Clinical Exam.
- Demonstrate an understanding of basic business, record-keeping and accounting skills and the ability to succeed as a small business owner.
- Analyze client needs and information to provide a professional, customized client service.
- Demonstrate professional skills, self-confidence and behaviors commensurate with industry expectations.
- Perform appropriate services depending upon client needs, including manicures, pedicures, facials, artificial nails, makeup application, and cutting, coloring, styling, perming, and relaxing hair.

Employment Opportunities

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 Cosmetology programs.

Advanced Standing Status

A prospective student who holds a current NCSB Cosmetology license and has at least five years of cosmetology experience may be given curriculum credit for the following courses: COS 111, COS 112, COS 113, COS 114, COS 115, and COS 116 for a total of 32 semester hours toward the AAS degree in Cosmetology.
Students must provide the following items to receive credit:

1. A current North Carolina State Board (NCSB) Cosmetology license.
2. A signed letter from their employer stating they have at least five years of cosmetology experience or a notarized letter saying they have worked privately for five years.

Contact

Robin Minton
Director for Cosmetology
mintonr@surry.edu
336.386.3570

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

COSMETOLOGY
DEGREE
A55140

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
COS 111	Cosmetology Conc. I	4	0	4	Fall, Spring	COS-112 (co-req.)
COS 112	Salon I	0	24	8	Fall, Spring	None/COS-111 (co-req.)
ENG 110	Freshman Composition	3	0	3	All	ENG-002
OR	ENG 111 Writing and Inquiry	(3	0	3)	All	ENG-002/ENG-011 (co-req)
		8	**24**	**16**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
COS 113	Cosmetology Conc. II	4	0	4	Fall, Spring	COS-111 and COS-112/COS-114 (co-req.)
COS 114	Salon II	0	24	8	Fall, Spring	COS- 111 and COS-112/COS-113 (co-req.)
COS 119	Esthetics Concepts I	2	0	2	Spring only	COS-111 and COS-112
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003 / MAT-010 (co-req required w/o credit for MAT-003)
		8	**26**	**17**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
COS 115	Cosmetology Conc. III	4	0	4	All	COS-111, COS-112/COS-116 (co-req.)
COS 116	Salon III	0	12	4	All	COS-111, COS-112/COS-115 (co-req.)
		4	**12**	**8**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
COS 117	Cosmetology Conc. IV	2	0	2	Fall, Spring	COS-111, COS-112, COS-115, and COS-116 COS-118 (co-req.)
COS 118	Salon IV	0	21	7	Fall, Spring	COS-111, COS-112, COS-115, and COS-116 COS-117 (co-req.)
COS 223	Contemporary Hair color **W**	1	3	2	Fall only	COS-111, COS-112, COS-113, COS-114, and ENG-110
ENG 115	Oral Communication	3	0	3	All	None
OR	ENG 114 Prof Research & Report	(3	0	3)	All	ENG-111 (min grade of C)
		6	**24**	**14**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 151	People Skills	3	0	3	Spring only	None
CIS 110	Intro to Computers	2	2	3	All	None
COS 260	Design Applications **W**	1	3	2	Spring only	COS-111, COS-112, COS-113, COS-114 and ENG-110
Humanities/Fine Arts	Elective*	3	0	3	All	See page 196 for options
PSY 118	Interpersonal Psychology	3	0	3	All	None
		12	**5**	**14**		
	Total Credit Hours			**69**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

COSMETOLOGY
DIPLOMA
D55140

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
COS 111	Cosmetology Conc. I	4	0	4	Fall, Spring	COS-112 (co-req.)
COS 112	Salon I	0	24	8	Fall, Spring	None/COS-111 (co-req.)
ENG 110	Freshman Composition	3	0	3	All	ENG-002
		8	**24**	**16**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
COS 113	Cosmetology Conc. II	4	0	4	Fall, Spring	COS-111 and COS-112/COS-114 (co-req.)
COS 114	Salon II	0	24	8	Fall, Spring	COS- 111 and COS-112/COS-113 (co-req.)
PSY 118	Interpersonal Psychology	3	0	3	All	None
		7	**24**	**15**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
COS 115	Cosmetology Conc. III	4	0	4	All	COS-111, COS-112/COS-116 (co-req.)
COS 116	Salon III	0	12	4	All	COS-111, COS-112/COS-115 (co-req.)
		4	**12**	**8**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
COS 117	Cosmetology Conc. IV	2	0	2	Fall, Spring	COS-111, COS-112, COS-115, and COS-116, COS-118 (co-req.)
COS 118	Salon IV	0	21	7	Fall, Spring	COS-111, COS-112, COS-115, and COS-116, COS-117 (co-req.)
		2	**21**	**9**		
	Total Credit Hours			**48**		

This certificate is offered to high school students through the Career and College Promise program (D55140X).

NAIL TECHNICIAN – WORKFORCE CAREER CERTIFICATE

Workforce Career Certificate

The Workforce Certificate offers students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements and a college application. Students pay continuing educations rates without regard to residency requirements. Workforce Certificates are suited for students looking to acquire workforce skills without receiving college credit.

This course covers techniques of nail technology, hand and arm manipulation and recognition of nail disorders and diseases. Sanitation, disinfection, manicures, pedicures, artificial applications, and other related subjects. Upon completion, students should be able to safely perform all nail care applications that are available in a salon setting.

Employment Opportunities

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 nail salons and related businesses.

Nail Tech Workforce Certificate

COS	3101	Manicurist/Nail Tech	320 Hours	$183	Spring, Fall

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students.

Contact

Robin Minton
Director for Cosmetology
mintonr@surry.edu
336.386.3570



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

CRIMINAL JUSTICE TECHNOLOGY

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.

Program Learning Outcomes

Criminal Justice students will:

- Apply local, state, and federal statutes to protect individual rights and preserve public order.
- Interpret evidence and analyze potential motives to develop theories in the investigation of crimes.
- Practice ethical behavior and adhere to professional codes of conduct.

Employment Opportunities

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.

BLET Credit

Students successfully completing a Basic Law Enforcement Training (BLET) 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.

Online Program Information

Surry offers this program online. Further information can be found on Surry's website at Online Learning

Contact

Mary Burton
Lead Instructor for Criminal Justice Technologies
burtonm@surry.edu
336.386.3312

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

CRIMINAL JUSTICE TECHNOLOGY
DEGREE
A55180

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
OR	ACA 122 College Transfer Success	(0	2	1)	All	None
CIS 110	Intro to Computers	2	2	3	All	None
CJC 111	Intro to Criminal Justice	3	0	3	Fall only	None
CJC 112	Criminology	3	0	3	Fall only	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
OR	ENG 110 Freshman Comp **NT**	(3	0	3)	All	ENG-002
MAT 110	Math Measurement & Literacy**NT**	2	2	3	All	MAT-003 / MAT-010 (co-req required w/o credit for MAT-003)
OR	MAT 143 Quantitative Literacy	(2	2	3)	All	MAT-003 and ENG-002/MAT-043 (co-req required w/o credit for MAT-003, grade of P2)
OR	MAT 152 Statistical Methods I	(3	2	4)	All	MAT-003 and ENG-002/ MAT-052 (co-req required w/o credit for MAT-003, grade of P2)
		13/16	**4/6**	**16/17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
Hum. /Fine Arts	Elective*	3	0	3	All	See page 196 for options
CJC 113	Juvenile Justice	3	0	3	Spring only	None
CJC 121	Law Enforcement Opera. (or WBL)	3	0	3	Spring only	None
CJC 131	Criminal Law	3	0	3	Spring only	None
ENG 114	Prof Research & Report	3	0	3	All	ENG -111 (min grade of C)
OR	ENG 112 Writing/Research in the Disc	(3	0	3)	All	ENG -111 (min grade of C)
OR	ENG 115 Oral Communication	(3	0	3)	All	None
POL 120	American Government	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		18	**0**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CJC 132	Court Proc & Evidence	3	0	3	Fall only	None
CJC 141	Corrections (or **WBL**)	3	0	3	Fall only	None
CJC 212	Ethics & Comm. Relations **W**	3	0	3	Fall only	ENG-110 or ENG-111
CJC 231	Constitutional Law	3	0	3	Fall only	None
COM 231	Public Speaking **W**	3	0	3	All	ENG-110 or ENG-111
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		18	**0**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CJC 213	Substance Abuse	3	0	3	Spring only	None
CJC 221	Investigative Principles **W**	3	2	4	Spring only	ENG-110 or ENG-111
CJC 232	Civil Liability	3	0	3	Spring only	None
PSY 231	Forensic Psychology	3	0	3	Spring only	PSY-150
SOC 230	Race & Ethnic Relations	3	0	3	Fall, Spring	ENG-002 or ENG-101 *with a minimum grade of C*
		15	**2**	**16**		
	Total Credit Hours			**68/69**		

NT – Non-Transferrable

W – *Writing Intensive Course (ENG-111 pre-req.)*

WBL options: WBL 111, 112, 113, 121, 122, 123, 124, 131, 132, 133, 211, 212, 213, 221, or 231

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

CRIMINAL JUSTICE TECHNOLOGY
CERTIFICATE
C55180

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CJC 111	Intro to Criminal Justice	3	0	3	Fall only	None
CJC 132	Court Proc & Evidence	3	0	3	Fall only	None
CJC 231	Constitutional Law	3	0	3	Fall only	None
		9	**0**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CJC 113	Juvenile Justice	3	0	3	Spring only	None
CJC 121	Law Enf. Oper.	3	0	3	Spring only	None
CJC 131	Criminal Law	3	0	3	Spring only	None
		9	**0**	**9**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C55180X).

CRIMINAL JUSTICE TECHNOLOGY: FORENSIC SCIENCE CONCENTRATION

Curriculum Description

Forensic Science is a concentration under the curriculum of Criminal Justice Technology. This curriculum is designed to provide knowledge of forensic science systems and operations. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Students will learn both theory and hands-on analysis of forensic science. They will learn fingerprint classification, identification, and chemical development. Students will record, cast, and recognize footwear and tire-tracks; and process crime scenes. Issues and concepts of communications and the use of computers and computer assisted design programs in crime scene technology will be discussed.

Program Learning Outcomes

Criminal Justice Technology, Forensic Science Concentration students will:

- Research, reconstruct, analyze, and investigate crime scenes.
- Search, collect, analyze, and interpret trace evidence from crime scenes.
- Interpret evidence and analyze potential motives to develop theories in criminal investigation.
- Conduct professional criminal investigations and assist in their successful prosecution in a criminal court.
- Exhibit ethical behavior and adhere to professional codes of conduct in criminal evidence collection, analysis, and interpretation.

Employment Opportunities

Graduates should qualify for employment in a variety of criminal justice organizations especially in local, state, and federal law enforcement, and correctional agencies.

Contact

Mary Burton
Lead Instructor for Criminal Justice Technologies
burtonm@surry.edu
336.386.3342

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

FORENSIC SCIENCE
DEGREE
A5518C

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
OR	ACA 122 College Transfer Success	(0	2	1)	All	None
CIS 110	Intro to Computers	2	2	3	All	None
CJC 111	Intro to Criminal Justice	3	0	3	Fall only	None
CJC 112	Criminology	3	0	3	Fall only	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
OR	ENG 110 Freshman Comp **NT**	(3	0	3)	All	ENG-002
MAT 110	Math Measurement & Literacy**NT**	2	2	3	All	MAT-003 / MAT-010 (co-req required w/o credit for MAT-003)
OR	MAT 143 Quantitative Literacy	(2	2	3)	All	MAT-003 and ENG-002/MAT-043 (co-req required w/o credit for MAT-003, grade of P2)
OR	MAT 152 Statistical Methods I	(3	2	4)	All	MAT-003 and ENG-002/ MAT-052 (co-req required w/o credit for MAT-003, grade of P2)
		13/15	**4/6**	**16/17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
Humanities/Fine Arts	Elective*	3	0	3	All	See page 196 for options
CJC 113	Juvenile Justice	3	0	3	Spring only	None
CJC 131	Criminal Law	3	0	3	Spring only	None
CJC 144	Crime Scene Processing **E**	2	3	3	Spring only	None
ENG 114	Prof Research & Report	3	0	3	All	ENG -111 (min grade of C)
OR	ENG 112 Writing/Research in the Disc	(3	0	3)	All	ENG -111 (min grade of C)
OR	ENG 115 Oral Communication	(3	0	3)	All	None
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		17	**3**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CJC 115	Crime Scene Photography **E**	2	3	3	Fall only	None
CJC 132	Court Proced. & Evidence	3	0	3	Fall only	None
CJC 146	Trace Evidence **E**	2	3	3	Fall only	None
CJC 212	Ethics & Comm. Relations W	3	0	3	Fall only	ENG-110 or ENG-111
CJC 231	Constitutional Law	3	0	3	Fall only	None
CJC 245	Friction Ridge Analysis **E**	2	3	3	Fall only	None
		15	**9**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CJC 221	Investigative Principles **W**	3	2	4	Spring only	ENG-110 or ENG-111
CJC 222	Criminalistics **E**	3	0	3	Spring only	None
CJC 232	Civil Liability	3	0	3	Spring only	None
CJC 246	Adv. Frict. Ridge Analysis **E**	2	3	3	Spring only	CJC-245
PSY 231	Forensic Psychology	3	0	3	Spring only	PSY-150
		14	**5**	**16**		
	Total Credit Hours			**68/69**		

E - *These courses offered at the Elkin Center Crime Lab.*

NT – Non-Transferrable

W – *Writing Intensive Course (ENG-111 pre-req.)*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

FORENSIC SCIENCE
CERTIFICATE
C5518C

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CJC 115	Crime Scene Photography [E]	2	3	3	Fall only	None
CJC 146	Trace Evidence [E]	2	3	3	Fall only	None
CJC 245	Friction Ridge Analysis [E]	2	3	3	Fall only	None
		6	**9**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CJC 144	Crime Scene Processing [E]	2	3	3	Spring only	None
CJC 222	Criminalistics [E]	3	0	3	Spring only	None
CJC 246	Adv. Frict. Ridge Analysis [E]	2	3	3	Spring only	CJC-245
		7	**6**	**9**		
	Total Credit Hours			**18**		

E - *These courses offered at the Elkin Center Crime Lab.*

This certificate is offered to high school students through the Career and College Promise program (C5518CX).

DETENTION OFFICER – WORKFORCE CAREER CERTIFICATE

Course Description

This course is accredited by the North Carolina Sheriff's Commission. Persons desiring to be certified as local detention officers must successfully complete this course and pass a State administered examination at the end of the course. To be admitted to this course an applicant must meet the qualifications set forth by the North Carolina Sheriff's Commission found online at https://www.facebook.com/surryblet/.

Program Learning Outcomes

DOCC students will:

- Learn legal aspects of detention laws, rules and regulations.
- Develop stress and suicide prevention techniques.
- Properly apply prisoner restraints.
- Learn subject control techniques.
- Learn civil and Constitutional laws, rules and regulations of conduct.

Employment Opportunities

Completion of this courses and successful completion of the State comprehensive exam will allow a student to be employed in County detention facilities in the State of North Carolina.

Instructional Format

Face-to-face instruction will include lecture, discussion, practical and lab.

Contact

Jim McHone, Director
Email:mchonej@surry.edu
Phone: (336) 386-3696

Detention Officer Certification

CJC	3941	Detention Officer	174 Hours	$183	Spring, Fall	High School or Equivalent required

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students

Certification Testing:
North Carolina Sheriff's Training and Standards

Additional testing information: www.ncdoj.gov



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

DIGITAL MEDIA TECHNOLOGY – GRAPHIC DESIGN

Curriculum Description

The Digital Media program prepares students for entry-level jobs in the digital design and multimedia industry. Students learn to synthesize multimedia, hypertext, computer programming, information architecture, and client/server technologies using both Internet and non-network-based media.

Students develop skills in communication, critical thinking, and problem solving as well as interface design, multimedia formats, application programming, data architecture, and client/server technologies. The program develops technical skills through practical applications that employ current and emerging standards and technologies.

Program Learning Outcomes

Digital Media Technology students will:

- Think practically and creatively to analyze, and develop design and media solutions that meet client needs.
- Demonstrate proficiency using industry standard hardware and software to generate and manipulate images, print and digital advertising, publications, websites, audio, video, motion graphics, and animation.
- Demonstrate an ability to effectively troubleshoot when projects do not go as planned.

Employment Opportunities

Graduates should qualify for employment as web designers, graphic artists/designers, multimedia specialists, web developers, web content specialists, media specialists, information specialists, digital media specialists, animation specialists, interface designers, and many new jobs yet to be defined in this expanding field.

Contact

Jay Smith
Lead Instructor for Digital Media Technology – Graphic Design
smithj@surry.edu
336.386.3329

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

DIGITAL MEDIA TECHNOLOGY – GRAPHIC DESIGN
DEGREE
A25210A

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CIS 110	Introduction to Computers	2	2	3	All	None
DME 110	Intro to Digital Media	2	2	3	Fall only	None
DME 115	Graphic Design Tools	2	2	3	Fall only	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
GRD 141	Graphic Design I	2	4	4	Fall only	None
		11	**10**	**16**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
DME 120	Intro to Multimedia Appl.	2	2	3	Fall, Spring	None
DME 130	Digital Animation I	2	2	3	Fall, Spring	DME-110
DME 215	Adv. Graphic Design Tools	2	2	3	Spring only	DME-115
GRD 142	Graphic Design II	2	4	4	Spring only	GRD-141 or ART-121 or DES-135
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002 /MAT-043 (co-req required w/o credit for MAT-003, grade of P2)
		13	**12**	**19**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CTI 110	Web, Prog, & Database Foundation	2	2	3	Fall, Spring	None
DME 140	Intro to Audio/Video Media	2	2	3	Fall only	None
DME 210	User Interface Design **W**	2	2	3	Fall only	ENG-111
ENG 114	Prof Res and Report	3	0	3	All	ENG-111 *with a minimum grade of C*
WEB 140	Web Development Tools	2	3	3	Fall only	None
WEB 151	Mobile Application Dev I	2	2	3	Fall, Spring	None
		13	**11**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 264	Digital Photography I	1	4	3	Fall, Spring	None
DME 260	Emerging Tech Dig Media	2	2	3	Spring only	DME-120 and DME-130
PTE 120	Pathway to Emply-Info Tech	2	3	3	Spring only	None
DME 285	Systems Project	2	2	3	Spring only	DME-120 and DME-130
Social Science	Elective*	3	0	3	All	See page 196 for options
WEB 210	Web Design	2	2	3	Fall, Spring	None
		12	**13**	**18**		
	Total Credit Hours			**71**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

DIGITAL MEDIA TECHNOLOGY
CERTIFICATE
C25210A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CIS 110	Introduction to Computers	2	2	3	All	None
DME 110	Intro to Digital Media	2	2	3	Fall only	None
DME 115	Graphic Design Tools	2	2	3	Fall only	None
DME 120	Intro to Multimedia App.	2	2	3	Fall, Spring	None
DME 130	Digital Animation I	2	2	3	Fall, Spring	DME-110
WEB 210	Web Design	2	2	3	Fall, Spring	None
		12	**12**	**18**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C25210XA).

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

DIGITAL MEDIA TECHNOLOGY – GRAPHIC DESIGN
CERTIFICATE
C25210B

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
DME 115	Graphic Design Tools	2	2	3	Fall only	None
GRD 141	Graphic Design I	2	4	4	Fall only	None
		4	**6**	**7**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 264	Digital Photography I	1	4	3	Fall, Spring	None
DME 215	Adv. Graphic Design Tools	2	2	3	Spring only	DME-115
GRD 142	Graphic Design II	2	4	4	Spring only	GRD-141 or ART-121 or DES-135
		5	**10**	**10**		
	Total Credit Hours			**17**		

DIGITAL MEDIA TECHNOLOGY - MULTIMEDIA
CERTIFICATE
C25210C

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
DME 110	Intro to Digital Media	2	2	3	Fall only	None
DME 115	Graphic Design Tools	2	2	3	Fall only	None
DME 140	Intro to Audio/Video Media	2	2	3	Fall only	None
		6	**6**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
DME 120	Intro to Multimedia App.	2	2	3	Fall, Spring	None
DME 130	Digital Animation I	2	2	3	Fall, Spring	DME-110
DME 260	Emerging Tech Dig Media	2	2	3	Spring only	DME-120 and DME-130
		6	**6**	**9**		
	Total Credit Hours			**18**		

MULTIMEDIA – WORKFORCE CAREER CERTIFICATE

Course Description

This one semester Multimedia Certificate is designed to learn print and digital design, audio and video editing, motion graphics and animation, website design and development, and interface design. Classes are part of the Multimedia Certificate but offered individually as well. This entire certificate is offered online with live and recorded lecture and may be started in Fall or Spring. Additional information: www.surry.edu/dmt.

Instructional Format

Online with live and recorded lecture

Contact

Dr. Kathryn J. Moland, PMP
Email:molandk@surry.edu
Phone: (336) 386-3306

Multimedia Workforce Certificate

					Articulation to CC Course	CC Course Title	Semester
SGR 3100A	Intro to Digital Media*	64 Hours	$183	Spring, Fall	SGR3100A	DME-110	Fall
SGR 3100B	Graphic Design Tools*	64 Hours	$183	Spring, Fall	SGR3100B	DME-115	Fall
SGR 3100E	Intro to Audio Video Media*	64 Hours	$183	Spring, Fall	SGR3100C	DME-140	Fall
SGR 3100C	Intro to Multimedia Applications*	64 Hours	$183	Spring, Fall	SGR3100D	DME-120	Spring
SGR 3100D	Digital Animation I*	64 Hours	$183	Spring, Fall	SGR3100E	DME-130	Spring
SGR 3100F	Emerging Tech in Digital Media	64 Hours	$183	Spring	SGR3100F	DME-260	Spring

**** These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.***



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

GRAPHIC DESIGN – WORKFORCE TRAINING COURSES

Course Description

Looking to increase your application skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters. Complete details and latest information can be found at https://surry.edu/areas-of-study/workforce-training/computer-technologies.

Instructional Format

Face-to-face and online class meetings

Contact

Dr. Kathryn J. Moland, PMP
Email:molandk@surry.edu
Phone: (336) 386-3306

Graphic Design Workforce Courses

SGR	3100N	Graphic Design I	64 Hours	$183	Fall
SGR	3100O	Advanced Graphic Design Tools	64 Hours	$183	Spring, Fall
SGR	3100B	Graphic Design Tools	64 Hours	$183	Spring, Fall
SGR	3100E	Intro to Audio Video Media*	64 Hours	$183	Fall
SGR	3100C	Intro to Multimedia Applications*	64 Hours	$183	Spring, Fall
SGR	3100D	Digital Animation I*	64 Hours	$183	Spring, Fall
WEB	3000B	Web Design	64 Hours	$183	Spring, Fall

**** These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.***

Cost does not include associated textbook and software.
Virginia residents pay the same tuition rate as in-state students.



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

EARLY CHILDHOOD EDUCATION

Curriculum Description

The Early Childhood Education 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.

Program Learning Outcomes

Early Childhood students will:

- Identify and explain the multiple interacting influences that impact learning and development among young children.
- Identify and explain the important and complex characteristics of children's families and communities.
- Identify and employ a variety of assessment tools that promote development and learning in young children.
- Design and implement activities that promote development and learning between children and families.
- Demonstrate professional conduct as members of the early childhood profession.

Employment Opportunities

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.

Online Program Information

Surry offers this program online. Further information can be found on Surry's website at Online Learning

Contact

Kayla Norman
Lead Instructor for Early Childhood
normanks@surry.edu
336.386.3351

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

Students may choose one of the following tracks to complete this degree:

- Non-Transfer Career Ready (A55220C)
- Transfer Birth-Kindergarten Licensure (A55220L)
- Transfer Birth-Kindergarten Non-Licensure (A55220N)

A criminal background check may be required for degree completion based upon practicum placement.

W – *Writing Intensive Course (ENG-111 pre-req.)*

EARLY CHILDHOOD EDUCATION
DEGREE
Non-Transfer Career Ready
A55220C

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
EDU 119	Intro to Early Child Edu.	4	0	4	All	None
EDU 144	Child Dev. I	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 152	Music, Move & Lang	3	0	3	Fall only	None/ENG-002 or ENG 101 *with a minimum grade of C* (co-req.)
EDU 153	Health, Safety & Nutrition	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
		17	**0**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 131	Child, Family, & Comm.	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 145	Child Development II	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 146	Child Guidance	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 151	Creative Activities	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 234	Infants, Toddlers & Twos	3	0	3	Spring only	EDU-119/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002/MAT-043 (co-req required w/o credit for MAT-003, grade of P2)
		17	**2**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
OR	MUS 110 Music Appreciation	(3	0	3)	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
OR	PHI 240 Intro to Ethics	(3	0	3)	All	ENG-111
EDU 221	Children with Exceptionalities	3	0	3	Fall only	EDU-144 and EDU-145/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 251	Exploration Activities	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 280	Language & Literacy Exp. **W**	3	0	3	Fall only	ENG-110 or ENG-111
ENG 112	Writing/Res in Disciplines	3	0	3	All	ENG-111 (min grade of C)
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		18	**0**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CIS 110	Intro to Computers	2	2	3	All	None
COM 231	Public Speaking	3	0	3	All	ENG-111
EDU 216	Foundations of Education	3	0	3	Spring, Summer	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 259	Curriculum Planning	3	0	3	Spring only	EDU-119/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 284	EC Capstone Pract. **W**	1	9	4	Spring only	Take One Set: Set 1. EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2. EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151. Set 3. EDU-119, EDU-144, PSY-245, EDU-146, and EDU-151. Set 4. EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151. and *ENG-110 or ENG-111*
PSY 243	Child Psychology	3	0	3	On Demand	PSY-150
		15	**11**	**19**		
	Total Credit Hours			**72**		

A criminal background check may be required for degree completion based upon practicum placement.

W – *Writing Intensive Course (ENG-111 pre-req.)*

EARLY CHILDHOOD EDUCATION
DEGREE
Transfer Birth-Kindergarten Licensure
A55220L

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 122	College Trans Success	0	2	1	All	None
EDU 119	Intro to Early Child Edu.	4	0	4	All	None
EDU 144	Child Dev. I	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 153	Health, Safety & Nutrition	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		16	**2**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 131	Child, Family, & Comm.	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 145	Child Development II	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 146	Child Guidance	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 151	Creative Activities	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 234	Infants, Toddlers & Twos	3	0	3	Spring only	EDU-119/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002/MAT-043 (co-req required w/o credit for MAT-003 grade of P2)
OR	MAT 171 Pre-calc. Algebra	(3	2	4)	Fall, Spring	MAT-121 or MAT-003 grade of P2 /MAT-071 (co-req. required w/o credit for MAT-003 grade of P3)
		17	**2**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
OR	MUS 110 Music Appreciation	(3	0	3)	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
OR	PHI 240 Intro to Ethics	(3	0	3)	All	ENG-111
BIO 111	General Biology I	3	3	4	All	ENG-002 and MAT-003 grade of P2
EDU 221	Children with Exceptionalities	3	0	3	Fall only	EDU-144 and EDU-145/ ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 280	Language & Literacy Exp. **W**	3	0	3	Fall only	ENG-110 or ENG-111/ENG-002 (co-req.)
ENG 112	Writing/Res in Disciplines	3	0	3	All	ENG-111 (min grade of C)
		18	**3**	**19**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CHM 151	General Chemistry I	3	3	4	All	Take ENG-002 and MAT-003 grade of P3
OR	PHY 110/110A Conceptual Physics with lab	(3 (0	0 2	3) 1)	Fall, Spring	MAT-003 grade of P2
COM 231	Public Speaking	3	0	3	All	ENG-111
EDU 216	Foundations of Education	3	0	3	Spring, Summer	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 250	Teacher Licensure Preparation	3	0	3	On Demand	Take One Set: 1. ENG-111 and MAT-143 Set 2. ENG-111 and MAT-152 Set 3. ENG-111 and MAT-171/EDU-119/ENG-002 (co-req.)
EDU 284	EC Capstone Pract. **W**	1	9	4	Spring only	Take One Set: Set 1. EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2. EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151. Set 3. EDU-119, EDU-144, PSY-245, EDU-146, and EDU-151. Set 4. EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151. and *ENG-110 or ENG-111*
Social Science	**Elective***	3	0	3	All	*See list below.

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
		16	**12**	**20**		
	Total Credit Hours			**74**		

APPROVED ELECTIVES: CIS-110, EDU-152, EDU-259, EDU-261, ENG-231, ENG-232, ENG-241, ENG-242, HEA-110, REL-211, REL-212, SPA-111, or SPA-112

*SOCIAL SCIENCE ELECTIVES: HIS-111, HIS-112**W**, HIS-131, HIS-132, POL-120, or SOC-210*

A criminal background check may be required for degree completion based upon practicum placement.

W – *Writing Intensive Course (ENG-111 pre-req.)*

EARLY CHILDHOOD EDUCATION
DEGREE
Transfer Birth-Kindergarten Non-Licensure
A55220N

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 122	College Trans Success	0	2	1	All	None
EDU 119	Intro to Early Child Edu.	4	0	4	All	None
EDU 144	Child Dev. I	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 153	Health, Safety & Nutrition	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		16	**2**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 131	Child, Family, & Comm.	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 145	Child Development II	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 146	Child Guidance	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 151	Creative Activities	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 234	Infants, Toddlers & Twos	3	0	3	Spring only	EDU-119/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002 /MAT-043 (co-req required w/o credit for MAT-003 grade of P2)
OR	MAT 171 Pre-calc. Algebra	(3	2	4)	Fall, Spring	MAT-121 or MAT-003 grade of P2/MAT-071 (co-req. required w/o credit for MAT-003 grade of P3)
		17	**2**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BIO 111	General Biology I	3	3	4	All	ENG-002 and MAT-003 grade of P2
EDU 221	Children with Exceptionalities	3	0	3	Fall only	EDU-144 and EDU-145/ ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 261	Early Childhood Admin I	3	0	3	Fall only	None/EDU-119 and ENG-002 or ENG-101 *with a minimum grade* of C (co. req)
EDU 280	Language & Literacy Exp. **W**	3	0	3	Fall only	ENG-110 or ENG-111/ENG-002 (co-req.)
ENG 112	Writing/Res in Disciplines	3	0	3	All	ENG-111 (min grade of C)
		18	**3**	**19**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
OR	MUS 110 Music Appreciation	(3	0	3)	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
OR	PHI 240 Intro to Ethics	(3	0	3)	All	ENG-111
CHM 151	General Chemistry I	3	3	4	All	Take ENG-002 and MAT-003 grade of P3
OR	PHY 110/110A Conceptual Physics with lab	(3 (0	0 2	3) 1)	Fall, Spring	MAT-003 grade of P2
COM 231	Public Speaking	3	0	3	All	ENG-111
EDU 262	Early Childhood Admin II	3	0	3	Spring only	EDU-119, EDU-261 and ENG-002 or ENG-101 with a minimum grade of C
EDU 284	EC Capstone Pract. **W**	1	9	4	Spring only	Take One Set: Set 1. EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2. EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151. Set 3. EDU-119, EDU-144, PSY-245, EDU-146, and EDU-151. Set 4. EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151. and *ENG-110 or ENG-111*
Social Science	**Elective***	3	0	3	All	*See list below.
		16	**12**	**20**		
	Total Credit Hours			**74**		

APPROVED ELECTIVES: CIS-110, EDU-152, EDU-259, ENG-231, ENG-232, ENG-241, ENG-242, HEA-110, REL-211, REL-212, SPA-111, or SPA-112

*SOCIAL SCIENCE ELECTIVES: HIS-111, HIS-112**W**, HIS-131, HIS-132, POL-120, or SOC-210*

A criminal background check may be required for degree completion based upon practicum placement.

W – *Writing Intensive Course (ENG-111 pre-req.)*

EARLY CHILDHOOD ADMINISTRATION
CERTIFICATE
C55850

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 119	Intro Early Childhood Edu.	4	0	4	All	None
EDU 153	Health, Safety, Nutrition	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 261	Early Childhood Admin I	3	0	3	Fall only	None/EDU-119 and ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		10	**0**	**10**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 131	Child, Family, & Comm.	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 262	Early Childhood Admin II	3	0	3	Spring only	EDU-119, EDU-261 and ENG-002 or ENG-101 with a minimum grade of C
		6	**0**	**6**		
	Total Credit Hours			**16**		

EARLY CHILDHOOD EDUCATION
CERTIFICATE
C55220

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 119	Intro Early Childhood Ed.	4	0	4	All	None
EDU 153	Health, Safety, Nutrition	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		7	**0**	**7**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 131	Child, Family, & Comm.	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 145	Child Development II	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 146	Child Guidance	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		9	**0**	**9**		
	Total Credit Hours			**16**		

This certificate is offered to high school students through the Career and College Promise program (C55220X).

INFANT/TODDLER CARE
CERTIFICATE
C55290

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 119	Intro Early Childhood Ed.	4	0	4	All	None
EDU 144	Child Development I	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 153	Health, Safety, Nutrition	3	0	3	Fall only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		10	**0**	**10**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
EDU 131	Child, Family, & Comm.	3	0	3	Spring only	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
EDU 234	Infants, Toddlers, & Twos	3	0	3	Spring only	EDU-119/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		6	**0**	**6**		
	Total Credit Hours			**16**		

This certificate is offered to high school students through the Career and College Promise program (C55290X).

ELECTRICAL SYSTEMS TECHNOLOGY: ELECTRICAL TRACK

Curriculum Description

This curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

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

Program Learning Outcomes

Electrical Systems Technology students will:

- Design and analyze systems in residential, commercial, and industrial buildings that meet all codes and regulations as defined by OSHA standards.
- Apply principles of mathematics and applied science to perform the laws encountered with electrical technology.
- Read and interpret electrical diagrams and blueprints.
- Recognize the need for life-long learning and possess the skills to maintain and improve technical abilities.
- Diagnose and correct electrical and electronic problems effectively using various testing instruments.
- Communicate effectively with customers and with members of multiple teams from a variety of backgrounds.

Employment Opportunities

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

Contact

Ray Hoots
Lead Instructor for Electrical System
hootst@surry.edu
336.386.3267

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

ELECTRICAL TRACK
DEGREE
A35130

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 113	Residential Wiring	2	6	4	Fall only	None
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
ELC 220	Photovoltaic Sys Tech	2	3	3	Fall only	None
ISC 112	Industrial Safety	2	0	2	All	None
		10	**17**	**16**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CIS 110	Intro to Computers	2	2	3	All	None
ELC 114	Commercial Wiring	2	6	4	Spring only	ELC-113
ELC 118	National Electric Code	1	2	2	Spring only	ELC-113
ELC 121	Electrical Estimating	1	2	2	Spring only	None
MAT 121	Algebra/Trigonometry I	2	2	3	Fall, Spring	MAT-003 grade of P2/MAT-021 (co-req required w/o credit for MAT-003 grade of P3)
MNT 110	Intro to Main Procedures	1	3	2	Spring only	None
		9	**17**	**16**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 115	Industrial Wiring (or WBL)	2	6	4	Summer only	None
ELC 117	Motors and Controls	2	6	4	Spring, Summer	ELC-112 or ELC-131
PTE 114	Pathway to Employ Engineering Tech	2	3	3	All	None
		6	**15**	**11**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 128	Introduction to PLC[W]	2	3	3	Fall only	ENG-110 or ENG-111 and one of the following: ELC-112 or ELC-131 or ELC-125
ENG 110	Freshman Comp	3	0	3	All	ENG-002
Humanities/Fine Arts	**Elective***	3	0	3	All	See page 196 for options
HYD 110	Hydraulic Pneumatics I	2	3	3	Fall only	None
WLD 112	Basic Welding Processes	1	3	2	Fall only	None
		11	**9**	**14**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 228	PLC Applications	2	6	4	Spring only	ELC-128
ELC 230	Wind & Hydro Power Sys	2	2	3	Spring only	None
ENG 114	Prof Research/Reporting	3	0	3	All	ENG-110 (waiver)
Or	ENG 115 Oral Communication	(3	0	3)	All	None
Social Science	**Elective****	3	0	3	All	See page 196 for options
		10	**8**	**13**		
	Total Credit Hours			**70**		

***Humanities Elective – Select one course from the following:**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
HUM 110	Technology & Society	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Introduction to Ethics	3	0	3	All	ENG-111

****Social/Behavioral Science Elective - Select one course from the following:**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ECO 151	Survey of Economics	3	0	3	Fall only	ENG-002 or ENG-110 or ENG-101 *with a minimum grade of C*
ECO 251	Prin. of Microeconomics	3	0	3	Fall, Spring	ENG-002 or ENG-101 *with a minimum grade of C*
PSY 118	Interpersonal Psych	3	0	3	All	None
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
SOC 210	Intro to Sociology	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*

WBL options: WBL 111, 112, 113, 114, 121, 122, 123, or 131

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

ELECTRICAL TRACK
DIPLOMA
D35130A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 113	Residential Wiring	2	6	4	Fall only	None
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
MAT 121	Algebra/Trigonometry I	2	2	3	Fall, Spring	MAT-003 grade of P2/MAT-021 (co-req required w/o credit for MAT-003 grade of P3)
		8	**16**	**14**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 114	Commercial Wiring	2	6	4	All	None
ELC 118	National Electric Code	1	2	2	Spring only	ELC-113
ELC 121	Electrical Estimating	1	2	2	Spring only	ELC-113
ENG 110	Freshman Comp	3	0	3	All	ENG-002
MNT 110	Intro to Main. Procedures	1	3	2	All	None
		8	**13**	**13**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 115	Industrial Wiring (or WBL)	2	6	4	Summer only	None
ELC 117	Motors and Controls	2	6	4	Spring, Summer	ELC-112 or ELC-131
ISC 112	Industrial Safety	2	0	2	All	None
		6	**12**	**10**		
	Total Credit Hours			**40**		

WBL options: WBL 111, 112, 113, 114, 121, 122, 123, or 131

ELECTRICAL TRACK
CERTIFICATE
C35130A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 113	Residential Wiring	2	6	4	Fall only	None
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
		6	**14**	**11**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 114	Commercial Wiring	2	6	4	Spring only	ELC-113
ISC 112	Industrial Safety	2	0	2	All	None
		4	**6**	**6**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C35130XA).

ELECTRICAL TRACK
IINDUSTRIAL CERTIFICATE
C35130C

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 113	Residential Wiring	2	6	4	Fall only	None
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
ELC 220	Photovoltaic Sys Tech	2	3	3	Fall only	None
ISC 112	Industrial Safety	2	0	2	All	Non
		10	**17**	**16**		

ELECTRICAL ASSISTANT

Fast Track Workforce Career Certificate

The Electrical Assistant Certificate is designed to provide related training in the electrical trade that will give students the proper coursework in Safety, Electrical Code, Equipment, and knowledge of the trade. Upon completion, students should be able to

- Understand the fundamentals of electricity and power distribution;
- Basic trade mathematics;
- National electrical code requirements;
- Commercial, industrial, and residential wiring requirements;
- Other control theory and fundamentals.

After employers need assessments with our local business and industry, certain skills were deemed essential for all applicants entering the local workforce. Core skills include Health and Safety (OSHA 10), Continuous Improvement (Lean Six Sigma), Human Resources Development (HRD), and Basic Computer Skills. Completion of these skills provides potential employee candidates a strong background in workplace culture that consists of a safe working environment, an understanding of efficient processes and practices, recognizing how to become a better team player, and understanding different leadership styles within an organization.

Students will earn the following industry-recognized credentials: OSHA 10, DiSC, Lean Six Sigma (Yellow Belt), Employability Skills and Career Readiness.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions with entry-level electrical field.

Electrical Assistant Fast Track Workforce Certificate

Course	Number	Name	No. of Hours	Cost
ELC	3014L	Electrical Assistant	96+ hours	Grant Funded

*This Fast Track Workforce Certificate may be earned in eight weeks.

Cost Information:

- Tuition and related supply costs are grant-funded and provided to the student at no cost.
- Funding for transportation, childcare, and other costs to attend training may be available.
- Virginia residents pay the same tuition rate as in-state students.

To qualify for tuition and supply funding, complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions, contact:

Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

Internship and Employment Information:

The program includes 20+ hours of on the job training. Upon successfully completing the workforce certificate and employer entry requirements, students will be placed with employers for immediate employment.

Contact

Susan Ratcliff
Email: ratcliffs@surry.edu
Phone: (336) 386-3309

ELECTRICAL SYSTEMS INSTITUTE – WORKFORCE TRAINING CERTIFICATE

Course Description

The Workforce Certificate offers students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements and a college application. Students pay continuing educations rates without regard to residency requirements. The Electrical Workforce Certificate will articulate to college curriculum credit. https://surry.edu/areas-of-study/programs/electrical-systems-institute-workforce

Employment Opportunities

Upon completion of this course, individuals should be able to apply for entry-level positions electrical companies/contractors.

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Electrical Institute Workforce Certificate

*ELC	3014D	Electrical Institute IV	180 Hours	$183	Spring

*College Curriculum credit can be awarded for ELC-113 Residential Wiring and ELC-125 Diagrams and Schematics for completion of this certificate.

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students.



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

ELECTRICAL – WORKFORCE TRAINING COURSES

Course Description

Looking to increase your skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters. Complete details and latest information can be found at https://surry.edu/areas-of-study/workforce-training.

Instructional Format

Face-to-face class meetings

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Cost: Tuition rates based on course hours.
Virginia residents pay the same tuition rate as in-state students**.**
Cost does not include associated books, tools, and supplies

Electrical Workforce Courses

ELC	3100	Electrical Code License Prep	66 Hours	$183	Fall
ELC	3016A	Electrical Contractor License Renewal	8 Hours	$71	All
ELC	3119A	Residential Wiring*	128 Hours	$183	Fall
ELC	3014H	Diagrams & Schematics*	48 Hours	$127	Spring, Fall
ELC	3014G	DC/AC Electricity*	144 hours	$183	Fall
ELC	3119C	Electrical Estimating	48 Hours	$127	Spring

**** These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.***



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

ELECTRICAL WORKFORCE TRAINING CERTIFICATE

Workforce Career Certificate

The Workforce Certificate offers students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements and a college application. Students pay continuing educations rates without regard to residency requirements.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for entry-level positions electrical companies/contractors.

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Electrical Workforce Certificate

ELC	3014G	DC/AC Electricity*	144 Hours	$183	Fall
ELC	3119A	Residential Wiring*	64 Hours	$183	Fall
ELC	3014H	Diagrams & Schematics*	64 Hours	$183	Fall
ELC	3014J	Photovoltaic System Tech*	80 Hours	$183	Fall
ISC	3036	Industrial Safety*	32 Hours	$125	Spring, Fall

Note: This certificate is offered each fall semester (August – December).

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students.

**** These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.***



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

ELECTRONICS ENGINEERING TECHNOLOGY

Curriculum Description

The Electronics Engineering Technology curriculum is designed to prepare students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. The curriculum includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers.

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology.

Program Learning Outcomes

Electronics Engineering Technology students will:

- Design, build install and safely test, troubleshoot, repair and modify developmental and production electronic components, equipment and systems such as industrial controls, manufacturing systems, communication and computer systems.
- Demonstrate analytical and solution skills for complex systems comprised of mixed analog and digital technologies, to include PLC, microprocessor and Robotic system programming knowledge.
- Use relevant testing instruments, software programs, and observation techniques to troubleshoot components and/or equipment.
- Demonstrate responsible thinking that has informed judgment and is self-correcting.
- Read and interpret electronic schematics, PLC diagrams and programs, microprocessor programs and industrial robotic system language programs.

Employment Opportunities

Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Contact

William "Russell" Jones
Lead Instructor for Electronics Engineering Technologies
joneswr@surry.edu
336.386.3270

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

ELECTRONICS ENGINEERING TECHNOLOGY
DEGREE
A40200

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
CIS 110	Intro to Computers	2	2	3	All	None
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
ELC 131	Circuit Analysis I	3	3	4	Fall only	None/ELC-131A (co-req.)
ELC 131A	Circuit Analysis I Lab	0	3	1	Fall only	None/ELC-131 (co-req.)
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
OR	ENG 110 Freshman Comp	(3	0	3)	All	ENG-002
MAT 121	Algebra/Trigonometry I	2	2	3	Fall, Spring	MAT-003 grade of P2/MAT-021 (co-req required w/o credit for MAT-003 grade of P3)
		11	**12**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELN 131	Analog Electronics I	3	3	4	Spring only	ELC-131
ELN 133	Digital Electronics	3	3	4	Spring only	ELC-131
ENG 114	Prof Research & Report	3	0	3	All	ENG -111 (min grade of C)
OR	ENG 115 Oral Communication	(3	0	3)	All	None
MAT 122	Algebra/Trigonometry II	2	2	3	Spring only	MAT-121 (min grade of C)
PHY 131	Physics Mechanics	3	2	4	Spring only	MAT-121 or MAT-171
		14	**10**	**18**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 117	Motors and Controls	2	6	4	Spring, Summer	ELC-112 or ELC-131
ISC 112	Industrial Safety	2	0	2	All	None
Social Science	Elective*	3	0	3	All	See page 196 for options
		7	**6**	**9**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 128	Introduction to PLC**W**	2	3	3	Fall only	ENG-110 or ENG-111 and one of the following: ELC-112 or ELC-131 or ELC-125
ELN 132	Linear IC Applications	3	3	4	Fall only	ELC-131
ELN 232	Intro to Microprocessors	3	3	4	Fall only	ELN-131 and ELN-133
ELN 275	Troubleshooting	1	3	2	Fall only	ELN-133
		9	**12**	**13**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ATR 280	Robotic Fundamentals	3	2	4	Spring only	ELC-117
ELC 228	PLC Applications	2	6	4	Spring only	ELC-128
ELN 152	Fabrication Tech **W** (or WBL)	1	3	2	Spring only	ELC-131 and ENG-110 or ENG-111
ELN 246	Cert. Elect Tech. Prep.	3	0	3	Spring only	None
Humanities/Fine Arts	Elective*	3	0	3	All	See page 196 for options
		12	**11**	**16**		
	Total Credit Hours			**73**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

WBL options: WBL 111, 112, or 121

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

ELECTRONICS ENGINEERING TECHNOLOGY
CERTIFICATE
C40200

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
ELC 131	Circuit Analysis I	3	3	4	Fall only	None, ELC-131A (co-req.)
ELC 131A	Circuit Analysis I Lab	0	3	1	Fall only	None, ELC-131 (co-req.)
		4	**8**	**7**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELN 131	Analog Electronics I	3	3	4	Spring only	ELC-131
ELN 133	Digital Electronics	3	3	4	Spring only	ELC-131
ISC 112	Industrial Safety	2	0	2	All	None
		8	**6**	**10**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C40200X).

EMERGENCY MEDICAL SCIENCE ASSOCIATE IN APPLIED SCIENCE DEGREE BRIDGE PROGRAM

Curriculum Description

The EMS, AAS program is designed to provide an opportunity for paramedics currently credentialed by North Carolina Office of EMS or National Registry to earn an associates degree online. The associates degree is being strongly suggested by the Office of Emergency Medical Services and expected to become the entry level for paramedics in the near future.

Admission requirements to the Emergency Medical Science, A.A.S.

- Meet all SCC General Admissions Requirements
- Students applying to the EMS AAS program must be credentialed as a Paramedic by NC or National Registry.
- Hold Basic Life Support (BLS), Advanced Life Support (ACLS), Pediatric Life Support (PALS) certification.

Students with current and unencumbered Paramedic credentials on the North Carolina or National Registry will be awarded credit for the courses listed in the table below (45 credit hours). Credit will be listed as "TR" with credit hours awarded. No quality points are awarded and the grade is not counted in the grade point average.

Individuals who successfully complete EMS 110 are eligible to take the North Carolina EMT credentialing exam.

Course	Name	Credit Hours
EMS 110	EMT	9
EMS 122	EMS Clinical Practicum I	1
EMS 130	Pharmacology	4
EMS 131	Advanced Airway Management	2
EMS 160	Cardiology I	3
EMS 220	Cardiology II	3
EMS 221	EMS Clinical Practicum II	2
EMS 231	EMS Clinical Practicum III	3
EMS 240	Patients w/Special Challenges	2
EMS 241	EMS Clinical Practicum IV	4
EMS 250	Medical Emergencies	4
EMS 260	Trauma Emergencies	2
EMS 270	Life Span Emergencies	4
EMS 285	EMS Capstone	2
Total Credit Hours for EMS Courses Awarded		45

Contact

Dr. Yvonne Johnson
Associate Dean for Health Sciences
johnsony@surry.edu
336.386.3368

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

EMERGENCY MEDICAL SCIENCE
ASSOCIATE IN APPLIED SCIENCE DEGREE BRIDGE PROGRAM
A45340BR

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
BIO 168	Anatomy & Physiology I	4	2	4	All	Take course from all four groups: A) ENG-002 B) MAT-003, C) High school biology or BIO-111* D) high school chemistry or CHM-092*
ENG 111	Expository Writing	3	0	3	All	ENG-002/ENG-011 (co-req)
EMS 280	EMS Bridging Course	2	2	3	All	None
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101
		13	**4**	**14**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BIO 169	Anatomy & Physiology II	3	3	4	All	BIO-168 (min grade of C)
ENG 112	Writing/Research in the Discipline	3	0	3	All	ENG-111 (min grade of C)
HUM 115	Critical Thinking	3	0	3	All	ENG-002 or ENG-101 with a minimum grade of C
		9	**6**	**10**		
Credit hours for Bridge Courses without EMS credit				**24**		
Total with credit for EMS courses listed below				**69**		

* Waived for students with 45 EMS credit hours.

EMERGENCY MEDICAL RESPONDER – WORKFORCE CAREER CERTIFICATE

Course Description

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. 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. Additional information: https://surry.edu/areas-of-study/all-programs/medical-responder

Prerequisites: High school diploma or general education development (GED); or successful completion of an entrance exam assessing basic reading comprehension skills at a minimum tenth grade level.

Program Learning Outcomes

Emergency Medical Responder students will:

- Develop skills in patient assessment
- Acquire knowledge of patient vital signs
- Develop skills in airway management and CPR
- Learn splinting and hemorrhage control

Employment Opportunities

Upon completion of this course, individuals will be able to volunteer with a fire department or rescue squad to assist with medical calls.

Instructional Format

Face-to-face class meetings

Contact

Dr. Douglas Underwood
Email: underwoodd@surry.edu
Phone: (336) 386.3584

Cost: $183
Virginia residents pay the same tuition rate as in-state students.

Emergency Medical Responder Certificate

EMS	4100	Medical Responder	72 Hours	$183	Taught Per Request	High School or Equivalent required

Certification Testing:
North Carolina Office of EMS

Additional testing information: https://www.ncems.org/



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

EMERGENCY MEDICAL TECHNICIAN – WORKFORCE CAREER CERTIFICATE

Course Description

The Emergency Medical Technician-NR course establishes the basic knowledge needed to provide, under medical authority, pre-hospital emergency care and to pass the NC State and/or National Registry certification exam. 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. Additional information: https://surry.edu/areas-of-study/all-programs/emergency-medical-technician-basic.

Prerequisites: High school diploma or general education development (GED); and successful completion of the TABE assessment exam for basic reading comprehension skills. This test will be given at the orientation session before the first-class meeting.

Program Learning Outcomes

Emergency Medical Technician students will:

- Acquire basic life support knowledge through a combination of classroom instruction, practical laboratory exercises and clinical experience in hospitals.
- Achieve a thorough understanding of criminal, civil and vehicle laws pertaining to the EMT's services.
- Develop understanding and knowledge of human anatomy and physiology.
- Be able to deal calmly and efficiently with childbirth, injuries, poisonings and other medical emergencies such as heart disorders, strokes and diabetes.
- Be able to provide basic life support for seriously/critically ill patients.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions with an EMS agency and in a hospital.

Instructional Format

Face-to-face class meetings

Contact

Dr. Douglas Underwood
Email: underwoodd@surry.edu
Phone: (336) 386.3584

Cost: $183
Virginia residents pay the same tuition rate as in-state students**.**

Emergency Medical Technician Certificate

EMS	4200	Emergency Medical Technician	248 Hours	$183	Spring, Fall	High School or Equivalent required

Certification Testing:
North Carolina Office of EMS

Additional testing information https://www.ncems.org/

Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

EMERGENCY MEDICINE– WORKFORCE TRAINING COURSES

Course Description

Surry Community College EMS program offers various classes that provide training, certification, and recertification for American Heart Association (AHA) courses. AHA classes are scheduled upon request to meet the needs of our community and health care providers. The EMS program also provides an EMT and EMR Recertification Continuing Education program. We provide monthly classes on topics that are strategically scheduled to meet the recertification requirements set by NCEMS on a yearly basis and full four-year recertification cycle.

Contact

Dr. Douglas Underwood
Email: underwoodd@surry.edu
Phone: 336.386.3584

Emergency Medicine Workforce Courses

SAF	3010	CPR/First Aid	8-12 Hours	$71	On request
EMS	3048	ACLS-Advanced Cardiac Life Support	16 Hours	$71	On request
EMS	3041A	ITLS-International Trauma Life Support	16 Hours	$71	On request
EMS	3046	PALS – Pediatric Advanced Life Support	16 Hours	$71	On request
EMS	4202	EMT-Recertification Continuing Ed	36 Hours	$127	All
EMS	4102	Emergency Medical Responder-Recertification Continuing Ed	36 Hours	$127	All
SAF	3010	CPR/First Aid	8-12 Hours	$71	On request
EMS	3048	ACLS-Advanced Cardiac Life Support	16 Hours	$71	On request
EMS	3046	PALS – Pediatric Advanced Life Support	16 Hours	$71	On request
EMS	3041A	ITLS-International Trauma Life Support	16 Hours	$71	On request
EMS	4202	EMT-Recertification Continuing Ed	36 Hours	$127	All

Cost does not include associated textbooks and supplies.

Members of a North Carolina EMS Agency, Fire Department, and/or Rescue Squad can be eligible to receive tuition waivers for these classes.

Virginia residents pay the same tuition rate as in-state students

PARAMEDIC INITIAL– WORKFORCE CAREER CERTIFICATE

Course Description

This course is designed to develop knowledge and skills for the Advanced Emergency care of ill or injured persons. It 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 EMTP 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 course is required prior to beginning the course. Successful completion of EMS 3000 Anatomy and Physiology or approved equivalent of Anatomy and Physiology (BIO 163 or BIO 165 and BIO 166 or BIO 168 and 169) is required prior to beginning the course. The TABE test will be given at the orientation session before the first class meeting.

The Surry Community College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions in both the EMS Field and hospital.

Instructional Format

Face-to-face class meetings
Additional information: https://surry.edu/areas-of-study/all-programs/paramedic-initial

Contact

Dr. Douglas Underwood
Email: underwoodd@surry.edu
Phone: (336) 386.3584

Paramedic Initial – Workforce Certificate

EMS 4400 Paramedic 1300+ Hours $183 Spring High School or Equivalent required

Virginia residents pay the same tuition rate as in-state students

Certification Testing: ** Upon completion of this course, students are eligible to test for NC State Paramedic credential and National Registry Paramedic credential.



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

ENGINEERING DESIGN TECHNOLOGY

Curriculum Description

The Engineering Design curriculum prepares students to apply technical skills and advanced computer software and hardware to create working drawings, graphic representations and computer simulations for mechanical and industrial designs. Includes instruction in engineering graphics, specification interpretation, geometric dimensioning and tolerancing, drafting calculations, two dimensional and three-dimensional engineering design, solids modeling, engineering animation, computer-aided drafting (CAD), computer-aided design (CADD)and manufacturing materials and processes. Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology.

Program Learning Outcomes

Engineering Design Technology students will:

- Effectively contribute to the product development and manufacturing processes within a variety of organizational settings.
- Demonstrate an ability to balance technical and logical thinking with creative thinking to successfully master the product development process.
- Effectively use relevant software and hardware to research and design product development solutions.
- Demonstrate professional skills, behavior, and self-conduct commensurate with industry expectations.

Employment Opportunities

Graduates should qualify to obtain occupations such as technical service providers, engineering technicians, CAD systems managers, industrial and technology managers, research technicians and graphic technicians.

Contact

Division Chair for Engineering Technologies
336.386.3489

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

ENGINEERING DESIGN
DIPLOMA
D50340

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
DFT 111	Tech Drafting I	1	3	2	Fall, Spring	None/DFT-111A (co-req.)
DFT 111A	Tech Drafting I Lab	0	3	1	Fall, Spring	None/DFT-111 (co-req.)
DFT 151	CAD I	2	3	3	Fall only	None
ENG 110	Freshman Comp	3	0	3	All	ENG-002
MAT 121	Algebra/Trigonometry I	2	2	3	Fall, Spring	MAT-003 grade of P2/MAT-021 (co-req required w/o credit for MAT-003 grade of P3)
CIS 110	Intro. to Computers	2	2	3	All	None
		10	**13**	**15**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
DFT 112	Tech Drafting II	1	3	2	Spring only	DFT-111/DFT-112A
DFT 112A	Tech Drafting II Lab	0	3	1	Spring only	DFT-112 (co-req.)
MEC 111	Machine Processes I	1	4	3	Spring only	None
DFT 152	CAD II	2	3	3	Spring only	DFT-151
CIV 125	Civil/Surveying CAD	1	6	3	Spring only	None
DFT 154	Intro to Solid Modeling	2	3	3	Fall, Spring	None
MEC 110	Intro to CAD/CAM	1	2	2	Spring only	None
		8	**24**	**17**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ARC 111	Intro to Arch Technology	1	6	3	Summer only	None
DDF 221	Design Draft Project	0	4	2	Summer only	Take All: DFT-111, DFT-112, and DFT-151
		1	**10**	**5**		
	Total Credit Hours			**37**		

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

ENGINEERING DESIGN
CERTIFICATE
C50340

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CIS 110	Intro. to Computers	2	2	3	All	None
DFT 111	Tech Drafting I	1	3	2	Fall, Spring	None/DFT-111A (co-req.)
DFT 111A	Tech Drafting I Lab	0	3	1	Fall, Spring	None/DFT-111 (co-req.)
DFT 151	CAD I	2	3	3	Fall only	None
		5	**11**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
DFT 152	CAD II	2	3	3	Spring only	DFT-151
DFT 154	Intro to Solid Modeling	2	3	3	Fall, Spring	None
MEC 111	Machine Processes I	1	4	3	Spring only	None
		5	**10**	**9**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C50340X).

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

ENTREPRENEURSHIP

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.

Program Learning Outcomes

Entrepreneurship students will:

- Demonstrate an understanding of small businesses and recognize the vital role small businesses play in our economy.
- Develop a business plan including a concept statement, feasibility study, and business model.
- Demonstrate an understanding of how small business owners properly prepare for and manage growth.

Employment Opportunities

Graduates are prepared to be self-employed and open their own businesses.

Contact

Dr. Dawn Hawks
Lead Instructor for Accounting, Business Administration, and MIS
worleyc@surry.edu
336.386.3363

ENTREPRENEURSHIP
CERTIFICATE
C25490

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 137	Principles of Management	3	0	3	Fall only	None
BUS 139	Entrepreneurship I	3	0	3	Fall only	None
ETR 230	Entrepreneur Marketing	3	0	3	Fall only	None
		9	**0**	**9**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 120	Principles of Financial Accounting I	3	2	4	All	None
BUS 245	Entrepreneurship II	3	0	3	Spring only	BUS 139
		6	**2**	**7**		
	Total Credit Hours			**16**		

This certificate is offered to high school students through the Career and College Promise Program (C25490X)

FIRE: FIRE AND LIFE SAFETY EDUCATOR – WORKFORCE CAREER CERTIFICATE

Course Description

This certification covers the NFPA 1035 Standard for Fire and Life Safety Educator Professional Qualifications, Current Edition. Additional information: https://surry.edu/areas-of-study/workforce-training/law-public-safety

Program Learning Outcomes

Firefighter students will:

- Learn to operate safely and effectively on an emergency incident.
- Participate as a member of a team to educate the public and special needs groups about fire safety in the home and workplace.
- Perform the duties of a Fire and Life Safety Educator in the State of North Carolina.

Employment Opportunities

Upon completion of this certification, individuals will be able to function and apply for positions as a credentialed fire and life safety educator in the State of North Carolina.

Instructional Format

Classroom and hands on skills

Contact

Ian K. Harrell
Email: harrelli@surry.edu
Phone: (336) 386-3403

Fire and Life Safety Educator Certification

FIP	4630	Fire and Life Safety Educator Level 1	36-43 Hours	$70	High School or Equivalent required
FIP	4631	Fire and Life Safety Educator Level 2	36-43 Hours	$70	High School or Equivalent required
FIP	4632	Fire and Life Safety Educator Level 3	36-43 Hours	$70	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition for these classes

Certification Testing: Fire and Life Safety Educator

Additional testing information harrelli@surry.edu

Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

FIRE: FIRE APPARATUS DRIVER/AERIAL OPERATOR – WORKFORCE CAREER CERTIFICATE

Course Description

This certification covers the NFPA 1002 Standard for Fire Apparatus / Driver Professional Qualifications, Current Edition. Additional information: https://surry.edu/areas-of-study/workforce-training/law-public-safety

Program Learning Outcomes

Firefighter students will:

- Learn to operate safely and effectively on an emergency incident.
- Participate as a member of a team to mitigate and control various emergency incidents.
- Perform the duties of a fire apparatus driver and operator in the State of North Carolina.

Employment Opportunities

Upon completion of this certification, individuals will be able to function and apply for positions as a credentialed fire apparatus driver and operator.

Instructional Format

Classroom and hands on skills

Contact

Ian K. Harrell
Email: harrelli@surry.edu
Phone: (336) 386-3403

Emergency Driver Certification

FIP	3600	Emergency Vehicle Drive	20-24 Hours	$70	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

Emergency Driver Certification

FIP	3623	D/O Pumps Intro./Basic Ops.	40-48 hours	$125	High School or Equivalent required
FIP	3624	D/O Pumps Hydr/Water Supply	40-48 Hours	$125	High School or Equivalent required
FIP	3625	D/O Pumps Spr & Sps/Maint & Test	30-36 Hours	$125	High School or Equivalent required
FIP	3633	Pumps Sprinklers and Standpipes	15-18 Hours	$70	High School or Equivalent required
FIP	3634	Pumps Hydraulics	15-18 Hours	$70	High School or Equivalent required
FIP	3635	Pumps Water Supply	15-18 Hours	$70	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

Aerial Operator Certification

FIP	3626	D/O Aerial Apparatus Series	60-72 hours	$180	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

FIRE: FIREFIGHTER – WORKFORCE CAREER CERTIFICATE

Course Description

This certification covers the NFPA 1001 Standard for Firefighter Professional Qualifications, Current Edition.
Additional information: https://surry.edu/areas-of-study/workforce-training/law-public-safety

Program Learning Outcomes

Firefighter students will:

- Learn to operate safely and effectively on an emergency incident.
- Participate as a member of a team to mitigate and control various emergency incidents.
- Perform the duties of a Firefighter in the State of North Carolina.

Employment Opportunities

Upon completion of this certification, individuals will be able to function and apply for positions as a credentialed firefighter in the State of North Carolina.

Instructional Format

Classroom and hands on skills

Contact

Ian K. Harrell
Email: harrelli@surry.edu
Phone: (336) 386-3403

Fire Fighter Certification

FIP	3040	General and Communications	24-29 hours	$125	High School or Equivalent required
FIP	3041	Fireground Operations 1	24-29 Hours	$125	High School or Equivalent required
FIP	3042	Fireground Operations 2	28-34 Hours	$125	High School or Equivalent required
FIP	3043	Fireground Operations 3	32-38 Hours	$125	High School or Equivalent required
FIP	3044	Fireground Operations 4	32-38 Hours	$125	High School or Equivalent required
FIP	3045	Fireground Operations 5	36-43 Hours	$125	High School or Equivalent required
FIP	3046	Fireground Operations 6	28-34 Hours	$125	High School or Equivalent required
FIP	3047	Fireground Operations 7	24-29 Hours	$125	High School or Equivalent required
FIP	3048	Fireground Operations 8	24-29 Hours	$125	High School or Equivalent required
FIP	3049	Fireground Operations 9	40-48 Hours	$125	High School or Equivalent required
FIP	3050	Rescue Operations 1	28-34 Hours	$125	High School or Equivalent required
FIP	3051	FLSE Initiatives	28-34 Hours	$125	High School or Equivalent required
FIP	3052	Mayday, Safety and Survival	24-29 Hours	$125	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

FIRE: FIRE/RESCUE INSTRUCTOR – WORKFORCE CAREER CERTIFICATE

Course Description

This certification covers the NFPA 1041 Standard for Fire Service Instructor Professional Qualifications, Current Edition. Additional information: https://surry.edu/areas-of-study/workforce-training/law-public-safety

Program Learning Outcomes

Firefighter students will:

- Learn to operate safely and effectively on an emergency incident.
- Participate as a member of a team to mitigate and control various emergency incidents.
- Perform the duties of a Fire / Rescue Instructor in the State of North Carolina.

Employment Opportunities

Upon completion of this certification, individuals will be able to function and apply for positions as a credentialed fire and rescue instructor in the State of North Carolina.

Instructional Format

Classroom and hands on skills

Contact

Ian K. Harrell
Email: harrelli@surry.edu
Phone: (336) 386-3403

FIRE / RESCUE INSTRUCTOR CERTIFICATIONS LEVELS 1 and 2

FIP	3811	Fire/Rescue Instructor Level 1	26-31	$125	High School or Equivalent required
FIP	3812	Fire/Rescue Instructor Level 2	38-46	$125	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

Certification Testing: Fire/Rescue Instructor Level I & II **Additional testing information:** harrelli@surry.edu

Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

FIRE: FIRE/RESCUE OFFICER – WORKFORCE CAREER CERTIFICATE

Course Description

This certification covers the NFPA 1021 Standard for Fire Officer Professional Qualifications, Current Edition.
Additional information: https://surry.edu/areas-of-study/workforce-training/law-public-safety

Program Learning Outcomes

Firefighter students will:

- Learn to operate safely and effectively on an emergency incident.
- Participate as a member of a team to mitigate and control various emergency incidents.
- Perform the duties of a Fire or rescue Officer in the State of North Carolina.

Employment Opportunities

Upon completion of this certification, individuals will be able to function and apply for positions as a credentialed fire or rescue officer in the State of North Carolina.

Instructional Format

Classroom and hands on skills

Contact

Ian K. Harrell
Email: harrelli@surry.edu
Phone: (336) 386-3403

FIRE OFFICER CERTIFICATION

FIP	3710	Fire Officer 1	36-43 Hours	$125	High School or Equivalent required
FIP	3711	Fire Officer 2	28-34 Hours	$125	High School or Equivalent required

RESCUE OFFICER CERTIFICATION

FIP	6900	Rescue Officer	24-29 Hours	$125	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

FIRE: HAZARDOUS MATERIALS RESPONDER – WORKFORCE CAREER CERTIFICATE

Course Description

This certification covers the NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications, Current Edition. Additional information: https://surry.edu/areas-of-study/workforce-training/law-public-safety

Program Learning Outcomes

Firefighter students will:

- Learn to operate safely and effectively on an emergency incident.
- Participate as a member of a team to mitigate and control various emergency incidents.
- Perform the duties of a Hazardous Materials Responder in the State of North Carolina.

Employment Opportunities

Upon completion of this certification, individuals will be able to function and apply for positions as a credentialed Hazardous Materials Responder in the State of North Carolina.

Instructional Format

Classroom and hands on skills

Contact

Ian K. Harrell
Email: harrelli@surry.edu
Phone: (336) 386-3403

Hazardous Materials Responder Certifications

FIP	3555	HM Awareness (Chapter 4)	15-18 Hours	$70	High School or Equivalent required
FIP	3556	HM Operations (Chapter 4/5/6.2/6.6)	40-48 Hours	$125	High School or Equivalent required
FIP	3557	HM Operations MSC (Chapter 6.2)	15-18 Hours	$70	High School or Equivalent required
FIP	3558	HM Operations MSC (Chapters 6.3/6.4)	18-22 Hours	$70	High School or Equivalent required
FIP	3559	HM Operations MSC (Chapter 6.7)	15-18 Hours	$70	High School or Equivalent required
FIP	3560	HM Operations MSC (Chapter 6.8)	15-18 Hours	$70	High School or Equivalent required
FIP	3561	HM Operations MSC (Chapters 6.5/6.9)	18-22 Hours	$70	High School or Equivalent required
FIP	3562	HM Operations MSC (Chapter 6.6)	15-18 Hours	$70	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

Certification Testing: Hazardous Materials Responder Certification

Additional testing information harrelli@surry.edu

Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

FIRE: NATIONAL INCIDENT MANAGEMENT SYSTEM 300/400 – WORKFORCE CAREER CERTIFICATE

Course Description

This certification covers the NFPA 1041 Standard for Fire Service Instructor Professional Qualifications, Current Edition. Additional information: https://surry.edu/areas-of-study/workforce-training/law-public-safety

Program Learning Outcomes

Firefighter students will:

- Learn to operate safely and effectively on an emergency incident.
- Participate as a member of a team to mitigate and control various emergency incidents.
- Perform the duties of a Fire / Rescue Instructor in the State of North Carolina.

Employment Opportunities

Upon completion of this certification, individuals will be able to function and apply for positions as a credentialed fire and rescue instructor in the State of North Carolina.

Instructional Format

Classroom and hands on skills

Contact

Ian K. Harrell
Email: harrelli@surry.edu
Phone: (336) 386-3403

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

National Incident Management System Certifications

EPT	4300	NIMS Level 300	18-22 Hours	$70	High School or Equivalent required
EPT	4400	NIMS Level 400	14-17 Hours	$70	High School or Equivalent required

Certification Testing: NIMS 300 & 400

Additional testing information harrelli@surry.edu

Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

FIRE: TECHNICAL RESCUER – WORKFORCE CAREER CERTIFICATE

Course Description

This certification covers the NFPA 1006 Standard for Technical Rescuer, Current Edition. Additional information: https://surry.edu/areas-of-study/workforce-training/law-public-safety

Program Learning Outcomes

Firefighter students will:

- Learn to operate safely and effectively on an emergency incident.
- Participate as a member of a team to mitigate and control various emergency incidents.
- Perform the duties of a Technical Rescuer in the State of North Carolina.

Employment Opportunities

Upon completion of this certification, individuals will be able to function and apply for positions as a credentialed firefighter or technical rescuer.

Instructional Format

Classroom and hands on skills

Contact

Ian K. Harrell
Email: harrelli@surry.edu
Phone: (336) 386-3403

Technical Rescuer Certification

FIP	6501	Rescue Operations	12-14 Hours	$70	High School or Equivalent required
FIP	6502	Anchors and MAS	15-18 Hours	$70	High School or Equivalent required
FIP	6503	Fixed Rope Systems	12-14 Hours	$70	High School or Equivalent required
FIP	6504	Health and Wellness	8-10 Hours	$70	High School or Equivalent required
FIP	6505	Helicopter Transport	6-7 Hours	$70	High School or Equivalent required
FIP	6506	Horizontal Systems	12-14 Hours	$70	High School or Equivalent required
FIP	6507	Lowers and Raises	12-14 Hours	$70	High School or Equivalent required
FIP	6508	Personal Protective Equipment	9-11 Hours	$70	High School or Equivalent required
FIP	6509	Rescue Equipment	6-7 Hours	$70	High School or Equivalent required
FIP	6510	Rope Basics	12-14 Hours	$70	High School or Equivalent required
FIP	6511	Victim Management	16-19 Hours	$70	High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

Technical Rescuer Confined Space Certification

FIP	5900	TR Confined Space Block	64-77 Hours	$180	High School or Equivalent required

Technical Rescuer Water Rescue Certification

FIP 6404 TR Water Rescue Block 48-58 Hours $70-$180 High School or Equivalent required

Technical Rescuer Wilderness Search Certification

FIP 6300 TR Wilderness Search Block 60-72 Hours $180 High School or Equivalent required

Technical Rescuer Machinery and Agriculture Certification

FIP 5720 TR Machinery and Ag. Block 36-43 Hours $125 High School or Equivalent required

Technical Rescuer Trench Rescue Certification

FIP 6100 TR Trench Rescue Block 64-77 Hours $180 High School or Equivalent required

Technical Rescuer Structural Collapse Certification

FIP 6200 TR Structural Collapse Block 88-106 $180 High School or Equivalent required

Members of approved North Carolina fire departments and rescue squads are eligible to receive tuition waivers for these classes.

Certification Testing: Technical Rescuer Certification **Additional testing information** harrelli@surry.edu



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

HUMAN RESOURCE DEVELOPMENT – WORKFORCE TRAINING COURSES

Course Description

The Human Resources Development Program provides employability skills for unemployed and underemployed adults. The framework of the course can be based on four post-employment service strategies: transition, advancement, retention, and reemployment. Career exploration and training success strategies are emphasized for those people returning to school. Additional information: https://surry.edu/areas-of-study/programs/human-resource-development

Program Learning Outcomes

The curriculum addresses six core components:

- Assessment of an individual's assets and limitations.
- Development of a positive self-concept.
- Development of employability skills.
- Development of communication skills
- Development of problem-solving skills
- Awareness of the impact of information technology in the workplace.

Employment Opportunities

Upon completion of this course, individuals will be able to apply for employment, re-employment, or advancement. Those returning to school will benefit from the career exploration and training success strategies.

Instructional Format

Face-to-face class meetings

Contact

Jennifer Pardue
Email:parduejs@surry.edu
Phone: (336) 386-3674

Human Resource Development (HRD) Training Courses

HRD	3003	Career Planning and Assessment	$70	12-16 Hours	Spring, Summer, Fall
HRD	3004	Career Readiness/Pathways	$180	50-60 Hours	Spring, Summer, Fall
HRD	3008	Economic Literacy	$125	25-30 Hours	Spring, Summer, Fall
HRD	3002F	Employability Keytrain (Workkeys prep)	Cost Varies	Hours Varies	Spring, Summer, Fall
HRD	3002	Employability Lab	$180	640-768 Hours	Spring, Summer, Fall
HRD	3006	Employability Motivation and Retention	$125	25-30 Hours	Spring, Summer, Fall
HRD	3001	Employability Skills	$180	96-115 Hours	Spring, Summer, Fall
HRD	3005V	Technology Awareness Basics	$70	24 Hours	Spring, Summer, Fall
HRD	3005Q	Technology Awareness Educational Resource	$125	48 Hours	Spring, Summer, Fall

HRD	3005T	Technology Awareness for Innovative Equipment	$70	24 Hours	Spring, Summer, Fall
HRD	3005S	Technology Awareness for Online	$125	48 Hours	Spring, Summer, Fall
HRD	3005R	Technology Awareness for PC	$125	48 Hours	Spring, Summer, Fall

Cost:

Virginia residents pay the same tuition rate as in-state students.

Per the NC General Statutes (G.S. 115D-5(b) (13)), individuals enrolling in courses offered through the Human Resources Development (HRD) Program may be granted a **waiver of registration fees** if they meet one of four criteria:

- Are unemployed;
- Have received notification of pending layoff;
- Are working and are eligible for federal earned income tax credit;
- Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines.

Workkeys Assessment by ACT

The National Career Readiness Certificate provides a credential for employees confirming their workplace skills in applied math, workplace documents, and graphic literacy. These three skills have been identified by employers as vital for success in the vast majority of today's jobs. WorkKeys is required to earn a National Career Readiness Certificate. Employers require different assessments. Please contact the Employer to learn which assessments are required. The Workkeys assessment is a high stakes, timed test, given electronically by appointment.

Assessment	Cost *	Semester	Pre-Requisites
Applied Math	$15	Spring, Summer, Fall	Employability Keytrain (Workkeys prep) recommended
Workplace Documents (Reading)	$15	Spring, Summer, Fall	Employability Keytrain (Workkeys prep) recommended
Graphic Literacy	$15	Spring, Summer, Fall	Employability Keytrain (Workkeys prep) recommended
Business Writing	$20	Spring, Summer, Fall	Employability Keytrain (Workkeys prep) recommended
Workplace Observation	$20	Spring, Summer, Fall	Employability Keytrain (Workkeys prep) recommended
Applied Technology	$15	Spring, Summer, Fall	Employability Keytrain (Workkeys prep) recommended

*Add $1 technology fee per testing session. No waivers apply for testing.

INDUSTRIAL SYSTEMS TECHNOLOGY

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 needing for inspecting, testing, trouble-shooting, 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.

Program Learning Outcomes

Industrial Systems Technology students will:

- Use relevant testing instruments, software programs, and observation techniques to troubleshoot components/and or equipment.
- Demonstrate responsible thinking that has informed judgment and is self-correcting.
- Read and interpret electrical, mechanical diagrams and blueprints.

Employment Opportunities

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.

Contact

Jordan Crowson
Lead Instructor for Industrial Systems Technology
crowsonj@surry.edu
336.386.3590

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

INDUSTRIAL SYSTEMS TECHNOLOGY
CERTIFICATE
C50240

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 125	Diagrams & Schematics	1	2	2	Fall, Spring	None
WLD 112	Basic Welding Processes	1	3	2	Fall only	None
		5	**11**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ISC 112	Industrial Safety	2	0	2	All	None
MEC 111	Machine Processes I	1	4	3	Spring only	None
MNT 110	Intro to Maint Procedures	1	3	2	Spring only	None
		4	**7**	**7**		
	Total Credit Hours			**16**		

This certificate is offered to high school students through the Career and College Promise program (C50240X).

MAINTENANCE TECHNICIAN

Fast Track Workforce Career Certificate

The Maintenance Technician Certificate is designed for general maintenance technicians that are responsible for keeping a variety of machines, appliances, and mechanical systems operating safely and efficiently. In addition to performing routine maintenance, general maintenance technicians usually must be prepared to inspect, troubleshoot, and replace the machines and systems that they work on. Upon completion, students should be able to

- Demonstrate proficiency with a wide range of repair equipment, including power tools;
- Apply safe working practices as defined by OSHA for clothing, eye protection, hand tools, power equipment, ventilation handling, storage, and appropriate handling of hazmat;
- Create and maintain documentation on repairs and preventative maintenance procedures;
- Assist in troubleshooting complicated mechanical systems and monitoring operations.

After employers need assessments with our local business and industry, certain skills were deemed essential for all applicants entering the local workforce. Core skills include Health and Safety (OSHA 10), Continuous Improvement (Lean Six Sigma), Human Resources Development (HRD), and Basic Computer Skills. Completion of these skills provides potential employee candidates a strong background in workplace culture that consists of a safe working environment, an understanding of efficient processes and practices, recognizing how to become a better team player, and understanding different leadership styles within an organization.

Students will earn the following industry-recognized credentials: OSHA 10, DiSC, Lean Six Sigma (Yellow Belt), Employability Skills and Career Readiness.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions with entry-level maintenance field.

Maintenance Technician Fast Track Workforce Certificate

Course	Number	Name	No. of Hours	Cost
MNT	3065B	Maintenance Technician	96+ hours	Grant Funded

*This Fast Track Workforce Certificate may be earned in eight weeks.

Cost Information:

- Tuition and related supply costs are grant-funded and provided to the student at no cost.
- Funding for transportation, childcare, and other costs to attend training may be available.
- Virginia residents pay the same tuition rate as in-state students.

To qualify for tuition and supply funding, complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions, contact:

Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

Internship and Employment Information:

The program includes 20+ hours of on the job training. Upon successfully completing the workforce certificate and employer entry requirements, students will be placed with employers for immediate employment.

Contact

Susan Ratcliff
Email: ratcliffs@surry.edu
Phone: (336) 386-3309

CERTIFIED PRODUCTION TECHNICIAN – WORKFORCE CAREER CERTIFICATE

Workforce Career Certificate

The Certified Production Technician program provides a nationally portable, industry-led program that prepares and certifies individuals for career pathways in advanced manufacturing. This training program delivers the 21st Century, in-demand skills that today's employers need for over 6 million frontline production jobs. CPT is comprised of four individual credentials: Safety & Employability, Manufacturing Process & Production, Quality Practices & Measurement, and Maintenance Awareness. Achievement for all four credentials yields the full Certified Production Technician credential. The Certified Production Technician will articulate to college curriculum credit and is available to high school juniors and seniors through the College and Career Promise program.
https://surry.edu/cpt

Employment Opportunities

Upon completion of this course, individuals should be able to apply for entry-level positions with industrial and manufacturing companies.

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Industrial Manufacturing Workforce Certificate

*MNT	3111C	CERTIFIED PRODUCTION TECHNICIAN	176 Hours	$183	Spring

Virginia residents pay the same tuition rate as in-state students.
Cost does not include associated books, tools, and supplies

*College Curriculum credit can be awarded for MEC-111 Machine Processes, MNT-110 intro to Maintenance Procedures and ISC-122 Industrial Safety for completion of this certificate.

Certification Testing: MSSC – Certified Production Technician

Additional testing information:
https://www.msscusa.org/certification/production-certification-cpt/



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

INDUSTRIAL – WORKFORCE TRAINING COURSES

Course Description

Looking to increase your skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters. Complete details and latest information can be found at https://surry.edu/areas-of-study/workforce-training/industrial-careers.

Instructional Format

Seated

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Industrial Workforce Training Courses

ISC	3036	Industrial Safety*	32 Hours	$127	Spring, Summer
MNT	3103	Fork Lift Operator	8 Hours	$79	Spring, Summer, Fall
MNT	3111	Manufacturing Production Tech*	192 Hours	$183	Spring, Fall
MNT	3111A	MSSC: Quality Practice & Measurement	48 Hours	$127	Spring, Fall
MNT	3111B	MSSC: Processes & Production	48 Hours	$127	Spring, Fall
MEC	3010E	Intro to CAD	48 Hours	$127	Spring

Cost does not include associated textbooks or supplies.
Virginia residents pay the same tuition rate as in-state students.

These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

INFORMATION TECHNOLOGY

Curriculum Description

The Information Technology (IT) Curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Program Learning Outcomes

Computer Information Technology students will:

- Locate, analyze, and evaluate data to solve problems.
- Demonstrate effective oral and written communication skills.
- Demonstrate the ability to utilize operating systems, hardware, and software to plan, design and/or create various application tasks as needed to input, process, and manipulate data into information.
- Apply programming techniques and systems analysis that demonstrate an ability to think logically and critically.
- Work collaboratively as a part of a team to complete a CIT project.

Employment Opportunities

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.

Contact

Kim White
Lead Instructor for Computer Information Technology
whitek@surry.edu
336.386.3335

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

INFORMATION TECHNOLOGY
DEGREE
A25590

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
CTI 110	Web, Pgm, & DB Found.	2	2	3	Fall, Spring	None
CTI 120	Network & Security Found.	2	2	3	Fall, Spring	None
CTS 135	Integrated Software Intro	2	4	4	Fall only	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
SEC 110	Security Concepts	2	2	3	Fall, Spring	None
		12	**10**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CTS 115	Info Sys Business Concepts	3	0	3	Fall, Spring	None
CTS 155	Tech Support Functions	2	2	3	Fall, Spring	None
ENG 114	Prof Research & Report	3	0	3	All	ENG-111 (min grade of C)
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002/MAT-043 (co-req required w/o credit for MAT-003 grade of P2)
NOS 110	Operating Sys Concepts	2	3	3	Spring only	None
WEB 210	Web Design	2	2	3	Fall, Spring	None
		14	**9**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CSC 153	C# Programming	2	3	3	Fall, Spring	None
CTS 120	Hardware/Software Support**W**	2	3	3	Fall only	ENG-111
DBA 110	Database Concepts **W**	2	3	3	Fall only	ENG-111
NET 125	Introduction to Networks	1	4	3	Fall only	None
NOS 120	Linux/Unix Single User	2	2	3	Fall only	NOS-110
WEB 151	Mobile App Develop	2	2	3	Fall, Spring	None
		11	**17**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CSC 151	Java Programming	2	3	3	Fall, Spring	None
NET 126	Routing Basics	1	4	3	Spring only	NET-125
SEC 175	Perimeter Defense	1	4	3	Spring only	None
Social Science	Elective*	3	0	3	All	See page 196 for options
Humanities/Fine Arts	Elective*	3	0	3	All	
	Program Elective** (or WBL)	2	2	3		
		12	**13**	**18**		
	Total Credit Hours			**71**		

W - *Writing Intensive Course (ENG-111 pre-req.)*

WBL options: WBL 111, 112, 113, 121, 122, or 131

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

***Program Elective List**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CSC 134	C++ Programming	2	3	3	Fall, Spring	None
CSC 253	Adv. C# Programming	2	3	3	Fall, Spring	CSC-153
PMT 110	Intro to Project Management	3	0	3	Fall, Spring	None

INFORMATION TECHNOLOGY
CERTIFICATE
C25590A

Offered Fall and Spring Semesters

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CTI 110	Web, Pgm, & DB Found.	2	2	3	Fall, Spring	None
CTI 120	Network & Security Found.	2	2	3	Fall, Spring	None
CTS 115	Info Sys Business Concepts	3	0	3	Fall, Spring	None
CTS 155	Tech Support Functions	2	2	3	Fall, Spring	None
SEC 110	Security Concepts	2	2	3	Fall, Spring	None
WEB 210	Web Design	2	2	3	Fall, Spring	None
		13	**10**	**18**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C25590AX).

NETWORK MANAGEMENT
CERTIFICATE
C25590B

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CTI 120	Network & Security Found.	2	2	3	Fall, Spring	None
NET 125	Introduction to Networks	1	4	3	Fall only	None
SEC 110	Security Concepts	2	2	3	Fall, Spring	None
		5	**8**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
NET 126	Routing Basics	1	4	3	Spring only	NET-125
NOS 110	Operating Sys Concepts	2	3	3	Spring only	None
SEC 175	Perimeter Defense	1	4	3	Spring only	None
		4	**11**	**9**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C25590BX).

COMPUTER PROGRAMMING AND DEVELOPMENT
CERTIFICATE
C25590C

Offered Fall and Spring Semesters

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CSC 134	C++ Programming	2	3	3	Fall, Spring	None
CSC 151	Java Programming	2	3	3	Fall, Spring	None
CSC 153	C# Programming	2	3	3	Fall, Spring	None
CSC 253	Advanced C# Programming	2	3	3	Fall, Spring	Co-req CSC-153
CTI 110	Web, Pgm, & DB Found.	2	2	3	Fall, Spring	None
WEB 151	Mobile App Dev I	2	2	3	Fall, Spring	None
		12	**16**	**18**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C25590CX).

INFORMATION TECHNOLOGY – WORKFORCE CAREER CERTIFICATE

Course Description

This one-semester Information Technology certificate is designed to introduce students to the business world of information technology. Concepts include operating systems, web design, and introductory programming, networking and information security. Classes are part of the IT Certificate but offered individually as well. This entire certificate is offered online and may be started in Fall or Spring. Additional information: https://surry.edu/areas-of-study/workforce-training/computer-technologies

Instructional Format

Online

Contact

Kim White
Email:whitek@surry.edu
Phone: (336) 386-3335

Information Technology Workforce Certificate

WEB	3000D	Web, Programming & Database Concept*	64 Hours	$183	Spring, Fall
CCT	3110B	Security Concepts*	64 Hours	$183	Spring, Fall
NET	3100B	Network & Security Foundations*	64 Hours	$183	Spring, Fall
MLS	3810H	Info System Business Concepts*	48 Hours	$127	Spring, Fall
CET	3100A	Tech Support Functions*	64 Hours	$183	Spring, Fall
WEB	3000B	Web Design	64 Hours	$183	Spring, Fall

Cost may not include associated textbooks and supplies.
Virginia residents pay the same tuition rate as in-state students.

**These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.*



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

INFORMATION TECHNOLOGY – WORKFORCE TRAINING COURSES

CCT	3110A	Cyber Security Fundamentals	24 Hours	$71	Spring, Summer, Fall
WEB	3000C	Intro to WordPress	24 Hours	$71	Spring, Summer, Fall

Virginia residents pay the same tuition rate as in-state students.

COMPUTER PROGRAMMING TECHNOLOGY – WORKFORCE CAREER CERTIFICATE

Course Description

This one-semester Information Technology certificate is designed to introduce students to the business world of information technology. Concepts include operating systems, web design, and introductory programming, networking and information security. Classes are part of the IT Certificate but offered individually as well. This entire certificate is offered online and may be started in Fall or Spring. Additional information: https://surry.edu/areas-of-study/workforce-training/computer-technologies.

Instructional Format

Online

Contact

Kim White
Email:whitek@surry.edu
Phone: (336) 386-3335

Computer Programming Technology Workforce Certificate

WEB	3000D	Web, Programming & Database Concept*	64 Hours	$183	Spring, Fall
WEB	3000E	Mobile App Dev I *	64 Hours	$183	Spring, Fall
CSC	3110E	C# Programming	80 Hours	$183	Spring, Fall
CSC	3110F	Java Programming*	80 Hours	$183	Spring, Fall
CSC	3100B	C++ Programming	80 Hours	$183	Spring, Fall
CSC	3100G	Advanced C# Programming	80 Hours	$183	Spring, Fall

Cost may not include associated textbooks and supplies.
Virginia residents pay the same tuition rate as in-state students.

**These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.*



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

LEADERSHIP DEVELOPMENT – WORKFORCE TRAINING COURSES

Leadership Surry County or Leadership Yadkin County

Course Description

Leadership Surry County and Leadership Yadkin County are programs designed to develop the leadership potential of Surry or Yadkin County. Individuals with diverse backgrounds, who have shown potential to become quality leaders, are brought together in a rich learning environment. The topics covered during the program are geared to provide the participants with relevant information about Surry or Yadkin County to promote an increased awareness of the county. Graduates will be able to apply this information to their work environments, service agencies, and other areas of interest for the betterment of the County.

Program Learning Outcomes

Course content will include activities dealing with personality profiles, discussions of selected readings of leadership styles and theories, and presentations from representatives of local agencies, businesses, and industries. An in-depth review of the history, geography, and culture of Surry or Yadkin County is included in the course.

Instructional Format

Lecture, demonstrations, field trips and practical applications will be the instructional methods used.

Contact

Dr. Douglas Underwood
underwoodd@surry.edu
336-386-3584

Leadership Surry and Leadership Yadkin Training Courses

MLS	3808D	Leadership Yadkin County	$275	50 Hours	Fall	Limited number of students Application required
MLS	3808C	Leadership Surry County	$275	50 Hours	Fall	Limited number of students Application required

MANAGEMENT INFORMATION SYSTEMS

Curriculum Description

The Management Information Systems curriculum prepares students for a wide variety of careers in business and technology. Students will be provided with a fundamental knowledge of business processes in order to recommend technological solutions to enhance business operations.

Course work includes technical concepts such as programming, networking, security, databases, and web design. Students will be introduced to business processes and functions through the completion of course work in business, accounting, economics, management, and marketing. Students will develop the skills necessary to support an organization in selecting and implementing technology to carry out business functions.

Program Learning Outcomes

Management Information Systems students will:

- Develop technical skills with competency in spreadsheets, database, networking, and web design.
- Demonstrate competency in written and oral communication skills.
- Demonstrate skills necessary to manage and maintain information.
- Demonstrate the ability to comprehend a business problem, analyze it using appropriate tools, and recommend an appropriate business solution.
- Demonstrate professional skills, behaviors, and conduct commensurate with industry expectations.

Employment Opportunities

Graduates are prepared for employment in entry-level positions in government agencies, educational systems, financial institutions, and large to small business or industry.

Contact

Dr. Dawn Hawks
Lead Instructor for Accounting, Business Administration, and MIS
worleyc@surry.edu
336.386.3363

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

MANAGEMENT INFORMATION SYSTEMS
DEGREE
A25120A

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
ACC 120	Prin. of Financial Acct I	3	2	4	All	None
BUS 110	Introduction to Business	3	0	3	Fall, Spring	None
CTI 110	Web, Pgm, & DB Foundation	2	2	3	Fall, Spring	None
ECO 151	Survey of Economics (or ECO 251)	3	0	3	Fall only	ENG-002 or ENG-110 or ENG-101 *with a minimum grade of C*
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
		15	**4**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 121	Prin. of Managerial Acct	3	2	4	Fall, Spring	ACC-120
BUS 121	Business Math	2	2	3	Spring only	MAT-003
CIS 110	Intro to Computers	2	2	3	All	None
ENG 114	Prof. Research & Report	3	0	3	All	ENG-111 (min grade of C)
Humanities/Fine Arts	Elective*	3	0	3	All	See the choices below
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002/ MAT-043 (co-req required w/o credit for MAT-003 grade of P2)
		15	**8**	**19**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 115	Business Law I	3	0	3	Fall only	None
BUS 137	Prin. of Management	3	0	3	Fall only	None
CTI 120	Network & Sec Foundation	2	2	3	Fall, Spring	None
CTS 130	Spreadsheets	2	2	3	Fall only	None
DBA 110	Database Concepts **W**	2	3	3	Fall only	ENG-111
MKT 120	Principles of Marketing	3	0	3	Fall only	None
		15	**7**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 151	People Skills	3	0	3	Spring only	None
BUS 225	Business Finance **W**	2	2	3	Spring only	ACC-120 and ENG-111
BUS 260	Bus Communications **W**	3	0	3	Spring only	ENG-110 or ENG-111
WEB 210	Web Design	2	2	3	Fall, Spring	None
Social Science	Elective*	3	0	3	All	*See the choices below*
		13	**4**	**15**		
	Total Credit Hours			**69**		

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

***Humanities/Fine Arts Elective – Select one course from the following:**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
HUM 115	Critical Thinking	3	0	3	Fall, Spring	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Introduction to Ethics	3	0	3	All	ENG-111
REL 110	World Religions	3	0	3	Fall, Spring	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)

****Social Science Elective - Select one course from the following:**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
POL 120	American Government	3	0	3	Fall, Spring	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
SOC 210	Intro to Sociology	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)

MECHATRONICS ENGINEERING TECHNOLOGY

Curriculum Description

The Mechatronics curriculum prepares the students to use basic engineering principles and technical skills in developing and testing automated, servo-mechanical, robotic, and other electromechanical systems used in advanced manufacturing. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

These curriculums are designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology.

Program Learning Outcomes

Mechatronics Engineering Technology students will:

- Demonstrate proficiency in Mechatronics systems;
- Perform preventive maintenance on various industrial systems involving electronics, PLCs, robotics, sensors, actuators, fluid mechanics, instrumentation, and controls;
- Write programs for control devices used in Mechatronics systems;
- Demonstrate techniques used in troubleshooting problems in mechatronics systems;
- Effectively describe the function of components used in closed loop systems;
- Identify opportunities to apply lean manufacturing and predictive maintenance techniques to Mechatronics systems;
- Perform all work safely per established industry standards.

Employment Opportunities

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

Contact

Jordan Crowson
Lead Instructor for Mechatronics Engineering Technology
crowsonj@surry.edu
336.386.3590

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

MECHATRONICS ENGINEERING TECHNOLOGY
DEGREE
A40350

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 125	Diagrams and Schematics	1	2	2	Fall, Spring	None
Humanities/Fine Arts	**Elective***	3	0	3	All	
HYD 110	Hydraulic Pneumatics I	2	3	3	Fall only	None
MAT 121	Algebra & Trigonometry I	2	2	3	Fall, Spring	MAT-003 grade of P2/MAT-021 (co-req required w/o credit for MAT-003 grade of P3)
		12	**13**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ATR 112	Intro to Automation	2	3	3	Spring only	None
CIS 110	Intro to Computers	2	2	3	All	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
OR	ENG 110 Freshman Comp	(3	0	3)	All	ENG-002
MEC 111	Machine Processes I	1	4	3	Spring only	None
MNT 110	Intro to Maint Procedures	1	3	2	Spring only	None
PHY 131	Physics – Mechanics	3	2	4	Spring only	MAT-121 or MAT-171
		12	**14**	**18**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 115	Industrial Wiring (or WBL)	2	6	4	Summer only	None
ELC 117	Motors and Controls	2	6	4	Spring, Summer	ELC-112 or ELC-131
ISC 112	Industrial Safety	2	0	2	All	None
		6	**12**	**10**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
DFT 151	CAD I	2	3	3	Fall, Spring	None
ELC 128	Introduction to PLC**W**	2	3	3	Fall only	ENG-110 or ENG-111 and one of the following: ELC-112 or ELC-131 or ELC-125
ENG 114	Prof Research/Reporting	3	0	3	All	All
OR	ENG 115 Oral Communication	(3	0	3)	All	None
MAC 121	Intro to CNC	2	0	2	Fall only	None
OR	WLD 112 Basic Welding	(1	3	2)	Fall only	None
Social/Behavioral Science	**Elective****	3	0	3	All	See page 196 for options
		11/12	**6/9**	**12/14**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ATR 212	Industrial Robots	2	3	3	Spring only	None
ELC 213	Instrumentation	3	2	4	Spring only	None
ELC 228	PLC Applications	2	6	4	Spring only	ELC-128
MEC 130	Mechanisms **W**	2	2	3	Spring only	ENG-110 or ENG-111
PCI 162	Instrumentation Controls					
	(or WBL)	2	3	3	Spring only	None
		11	**16**	**17**		
	Total Credit Hours			**76**		

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*
WBL options for PCI 162: WBL 111, 112, 113, 121, 122, 123, 124, 131, 132, 133, 211, 212, 213, 221, or 231
WBL options for ELC 115: WBL 111, 112, 113, 121, 122, 123, 124, 131, 132, 133, 211, 212, 213, 221, or 231

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

***Humanities Elective – Select one course from the following:**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
HUM 110	Technology & Society	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Introduction to Ethics	3	0	3	All	ENG-111

****Social/Behavioral Science Elective - Select one course from the following:**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ECO 151	Survey of Economics	3	0	3	Fall only	ENG-002 or ENG-110 or ENG-101 *with a minimum grade of C*
ECO 251	Prin. of Microeconomics	3	0	3	Fall, Spring	ENG-002 or ENG-101 *with a minimum grade of C*
GEO 111	World Reg. Geog.	3	0	3	Fall, Spring	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PSY 150	General Psychology	3	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
SOC 210	Intro to Sociology	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)

MECHATRONICS ENGINEERING TECHNOLOGY
DIPLOMA
D40350

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CIS 110	Intro to Computers	2	2	3	All	None
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 125	Diagrams and Schematics	1	2	2	Fall, Spring	None
HYD 110	Hydraulic Pneumatics I	2	3	3	Fall only	None
MAT 121	Algebra & Trigonometry I	2	2	3	Fall, Spring	MAT-003 grade of P2/MAT-021 (co-req required w/o credit for MAT-003 grade of P3)
		10	**15**	**16**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ATR 112	Intro to Automation	2	3	3	Spring only	None
ELC 213	Instrumentation	3	2	4	Spring only	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
OR	ENG 110 Freshman Comp	(3	0	3)	All	ENG-002
MEC 111	Machine Process I	1	4	3	Spring only	None
MNT 110	Intro to Maint Procedures	1	3	2	Spring only	None
PHY 131	Physics – Mechanics	3	2	4	Spring only	MAT-121 or MAT-171
		13	**14**	**19**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 115	Industrial Wiring (or WBL)	2	6	4	Summer only	None
ELC 117	Motors & Controls	2	6	4	Spring, Summer	ELC-112 or ELC-131
ISC 112	Industrial Safety	2	0	2	All	None
		6	**12**	**10**		
	Total Credit Hours			**45**		

WBL options for ELC 115: WBL 111, 112, 113, 114, 121, 122, 123, or 131

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

MECHATRONICS ENGINEERING TECHNOLOGY
CERTIFICATE
C40350

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 125	Diagrams and Schematics	1	2	2	Fall, Spring	None
HYD 110	Hydraulic Pneumatics I	2	3	3	Fall only	None
		6	**11**	**10**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ATR 112	Intro to Automation	2	3	3	Spring only	None
ISC 112	Industrial Safety	2	0	2	All	None
MEC 111	Machine Process I	1	4	3	Spring only	None
		5	**7**	**8**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C40350X).

MECHATRONICS ENGINEERING TECHNOLOGY
INDUSTRIAL CERTIFICATE
C40350A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
DFT 151	CAD I	2	3	3	Fall, Spring	None
ELC 112	DC/AC Electricity	3	6	5	Fall only	None
ELC 125	Diagrams and Schematics	1	2	2	Fall, Spring	None
HYD 110	Hydraulic Pneumatics I	2	3	3	Fall only	None
ISC 112	Industrial Safety	2	0	2	All	None
WLD 112	Basic Welding	1	3	2	Spring only	None
		11	**17**	**17**		
	Total Credit Hours			**17**		

MECHATRONICS –WORKFORCE TRAINING COURSE

Course Description

This one-semester mechatronics certificate is designed to give students a basic understanding of Mechatronics and preparation for entry level jobs in the industry. The Mechatronics certificate prepares the students to use basic engineering principles and technical skills in developing and testing automated, servo-mechanical, robotic, and other electromechanical systems used in advanced manufacturing. Additional information: https://surry.edu/areas-of-study/programs/mechatronics-engineering-technology.

INSTRUCTIONAL FORMAT

Face-to-face and online

Contact

Susan Ratcliff
Email: ratcliffs@surry.edu
Phone: (336) 386-3309

Mechantronics Technology Workforce Certificate

ELC	3014G	DC/AC Electronics*	144 Hours	$183	Spring, Fall
ELC	3014H	Diagrams & Schematics*	64 Hours	$183	Spring, Fall
HYD	3607A	Hydraulics Pneumatics I*	80 Hours	$183	Spring, Fall
WLD	3106A	Basic Welding*	64 Hours	$183	Spring, Fall
MEC	3010E	Intro to CAD-CAM	48 Hours	$127	Spring, Fall
ISC	3036	Industrial Safety	32 Hours	$127	Spring, Fall

Cost may not include associated textbooks and supplies.
Virginia residents pay the same tuition rate as in-state students

These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

MECHATRONICS –WORKFORCE TRAINING COURSES

Course Description

Looking to increase your skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters. Complete details and latest information can be found at https://surry.edu/areas-of-study/programs/mechatronics-engineering-technology.

Instructional Format

Face-to-face class meetings

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Mechantronics Workforce Courses

ATR	3115A	Intro to Automation	80 Hours	$183	Spring
ATR	3115B	Mechatronics Machine, Automation and Safety	192 Hours	$183	Spring
MEC	3010F	Machine Processes	80 Hours	$183	Spring
ISC	3036	Industrial Safety*	32 Hours	$127	Spring, Fall

Cost may not include associated textbooks and supplies.
Virginia residents pay the same tuition rate as in-state students.

These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.*



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

MEDICAL ASSISTING

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, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Program Learning Outcomes

Medical Assisting students will:

- Be prepared as competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Communicate effectively in both written and oral communication formats using appropriate medical terminology.
- Effectively apply diagnostic and clerical procedures such as vitals, lab testing, basic anatomy and physiology, and triage in a medical environment.
- Apply safe and professional procedures with Asepsis control in a medical environment.
- Exhibit an understanding of ethical, legal, and professional rules of conduct required by CAAHEP.

Employment Opportunities

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.

A goal of the Medical Assisting A.A.S. program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Medical Assisting A.A.S. program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19N, Suite 158
Clearwater, FL 33763
727.210.2350

Contact

Carol Roberts
Director of Medical Assisting
robertscd@surry.edu
336.386.3390

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

The medical assisting curriculum is designed to follow a continuous flow of learning, with skills building upon each course in progression. All courses required in the medical assisting program must be taken in the sequence outlined in the curriculum. Student may not take medical assisting courses out of sequence, and must comply with all departmental policies. General education courses may be taken prior to enrollment in the medical assisting program.

A medical assisting student prohibited from participating in a clinical agency will be dismissed from the medical assisting program due to their inability to progress.

Note: This is a selective admission program. Please see the Enrollment Information section for admission requirements.

MEDICAL ASSISTING
DEGREE
A45400

1st Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	0	1	All	None
BIO 163	Basic Anatomy & Phys	4	2	0	5	Fall, Spring	ENG-002 and MAT-003
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
MED 110	Orient to Med Assist (1st 8 wks)	1	0	0	1	Fall only	None
MED 121	Medical Terminology I (1st 8 wks)	3	0	0	3	Fall, Spring	None
MED 122	Medical Terminology II (2nd 8 wks)	3	0	0	3	Fall, Spring	MED-121
MED 130	Admin Office Procedures I (2nd 8 wks)	1	2	0	2	Fall Only	None
MED 140	Exam Room Procedures (2nd 8 wks)	3	4	0	5	Fall	BIO-163 (co-req)
		19	**8**	**0**	**23**		

1st Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
MED 118	Medical Law and Ethics (1st 8 wks)	2	0	0	2	Spring only	None
MED 131	Adm. Office Proced II (1st 8 wks)	1	2	0	2	Spring only	MED-130
MED 150	Lab Procedures I (1st 8 wks)	3	4	0	5	Spring only	MED-122 and MED-140
MED 260	MED Clinical Practicum (2nd 8 wks)	0	0	15	5	Spring only	MED-122 MED-264 (co-req.)
MED 264	Medical Assisting Overview**W** (2nd 8wks)	2	0	0	2	Spring only	ENG-111 MED-260 (co-req.)
PSY 150	General Psych	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		11	**6**	**15**	**19**		

2nd Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
MAT 110	Math Measurement & Literacy**NT**	2	2	0	3	All	MAT-003/ MAT-010 (co-req required w/o credit for MAT-003)
OR	MAT 143 Quantitative Literacy	2	2	0	3	All	MAT-003 and ENG-002 /MAT-043 (co-req required w/o credit for MAT-003, grade of P2)
MED 230	Admin Office Proced III	1	2	0	2	Fall	MED-131
MED 232	Med Insurance Coding	1	3	0	2	Fall	MED-121 and BIO-163
MED 240	Exam Room Proced II**W**	3	4	0	5	Fall only	ENG-111 and MED-140
MED 276	Patient Education	1	2	0	2	Fall	None
		8	**13**	**0**	**14**		

2nd Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 114	Prof Research/Reporting	3	0	0	3	All	ENG-111 (min grade of C)
Humanities/Fine Arts	Elective*	3	0	0	3	All	See page 196 for options
MED 270	Symptomology	2	2	0	3	Spring	None/ MED-272 (co-req.)
MED 272	Drug Therapy	3	0	0	3	Spring	MAT-110/MED-270 (co-req.)
		11	**2**	**0**	**12**		
	Total Credit Hours				**68**		

In the first semester, MED-121, MED-131, MED-150 will be offered in the first 8 weeks. MED-260 and MED-264 will be offered in the last 8 weeks.

NT – Non-Transferrable

W – *Writing Intensive Course (ENG-111 pre-req.)*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

MEDICAL ASSISTING
DIPLOMA
D45400

Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 163	Basic Anatomy & Phys	4	2	0	5	Fall, Spring	ENG-002 and MAT-003 grade of P2
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
MED 110	Orient to Med Assist (1st 8 wks)	1	0	0	1	Fall only	None
MED 121	Medical Terminology I (1st 8 wks)	3	0	0	3	Fall, Spring	None
MED 122	Medical Terminology II (2nd 8 wks)	3	0	0	3	Fall, Spring	MED-121
MED 130	Admin Office Proced. I	1	2	0	2	Fall	None
MED 140	Exam Room Proced.	3	4	0	5	Fall	BIO-163 (co-req)
		18	**8**	**0**	**22**		

Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
MED 118	Medical Law and Ethics (1st 8 wks)	2	0	0	2	Spring only	None
MED 131	Admin Office Proced II (1st 8 wks)	1	2	0	2	Spring only	MED-130
MED 150	Lab Procedures (1st 8 wks)	3	4	0	5	Spring only	MED-122 and MED-140
MED 260	MED Clinical Practicum (2nd 8 wks)	0	0	15	5	Spring only	MED-122 MED-264 (co-req)
MED 264	Med Assisting Overview[W] (2nd 8 wks)[W]	2	0	0	2	Spring only	ENG-111 MED-260 (co-req)
PSY 150	General Psych	3	0	0	3	All	None
		11	**6**	**15**	**19**		
	Total Credit Hours				**41**		

Courses will be offered over 8-weeks as noted above. With a 240-hour practicum, the students will do 30-40 hours per week at the clinical site. They are required to complete 160-240 hours. MED-264 will be offered online or hybrid in an evening session.

MEDICAL ASSISTING
CERTIFICATE
C45400

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BIO 163	Basic Anatomy & Phys	4	2	5	Fall, Spring	ENG-002 and MAT-003 grade of P2
MED 110	Orient to Med Assist	1	0	1	Fall only	None
MED 121	Medical Terminology I	3	0	3	Fall, Spring	None
		8	**2**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MED 118	Medical Law and Ethics	2	0	2	Spring only	None
MED 122	Medical Terminology II	3	0	3	Fall, Spring	MED-121
PSY 150	General Psych	3	0	3	All	None
		8	**0**	**8**		
	Total Credit Hours	**16**	**2**	**17**		

This certificate is offered to high school students through the Career and College Promise program (C45400X).

Students completing the Medical Assisting certificate will need to apply to the Medical Assisting diploma or degree programs to obtain the credential needed to sit for the AAMA examination. Please see the Enrollment Information section for admission requirements.

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

MEDICATION AIDE CERTIFICATION – WORKFORCE CAREER CERTIFICATE

Course Description

This one-month Medication Aide Technician Certification course is designed to meet the training requirements for becoming qualified as a Medication Aide. Upon completion, students should be able to take the competency exam and demonstrate the skills necessary to qualify for listing on the North Carolina Medication Aide Registry. Additional information: https://surry.edu/areas-of-study/workforce-training/allied-health.

Program Learning Outcomes

Medication Aide students will:

- Identify the role of a Medication Aide.
- Explain the expectations and limitations of the role of a Medication Aide.
- Demonstrate proficiency and safety in preparation of medications.
- Use the six rights to administer oral, topical, eye, ear, inhalant, vaginal and rectal medications.
- Demonstrate proficiency in ready medication labels.
- Demonstrate the use of Medication Administration Records (MAR's).
- Identify proper action to take when special circumstances occur in relation to medication administration.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions that utilize Medication Aides such as hospitals and skilled facilities.

Instructional Format

Hybrid. Some face-to-face class meetings as well as online instruction.

Contact

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Medication Aide Workforce Certificate

PHM	4100	Medication Aide	24 Hours	$71	Spring, Fall	High School or Equivalent required

Cost may not include associated textbooks and supplies.
Virginia residents pay the same tuition rate as in-state students**.**

Certification Testing:
North Carolina Board of Nursing

Additional testing information www.ncbon.org

Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

MEDICAL OFFICE ADMINISTRATION

Curriculum Description

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, and oral and written communication.

Program Learning Outcomes

Medical Office Administration will:

- Demonstrate competency with Word, Excel, PowerPoint, and other software programs.
- Demonstrate competency in written and oral communication skills.
- Demonstrate professional skills, behaviors, and conduct commensurate with industry expectations.
- Demonstrate speed and accuracy in creating letter, memos, tables, reports, and other documents required in a medical office setting.
- Demonstrate the ability to complete a variety of tasks in a medical office including front end/back end skills, insurance filing, and EHR/EMR systems.

Employment Opportunities

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

Online Program Information

Surry offers this program online. Further information can be found on Surry's website at Online Learning

Note: A background check and/or drug screening may be required for degree completion based upon Work-Based Learning placement.

Contact

Mitzi D. Poore
Lead Instructor for Medical Office Administration
poorem@surry.edu
336.386.3293

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

MEDICAL OFFICE ADMINISTRATION
DEGREE
A25310

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
ENG 110	Freshman Comp[NT]	3	0	3	All	ENG-002
OR	ENG 111 Writing/Inquiry	(3	0	3)	All	ENG-002/ENG-011 (co-req)
MAT 110	Math Measurement & Literacy[NT]	2	2	3	All	MAT-003/MAT-010 (co-req required w/o credit for MAT-003)
MED 121	Medical Terminology I	3	0	3	Fall only	None
OST 131	Keyboarding**	1	2	2	Fall, Spring	None
OST 164	Office Editing	3	0	3	Fall only	None
		13	**4**	**15**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 115	Oral Communication	3	0	3	All	None
OR	ENG 114 Prof Research/Reporting	(3	0	3)	All	ENG-111 (min grade of C)
MED 122	Medical Terminology II	3	0	3	Spring only	MED-121
OST 134	Text Entry & Formatting	2	2	3	Spring only	OST-131
OST 137	Office Applications I	2	2	3	Spring only	None
Humanities/Fine Arts	Elective*	3	0	3	All	See the choices below
Social/Behavioral Science	Elective	3	0	3	All	See the choices below
		16	**4**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
OST 136	Word Processing	2	2	3	Fall only	OST-134
OST 148	Med Ins & Billing	3	0	3	Fall only	None
OST 149	Medical Legal Issues	3	0	3	Fall only	None
OST 181	Office Procedures	2	2	3	Fall only	OST-134 and OST-137, OST-136 (co-req.)
OST 184	Records Management	2	2	3	Fall only	None
OST 286	Professional Develop [W]	3	0	3	Fall only	ENG-110 or ENG-111
		15	**6**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 260	Business Comm. [W]	3	0	3	Spring	ENG-110 or ENG-111
OST 243	Med Office Simulation	2	2	3	Spring only	OST-148 and OST-134
OST 247	Procedure Coding	2	2	3	Spring only	MED-121
OST 248	Diagnostic Coding	2	2	3	Spring only	MED-121
OST 289	Office Admin Capstone	2	2	3	Spring only	OST-164 and *OST-181* and either OST-134 or OST-136
WBL 111	Work-Based Learning	0	10	1	All	None
		11	**18**	**16**		
	Total Credit Hours			**67**		

NT – Non-Transferrable

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*

****OST 131** *is a prerequisite to several classes in the Medical Office Administration program. It is critical that OST-131 be completed during the first semester of the program.*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

***Humanities/Fine Arts Elective – Select one course from the following: ART 111, HUM 110, or MUS 110**
***Social Science Elective – Select one course from the following: PSY 118, PSY 150, or SOC 210**

MEDICAL OFFICE ADMINISTRATION
DIPLOMA
D25310

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 110	Freshman Comp[NT]	3	0	3	All	ENG-002
OR	ENG 111 Writing/Inquiry	(3	0	3)	All	ENG-002/ENG-011 (co-req)
OST 131	Keyboarding**	1	2	2	Fall, Spring	None
OST 164	Office Editing	3	0	3	Fall only	None
OST 184	Records Management	2	2	3	Fall only	None
MED 121	Medical Terminology I	3	0	3	Fall only	None
		12	**4**	**14**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
OST 134	Text Entry & Formatting	2	2	3	Spring only	OST-131
OST 137	Office Applications I	2	2	3	Spring only	None
MAT 110	Math Measurement & Literacy[NT]	2	2	3	All	MAT-003/ MAT-010 (co-req required w/o credit for MAT-003)
MED 122	Medical Terminology II	3	0	3	Spring only	MED-121
		9	**6**	**12**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
OST 136	Word Processing	2	2	3	Fall only	OST-134
OST 148	Med Ins & Billing	3	0	3	Fall only	None
OST 149	Medical Legal Issues	3	0	3	Fall only	None
OST 181	Office Procedures	2	2	3	Fall only	OST-134 and OST-137, OST-136 (co-req.)
		10	**4**	**12**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
OST 243	Med Office Simulation	2	2	3	Fall only	OST-148 and OST-134
OST 289	Office Admin Capstone	2	2	3	Spring only	OST-164 and *OST-181* and either OST-134 or OST-136
		4	**4**	**6**		
	Total Credit Hours			**44**		

NT – Non-Transferrable

****OST 131** is a prerequisite to several classes in the Medical Office Administration program. It is critical that OST-131 be completed during the first semester of the program.

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

MEDICAL OFFICE ADMINISTRATION
CERTIFICATE
C25310

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
OST 131	Keyboarding**	1	2	2	Fall, Spring	None
OST 164	Office Editing	3	0	3	Fall only	None
OST 184	Records Management	2	2	3	Fall only	None
MED 121	Medical Terminology I	3	0	3	Fall only	None
		9	**4**	**11**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
OST 134	Text Entry & Formatting	2	2	3	Spring only	OST-131
MED 122	Medical Terminology II	3	0	3	Spring only	MED-121
		5	**2**	**6**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C25310X).

****OST 131** is a prerequisite to several classes in the Medical Office Administration program. It is critical that OST-131 be completed during the first semester of the program.

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

MEDICAL BILLING AND INSURANCE
CERTIFICATE
C25310A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
OST 131	Keyboarding**	1	2	2	Fall, Spring	None
OST 148	Med Ins & Billing	3	0	3	Fall only	None
MED 121	Medical Terminology I	3	0	3	Fall only	None
		7	**2**	**8**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MED 122	Medical Terminology II	3	0	3	Spring only	MED-121
OST 247	Procedure Coding	2	2	3	Spring only	MED-121
OST 248	Diagnostic Coding	2	2	3	Spring only	MED-121
		7	**4**	**9**		
	Total Credit Hours			**17**		

****OST 131** is a prerequisite to several classes in the Medical Office Administration program. It is critical that OST-131 be completed during the first semester of the program.

MEDICAL BILLING and CODING – WORKFORCE CAREER CERTIFICATE

Course Description

This four-month Medical Billing and Coding Certificate course prepares students for entry-level healthcare billing and coding positions. Additional information: https://surry.edu/areas-of-study/workforce-training/allied-health.

Program Learning Outcomes

Medical Billing and Coding students will:

- Be proficient using medical terminology and vocabulary unique to the medical profession.
- Understand various classification methods for coding patient information needed for insurance reimbursement and patient medical history.
- Be able to identify and examine the five major health insurance carriers.
- Be able to complete claim forms for each of the major health insurance carriers.
- Be able to code medical services and diagnoses using ICD, CPT, HCPCS coding books with correct definition, spelling, and pronunciation of body systems.
-

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions in hospital billing departments, physician practices, and insurance companies.

Instructional Format

Hybrid. Some face-to-face class meetings as well as online instruction.

Contact

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Medical Billing and Coding Workforce Certificate

MED	3030	Medical Billing and Coding	180 Hours	$183	Spring, Fall	High School or Equivalent required

Cost may not include associated textbooks or supplies.
Virginia residents pay the same tuition rate as in-state students.

Certification Testing:
American Health Information Management Association (AHIMA) or American Academy of Professional Coders (AAPC)

Additional testing information:
www.ahima.org or www.aapc.com

Students should contact Debbie Cave concerning details on articulation.



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

MEDICAL TERMINOLOGY – WORKFORCE TRAINING COURSE

Course Description

The 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, their combining forms, and body organization. Additional information: https://surry.edu/areas-of-study/workforce-training/allied-health.

Instructional Format

Face-to-face class

Contact

Debbie Cave
Email:caved@surry.edu
Phone: (336) 386-3372

Medical Terminology Workforce Course

NUR	3235	Medical Terminology	96 Hours	$183	Spring, Fall

Cost may not include associated textbooks and supplies.
Virginia residents pay the same tuition rate as in-state students**.**



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

NOTARY PUBLIC EDUCATION –WORKFORCE TRAINING COURSES

Course Description

This course is designed to provide instruction to individuals who want to become commissioned as a Notary Public. Topics include legal, ethical and procedural requirements of the Notary Act. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office.

Program Learning Outcomes

Notary Public students will:

- Demonstrate knowledge of the of the Notary Public Act.
- Identify the requirements of a North Carolina Notary Public commission.
- Discuss the legal and ethical principles of a North Carolina Notary Public commission.
- Demonstrate proficiency of the NC Notary Public Examination.

Instructional Format

Face-to-face & online class meetings to include lecture, demonstrations, and practical applications.

Contact

Dr. Douglas Underwood
Phone: (336) 386-3584
Email: underwoodd@surry.edu

Notary Public & eNotary Education

MLS	3874	Notary Public Education	8 hours	$ 71	Spring, Summer, Fall
LEX	3875	eNotary Public Education*	4 Hours	$71	Spring, Summer, Fall

*Must be fully commissioned NC Notary Public to take eNotary course.

Cost may not include associated textbook or supplies.
Virginia residents pay the same tuition as in-state students.

Certification Testing:
NC Department of the Secretary of State

Additional information:
https://www.sosnc.gov/divisions/notary/become_a_notary
https://surry.edu/areas-of-study/programs/notary-public
https://www.sosnc.gov/divisions/notary/e_notary
https://surry.edu/areas-of-study/programs/notary-public



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

NURSING: ASSOCIATE DEGREE NURSING – (ADN)

Curriculum Description

The Associate Degree Nursing curriculum provides students with opportunities to develop knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to assist individuals in making informed decisions that impact their 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.

Program Learning Outcomes

Graduates of the SCC ADN Program will:

- Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
- Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
- Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
- Implement caring interventions incorporating documented best practices for individuals in diverse settings.
- Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles.
- Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
- Manage healthcare for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

Employment Opportunities

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.

Contact

Dr. Yvonne Johnson
Associate Dean for Health Sciences
johnsony@surry.edu
336.386.3368

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

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 will be dismissed from the nursing program due to their inability to progress.

ASSOCIATE DEGREE NURSING
A45110

1st Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 122	College Transfer Success	0	2	0	1	All	None
BIO 168	Anatomy & Physiology I	3	3	0	4	All	Take course from all four groups: A) ENG-002 B) MAT-003 C) High school biology or BIO-111 D) high school chemistry or CHM-131 and CHM-131A
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
NUR 111	Intro. to Health Concepts	4	6	6	8	Fall only	Admission to the ADN Program
NUR 117	Pharmacology	1	3	0	2	All	Admission to an SCC Nursing Program
		11	**14**	**6**	**18**		

1st Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 169	Anatomy & Physiology II	3	3	0	4	All	BIO-168 (min grade of C)
NUR 112	Health-Illness Concepts	3	0	6	5	Spring only	NUR-111
NUR 113	Family Health Concepts	3	0	6	5	Spring only	NUR-111
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		12	**3**	**12**	**17**		

Summer Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 114	Prof Research & Report	3	0	0	3	All	ENG-111 (min grade of C)
NUR 114	Holistic Health Concepts	3	0	6	5	Summer only	NUR-111
PSY 241	Developmental Psych	3	0	0	3	All	PSY-150
		9	**0**	**6**	**11**		

2nd Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 211	Health Care Concepts	3	0	6	5	Fall only	NUR-111
NUR 212	Health Sys Concepts **W**	3	0	6	5	Fall only	NUR-111 and ENG-111
		6	**0**	**12**	**10**		

2nd Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
Humanities/Fine Arts	Elective*	3	0	0	3		See below
NUR 213	Complex Health Conc. **W**	4	3	15	10	Spring only	NUR-111, NUR-112, NUR-113, NUR-114, NUR-211, NUR-212, AND ENG-111
		7	**3**	**15**	**13**		
	Total Credit Hours				**69**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

***Humanities/Fine Arts Elective** *Select one course from the following:*

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 114	Art History Survey I	3	0	3	Fall only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 115	Art History Survey II	3	0	3	Spring only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
HUM 115	Critical Thinking	3	0	3	Spring only	ENG-002
MUS 110	Music Appreciation	3	0	3	All	None/ENG-101 *with a minimum grade of C* (co-req.)
MUS 112	Intro to Jazz	3	0	3	On Demand	None/ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Intro to Ethics	3	0	3	All	ENG-111

ASSOCIATE DEGREE NURSING
CAREER AND COLLEGE PROMISE CERTIFICATE
P1032C

Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 122	College Transfer Success	0	2	0	1	All	None
BIO 168	Anatomy & Physiology I	3	3	0	4	All	Take course from all four groups: A) ENG-002 B) MAT-003 C) High school biology or BIO-111 D) high school chemistry or CHM-131 and CHM-131A
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		9	**5**	**0**	**11**		

Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 114	Prof Research & Report	3	0	0	3	All	ENG-111 (min grade of C)
BIO 169	Anatomy & Physiology II	3	3	0	4	All	BIO-168 (min grade of C)
Humanities/Fine Arts	Elective*	3	0	0	3		See below
PSY 241	Developmental Psychology	3	0	0	3	All	PSY-150
		12	**3**	**0**	**13**		
	Total Credit Hours				**24**		

High school students in the CCP Associate Degree Nursing Pathway to the Associate in General Education Nursing (A1030N) program must complete the entire pathway before taking additional courses in the Associate in General Education Nursing (A1030N) program.

***Humanities/Fine Arts Elective** *Select one course from the following:*

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 114	Art History Survey I	3	0	3	Fall only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 115	Art History Survey II	3	0	3	Spring only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
HUM 115	Critical Thinking	3	0	3	Spring only	ENG-002
MUS 110	Music Appreciation	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
MUS 112	Intro to Jazz	3	0	3	On Demand	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Intro to Ethics	3	0	3	All	ENG-111

NURSING: ASSOCIATE DEGREE NURSING

(LPN-ADN) For Licensed Practical Nurses Only (Day or Evening Option)

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 impact health, quality of life, and achievement of potential.

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

Program Learning Outcomes

Graduates of the SCC ADN Program will:

- Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence;
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team;
- Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment;
- Incorporate informatics to formulate evidence-based clinical judgments and management decisions;
- Implement caring interventions incorporating documented best practices for individuals in diverse settings;
- Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles;
- Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes;
- Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

Employment Opportunities

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.

Contact

Dr. Yvonne Johnson
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johnsony@surry.edu
336.386.3368

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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 will be dismissed from the nursing program due to their inability to progress.

ASSOCIATE DEGREE NURSING
LPN-ADN (DAY OPTION)
A45110BR

All courses listed in the first and second semester except for ACA-122 must be completed prior to admission to the Nursing Program. ACA-122 must be taken by the end of the first semester in the Nursing program.

First Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 122	College Transfer Success	0	2	0	1	All	None
BIO 168	Anatomy & Physiology I	3	3	0	4	All	Take course from all four groups: A) ENG-002 B) MAT-003 C) High school biology or BIO-111 D) high school chemistry or CHM-131 and CHM-131A
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		9	**5**	**0**	**11**		

Second Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 169	Anatomy & Physiology II	3	3	0	4	All	BIO-168 (min grade of C)
PSY 241	Developmental Psych	3	0	0	3	All	PSY-150
		6	**3**	**0**	**7**		

Courses listed below are to be completed after admission to Nursing Program.

1st Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 114	Prof Research & Report	3	0	0	3	All	ENG-111 (min grade of C)
NUR 117	Pharmacology	1	3	0	2	All	Admission to LPN-ADN Program
NUR 214	Nursing Transition Conc.	3	0	3	4	Spring only	Admission to LPN-ADN Program
		7	**3**	**3**	**9**		

Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 221	LPN to ADN Concepts I**W**	6	0	9	9	Fall only	NUR-214 and ENG-111
Humanities/Fine Arts	Elective*	3	0	0	3		
		9	**0**	**9**	**12**		

2nd Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 223	LPN to ADN Concepts II**W**	6	0	9	9	Spring only	NUR-221 and ENG-111
		6	**0**	**9**	**9**		
	Total Credit Hours				**48**		

NOTE: *Upon successful completion of NUR 214, NUR 221, and NUR 223, credit is awarded for NUR 111, NUR 112, NUR 113, NUR 114 and NUR 211.*

W – *Writing Intensive Course (ENG-111 pre-req.)*

***Humanities/Fine Arts Elective** *Select one course from the following:*

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 114	Art History Survey I	3	0	3	Fall only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 115	Art History Survey II	3	0	3	Spring only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
HUM 115	Critical Thinking	3	0	3	Spring only	ENG-002
MUS 110	Music Appreciation	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
MUS 112	Intro to Jazz	3	0	3	On Demand	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Intro to Ethics	3	0	3	All	ENG-111

ASSOCIATE DEGREE NURSING
LPN-ADN (EVENING OPTION)
A45110BR

Courses listed in the first and second semester must be completed prior to admission to the Nursing Program.

First Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 122	College Transfer Success	0	2	0	1	All	None
BIO 168	Anatomy & Physiology I	3	3	0	4	All	Take course from all four groups: A) ENG-002 B) MAT-003 C) High school biology or BIO-111 D) high school chemistry or CHM-131 and CHM-131A
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		9	**5**	**0**	**11**		

Second Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 169	Anatomy & Physiology II	3	3	0	4	All	BIO-168 (min grade of C)
PSY 241	Developmental Psych	3	0	0	3	All	PSY-150
		6	**3**	**0**	**7**		

Courses listed below are to be completed after admission to Nursing Program.

1st Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 114	Prof Research & Report	3	0	0	3	All	ENG-111 (min grade of C)
NUR 117	Pharmacology	1	3	0	2	All	Admission to LPN-ADN Program
NUR 214	Nursing Transition Conc.	3	0	3	4	Spring only	Admission to LPN-ADN Program
		7	**3**	**3**	**9**		

Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 221	LPN to ADN Concepts I**W**	6	0	9	9	Fall only	NUR-214 and ENG-111
Humanities/Fine Arts	Elective*	3	0	0	3		
		9	**0**	**9**	**12**		

2nd Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 223	LPN to ADN Concepts II**W**	6	0	9	9	Spring only	NUR-221 and ENG-111
		6	**0**	**9**	**9**		
	Total Credit Hours				**48**		

NOTE: *Upon successful completion of NUR 214, NUR 221, and NUR 223, credit is awarded for NUR 111, NUR 112, NUR 113, NUR 114 and NUR 211.*
W – *Writing Intensive Course (ENG-111 pre-req.)*

***Humanities/Fine Arts Elective** *Select one course from the following:*

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 114	Art History Survey I	3	0	3	Fall only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 115	Art History Survey II	3	0	3	Spring only	None/ENG-101 *with a minimum grade of C* (co-req.)
HUM 115	Critical Thinking	3	0	3	Spring only	ENG-002
MUS 110	Music Appreciation	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
MUS 112	Intro to Jazz	3	0	3	On Demand	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Intro to Ethics	3	0	3	All	ENG-111

ASSOCIATE IN GENERAL EDUCATION – NURSING

Curriculum Description

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

Program Learning Outcomes

This program prepares students to complete the general education courses required to enter into an Associate Degree or Bachelor of Science Degree in Nursing.

Contact

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johnsony@surry.edu
336-386-3368

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ASSOCIATE IN GENERAL EDUCATION DEGREE
NURSING
A1030N

1st Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 122	College Transfer Success	0	2	0	1	All	None
CHM 131	Introduction to Chemistry	3	0	0	3	All	ENG-002 and MAT-003 grade of P2
CHM 131A	Introduction to Chemistry Lab	0	3	0	1	All	CHM-131 (co-req.)
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
PSY 150	General Psychology	3	0	0	3	All	ENG-002/ENG-011 (co-req)
SOC 210	Intro to Sociology	3	0	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		12	**5**	**0**	**14**		

1st Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 168	Anatomy & Physiology I	3	3	0	4	All	Take course from all four groups: A) ENG-002 B) MAT-003, C) High school biology or BIO-111 D) high school chemistry or CHM-131 and CHM-131A
ENG 114	Prof Research & Report	3	0	0	3	All	ENG-111 (min grade of C)
Humanities/Fine Arts	Elective*	3	0	0	3		See below
PSY 241	Developmental Psych	3	0	0	3	All	PSY-150
		12	**3**	**0**	**13**		

Summer Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
Humanities/Fine Arts	Elective* Must take one of the H/FA electives below not taken previously	3	0	0	3		See below
ENG 231	American Literature I	3	0	0	3	Fall, Summer	ENG-112, ENG-113, or ENG-114 with a minimum grade of C
		6	**0**	**0**	**6**		

2nd Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 169	Anatomy & Physiology II	3	3	0	4	All	BIO-168 (min grade of C)
ECO 151	Survey of Economics	3	0	0	3	Fall only	*ENG-002 or ENG-110 or ENG-101 with a minimum grade of C*
HIS 112	World Civilizations II	3	0	0	3	All	ENG-111
MAT 171	Pre-calc. Algebra	3	2	0	4	Fall, Spring	MAT-121 or MAT-003 grade of P2/MAT-071 (co-req. required w/o credit for MAT-003 grade of P3)
		12	**5**	**0**	**14**		

2nd Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 275	Microbiology	3	3	0	4	Spring only	BIO-110, BIO-111, BIO-163, BIO-165, OR BIO-168 *with a minimum grade of C*
MAT 152	Statistical Methods I	3	2	0	4	All	MAT-003 and ENG-002/ MAT-052 (co-req required w/o credit for MAT-003 grade of P2)
POL 120	American Government	3	0	0	3	Fall, Spring	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
SOC 220	Social Problems	3	0	0	3	Fall, Spring	ENG-002 or ENG-101 *with a minimum grade of C*
		12	**5**	**0**	**14**		
	Total Credit Hours				**61**		

***Humanities/Fine Arts Elective** *Select one course from the following:*

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ART 111	Art Appreciation	3	0	3	All	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 114	Art History Survey I	3	0	3	Fall only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
ART 115	Art History Survey II	3	0	3	Spring only	None/*ENG-002 or ENG-101 with a minimum grade of C* (co-req.)
HUM 115	Critical Thinking	3	0	3	Spring only	ENG-002
MUS 110	Music Appreciation	3	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
MUS 112	Intro to Jazz	3	0	3	On Demand	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
PHI 240	Intro to Ethics	3	0	3	All	ENG-111

Note: ENG 113 is not an acceptable substitution for ENG 114. The articulation agreement requires two courses from ENG 111, ENG 112, and ENG 114

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 nursing care as directed by the registered nurse.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse.

Program Learning Outcomes

Practical Nursing students will:

- Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life, and the achievement of potential.
- Practice professional nursing behaviors, within the legal practice boundaries of the practical nurse, incorporating personal responsibility and accountability for continued competence.
- Participate in providing evidence-based nursing care, from an established plan of care based on biophysical, psychosocial, and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
- Participate in the nursing process to provide individualized, safe, and effective nursing care in a structured setting under supervision.
- Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the lifespan.
- Participate in collaboration with the interdisciplinary healthcare team as assigned by the registered nurse (RN) to support positive individual and organizational outcomes in a safe and cost-effective manner.
- Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
- Utilize informatics to access, manage, and communicate client information and validate best practices.
- Participate in Quality Improvement (QI) by identifying hazards and error and by suggesting, to the RN, changes to improve the client care process.

Employment Opportunities

Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

Contact

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johnsony@surry.edu
336.386.3368

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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 will be dismissed from the nursing program due to their inability to progress.

PRACTICAL NURSING
DIPLOMA
D45660

Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 163	Basic Anatomy & Physio	4	2	0	5	Fall, Spring	ENG-002 and MAT-003 grade of P2
NUR 101	Practical Nursing I	7	6	6	11	Spring only	Admission to PN Program: NUR-117 (co-req.)
NUR 117	Pharmacology	1	3	0	2	All	Admission to an SCC Nursing Program
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		15	**11**	**6**	**21**		

Summer Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
NUR 102	Practical Nursing II	7	0	9	10	Summer only	NUR-101 and NUR-117
		10	**0**	**9**	**13**		

Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 103	Practical Nursing III**W**	6	0	9	9	Fall only	NUR-101, NUR-102, and ENG-111/NUR-118 (co-req.)
PSY 241	Developmental Psych	3	0	0	3	All	PSY-150
		9	**0**	**9**	**12**		
	Total Credit Hours				**46**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

NURSING: LPN-BSN RIBN COLLABORATIVE

Overview

This program is a collaboration between Surry Community College (SCC) and Lees-McRae College (LMC) providing Licensed Practical Nurses with an affordable and accessible opportunity to attain a baccalaureate degree in nursing on the campus of Surry Community College. Students are dually enrolled at SCC and LMC taking classes at SCC (on SCC campus) during the first two years, and LMC (on-line) in the second year of the program. At the end of the second-year students take the licensure examination for registered nurses (NCLEX-RN) and are then eligible to work as an RN while completing their final year of nursing courses online with Lees-McRae.

Completion of this program will provide opportunities for employment in various fields of nursing, and will open doors to additional opportunities in nursing including board-certifications, and the ability to attain further education at the master's and doctoral levels.

Curriculum Description

The LPN-BSN curriculum provides the knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. The final year of education provides a particular emphasis on gerontological and community health nursing, use of evidence-based nursing knowledge, and leadership development.

SCC Program Learning Outcomes

Graduates of the SCC/LMC LPN-BSN RIBN Program will:

- Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence;
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team;
- Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment;
- Incorporate informatics, to formulate evidence-based clinical judgments and management decisions;
- Implement caring interventions incorporating documented best practices for individuals in diverse settings;
- Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles;
- Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes;
- Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.

LMC Program Learning Outcomes

Graduates of the SCC/LMC LPN-BSN RIBN Program will:

- Provide culturally sensitive care that is based on a patients physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values;
- Deliver patient care in partnership with multidisciplinary members of the health care team, to achieve continuity of care and positive patient outcomes;
- Incorporate current knowledge from research and other credible sources, upon which clinical judgment and patient care is based;
- Develop and implement plans to improve health care services to better meet the needs of patients;
- Promote quality care and maintain secure environments for patients, self, and others;
- Utilize information technology to support clinical decision making and scientifically based nursing practice;
- Provide health-related education to patients that will facilitate their acquisition of new knowledge and skills, adopt new behaviors, and modify attitudes;
- Demonstrate accountable and responsible behavior that incorporates legal and ethical principles and complies with the standards of nursing practice;
- Integrate leadership skills that directs and influences others in the provision of individualized, safe, quality patient care;
- Deliver healthcare within interrelated microsystems that exist in the larger system or organization.

Employment Opportunities

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. Additionally, opportunities in nursing including management and leadership, community and population health, and case management are available to graduates of this program.

Contacts

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Director of Nursing
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336.386.3368

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Contact: financialaid@surry.edu or (336) 386-3264 for more information.

Lees-McRae College
Dr. Claire Cline
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Each nursing (NUR) course must be taken sequentially as indicated in the curriculum plan and successfully completed to progress to subsequent nursing courses.

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

LPN-BSN RIBN CURRICULUM PLAN
SURRY COMMUNITY COLLEGE & LEES-MCRAE
A45110LR

1st Fall Semester Sophomore Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 122	College Transfer Success	0	2	0	1	All	None
BIO 168	Anatomy & Physiology I	3	3	0	4	All	Take course from all four groups: A) ENG-002 B) MAT-003, C) High school biology or BIO-111 D) high school chemistry or CHM-131 and CHM-131A
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
SOC 210	Intro to Sociology	3	0	0	3	All	None/ ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		12	**5**	**0**	**14**		

1st Spring Semester Sophomore Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 169	Anatomy & Physiology II	3	3	0	4	All	BIO-168 (min grade of C)
HIS 112	World Civilizations II	3	0	0	3	All	ENG-111
MAT 171	Pre-calc. Algebra	3	2	0	4	Fall, Spring	MAT-121 or MAT-003 grade of P2/MAT-071 (co-req. required w/o credit for MAT-003 grade of P3)
PSY 241	Developmental Psych	3	0	0	3	All	PSY-150
		12	**5**	**0**	**14**		

1st Summer Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 114	Prof Research & Report	3	0	0	3	All	ENG-111 (min grade of C)
NUR 117	Pharmacology	1	3	0	2	Fall, Spring	
NUR 214	Nursing Transition Conc.	3	0	3	4	Spring only	
PHI 240	Introduction to Ethics	3	0	0	3	All	ENG-111
		10	**3**	**3**	**12**		

Junior Year

2nd Fall Semester Junior Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 231	American Literature I	3	0	0	3	Fall, Summer	ENG-112, ENG-113, or ENG-114 with a minimum grade of C
OR	ENG 232 American Literature II	(3	0	0	3)	Spring, Summer	ENG-112, ENG-113, or ENG-114 with a minimum grade of C
NUR 221	LPN to I Concepts I**W**	6	0	9	9	Fall only	NUR-214 and ENG-111
POL 120	American Government	3	0	0	3	Fall, Spring	None/ ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		12	**0**	**9**	**15**		

2nd Spring Semester Junior Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 223	LPN to ADN Concepts II**W**	6	0	9	9	Spring only	NUR-221 and ENG-111
BIO 275	Microbiology	3	3	0	4	Fall, Spring	BIO-110, BIO-111, BIO-163, BIO-165, OR BIO-168 *with a minimum grade of C*
		9	**3**	**9**	**13**		

2nd Summer Semester Junior Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
*LMC-ART 250	Arts & Life	0	0	0	3		
*LMC-CHM 200	Introductory Biochemistry	0	0	0	3		
*LMC-HIS 210	History of South App	0	0	0	3		

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
*LMC-SOC 251	Social Problems	0	0	0	3		
		0	**0**	**0**	**12**		

W – *Writing Intensive Course (ENG-111 pre-req.)*
***All Lees-McRae (LMC) courses are 8 weeks in length and delivered in an online format.**

Senior Year
Fall Senior Year (LMC Online)

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
*LMC-NUR 305R	Prof and Acad Success	0	0	0	3	Fall – 1st 8 wks	
*LMC-NUR 309R	Stat for Crit Dec-Making	0	0	0	3	Fall – 1st 8 wks	
*LMC-NUR 330R	Gerontological Nursing	0	0	0	3	Fall – 2nd 8 wks	
*LMC-NUR 352R	EBP & Nursing Research	0	0	0	3	Fall – 2nd 8 wks	
		0	**0**	**0**	**12**		

Spring Senior Year (LMC Online)

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
*LMC-NUR 342R	Nurse Inq, Inform, & Tech	0	0	0	3	Spring - 2nd 8 wks	
*LMC-NUR 401R	Leadership & Management	0	0	0	3	Spring - 1st 8 wks	
*LMC-NUR 406R	Com & Pop-Centered Care	0	0	0	4	Spring - 1st 8 wks	
*LMC-NUR 499R	Professional Nursing Capstone	0	0	0	3	Spring - 2nd 8 wks	
		0	0	0	13		
	Total Credit Hours				**105**		

Note: Upon successful completion of NUR 214, NUR 221, and NUR 223, credit is awarded for NUR 111, NUR 112, NUR 113, NUR 114, and NUR 211. *All Lees-McRae (LMC) courses are 8 weeks in length and delivered in an online format.

NURSING: RIBN COLLABORATIVE

Overview

This program is a collaboration between Surry Community College (SCC) and Lees-McRae College (LMC) providing nursing students with an affordable and accessible opportunity to attain a baccalaureate degree in nursing on the campus of Surry Community College. Students are dually enrolled at SCC and LMC taking classes at both SCC (on SCC campus) and LMC (on-line) during the first three years of the program. At the end of the third-year students take the licensure examination for registered nurses (NCLEX-RN) and are then eligible to work as a RN while completing their final year of nursing courses online with Lees-McRae.

Completion of this program will provide opportunities for employment in various fields of nursing, and will open doors to additional opportunities in nursing including board-certifications, and the ability to attain further education at the master's and doctoral levels.

Curriculum Description

The RIBN curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics. The final year of education provides a particular emphasis on gerontological and community health nursing, use of evidence-based nursing knowledge, and leadership development.

SCC Program Learning Outcomes

Graduates of the SCC/LMC RIBN Program will:

- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team;
- Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment;
- Incorporate informatics, to formulate evidence-based clinical judgments and management decisions;
- Implement caring interventions incorporating documented best practices for individuals in diverse settings;
- Develop a teaching plan for individuals, and/or the nursing team, incorporating teaching and learning principles;
- Collaborate with the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes;
- Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies;

LMC Program Learning Outcomes

Graduates of the SCC/LMC RIBN Program will:

- Provide culturally sensitive care that is based on a patients physiological, psychological, sociological, spiritual, and cultural needs, preferences, and values;
- Deliver patient care in partnership with multidisciplinary members of the health care team, to achieve continuity of care and positive patient outcomes;
- Incorporate current knowledge from research and other credible sources, upon which clinical judgment and patient care is based;
- Develop and implements plans to improve health care services to better meet the needs of patients;
- Promote quality care and maintains secure environments for patients, self, and others;
- Utilize information technology to support clinical decision making and scientifically based nursing practice;
- Provide health-related education to patients that will facilitate their acquisition of new knowledge and skills, adopt new behaviors, and modify attitudes;
- Demonstrate accountable and responsible behavior that incorporates legal and ethical principles and complies with the standards of nursing practice;
- Integrate leadership skills that directs and influences others in the provision of individualized, safe, quality patient care;
- Deliver healthcare within interrelated microsystems that exist in the larger system or organization.

Employment Opportunities

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) at the completion of the third year. Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities. Additionally, opportunities in nursing including management and leadership, community and population health, and case management are available to graduates of this program.

Contacts

Surry Community College
Dr. Yvonne Johnson
Associate Dean for Health Sciences
Director of Nursing
johnsony@surry.edu
336.386.3368

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

Lees-McRae College
Dr. Claire Cline
Director RN to BSN, Assistant Professor
May School of Nursing and Health Sciences
clinec@lmc.edu
828.898.2549

Each nursing (NUR) course must be taken sequentially as indicated in the curriculum plan and successfully completed to progress to subsequent nursing courses.

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

RIBN CURRICULUM PLAN
SURRY COMMUNITY COLLEGE & LEES-MCRAE
A45110R

1st Fall Semester Freshman Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 122	College Transfer Success	0	2	0	1	All	None
BIO 168	Anatomy & Physiology I	3	3	0	4	All	Take course from all four groups: A) ENG-002 B) MAT-003 C) High school biology or BIO-111 D) high school chemistry or CHM-131 and CHM-131A
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
MAT 171	Pre-calc. Algebra	3	2	0	4	Fall, Spring	MAT-121 or MAT-003 grade of P2/MAT-071 (co-req. required w/o credit for MAT-003 grade of P3)
SOC 210	Intro to Sociology	3	0	0	3	All	None/ENG-002 or ENG-101 *with a minimum grade of C* (co-req.)
		12	**7**	**0**	**15**		

1st Spring Semester Freshman Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 169	Anatomy & Physiology II	3	3	0	4	All	BIO-168 (min grade of C)
BIO 275	Microbiology	3	3	0	4	Spring only	BIO-110, BIO-111, BIO-163, BIO-165, OR BIO-168 with a minimum grade of C
HIS 112	World Civilizations II	3	0	0	3	All	ENG-111
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		12	**6**	**0**	**14**		

2nd Fall Semester Sophomore Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 114	Prof Research & Report	3	0	0	3	All	ENG-111 (min grade of C)
NUR 111	Intro. to Health Concepts	4	6	6	8	Fall only	
NUR 117	Pharmacology	1	3	0	2	Fall, Spring	
		8	**9**	**6**	**13**		

2nd Spring Semester Sophomore Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 112	Health-Illness Concepts	3	0	6	5	Spring only	NUR-111
NUR 113	Family Health Concepts	3	0	6	5	Spring only	NUR-111
*LMC-HIS 210	History of South App	0	0	0	3	Spring – 1st 8 wks	
		6	**0**	**12**	**13**		

Summer Semester Sophomore Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 231	American Literature I	3	0	0	3	Fall, Summer	ENG-112, ENG-113, or ENG-114 with a minimum grade of C
OR	ENG 232 American Literature II	(3	0	0	3)	Spring, Summer	ENG-112, ENG-113, or ENG-114 with a minimum grade of C
NUR 114	Holistic Health Concepts	3	0	6	5	Summer only	NUR-111
PHI 240	Introduction to Ethics	3	0	0	3	All	ENG-111
PSY 241	Developmental Psych	3	0	0	3	All	PSY-150
		12	**0**	**6**	**14**		

3rd Fall Semester Junior Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 211	Health Care Concepts	3	0	6	5	Fall – 1st 8 wks	NUR-111
NUR 212	Health Sys Concepts **W**	3	0	6	5	Fall – 2nd 8 wks	NUR-111 and ENG-111
*LMC-CHM 200	Introductory Biochemistry	0	0	0	3	Fall – 1st 8 wks	
*LMC-SOC 251	Social Problems	0	0	0	3	Fall – 1st 8 wks	
		6	**0**	**12**	**16**		

3rd Spring Semester Junior Year

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NUR 213	Complex Health Conc. **W**	4	3	15	10	Spring only	NUR-111, NUR-112, NUR-113, NUR-114, NUR-211, NUR-212, AND ENG-111
POL 120	American Government	3	0	0	3	Fall, Spring	None/ ENG-002 or ENG-101 *with a minimum grade of C*(co-req.)
*LMC-ART 250	Arts & Life	0	0	0	3	Spring - 1st 8 wks	
		7	**3**	**15**	**16**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

***All Lees-McRae (LMC) courses are 8 weeks in length and delivered in an online format.**

Fall Senior Year (LMC Online)

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
*LMC-NUR 305R	Prof and Acad Success	0	0	0	3	Fall - 1st 8 wks	
*LMC-NUR 309R	Stat for Crit Dec-Making	0	0	0	3	Fall - 1st 8 wks	
*LMC-NUR 330R	Gerontological Nursing	0	0	0	3	Fall - 2nd 8 wks	
*LMC-NUR 352R	EBP & Nursing Research	0	0	0	3	Fall - 2nd 8 wks	
		0	**0**	**0**	**12**		

Spring Senior Year (LMC Online)

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
*LMC-NUR 342R	Nurse Inq, Inform, & Tech.	0	0	0	3	Spring- 2nd 8 wks	
*LMC-NUR 401R	Leadership & Management	0	0	0	3	Spring- 1st 8 wks	
*LMC-NUR 406R	Com & Pop-Centered Care	0	0	0	4	Spring- 1st 8 wks	
*LMC-NUR 499R	Professional Nursing Capstone	0	0	0	3	Spring- 2nd 8 wks	
		0	0	0	**13**		
	Total Credit Hours				**126**		

NURSE AIDE

Curriculum Description

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages. Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Program Learning Outcomes

Nurse Aide students will:

- Practice supportive functions for nursing staff incorporating personal responsibility and accountability for competence.
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
- Implement caring interventions appropriate for the Nursing Assistant for individuals in diverse settings.

Employment Opportunities

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Contact

Debbie Cave
Director for Nurse Aide
caved@surry.edu
336.386.3372

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

NURSE AIDE
CERTIFICATE
C45840

Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NAS 101	Nurse Aide I	3	4	3	6	Fall, Spring	ENG-002
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
		6	**4**	**3**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
NAS 102	Nurse Aide II	3	2	6	6	Spring only	NAS-101
PSY 241	Developmental Psych	3	0	0	3	All	PSY-150
		6	**2**	**6**	**9**		
	Total Credit Hours				**18**		

This certificate is offered to high school students through the Career and College Promise program (C45840X).

Students must be 16.5 years or older in order to enroll in NAS 101, Nurse Aide I.

NURSE AIDE I – WORKFORCE CAREER CERTIFICATE

Course Description

This five-month Nurse Aide I Certificate is designed to prepare students with the knowledge required to provide personal care and basic nursing skills for the elderly and other adults. Additional information: https://surry.edu/areas-of-study/workforce-training/allied-health.

Program Learning Outcomes

Nurse Aide I students will:

- Practice supportive functions for nursing staff incorporating personal responsibility and accountability for competence.
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
- Implement caring interventions appropriate for the Nursing Assistant for individuals in diverse settings.

Employment Opportunities

Upon completion of this course and certification as a Nurse Aide I, students should be able to apply for positions at hospitals, skilled facilities, assisted living facilities, home health agencies, physician practices, hospice, and group homes.

Instructional Format

Seated classes with laboratory and clinical activities.

Contact

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Nurse Aide I Workforce Certificate

NUR	3240	Nurse Aide I	192 Hours	$183	Spring, Fall

Cost does not include books and supplies.
Virginia residents pay the same tuition rate as in-state students.

Certification Testing:
Pearson Vue

Additional testing information
www.pearsonvue.com



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

NURSE AIDE REFRESHER – WORKFORCE TRAINING COURSE

Course Description

This program is designed to provide training for persons with NC Nurse Aide I with an expired listing in the past 48 months.

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Nurse Aide Refresher

NUR	3242	Nurse Aide Refresher	48 Hours	$126	Offered upon Request	Required expired NC Nurse Aide I listing in the past 48 months.

Cost does not include associated textbooks.
Virginia residents pay the same tuition rate as in-state students.

Certification Testing:
Pearson Vue

Additional testing information
www.pearsonvue.com



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

NURSE AIDE II – WORKFORCE CAREER CERTIFICATE

Course Description

This five-month Nurse Aide II Certificate course is designed to prepare graduates to perform more complex nursing care skills for patients or residents regardless of the setting. A skill/competency evaluation is required for documenting student competency. Additional information: https://surry.edu/areas-of-study/workforce-training/allied-health.

Program Learning Outcomes

Nurse Aide II students will:

- Discuss the role of the NA II.
- Compare and contrast the role of the NA II with that of the NA I and of the licensed nurse.
- Discuss supervision required for the NA II.
- Collaborate safely to provide care to individuals and assists interdisciplinary team.
- Demonstrate the skills of the NA II as delineated by the NCBON

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions in hospitals and skilled facilities that recognize Nurse Aide II.

Instructional Format

Face-to-Face Instruction

Contact

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Nurse Aide II

NUR	3241	Nurse Aide II	192 Hours	$183	Spring, Fall	High School or Equivalent Required and Current NC Nurse Aide I certification

Cost does not include associated books and supplies.
Virginia residents pay the same tuition rate as in-state students.

Certification Testing:
North Carolina Board of Nursing **Additional testing information** www.ncbon.org



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

OFFICE ADMINISTRATION

Curriculum Description

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software.

Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, and records management.

Program Learning Outcomes

Office Administration students will:

- Demonstrate competency with Word, Excel, PowerPoint, and other software programs.
- Demonstrate competency in written and oral communication skills.
- Demonstrate professional skills, behaviors, and conduct commensurate with industry expectations.
- Demonstrate speed and accuracy in creating letters, memos, tables, reports, and other documents required in an office setting.
- Demonstrate the ability to complete a variety of office tasks including accounting/financial transactions, records management, and office management skills.

Employment Opportunities

Graduates should qualify for employment in a variety of office positions in business, government, and industry.

Online Program Information

Surry offers this program online. Further information can be found on Surry's website at Online Learning

Note: A background check and/or drug screening may be required for degree completion based upon Work-Based Learning placement.

Contact

Mitzi Poore
Lead Instructor for Office Administration
poorem@surry.edu
336.386.3293

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

OFFICE ADMINISTRATION
DEGREE
A25370

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
ENG 110	Freshman Comp[NT]	3	0	3	All	ENG-002
OR	ENG 111 Writing/Inquiry	(3	0	3)	All	ENG-002/ENG-011 (co-req)
Humanities/Fine Arts	Elective*	3	0	3	All	See the choices below
MAT 110	Math Measurement & Literacy[NT]	2	2	3	All	MAT-003/MAT-010 (co-req required w/o credit for MAT-003)
OST 131	Keyboarding**	1	2	2	Fall, Spring	None
OST 164	Office Editing	3	0	3	Fall only	None
OST 184	Records Management	2	2	3	Fall only	None
		15	**6**	**18**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 110	Intro to Business	3	0	3	Fall, Spring	None
BUS 125	Personal Finance	3	0	3	Spring only	None
ENG 115	Oral Communication	3	0	3	All	None
OR	ENG 114 Prof Research/Reporting	(3	0	3)	All	ENG-111 (min grade of C)
OST 134	Text Entry & Formatting	2	2	3	Spring only	OST-131
OST 137	Office Applications I	2	2	3	Spring only	None
Social/Behavioral Science	Elective*	3	0	3	All	See the choices below
		16	**4**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 120	Princ of Financial Acct I	3	2	4	All	None
BUS 137	Princ of Management	3	0	3	Fall only	None
OST 136	Word Processing	2	2	3	Fall only	OST-134
OST 181	Office Procedures	2	2	3	Fall only	OST-134 and OST-137, OST-136 (co-req.)
OST 286	Professional Develop [W]	3	0	3	Fall only	ENG-110 or ENG-111
		13	**6**	**16**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 150	Acct Software Appl.	1	3	2	Spring only	ACC-120
BUS 121	Business Math	2	2	3	Spring only	MAT-003
BUS 151	People Skills	3	0	3	Spring only	None
BUS 260	Business Comm [W]	3	0	3	Spring only	ENG-110 or ENG-111
OST 289	Office Admin Capstone	2	2	3	Spring only	OST-164 and *OST-181* and either OST-134 or OST-136
WBL 111	Work-Based Learning	0	10	1	All	None
		11	**17**	**15**		
	Total Credit Hours			**67**		

NT – Non-Transferrable

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*

****OST 131** *is a prerequisite to several classes in the Office Administration program. It is critical that OST-131 be completed during the first semester of the program.*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

***Humanities/Fine Arts Elective – Select one course from the following: ART 111, HUM 110, or MUS 110**
***Social Science Elective – Select one course from the following: PSY 118, PSY 150, or SOC 210**

OFFICE ADMINISTRATION
DIPLOMA
D25370

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 110	Freshman Comp[NT]	3	0	3	All	ENG-002
OR	ENG 111 Writing/Inquiry	(3	0	3)	All	ENG-002/ENG-011 (co-req)
OST 131	Keyboarding**	1	2	2	Fall, Spring	None
OST 164	Office Editing	3	0	3	Fall only	None
OST 184	Records Management	2	2	3	Fall only	None
		9	**4**	**11**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 110	Intro. To Business	3	0	3	Fall, Spring	None
MAT 110	Math Measurement & Literacy[NT]	2	2	3	All	MAT-003/MAT-010 (co-req required w/o credit for MAT-003)
OST 134	Text Entry & Formatting	2	2	3	Spring only	OST-131
OST 137	Office Applications I	2	2	3	Spring only	None
		9	**6**	**12**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 120	Princ of Financial Acct I	3	2	4	All	None
OST 286	Professional Develop	3	0	3	Fall only	ENG-110 or ENG-111
OST 136	Word Processing	2	2	3	Fall only	OST-134
OST 181	Office Procedures	2	2	3	Fall only	OST-134 and OST-137, OST-136 (co-req.)
		10	**6**	**13**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 150	Acct Software Appl.	1	3	2	Spring only	ACC-120
BUS 125	Personal Finance	3	0	3	Spring only	None
BUS 151	People Skills	3	0	3	Spring only	None
OST 289	Office Admin Capstone	2	2	3	Spring only	OST-164 and *OST-181* and either OST-134 or OST-136
		9	**5**	**11**		
	Total Credit Hours			**47**		

****OST 131** *is a prerequisite to several classes in the Office Administration program. It is critical that OST-131 be completed during the first semester of the program.*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

OFFICE ADMINISTRATION
CERTIFICATE
C25370

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
OST 131	Keyboarding**	1	2	2	Fall, Spring	None
OST 164	Office Editing	3	0	3	Fall only	None
OST 184	Records Management	2	2	3	Fall only	None
		6	**4**	**8**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 151	People Skills	3	0	3	Spring only	None
OST 134	Text Entry & Formatting	2	2	3	Spring only	OST-131
OST 137	Office Applications I	2	2	3	Spring only	None
		7	**4**	**9**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C25370X).

***OST 131** is a prerequisite to several classes in the Office Administration program. It is critical that OST-131 be completed during the first semester of the program.*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

OFFICE ADMINISTRATION
CERTIFICATE – OFFICE FINANCE
C25370A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 120	Prin. of Financial Acct I	3	2	4	All	None
OST 131	Keyboarding**	1	2	2	Fall, Spring	None
OST 184	Records Management	2	2	3	Fall only	None
		6	**6**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACC 150	Acct Software Application	1	3	2	Spring only	ACC-120
BUS 121	Business Math	2	2	3	Spring only	MAT-003
OST 137	Office Applications I	2	2	3	Spring only	None
		5	**7**	**8**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C25370AX).

***OST 131 is a prerequisite to several classes in the Office Administration program. It is critical that OST-131 be completed during the first semester of the program.*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

PARALEGAL TECHNOLOGY

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.

Program Learning Outcomes

Paralegal Technology students will:

- Master a working knowledge of fundamental concepts in the law.
- Effectively develop computer skills with proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Understand the legal and ethical principles that guide paralegal conduct and will demonstrate the ability to identify and resolve ethical dilemmas in the workplace.
- Be able to research statutes and case law and apply them to problems that require legal analysis.
- Be able to communicate effectively in both written and oral formats.

Employment Opportunities

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.

Contact

Selina Dougherty
Lead Instructor for Paralegal Technology
doughertys@surry.edu
336.386.3257

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

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

PARALEGAL TECHNOLOGY
DEGREE
A25380

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
CIS 110	Intro to Comp	2	2	3	Fall, Spring	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
LEX 110	Intro to Paralegal Study	2	0	2	Fall only	None
LEX 120	Legal Res & Writing	2	2	3	Fall only	None
LEX 160	Criminal Law & Proced	2	2	3	Fall only	None
OST 131	Keyboarding	1	2	2	Fall, Spring	None
		13	**8**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
LEX 121	Legal Res & Writing II[W]	2	2	3	Spring only	LEX-120 and ENG-111
LEX 130	Civil Injuries	3	0	3	Spring only	None
LEX 140	Civil Litigation I	3	0	3	Spring only	None
LEX 150	Commercial Law	2	2	3	Spring only	None
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003, and ENG-002/MAT-043 (co-req required w/o credit for MAT-003 grade of P2)
OST 134	Text Entry & Formatting	2	2	3	Spring only	OST-131
		14	**8**	**18**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 112	Writing/Research in the Disc.	3	0	3	All	ENG-111 (min grade of C)
Humanities/Fine Arts	Elective*	3	0	3	All	See the choices below
LEX 141	Civil Litigation II	2	2	3	Fall only	LEX-140
LEX 210	Real Property I	3	0	3	Fall only	None
LEX 240	Family Law	3	0	3	Fall only	None
LEX 260	Bankruptcy & Collection	3	0	3	Fall only	None
		17	**2**	**18**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 260	Business Comm. [W]	3	0	3	Spring only	ENG-110 or ENG-111
LEX 211	Real Property II	1	4	3	Spring only	LEX-210
LEX 250	Wills, Estates, & Trusts	2	2	3	Spring only	None
LEX 280	Ethics & Professionalism	2	0	2	Spring only	None
Social/Behavioral Science	Elective*	3	0	3	All	See the choices below
WBL 111	Work-Based Learning	0	10	1	All	None
OR	ACC 120 Acct I	(3	2	4)	All	None
		11	**16**	**15**		
	Total Credit Hours			**68**		

W – *Writing Intensive Course (ENG-110 or ENG-111 pre-req.)*

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

***Humanities/Fine Arts Elective – Select one course from the following: HUM 115, HUM 122, or HUM 220**
***Social Science Elective – Select one course from the following: PSY 150, P0L 120, or SOC 210**

PARALEGAL TECHNOLOGY
CERTIFICATE
Real Property Concentration
C25380

Fall Semester

Course	Title	Lect	Lab	Credit	Offered	Pre-Requisites
LEX 110	Intro to Paralegal Study	2	0	2	Fall only	None
LEX 120	Legal Res. & Writing	2	2	3	Fall only	None
LEX 210	Real Property I	3	0	3	Fall only	None
		7	**2**	**8**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
LEX 150	Commercial Law	2	2	3	Spring only	None
LEX 211	Real Property II	1	4	3	Spring only	LEX-210
LEX 250	Wills, Estates & Trusts	2	2	3	Spring only	None
		5	**8**	**9**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C25380AX).

PARALEGAL TECHNOLOGY
CERTIFICATE
Litigation Concentration
C25380B

Fall Semester

Course	Title	Lect	Lab	Credit	Offered	Pre-Requisites
LEX 120	Legal Res. & Writing	2	2	3	Fall only	None
LEX 160	Criminal Law & Proced	2	2	3	Fall only	None
LEX 240	Family Law	3	0	3	Fall only	None
		7	**4**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
LEX 130	Civil Injuries	3	0	3	Spring only	None
LEX 140	Civil Litigation I	3	0	3	Spring only	None
LEX 280	Ethics & Professionalism	2	0	2	Spring only	None
		8	**0**	**8**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C25380BX).

PATIENT ACCESS ASSOCIATE – WORKFORCE CAREER CERTIFICATE

Course Description

This four-month Patient Access Associate Certificate introduces the skills and abilities needed in today's office environment. Topics include effectively interacting with co-workers and the public, processing documentation, and performing functions typical of today's offices/hospitals. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. Additional information: https://surry.edu/areas-of-study/workforce-training/allied-health.

Program Learning Outcomes

Patient Access Associate students will:

- Communicate effectively with co-workers, patients, and the public.
- Maintain organized and managed healthcare.
- Provide accurate, accessible, and secure electronic and/or paper records.
- Understand various classification methods for coding patient information needed for insurance reimbursement and patient medical history.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions in both hospital and physician practice settings.

Instructional Format

Hybrid. Some face-to-face class meetings as well as online instruction.

Contact

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Patient Access Associate Workforce Certificate

OSC	3602A	Patient Access Associate	136 Hours	$183	Spring	High School or Equivalent Required

Virginia residents pay the same tuition rate as in-state students.

Certification Testing:
North Carolina Association of Healthcare Access Management

Additional testing information www.ncaham.com



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

PET GROOMING – WORKFORCE TRAINING COURSES

COURSE DESCRIPTION

This course is designed to prepare the student for an entry level position as a pet groomer. Course topics will include small animal grooming, proper use and care of professional grooming tools, basic small animal anatomy, animal safety, handling/controlling small animals, parasite recognition, animal first aid, and skin disorders. Successful completion of the course will prepare one for employment as a pet groomer or boarder as a personal business or with a commercial organization or veterinary office.

Program Learning Outcomes

Course topics will include small animal grooming, proper use and care of professional grooming tools, basic small animal anatomy, animal safety, handling/controlling small animals, parasite recognition, animal first aid, and skin disorders. Business operations topics including record keeping and facility upkeep will be discussed.

Instructional Format

Lecture, demonstrations, and practical applications will be the instructional methods used.

Contact

Jill Harding
Email: hardingjm@surry.edu
Phone: 336-386-3331

PET GROOMING – WORKFORCE TRAINING COURSES

ANS	3011G	Pet Grooming	24 Hours	Spring, Fall	Course offered at the Pilot Center

Virginia residents pay the same tuition rate as in-state students.



Grant and Scholarship Opportunities Available

Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

PHARMACY TECHNICIAN – WORKFORCE CAREER CERTIFICATE

Course Description

This five-month Pharmacy Technician Certificate course is designed to provide instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under the supervision of a registered pharmacist. Additional information: https://surry.edu/areas-of-study/workforce-training/allied-health.

Program Learning Outcomes

Pharmacy Technician students will:

- Assist the pharmacist in serving patients.
- Maintain medication and inventory control systems.
- Participate in the administration and management of pharmacy practice.
- Be proficient on the laws and regulations relating to pharmacy practice.
- Perform the duties of the pharmacy technician in both retail and institutional settings.
- Be proficient in drug classifications.
- Be proficient in pharmaceutical abbreviations, measurements and calculations.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions in both hospital and retail pharmacies.

Instructional Format

Hybrid. Some face-to-face class meetings as well as online instruction.

Contact

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Pharmacy Technician Workforce Certificate

PHM	3250	Pharmacy Technician	204 Hours	$183	Spring, Fall	High School or Equivalent Required

Cost does not include associated textbooks or supplies.
Virginia residents pay the same tuition rate as in-state students.

Certification Testing:
Pharmacy Technician Certification Board

Additional testing information www.ptcb.com



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

PHLEBOTOMY TECHNICIAN – WORKFORCE CAREER CERTIFICATE

Course Description

This four-month Phlebotomy Technician Certificate provides theory and clinical experiences needed for the proper collection of blood and other specimens used for diagnostic testing. Additional information: https://surry.edu/areas-of-study/workforce-training/allied-health.

Program Learning Outcomes

Phlebotomy Technician students will:

- Be proficient using blood collection equipment.
- Maintain proper phlebotomy (venipuncture) technique.
- Be proficient with specimen handling and processing in a healthcare setting.
- Be familiar with issues regarding today's healthcare setting.
- Communicate effectively with co-workers and other healthcare professionals.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions in hospital, corporate, and physician practice laboratories.

Instructional Format

Hybrid. Some face-to-face class meetings as well as online instruction.

Contact

Debbie Cave, RN
Email:caved@surry.edu
Phone: (336) 386-3372

Phlebotomy Workforce Certificate

MLA	3022	Phlebotomy Technician	196 Hours	$183	Spring, Fall	High School or Equivalent Required

Cost does not include associated textbook of supplies.
Virginia residents pay the same tuition rate as in-state students.

Certification Testing:
American Society of Clinical Pathologist **Additional testing information** www.ascp.com



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

PHYSICAL THERAPIST ASSISTANT (PTA)

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.

Program Learning Outcomes

Physical Therapist Assistant students will:

- Demonstrate competence in the cognitive, psychomotor, and affective processes necessary to provide physical therapy services under the supervision of a physical therapist.
- Demonstrate professional behaviors of respect, integrity, and honesty in all interactions with patients/clients, family members, caregivers, supervising physical therapists, coworkers, other health care providers, students, other consumers, employers, and payers.
- Demonstrate behaviors that establish the primacy of patient safety.
- Communicate effectively verbally, non-verbally, and in writing.
- Identify and modify a career development plan along with lifelong learning opportunities.
- Locate relevant physical therapy-related information using information technology and demonstrate the ability to read, understand and apply health care literature to promote evidence-based practice.

Employment Opportunities

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, skilled nursing facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

Competitive admissions are anticipated for a challenging program that leads to an intensely-satisfying career. The program will admit a maximum of 16 students each Fall Semester.

The Physical Therapist Assistant program at Surry Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: CAPTE Online

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 will be dismissed from the PTA program due to their inability to progress.

Contact

Eileen Coleman PT, DPT
PTA Program Director
colemanei@surry.edu
336.386.3513

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

PHYSICAL THERAPIST ASSISTANT
DEGREE
A45620

1st Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	0	1	All	None
BIO 168	Anatomy & Physiology I	3	3	0	4	All	Take course from all four groups: A) ENG-002 B) MAT-003, C) High school biology or BIO-111 D) high school chemistry or CHM-131 and CHM-131A
PHY 110	Conceptual Physics	3	0	0	3	Fall, Spring	MAT-003 grade of P2 PHY-110A (co-req.)
PHY 110A	Conceptual Physics Lab	0	2	0	1	Fall, Spring	None/PHY-110 (co-req.)
PTA 110	Introduction to PT	2	3	0	3	Fall only	None
PTA 130	Physical Therapy Proc. I	1	6	0	3	Fall only	None
PTA 170	Pathophysiology	3	0	0	3	Fall only	None
		13	**14**	**0**	**18**		

1st Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
BIO 169	Anatomy & Physiology II	3	3	0	4	All	BIO-168 (min grade of C)
ENG 111	Writing and Inquiry	3	0	0	3	All	ENG-002/ENG-011 (co-req)
PSY 150	General Psychology	3	0	0	3	All	ENG-002 or ENG-101 *with a minimum grade of C*
PTA 120	Functional Anatomy	1	6	0	3	Spring only	None/PTA-140 (co-req.)
PTA 140	Therapeutic Exercise	2	6	0	4	Spring only	None/PTA-120 (co-req.)
PTA 150	Physical Therapy Proc. II	1	6	0	3	Spring only	PTA-130
		13	**21**	**0**	**20**		

Summer Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
PTA 180	PTA Clinical Ed. Intro.	0	0	9	3	Summer only	None
PTA 212	Healthcare Resources	2	0	0	2	Summer only	None
PTA 252	Geriatrics for the PTA	2	0	0	2	Summer only	None
PTA 254	Pediatrics for the PTA	0	3	0	1	Summer only	None
		4	**3**	**9**	**8**		

2nd Fall Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
ENG 112	Writing/Res in Disciplines	3	0	0	3	All	ENG-111 (min grade of C)
OR	ENG 113 Lit Base Res	(3	0	0	3)	On Demand	ENG-111 (min grade of C)
OR	ENG 114 Prof Research	(3	0	0	3)	All	ENG-111 (min grade of C)
Humanities/Fine Arts	Elective*	3	0	0	3	All	See page 196 for options
PTA 160	Physical Therapy Proc. III	2	3	0	3	Fall only	PTA-150
PTA 222	Professional Interactions **W**	2	0	0	2	Fall only	ENG-111
PTA 240	Physical Therapy Proc. IV	3	6	0	5	Fall only	PTA-150
		13	**9**	**0**	**16**		

2nd Spring Semester

Course	Title	Lect	Lab	Cln	Cr	Offered	Pre-Requisites
PTA 260AB	Adv PTA Clinical Edu	0	0	15	5	Spring only	PTA-180
PTA 260BB	Adv PTA Clinical Edu	0	0	15	5	Spring only	PTA-180
PTA 270	PTA topics (4 weeks)	1	0	0	1	Spring only	None
PTA 280	PTA Issues I (4 weeks) **W**	1	0	0	1	Spring only	ENG-111
		2	**0**	**30**	**12**		
	Total Credit Hours				**74**		

W – *Writing Intensive Course (ENG-111 pre-req.)*

PROJECT MANAGEMENT TECHNOLOGY

Curriculum Description

The Project Management Technology curriculum is designed to introduce students to processes of initiating, planning/executing, monitoring/controlling, and closing projects. Students will be provided the nine knowledge areas of Project Management (integration, scope, time/cost, quality, human resources, risk/procurement management, and communication). The curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work may include concepts in accounting, finance, information systems, human resource management, project management, organizational behavior, purchasing, business ethics, and economics. The curriculum develops project management skills that may be used in all lines of work.

There are two certificate options to choose from:
1. Project Management Technology Curriculum Certificate and
2. Project Management Technology Workforce Certificate

Both certificates can be completed in one semester and the classes are offered both Fall and Spring semesters.

Program Learning Outcomes

Graduates of the Project Management Technology program will be able to:
- Develop, design, and present project plans.
- Utilize status reports.
- Justify and adjust plans for unplanned occurrences.

Employment Opportunities

Graduates may qualify for positions requiring project management in governmental, nonprofit, merchandising, manufacturing, utilities, and constructions agencies and industries. Students should be able to apply the Body of Knowledge areas established by the Project Management Institute.

Contact

Dr. Kathryn J. Moland, PMP
Division Chair - Computer and Electronics Engineering Technologies
molandk@surry.edu
336.386.3306

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

PROJECT MANAGEMENT TECHNOLOGY CERTIFICATE C25390

Fall, Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CTS 115	Info Sys Business Concepts	3	0	3	Fall, Spring	None
PMT 110	Intro to Project Management	3	0	3	Fall, Spring	None
PMT 111	Project Management Assessing Risk	3	0	3	Fall, Spring	None
PMT 210	Project Management Issues	3	0	3	Fall, Spring	None
PMT 215	Project Management Leadership	3	0	3	Fall, Spring	None
PMT 220	Project Management Capstone[W]	3	0	3	Fall, Spring	PMT-110, PMT-111, and PMT 215
		18	**0**	**18**		
	Total Credit Hours			**18**		

W - *Writing Intensive Course (ENG-111 pre-req.)*

This certificate is offered to high school students through the Career and College Promise program (C25390X).

PROJECT MANAGEMENT ASSISTANT

Fast Track Workforce Career Certificate

The Project Management Assistant Certificate Program will provide you with the essential skills you need to succeed at having your projects come in on time, on budget and at the right level of performance. Upon completion, students will be able to:

- Learn to plan, schedule and control projects successfully;
- Meet critical project objectives by producing measurable results;
- Lead people when results matter.

After employers need assessments with our local business and industry, certain skills were deemed essential for all applicants entering the local workforce. Core skills include Health and Safety (OSHA 10), Continuous Improvement (Lean Six Sigma), Human Resources Development (HRD), and Basic Computer Skills. Completion of these skills provides potential employee candidates a strong background in workplace culture that consists of a safe working environment, an understanding of efficient processes and practices, recognizing how to become a better team player, and understanding different leadership styles within an organization.

Students will earn the following industry-recognized credentials: OSHA 10, DiSC, Lean Six Sigma (Yellow Belt), Employability Skills and Career Readiness.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions requiring entry-level project management skills.

Project Management Assistant Fast Track Workforce Certificate

Course	Number	Name	No. of Hours	Cost
MLS	3810K	Project Management Assistant	96 hours	Grant Funded

*This Fast Track Workforce Certificate may be earned in eight weeks.

Cost Information:

- Tuition and related supply costs are grant-funded and provided to the student at no cost.
- Funding for transportation, childcare, and other costs to attend training may be available.
- Virginia residents pay the same tuition rate as in-state students.

To qualify for tuition and supply funding, complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions, contact:

Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

Internship and Employment Information:

The program includes 20+ hours of on the job training. Upon successfully completing the workforce certificate and employer entry requirements, students will be placed with employers for immediate employment.

Contact

Susan Ratcliff
Email: ratcliffs@surry.edu
Phone: (336) 386-3309

PROJECT MANAGEMENT – WORKFORCE CAREER CERTIFICATE

Course Description

This five-month Project Management Certificate is designed to introduce students to processes of initiating, planning/executing, monitoring/controlling, and closing projects, while providing CAPM certification understanding. These classes can be used for PDUs/CEUs for acquiring or maintaining your CAPM/PMP. This entire certificate is offered online and every Fall and Spring. Additional information: https://surry.edu/areas-of-study/workforce-training/computer-technologies

Instructional Format

Online

Contact

Dr. Kathryn J. Moland, PMP
Division Chair - Computer and Electronics Engineering Technologies
molandk@surry.edu
336.386.3306

Project Management Workforce Certificate

					Articulation to CC Course	CC Course Title	Semester	Pre-Requisites
MLS 3810A	Intro to Project Management*	48 Hours	$127	Spring, Fall	PMT-110	Intro to Project Management	Fall and Spring	None
MLS 3810I	Project Management Leadership and Risk	96 Hours	$183	Spring, Fall	PMT-111 PMT-215	Project Mgmt. Assessing Risk Project Mgmt. Leadership	Fall and Spring	None
MLS 3810J	MS Project & Project Mgmt Capstone *	96 Hours	$183	Spring, Fall	PMT-210 PMT-220	Project Mgmt. Issues Project Mgmt. Capstone	Fall and Spring	PMT110 PMT 111 PMT 215

Cost does not include books and supplies.
Virginia residents pay the same tuition rate as in-state students**.**

Certification Testing: CAPM
Contact Dr. Kathryn Moland, PMP for Certification Testing

Additional testing information may be found at www.pmi.org

****These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.***



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

PROJECT AND TECHNOLOGY SKILLS WORKFORCE TRAINING COURSES

Course Description

Looking to increase your application skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters. Complete details and latest information can be found at https://surry.edu/areas-of-study/workforce-training/computer-technologies.

Instructional Format

Face-to-face and Online

Contact

Dr. Kathryn J. Moland, PMP
Division Chair - Computer and Electronics Engineering Technologies
molandk@surry.edu
336.386.3306

Project and Technology Skills Workforce Courses

MLS	3810E	MS Project	48 Hours	$127	Spring, Summer, Fall
OST	3005	Microsoft Word/Outlook for Business	24 Hours	$71	Spring, Summer, Fall
OST	3100G	Microsoft Excel	24 Hours	$71	Spring, Summer, Fall
OST	3100K	Microsoft PowerPoint for Business	24 Hours	$71	Spring, Summer, Fall
OST	3100L	Microsoft Access for Business	24 Hours	$71	Spring, Summer, Fall
OST	3100I	Intermediate MS Excel	48 Hours	$127	Spring, Summer, Fall
ACC	3150B	Introduction to QuickBooks 2018	24 Hours	$71	Spring, Summer, Fall
OST	3100W	Microsoft Power BI	24 Hours	$71	Spring, Summer, Fall
OST	3100O	Introduction to Tableau	24 Hours	$71	Spring, Summer, Fall

Virginia residents pay the same tuition rate as in-state students**.**

*****These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.***



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

SPANISH LANGUAGE CERTIFICATE

Curriculum Description

The Spanish Language Certificate will provide students with the conversational skills, written skills, and the cultural background knowledge needed to effectively communicate in Spanish in the workplace, community agencies, etc. All of the courses in this program are part of the Comprehensive Articulation Agreement and can be used to help satisfy graduation requirements for Associate in Arts and Associate in Science degree programs. Many four-year colleges and universities require a foreign language as part of their general education requirements.

Learning Outcomes

Students who receive the Spanish language certificate will:

- Communicate effectively in Spanish at an intermediate level of fluency.
- Strengthen the development of listening, speaking, reading and writing skills.
- Comprehend text and write structurally correct compositions at an intermediate level of Spanish.
- Comprehend spoken Spanish and respond to complex questions in Spanish using advanced vocabulary.
- Think critically about the culture of Spanish speaking countries.

Contact

Sarah Wright
Lead Instructor Languages and Humanities
wrights@surry.edu
336.386.3439

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

SPANISH LANGUAGE CERTIFICATE
C55370B

1ST Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPA 111	Elementary Spanish I (1st 8 weeks)	3	0	3	All	None
SPA 112	Elementary Spanish II (2nd 8 weeks)	3	0	3	All	SPA-111 (min grade of C)
		6	**0**	**6**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPA 211	Intermediate Spanish I	3	0	3	Spring/Summer	SPA-112
SPA 212	Intermediate Spanish II	3	0	3	Spring/Summer	SPA-211 (min grade of C)
		6	**0**	**6**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
SPA 141	Culture & Civilization	3	0	3	Fall only	None
SPA 221	Spanish Conversation	3	0	3	Fall only	SPA-212
		6	**0**	**6**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C55370XB).

Note all courses are designated as general education or elective courses under the Comprehensive Articulation Agreement (CAA).

SPANISH – WORKFORCE TRAINING COURSES

Course Descriptions

Looking to increase your skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters. Complete details and latest information can be found at https://surry.edu/areas-of-study/college-and-career-readiness/english-language-acquisitions.

English Language Acquisitions Description

The English Language Acquisition courses allow students the opportunity to learn English for free. We welcome any English level, beginning through advanced. Our classes focus on all areas of language acquisition including reading, writing, and conversation. The class is designed in a way to support students with the skills needed for acclimating to the American culture, which are useful for navigating day to day processes in the United States.

Citizenship Pathway Course Description

The College and Career Readiness program is now offering a course to prepare students with resources, direction, and skills necessary for the process of applying for U.S. citizenship. The course is available in Dobson, Monday-Thursday and Yadkinville, Tuesday-Thursday. Enrolled students receive instruction to improve literary and mathematical skills to assist them in obtaining their High School Equivalency diploma (GED or HiSET), prepares participants for desired employment opportunities or post-secondary education, and equips those interested in applying for U.S. citizenship with the resources and guidance required to pass the U.S. Citizenship Test. Documentation of enrollment to meet DACA requirements is provided upon completion of a minimum of 70 hours of active student participation.

ELA Program Learning Outcomes

English Language Learners will be able to:

- Communicate clearly and effectively in English in both oral and written formats.
- Gain knowledge and skills to acclimate to the American culture.
- Analyze the American Culture.
- Prepare for desired employment opportunities or post-secondary education.
- Receive instruction to improve literary and mathematical skills.
- Prepare for the U.S. Naturalization Exam.

Cost: FREE

Contact

Bentley Cornett
Email: cornettbm@surry.edu
Phone: 336.386.3660

SUSTAINABLE AGRICULTURE SCIENCE TECHNOLOGY

Curriculum Description

The Sustainable Agriculture certificate program will focus on agricultural principles and practices that, over the long term, enhance environmental quality, make efficient use of nonrenewable resources, integrate natural biological cycles and controls, and are economically viable and socially responsible; and that may prepare individuals to apply this knowledge to the solution of agricultural and environmental problems. The certificate is designed to provide students with the knowledge, skills, experience, and attitudes that are necessary for independent, critical thinking essential to success in this field.

Program Learning Outcomes

Sustainable Agriculture Science Technology students will:

- Select agricultural enterprises to ensure sustainability and profitability.
- Describe sustainable agricultural production practices including best practices for soil, plant, animal, and natural resource management.
- Understand farm tools and perform basic farm maintenance.
- Identify and control insect and disease pests common to sustainable agriculture production practices.

Employment Opportunities

The certificate is especially useful for those interested in broadening their professional skills and/or base of knowledge and for those interested in pursuing career development in local agricultural industries.

Contact

Jeff Jones
Division Chair - Sciences
jonesjr@surry.edu
336.386.3391

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

SUSTAINABLE AGRICULTURE SCIENCE TECHNOLOGY CERTIFICATE C15410

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AGR 130	Alternative Ag Production	3	0	3	Fall or Summer	None
AGR 139	Intro to Sustainable Ag	3	0	3	Fall only	None
AGR 160	Plant Science	2	2	3	Fall only	None
		8	**2**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AGR 111	Basic Farm Maintenance	1	3	2	Spring only	None
AGR 121	Biological Pest Mgmt	3	0	3	Spring only	None
AGR 265	Organic Crop Prod: Spring	2	2	3	Spring only	None
		6	**5**	**8**		
	Total Credit Hours			**17**		

This certificate is offered to high school students through the Career and College Promise program (C15410X).

AGRICULTURE – WORKFORCE TRAINING COURSES

Course Description

Learn to plan and prep your garden for all seasons. Topics covered include: soil amending, plot planning and preparation, transplanting, fertilizing, pest control and pruning. We also offer the Good Agricultural Practices (GAP) Training food safety course to improve understanding of practices to guide assessment of risks and implementation of practices to reduce risk on fresh produce farms.

Instructional Format

Face-to-face class meetings

Contact

Jill Harding
Email:hardingjm@surry.edu
Phone: (336) 386-3331

Agriculture Workforce Courses

HOR	3307H	Spring Gardening Series	24 Hours	$71	Spring
HOR	3307I	Fall Gardening Series	24 Hours	$71	Fall
HOR	3307B	GAP Training	8 Hours	$71	Spring

Virginia residents pay the same tuition rate as in-state students**.**
Funding for tuition may be available for agriculture class through Project Skill-Up, a grant made possible by the NC Tobacco Trust Fund Commission.



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

TRUCK DRIVER – WORKFORCE CAREER CERTIFICATE

COURSE DESCRIPTION

The Truck Driver Training program prepares individuals to drive tractor-trailer rigs. This course teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles. Upon successful completion, students are qualified to take the Commercial Driver's License exam and may become employable by commercial trucking firms or become owner-operators and work as private contract haulers. Additional information: https://surry.edu/areas-of-study/programs/truck-driver.

Program Learning Outcomes

- Demonstrate sufficient knowledge of Federal Motor Carrier Safety Regulations (FMCSR) as they apply to Commercial Motor Vehicles (CMV's).
- Demonstrate sufficient knowledge of map reading, trip planning, computational skills and proper cargo handling.
- Demonstrate the basic skills necessary to operate a CMV skillfully and safely on the driving range.
- Demonstrate basic driving skills required to operate a CMV safely and defensively on the highway while obeying all traffic laws.
- Show their accumulated knowledge of basic CMV operations.
- Exhibit sufficient knowledge of FMCSR as they pertain to the operation of a CMV while he demonstrates the driving skills required to operate a CMV safely and defensively to obtain a class A CDL.
- Demonstrate communication skills that include the abilities to read, comprehend, and analyze information; and to express ideas effectively through written and oral communications.
- Apply critical thinking strategies to think logically and solve problems using analysis, synthesis, and evaluation.
- Use computational skills to become sufficiently numerate to function as a member of society.
- Demonstrate technology skills including accessing and evaluating information, as well as communicating using technology.

Employment Opportunities

Graduates should qualify for employment for a variety of truck driving positions within the transportation industry.

Instructional Format

Highway driving training exercises and classroom lectures are used to develop the student's knowledge and skills.

Contact

Dr. Douglas Underwood
underwoodd@surry.edu
336-386-3584

Truck Driver Certificate

TRA	3407	Truck Driver Training	384 Hours	$1881	Spring, Summer, Fall

Virginia residents pay the same tuition rate as in-state students.

Certification Testing:
NCDMV Commercial Driver License

Additional testing information
https://www.ncdot.gov/dmv/license-id/driver-licenses/commercial/Pages/apply-for-cdl.aspx



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

TRUCKING OPERATIONS MANAGEMENT

Curriculum Description

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, trucking operations, supply chain, and manufacturing organizations.

Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Program Learning Outcomes

Trucking Operations Management students will:

- Identify and explain federal and state DOT regulations.
- Analyze Routing Systems, Vehicle Locating Systems, and Vehicle Identification Systems.
- Analyze the necessary insurance requirements to sustain the business.
- Create a plan to find and buy the proper equipment for the trucking business.
- Evaluate logistics supply chain networks and strategies.

Employment Opportunities

Graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, trucking operations, international freight, and logistics.

Contact

Shelia Martin
Chairperson for Business Technologies
martins@surry.edu
336.386.3352

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

TRUCKING OPERATIONS MANAGEMENT
CERTIFICATE
C25620

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
CTS 130	Spreadsheet I	2	2	3	Fall, Spring	None
LOG 110	Intro to Logistics	3	0	3	Fall only	None
TOM 250	Operations of Trucking I	3	0	3	Fall only	None
		8	**2**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
LOG 125	Transportation Logistics	3	0	3	Spring only	None
LOG 210	Fleet Management	3	0	3	Spring only	LOG-110
TOM 260	Operations of Trucking II	3	0	3	Spring only	TOM-250
		9	**0**	**9**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C25620X).

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

VITICULTURE & ENOLOGY

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 viticulture/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.

Program Learning Outcomes

Viticulture & Enology students will:

- Apply the scientific method to solve practical problems of winegrowing in the southeastern United States.
- Develop a business/marketing plan to establish and operate a vineyard and/or winery.
- Recognize and apply environmentally responsible and sustainable agricultural practices in wine grape production and in winery design and operations.
- Understand grapevine physiology and its effect on decision making in winery.
- Use crop estimates to plan winery functions and logistics to enhance safety and profitability.

Employment Opportunities

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.

Contact

David Bower
Enology Instructor
bowerd@surry.edu
336.386.3569

Sarah Bowman
Viticulture Instructor
bowmanse@surry.edu
336.386.3631

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

VITICULTURE & ENOLOGY
DEGREE
A15430

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
CIS 110	Intro to Computers	2	2	3	All	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
VEN 132	Wines of the World	1	2	2	Fall only	None
VEN 133	Intro to Winemaking[21]	3	0	3	Fall only	21+
VEN 134	Grape Harvest	1	0	1	Fall only	None
VEN 135	Intro to Viticulture	3	2	4	Fall only	None
		14	**6**	**17**		

1st Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 110	Intro to Business	3	0	3	Fall, Spring	None
ENG 114	Prof. Research & Report	3	0	3	All	ENG-111 (min grade of C)
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002/ MAT-043 (co-req required w/o credit for MAT-003 grade of P2)
VEN 138	Vineyard Est. & Develop	3	0	3	Spring only	VEN-135
VEN 139	Grape & Wine Science[21]	4	2	5	Spring only	21+
		14	**7**	**17**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 285	Winery Operations[21]	3	2	4	Summer only	VEN-133 and 21+
OR	VEN 287 Vineyard Ops	(3	2	4)	Summer only	None
		3	**2**	**4**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 137	Prin. of Management	3	0	3	Fall only	None
BUS 139	Entrepreneurship I	3	0	3	Fall only	None
SPA 120	Spanish in the Workplace	3	0	3	Fall only	Restricted to Viticulture & Enology Program
VEN 238	Grape Pests, Diseases	3	0	3	Fall only	None
VEN 283	Wine Product & Analysis[21]	2	6	5	Fall only	VEN-133, VEN-139, and 21+
		11	**6**	**17**		

2nd Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
Humanities/Fine Arts	Elective*	3	0	3	All	See page 196 for options
PSY 118	Interpersonal Psych	3	0	3	All	None
Program Elective**	(or WBL 112)	Varies	Varies	Varies	All	None
VEN 284	Wine Design & Mgmt[21]	3	0	3	Spring only	VEN-133 and 21+
VEN 286	Wine Marketing[21]	3	0	3	Spring only	VEN-132 and VEN-133 or VEN-130, and 21+
VEN 288	Wine Finish & Package[21]	1	4	3	Spring only	VEN-283, ENG-111, and 21+
		13+	**4+**	**15+**		
	Total Credit Hours			**72+**		

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

****Program Elective - Select one course from the following:**

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
AGR 111	Basic Farm Main.	1	3	2	Spring only	None
AGR 121	Biological Pest Mgmt.	3	0	3	Spring only	None
AGR 139	Intro to Sust. Agric.	3	0	3	Fall only	None
AGR 160	Plant Science	2	2	3	Fall only	None
VEN 130	Fundamentals of Viticulture and Enology	1	0	1	On Demand	None
VEN 131	Wine Tasting	0	2	1	On Demand	21+
VEN 181	Tasting Room Operations	2	0	2	On Demand	None
VEN 182	Tasting Room Operations Lab	0	2	2	On Demand	None
VEN 188	Wine Finance	2	0	2	On Demand	None
VEN 189	Wine Business	2	0	2	On Demand	None
VEN 285	Winery Operations[21]	3	2	4	Summer only	VEN-133 and 21+
VEN 287	Vineyard Operations	3	2	4	Summer only	None
WBL 112	Work-Based Learning	0	20	2	All	None

[21] Students must be 21 years or older in order to enroll in these VEN courses.

VITICULTURE & ENOLOGY
DIPLOMA
D15430

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ACA 111	College Student Success	1	0	1	All	None
SPA 120	Spanish in the Workplace	3	0	3	Fall only	Restricted to Viticulture & Enology Program
VEN 132	Wines of the World	1	2	2	Fall only	None
VEN 133	Intro to Winemaking[21]	3	0	3	Fall only	21+
VEN 134	Grape Harvest	1	0	1	Fall only	None
VEN 135	Intro to Viticulture	3	2	4	Fall only	None
VEN 238	Grape Pests, Diseases	3	0	3	Fall only	None
		16	**4**	**17**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
BUS 110	Intro to Business	3	0	3	Fall, Spring	None
CIS 110	Intro to Computers	2	2	3	All	None
ENG 111	Writing and Inquiry	3	0	3	All	ENG-002/ENG-011 (co-req)
VEN 138	Vineyard Est. & Develop	3	0	3	Spring only	VEN-135
VEN 139	Grape and Wine Science[21]	4	2	5	Spring only	21+
Program Elective**	(or WBL 112)	Varies	Varies	Varies	All	None
		15+	**4+**	**17+**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAT 143	Quantitative Literacy	2	2	3	All	MAT-003 and ENG-002/ MAT-043 (co-req required w/o credit for MAT-003 grade of P2)
VEN 285	Winery Operations[21]	3	2	4	Summer only	VEN-133 and 21+
OR	VEN 287 Vineyard Ops	(3	2	4)	Summer only	None
		5	**4**	**7**		
	Total Credit Hours			**41+**		

"Highlighted courses are subject to time limitations found in the Time Limits on Course Work section of the catalog".

[21] Students must be 21 years or older in order to enroll in wine making classes.

VITICULTURE & ENOLOGY
CERTIFICATE – VITICULTURE TRACK
C15430A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 134	Grape Harvest	1	0	1	Fall only	None
VEN 135	Intro to Viticulture	3	2	4	Fall only	None
VEN 238	Grape Pests, Diseases	3	0	3	Fall only	None
		11	**4**	**8**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 138	Vineyard Est. & Develop	3	0	3	Spring only	VEN-135
WBL 112	Work-Based Learning	0	20	2	All	None
		3	**20**	**5**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 287	Vineyard Operations	3	2	4	Summer only	None
		3	2	4		
	Total Credit Hours			**17**		

VITICULTURE & ENOLOGY
CERTIFICATE – VITICULTURE TRACK
C15430AX

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 132	Wines of the World	1	2	2	Fall only	None
VEN 134	Grape Harvest	1	0	1	Fall only	None
VEN 135	Intro to Viticulture	3	2	4	Fall only	None
VEN 238	Grape Pests, Diseases	3	0	3	Fall only	None
		8	**4**	**10**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 138	Vineyard Est. & Develop	3	0	3	Spring only	VEN-135
		3	**20**	**3**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 287	Vineyard Operations	3	2	4	Summer only	None
		3	**2**	**4**		
	Total Credit Hours			**17**		

This certificate is offered to high school students only through the Career and College Promise program (C15430AX).

VITICULTURE & ENOLOGY
CERTIFICATE – ENOLOGY TRACK
C15430B

1st Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 133	Intro to Winemaking[21]	3	0	3	Fall only	21+
		3	**0**	**3**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 139	Grape and Wine Science[21]	4	2	5	Spring only	21+
		4	**2**	**5**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 285	Winery Operations[21]	3	2	4	Summer only	VEN-133 and 21+
		3	**2**	**4**		

2nd Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 283	Wine Product & Analysis[21]	2	6	5	Fall only	VEN-133, VEN-139, and 21+
		2	**6**	**5**		
	Total Credit Hours			**17**		

VITICULTURE & ENOLOGY
CERTIFICATE – MARKETING TRACK
C15430C

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 132	Wines of the World	1	2	2	Fall only	None
VEN 133	Intro to Winemaking[21]	3	0	3	Fall only	21+
VEN 135	Intro to Viticulture	3	2	4	Fall only	None
		7	**4**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 284	Wine Design & Mgmt[21]	3	0	3	Spring only	VEN-133 and 21+
VEN 286	Wine Marketing[21]	3	0	3	Spring only	VEN-132 and VEN-133 or VEN-130, and 21+
		6	**0**	**6**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
WBL 111	Work-Based Learning	0	10	1	All	None
		0	**10**	**1**		
	Total Credit Hours			**16**		

VITICULTURE & ENOLOGY
CERTIFICATE – TASTING ROOM OPERATIONS
C15430D

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 130	Fundamentals of Viticulture and Enology	1	0	1	On Demand	None
VEN 131	Wine Tasting[21]	0	2	1	On Demand	21+
VEN 132	Wines of the World	1	2	2	Fall only	None
VEN 181	Tasting Room Operations	3	0	3	On Demand	None
VEN 182	Tasting Room Operations Lab	0	2	1	On Demand	None
OR	WBL	(0	10	1)	All	None
		5	**6**	**8**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
VEN 188	Wine Finance	3	0	3	On Demand	None
VEN 189	Wine Business	2	0	2	On Demand	None
VEN 286	Wine Marketing[21]	3	0	3	Spring only	VEN-132 and VEN-133 or VEN-130, and 21+
		8	**0**	**8**		
	Total Credit Hours			**16**		

WBL options: WBL 111, 121, 131, 211, 221, or 231

WELDING TECHNOLOGY

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 metalworking industry.

Course work includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

Program Learning Outcomes

Welding Technology students will:

- Interpret blueprints and weld the part to specification.
- Demonstrate the ability to select appropriate tools, welding supplies and equipment.
- Apply safe working practices as defined by OSHA for clothing, eye protection, hand tools, power equipment, ventilation handling, storage and disposal of scrap metal.
- Demonstrate an understanding of multiple welding techniques, including Oxy-fuel, plasma arc cutting, "stick" arc (SMAW), flux core arc (MIG), and gas tungsten arc (TIG) welding.
- Produce welds that consistently meet industry and American Welding Society (AWS) standards.

Employment Opportunities

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.

Contact

Jay Scott
Lead Instructor for Welding Technology
scottjd@surry.edu
336.386.3350

Financial aid is available to eligible students: https://surry.edu/paying-for-college/financial-aid/

Contact: financialaid@surry.edu or (336) 386-3264 for more information.

WELDING TECHNOLOGY
DIPLOMA
D50420

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ISC 112	Industrial Safety	2	0	2	All	None
WLD 110	Cutting Processes	1	3	2	Fall only	None
WLD 115	SMAW (STICK) Plate	2	9	5	Fall only	None
WLD 121	GMAW (MIG) FCAW/Plat	2	6	4	Fall only	None
WLD 141	Symbols and Specific	2	2	3	Fall only	None
WLD 151-AB	Fabrication I	1	3	2	Fall, Spring	None
		10	**23**	**18**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MAT 110	Math Measurement & Literacy	2	2	3	All	MAT-003/ MAT-010 (co-req required w/o credit for MAT-003)
MEC 110	Intro to CAD/CAM	1	2	2	Spring only	None
MEC 111	Machine Processes	1	4	3	Spring only	None
WLD 116	SMAW (STICK) Plate/Pipe	1	9	4	Spring only	WLD-115
WLD 131	GTAW (TIG) Plate	2	6	4	Spring only	None
WLD 143	Welding Metallurgy	1	2	2	Spring, Summer	None
WLD 151 – BB	Fabrication I	1	3	2	Spring, Summer	None
		9	**28**	**20**		

Summer Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ENG 101	App. Comm. I	3	0	3	All	None
WLD 261	Certification Practices	1	3	2	Summer only	WLD-115, WLD-121, WLD-131
OR	WBL 112 Work Learn	(0	20	2)	All	None
WLD 265	Auto Welding/Cutting	2	6	4	Summer only	WLD-110, WLD-121
		6	**9**	**9**		
	Total Credit Hours			**47**		

WBL Option: WBL 112

WELDING TECHNOLOGY
CERTIFICATE
C50420

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
WLD 110	Cutting Processes	1	3	2	Fall only	None
WLD 115	SMAW (STICK) Plate	2	9	5	Fall only	None
WLD 141	Symbols and Specific	2	2	3	Fall only	None
		5	**14**	**10**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
WLD 121	GMAW (MIG) FCAW/Plat	2	6	4	Fall, Spring	None
WLD 131	GTAW (TIG) Plate	2	6	4	Spring only	None
		4	**12**	**8**		
				47		

This certificate is offered to high school students through the Career and College Promise program (C50420X).

WELDING TECHNOLOGY
GMAW
CERTIFICATE
C50420A

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
WLD 110	Cutting Processes	1	3	2	Fall only	None
WLD 121	GMAW (MIG) FCAW/Plat	2	6	4	Fall only	None
WLD 141	Symbols and Specific	2	2	3	Fall only	None
		5	**11**	**9**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
WLD 122	GMAW (MIG) FCAW/Pipe	1	6	3	Spring only	WLD-121
WLD 143	Welding Metallurgy	1	2	2	Spring, Summer	None
WLD 131	GTAW (TIG) Plate	2	6	4	Spring only	None
		4	**14**	**9**		
	Total Credit Hours			**18**		

This certificate is offered to high school students through the Career and College Promise program (C50420AX).

WELDING TECHNOLOGY
SMAW
CERTIFICATE
C50420B

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
WLD 110	Cutting Processes	1	3	2	Fall only	None
WLD 115	SMAW (STICK) Plate	2	9	5	Fall only	None
WLD 141	Symbols and Specific	2	2	3	Fall only	None
		5	**14**	**10**		

Spring Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
MEC 110	Introduction to CAD/CAM	1	2	2	Spring only	None
WLD 116	SMAW (STICK) Plat/Pipe	1	9	4	Spring only	WLD-115
WLD 143	Welding Metallurgy	1	2	2	Spring, Summer	None
		3	**13**	**8**		
	Total Credit Hours			**18**		

WELDING TECHNOLOGY
INDUSTRIAL CERTIFICATE
C50420C

Fall Semester

Course	Title	Lect	Lab	Cr	Offered	Pre-Requisites
ISC 112	Industrial Safety	2	0	2	All	None
WLD 110	Cutting Processes	1	3	2	Fall only	None
WLD 115	SMAW (STICK) Plate	2	9	5	Fall only	None
WLD 121	GMAW (MIG) FCAW/Plate	2	6	4	Fall only	None
WLD 141	Symbols and Specific	2	2	3	Fall only	None
		9	**20**	**16**		
	Total Credit Hours			**16**		

PRODUCTION WELDER

Fast Track Workforce Career Certificate

This Production Welder Certificate provides instruction on the principles and practices of welding. Upon completion, students should be able to:

- Demonstrate the ability to select appropriate tools, welding supplies, and equipment;
- Apply safe working practices as defined by OSHA for clothing, eye protection, hand tools, power equipment, ventilation handling, storage, and disposal of scrap metal;
- Demonstrate an understanding of multiple welding techniques.

After employers need assessments with our local business and industry, certain skills were deemed essential for all applicants entering the local workforce. Core skills include Health and Safety (OSHA 10), Continuous Improvement (Lean Six Sigma), Human Resources Development (HRD), and Basic Computer Skills. Completion of these skills provides potential employee candidates a strong background in workplace culture that consists of a safe working environment, an understanding of efficient processes and practices, recognizing how to become a better team player, and understanding different leadership styles within an organization.

Students will earn the following industry-recognized credentials: OSHA 10, DiSC, Lean Six Sigma (Yellow Belt), Employability Skills and Career Readiness.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for positions with entry-level welding field.

Production Welder Fast Track Workforce Certificate

Course	Number	Name	No. of Hours	Cost
WLD	3106X	Production Welder	96+ hours	Grant Funded

*This Fast Track Workforce Certificate may be earned in eight weeks.

Cost Information:

- Tuition and related supply costs are grant-funded and provided to the student at no cost.
- Funding for transportation, childcare, and other costs to attend training may be available.
- Virginia residents pay the same tuition rate as in-state students.

To qualify for tuition and supply funding, complete the form at URL: www.surry.edu/funding (opens in a new tab) and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:

Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

Internship and Employment Information:

The program includes 20+ hours of on the job training. Upon successfully completing the workforce certificate and employer entry requirements, students will be placed with employers for immediate employment.

Contact

Susan Ratcliff
Email: ratcliffs@surry.edu
Phone: (336) 386-3309

WELDING WORKFORCE TRAINING CERTIFICATE

Workforce Career Certificate

The Workforce Certificate offers students the opportunity to receive the same instruction and skills as college degree-seeking students without placement tests, general education requirements and a college application. Students pay continuing educations rates without regard to residency requirements.

Employment Opportunities

Upon completion of this course, individuals should be able to apply for entry-level positions electrical companies/contractors.

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Welding Workforce Certificate

WLD	3106O	Cutting Processes*	64 Hours	$198	Fall
WLD	3106E	Welding Stick *	176 Hours	$198	Fall
WLD	3106R	Symbols & Specifications	64 Hours	$198	Fall
WLD	3106L	GMAW MIG Plate	128 Hours	$198	Fall
ISC	3036	Industrial Safety*	32 Hours	$127	Spring, Fall

Note: This certificate is offered each fall (August – December).

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students.

**** These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.***



Grant and Scholarship Opportunities Available
Complete the form at www.surry.edu/funding and a counselor will review your information and contact you concerning eligibility for funding assistance.

For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

WELDING – WORKFORCE TRAINING COURSES

Course Description

Looking to increase your skills? Workforce Training Courses are provided to help meet this need. Courses are offered most semesters. Complete details and latest information can be found at https://surry.edu/areas-of-study/workforce-training/industrial-careers.

Instructional Format

Face-to-face class meetings

Contact

Susan Ratcliff
Email:ratcliffs@surry.edu
Phone: (336) 386-3309

Welding Workforce Courses

WLD	3106V	Combo Welding Stick & TIG	288 Hours	$198	Spring
WLD	3106U	Trailer Welding (with OSHA Safety)	104 Hours	$198	Spring, Fall
WLD	3106S	Welding: Farm Repair & Fabrication	104 Hours	$198	Spring
WLD	3106Q	Welding Fabrication*	64 Hours	$198	Spring
WLD	3106E	Welding Stick*	160 Hours	$198	Spring, Fall
WLD	3106L	MIG Plate	128 Hours	$198	Fall
WLD	3106F	Welding TIG-GTAW	128 Hours	$198	Spring

Cost does not include associated books, tools, and supplies
Virginia residents pay the same tuition rate as in-state students

These courses meet the requirements for the "Continuing Education to Curriculum Credit" method of Credit for Prior Learning competencies and earn course credit. The content mastered is comparable to the student learning outcomes of a SCC curriculum course and may be used to fulfill degree, diploma, or certificate requirements. Contact the course instructor for complete details.



Grant and Scholarship Opportunities Available
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For specific questions contact:
Brittany King
Email: kingbr@surry.edu
Phone: 336-386-3656

COURSE DESCRIPTIONS

Numbers following the course title indicate the number of hours for the course: (lecture/lab/credit) or (lecture/lab/clinical or work/credit). The CAA designation indicates the course is part of the Comprehensive Articulation Agreement with the North Carolina University system. *Local pre-requisites are listed in italics.*

ACADEMIC RELATED

ACA-111 College Student Success (1/0/1)
Fall/Spring/Summer
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)
Fall/Spring
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-122 College Transfer Success (0/2/1)
Fall/Spring/Summer CAA
Prerequisites: None
Corequisites: None
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a required course for all AA and AS students.*

ACCOUNTING

ACC-120 Prin of Financial Accounting (3/2/4)
Fall/Spring/Summer CAA, ICAA Elective
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ACC-121 Prin of Managerial Accounting (3/2/4)
Fall/Spring CAA ICAA Elective
Prerequisites: ACC-120
Corequisites: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

ACC-122 Prin of Financial Acct II (3/0/3)
Fall
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-129 Individual Income Taxes (2/2/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC-150 Accounting Software Appl (1/3/2)
Spring
Prerequisites: ACC-120
Corequisites: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems.

ACC-220 Intermediate Accounting I (3/2/4)
Fall
Prerequisites: ACC-120
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC-221 Intermediate Acct II (3/2/4)
Spring
Prerequisites: ACC-220
Corequisites: None
This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds,

investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC-225 Cost Accounting (3/0/3)
Fall
Prerequisites: ACC-121 *and ENG-111*
Corequisites: None
This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ANIMAL CARE AND MANAGEMENT

ACM-110 Intro to Animal Care (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces general concepts of animal care and management. Topics include the history of animal care, humane issues, fundamental care, and the future of the animal care industry. Upon completion, students should be able to demonstrate a basic understanding of the issues related to the animal care industry.

AGRICULTURE

AGR-111 Basic Farm Maintenance (1/3/2)
Spring
Prerequisites: None
Corequisites: None
This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR-121 Biological Pest Mgmt (3/0/3)
Spring
Prerequisites: None
Corequisites: None
This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structire, life cycle, and favored hosts; and biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

AGR-130 Alternative Ag Production (3/0/3)
Fall/Summer
Prerequisites: None
Corequisites: None
This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic prodcution practices.

AGR-139 Intro to Sustainable Ag (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR-160 Plant Science (2/2/3)
Fall
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-265 Organic Crop Prod: Spring (2/2/3)
Spring
Prerequisites: None
Corequisites: None
This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

AIR CONDITIONING, HEATING, & REFRIGERATION

AHR-110 Intro to Refrigeration (2/6/5)
Fall
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)
Fall/Spring
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)
Spring
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 psychrometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR-114 Heat Pump Technology (2/4/4)
Spring
Prerequisites: AHR-110 or AHR-113
Corequisites: None
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR-120 HVACR Maintenance (1/3/2)
Spring
Prerequisites: None
Corequisites: None
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed

on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR-133 HVAC Servicing (2/6/4)
Summer
Prerequisites: *AHR-112 or AHR-113*
Corequisites: AHR-112 or AHR-113
The 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)
Fall/Spring
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-211 Residential System Design (2/2/3)
Spring
Prerequisites: *ENG-110*
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 psychrometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

AHR-212 Advanced Comfort Systems (2/6/4)
Fall
Prerequisites: AHR-114
Corequisites: *AHR-250*
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-213 HVACR Building Code (1/2/2)
Spring
Prerequisites: None
Corequisites: None
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

AHR-215 Commercial HVAC Controls (1/3/2)
Spring
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 System Diagnostics (0/4/2)
Fall
Prerequisites: AHR-133
Corequisites: None
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)
On Demand CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-002*
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 for transfer under the CAA and ICAA as a general education social/behavioral sciences course.*

APPLIED ANIMAL SCIENCE TECHNOLOGY

ANS-110 Animal Science (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

ANS-115 Animal Feeds & Nutrition (2/2/3)
Fall
Prerequisites: None
Corequisites: None
This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals.

ANS-120 Beef Production (2/2/3)
Spring
Prerequisites: None
Corequisites: None
This course provides an introduction to the beef cattle industry. Topics include reproduction, cattle management, marketing, anatomy and physiology, and pasture management (including sustainable practices). Upon completion, students should be able to demonstrate a basic understanding of beef cattle production practices and the economic and environmental impact of the beef cattle industry locally, regionally, state-wide, and internationally.

ANS-130 Poultry Production (2/2/3)
Spring
Prerequisites: None
Corequisites: None
This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide, and internationally.

ANS-140 Swine Production (2/2/3)
Spring
Prerequisites: None
Corequisites: None
This course provides an introduction to the swine industry. Topics include basic

skills for breeding, farrowing, nursery, environmental issues, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic and environmental impact of the swine industry locally, regionally, state-wide, and internationally.

ANS-150 Animal Health Management (3/0/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces animal diseases and health management. Topics include identification, prevention, management (including integrated pest management), and treatment of diseases. Upon completion, students should be able to recognize disease symptoms, recommend treatments, identify preventive steps, and develop biosecurity procedures.

ARCHITECTURE

ARC-111 Intro to Arch Technology (1/6/3)
Summer
Prerequisites: None
Corequisites: None
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC-112 Construction Materials and Methods (3/2/4)
Spring
Prerequisites: None
Corequisites: None
This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

ARC-132 Specifications and Contracts (2/0/2)
Spring
Prerequisites: ARC-112 and *ENG-110 or ENG-111*
Corequisites: None
Course Description
This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities.

ART

ART-111 Art Appreciation (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

ART-114 Art History Survey I (3/0/3)
Fall CAA ICAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

ART-115 Art History Survey II (3/0/3)
Spring CAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

ART-116 Survey of American Art (3/0/3)
Spring CAA ICAA GEN ED
Prerequisites: *ENG-111*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ART-121 Two-Dimensional Design (0/6/3)
Fall CAA ICAA Elective
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-122 Three-Dimensional Design (0/6/3)
Spring CAA Elective
Prerequisites: None
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 for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

ART-131 Drawing I (0/6/3)
Fall/Spring CAA ICAA Elective
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-132 Drawing II (0/6/3)
Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-140 Basic Painting (0/4/2)
On Demand CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course introduces the mechanics of painting. Emphasis is placed on the exploration of painting media through fundamental techniques. Upon completion, students should be able to demonstrate a basic understanding and application of painting. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-214 Portfolio and Resume (0/2/1)
Fall/Spring CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course covers resume 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 resume writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resume. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-215 Visual Art Portfolio (0/6/3)
Spring CAA ICAA Elective
Prerequisites: *ENG-111, ART-121, and ART-131*
Corequisites: None
This course covers the organization of a comphrehensive body of work designed to showcase the visual artist's competencies in selected media and is intended for college transfer or professional advancement. Emphasis includes preparation for gallery exhibition, creation of a digital portfoloio, and development of materials associated with best practices for showcasing artistic works, skills, and experience. Upon completion, students should be able to display a professional arrangement of work designed for entry into an advanced visual arts program, application for employment, or presentation to juried gallery exhibitions. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.* This course restricted to Associate in Fine Arts students enrolled in their final semester of coursework.

ART-240 Painting I (0/6/3)
Fall CAA ICAA Elective
Prerequisites: *ART-131*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-241 Painting II (0/6/3)
Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-244 Watercolor (0/6/3)
Spring CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course introduces 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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-264 Digital Photography I (0/6/3)
Fall/Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-281 Sculpture I (0/6/3)
On Demand CAA ICAA Elective
Prerequisites: ART-122
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-283 Ceramics I (0/6/3)
Fall/Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-284 Ceramics II (0/6/3)
Fall/Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-285 Ceramics III (0/6/3)
Fall/Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ART-286 Ceramics IV (0/6/3)
Fall/Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

AUTOMATION TRAINING

ATR-112 Intro to Automation (2/3/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR-212 Industrial Robots (2/3/3)
Spring
Prerequisites: None
Corequisites: None
This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

ATR-280 Robotic Fundamentals (3/2/4)
Spring
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.

AUTOBODY REPAIR

AUB-111 Painting & Refinishing I (2/6/4)
Fall
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)
Spring
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)
Summer
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)
Fall
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)
Summer
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)
Fall
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)
Spring
Prerequisites: AUB-131
Corequisites: None
This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB-136 Plastics & Adhesives (1/4/3)
Fall/Spring
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-150 Automotive Detailing (1/3/2)
Spring
Prerequisites: None
Corequisites: None
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUB-162 Autobody Estimating (1/2/2)
Summer
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 SYSTEMS

AUT-113 Automotive Servicing I (0/6/2)
Summer
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)
Spring
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)
Fall
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)
Fall
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 Suspension & Steering Sys (2/3/3)
Spring
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 Suspension & Steering Lab (0/3/1)
Spring
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)
Spring
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)
Spring
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-163 Adv Auto Electricity (2/3/3)
Spring
Prerequisites: TRN-120
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-181 Engine Performance 1 (2/3/3)
Fall
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-183 Engine Performance 2 (2/6/4)
Fall
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-212 Auto Shop Management (3/0/3)
Spring
Prerequisites: None
Corequisites: None
This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT-221 Auto Transm/Transaxles (2/3/3)
Fall
Prerequisites: *ENG-110 or ENG-111*
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/Transax Lab (0/3/1)
Fall
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)
Spring
Prerequisites: *ENG-110 or ENG-111*
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT-231A Man Trans/Ax/Drtrains Lab (0/3/1)
Spring
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.

BIOLOGY

BIO-110 Principles of Biology (3/3/4)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: *Take ENG-002 and MAT-003*
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AA/AS).*

BIO-111 General Biology I (3/3/4)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: *Take ENG-002 and MAT-003 grade of P2. Students who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better.*
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AA/AS).*

BIO-112 General Biology II (3/3/4)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: BIO-111 *with a minimum grade of C*
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AS).*

BIO-120 Introductory Botany (3/3/4)
Spring CAA ICAA GEN ED
Prerequisites: BIO-110 or BIO-111 *with a minimum grade of C*
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 for transfer under the Comprehensive Articulation Agreement as a general education natural sciences course.*

BIO-130 Introductory Zoology (3/3/4)
Fall CAA ICAA GEN ED
Prerequisites: BIO-110 or BIO-111 *with a minimum grade of C*
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 for transfer under the Comprehensive Articulation Agreement as a general education natural sciences course.*

BIO-140 Environmental Biology (3/0/3)
Fall/Spring CAA ICAA GEN ED
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 for transfer under the Comprehensive Articulation Agreement as a general education natural sciences course.*

BIO-140A Environmental Biology Lab (0/3/1)
Fall/Spring CAA ICAA GEN ED
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 for transfer under the Comprehensive Articulation Agreement as a general education natural sciences course.*

BIO-143 Field Biology Minicourse (1/2/2)
On Demand CAA ICAA Elective
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BIO-145 Ecology (3/3/4)
On Demand CAA ICAA Elective
Prerequisites: BIO-110 or BIO-111 *with a minimum grade of C*
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BIO-146 Regional Natural History (3/3/4)
On Demand CAA ICAA Elective
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BIO-155 Nutrition (3/0/3)
Spring CAA ICAA Elective
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BIO-163 Basic Anat & Physiology (4/2/5)
Fall/Spring CAA ICAA Elective
Prerequisites: *ENG-002 and MAT-003.*
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BIO-168 Anatomy and Physiology I (3/3/4)
Fall/Spring/Summer CAA ICAA Elective
Prerequisites*:* Take one option from all four groups: Group *A) ENG-002; Group B) MAT-003; Group C) high school biology or BIO-111; Group D) high school chemistry or CHM-131 and CHM-131A.*
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BIO-169 Anatomy and Physiology II (3/3/4)
Fall/Spring/Summer CAA ICAA Elective
Prerequisites: BIO-168 *with a minimum grade of C*
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BIO-250 Genetics (3/3/4)
On Demand CAA ICAA Elective
Prerequisites: BIO-112
Corequisites: *MAT-152*
This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BIO-275 Microbiology (3/3/4)
Fall/Spring CAA ICAA Elective
Prerequisites: BIO-110, BIO-111, BIO-163, BIO-165, OR BIO-168 *with a minimum grade of C*
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

BLUEPRINT READING

BPR-111 Print Reading (1/2/2)
Fall
Prerequisites: None
Corequisites: None
This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.

BPR-130 Print Reading-Construction (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

BUSINESS

BUS-110 Introduction to Business (3/0/3)
Fall/Spring CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved for transfer under the CAA and ICAA as*

a premajor and/or elective course requirement.

BUS-115 Business Law I (3/0/3)
Fall CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BUS-121 Business Math (2/2/3)
Spring
Prerequisites: *MAT-003*
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)
Spring
Prerequisites: None
Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS-137 Principles of Management (3/0/3)
Fall CAA ICAA Elective
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 for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

BUS-139 Entrepreneurship I (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entepreneurship 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)
Spring
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)
Spring
Prerequisites: ACC-120 and *ENG-111*
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-245 Entrepreneurship II (3/0/3)
Spring
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-260 Business Communication (3/0/3)
Spring
Prerequisites: ENG-110 or ENG-111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

CARPENTRY

CAR-110 Introduction to Carpentry (2/0/2)
Fall
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)
Fall/Spring
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.

CAR-112 Carpentry II (3/15/8)
Fall/Spring
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)
Fall/Spring/Summer
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-115 Res Planning/Estimating (3/0/3)
Spring
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.

CHEMISTRY

CHM-131 Introduction to Chemistry (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
Prerequisites: Take *ENG-002 and MAT-003 grade of P2. Students who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better.*
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 for transfer under the Comprehensive Articulation Agreement as a general education natural sciences course.*

CHM-131A Intro to Chemistry Lab (0/3/1)
Fall/Spring/Summer CAA ICAA GEN ED
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 for transfer under the Comprehensive Articulation Agreement as a general education natural sciences course.*

CHM-132 Organic and Biochemistry (3/3/4)
On Demand CAA ICAA GEN ED
Prerequisites: CHM-131 and CHM-131A OR CHM-151 *with a minimum grade of C*
Corequisites: None
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education natural sciences course.*

CHM-151 General Chemistry I (3/3/4)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: *Take ENG-002 and MAT-003 grade of P3. Students who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better.*
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 for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AA/AS).*

CHM-152 General Chemistry II (3/3/4)
Spring/Summer CAA ICAA UGETC
Prerequisites: CHM-151 *with a minimum grade of C*
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 for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AS).*

CHM-251 Organic Chemistry I (3/3/4)
Fall CAA ICAA Elective
Prerequisites: CHM-152 *with a minimum grade of C*
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

CHM-252 Organic Chemistry II (3/3/4)
Spring CAA ICAA Elective
Prerequisites: CHM-251 *with a minimum grade of C*
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

COMPUTER INFORMATION SYSTEMS

CIS-110 Introduction to Computers (2/2/3)
Fall/Spring/Summer CAA GEN ED
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 for transfer under the Comprehensive Articulation Agreement as a general education course.*

CIVIL ENGINEERING

CIV-125 Civil/Surveying CAD (1/6/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

CIV-230 Construction Estimating (2/3/3)
Spring
Prerequisites: ARC-111 or CIS-110 or 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)
Fall/Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CJC-112 Criminology (3/0/3)
Fall
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)
Spring
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-115 Crime Scene Photography (2/3/3)
Fall
Prerequisites: None
Corequisites: None
This course covers methodologies for photographing crime scenes including their application to forensic sciences, the legal system, and the proper use of digital cameras and accessories. Topics include digital cameras, operational functions required to properly photograph physical evidence and crime scenes, factors affecting admissibility of crime scene photographs, and methods and techniques specific to photographing crime scenes. Upon completion, students should be able to operate digital cameras using appropriate settings to control exposure and depth of field, properly compose various types of crime scene photographs, and use specialized techniques to properly photograph key items of evidence.

CJC-121 Law Enforcement Operations (3/0/3)
Spring CAA Elective
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 for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course.*

CJC-131 Criminal Law (3/0/3)
Spring
Prerequisites: None
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC-132 Court Procedure & Evidence (3/0/3)
Fall
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)
Fall CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course covers the history, major philosophies, components, and current pracices 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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

CJC-144 Crime Scene Processing (2/3/3)
Spring
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.

CJC-146 Trace Evidence (2/3/3)
Fall
Prerequisites: None
Corequisites: None
This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory.

CJC-212 Ethics & Comm Relations (3/0/3)
Fall
Prerequisites: *ENG-110 or ENG-111*
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC-213 Substance Abuse (3/0/3)
Spring
Prerequisites: None
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC-221 Investigative Principles (3/2/4)
Spring
Prerequisites: *ENG-110 or ENG-111*
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/ preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC-222 Criminalistics (3/0/3)
Spring
Prerequisites: None
Corequisites: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC-231 Constitutional Law (3/0/3)
Fall
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.

CJC-232 Civil Liabilty (3/0/3)
Spring
Prerequisites: None
Corequisites: None
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

CJC-245 Friction Ridge Analysis (2/3/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology.

CJC-246 Adv. Friction Ridge Analy (2/3/3)
Spring
Prerequisites: CJC-245
Corequisites: None
This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercises.

CONSTRUCTION MANAGEMENT

CMT-120 Codes and Inspections (3/0/3)
Spring
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 Construction Management Fund (3/0/3)
Fall
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, contracts, problem-solving, communications, conflict resolution recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

CMT-212 Total Safety Performance (3/0/3)
Fall
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, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification.

COMMUNICATION

COM-231 Public Speaking (3/0/3)
Fall/Spring/Summer CAA UGETC
Prerequisites: *ENG-111*
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 for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course (AA/AS).*

COSMETOLOGY

COS-111 Cosmetology Concepts I (4/0/4)
Fall/Spring
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)
Fall/Spring
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)
Fall/Spring
Prerequisites: COS-111 and COS-112
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)
Fall/Spring
Prerequisites: COS-111 and COS-112
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)
Fall/Spring/Summer
Prerequisites: COS-111, COS-112
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)
Fall/Spring/Summer
Prerequisites: COS-111, COS-112
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)
Fall/Spring
Prerequisites: COS-111, COS-112, *COS-115, and COS-116*
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)
Fall/Spring
Prerequisites: COS-111, COS-112, *COS-115, and COS-116*
Corequisites: *COS-117*
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing, examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS-119 Esthetics Concepts I (2/0/2)
Spring
Prerequisites: *COS-111 and COS-112*
Corequisites: None
This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS-223 Contemp Hair Coloring (1/3/2)
Fall
Prerequisites: COS-111, COS-112, *COS-113, COS-114, and ENG-110*
Corequisites: None
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a clients color needs and safely and competently perform color applications and correct problems.

COS-260 Design Applications (1/3/2)
Spring
Prerequisites: *COS-111, COS-112, COS-113, COS-114, and ENG-110*
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.

COMPUTER SCIENCE

CSC-134 C++ Programming (2/3/3)
Fall/Spring CAA Elective
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 for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

CSC-139 Visual BASIC Programming (2/3/3)
On Demand CAA Elective
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

CSC-151 JAVA Programming (2/3/3)
Fall/Spring CAA Elective
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. Upon completion, students should be able to design, code, test, debug JAVA language programs. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

CSC-153 C# Programming (2/3/3)
Fall/Spring
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, debug, and implement, objects using the appropriate environment at the beginning level.

CSC-239 Advanced Visual BASIC Prog (2/3/3)
On Demand CAA Elective

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major/elective course.*

CSC-253 Advanced C# Programming (2/3/3)
Fall/Spring
Prerequisites: None
Corequisites: CSC-153
This course is a continuation of CSC 153 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, debug, and implement, objects using the appropriate environment.

COMPUTER TECHNOLOGY

CTS-115 Info Sys Business Concepts (3/0/3)
Fall/Spring
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 Support (2/3/3)
Fall
Prerequisites: None
Corequisites: None
This course covers the basic hardware of a personal computer including installation operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software commercial programs, system configuration and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software upgrade/maintain existing equipment and software and troubleshoot/repair non-functioning personal computers.

CTS-130 Spreadsheet (2/2/3)
Fall
Prerequisites: None
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-135 Integrated Software Intro (2/4/4)
Fall
Prerequisites: None
Corequisites: None
This course instructs students in the Windows or Linux based program suites for word processing, spreadsheet, database, personal information manager, and presentation software. This course prepares students for introductory level skills in database, spreadsheet, personal information manager, word processing, and presentation applications to utilize data sharing. Upon completion, students should be able to design and integrate data at an introductory level to produce documents using multiple technologies.

CTS-155 Tech Support Functions (2/2/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.

CTS-289 System Support Project (1/4/3)
Spring
Prerequisites: CTI-110, CTI-120, CTS-115 *and ENG-111*
Corequisites: None
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. *This is a capstone course required to successfully complete the Computer Information Technology degree program.*

COMPUTER TECH INTEGRATION

CTI-110 Web, Pgm, & Db Foundation (2/2/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI-120 Network & Sec Foundation (2/2/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI-140 Virtualization Concepts (1/4/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

DATABASE MANAGEMENT

DBA-110 Database Concepts (2/3/3)
Fall
Prerequisites: *ENG-111*
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.

DESIGN: DRAFTING

DDF-221 Design Draft Project (0/4/2)
Summer
Prerequisites: Take All: DFT-111, DFT-112, and DFT-151
Corequisites: None
This course incorporates ideas from concept to final design. Topics include reverse engineering, design for manufacturability, and mock-up construction. Upon completion, students should be able to generate working drawings and models based on physical design parameters.

DRAFTING

DFT-111 Technical Drafting I (1/3/2)
Fall/Spring
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)
Fall/Spring
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)
Spring
Prerequisites: DFT-111
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)
Spring
Prerequisites: None
Corequisites: DFT-112
This course provides a laboratory setting to enhance advance 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-151 CAD I (2/3/3)
Fall
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)
Spring
Prerequisites: *DFT-151*
Corequisites: None
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT-154 Intro to Solid Modeling (2/3/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

DIGITAL MEDIA

DME-110 Intro to Digital Media (2/2/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology.

DME-115 Graphic Design Tools (2/2/3)
Fall
Prerequisites: None
Corequisites: None
This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating, visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques.

DME-120 Intro to Multimedia Appl (2/2/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications.

DME-130 Digital Animation I (2/2/3)
Fall/Spring
Prerequisites: DME-110
Corequisites: None
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations.

DME-140 Intro to Audio/Video Media (2/2/3)
Fall
Prerequisites: None
Corequisites: None
This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications.

DME-210 User Interface Design Tools (2/2/3)
Fall
Prerequisites: None
Corequisites: None
This course provides students with advanced design techniques in a digital environment. Emphasis is placed on understanding principles of design and typography, and applying them effectively in projects. Upon completion, students should be able to design and produce a range of visual products using advanced digital design techniques and principles.

DME-215 Advanced Graphic Design Tools (2/2/3)
Spring
Prerequisites: DME-115
Corequisites: None
This course provides students with advanced design techniques in a digital environment. Emphasis is placed on understanding principles of design and typography, and applying them effectively in projects. Upon completion, students should be able to design and produce a range of visual products using advanced digital design techniques and principles.

DME-260 Emerging Tech Digital Media (2/2/3)
Spring
Prerequisites: DME-120 and DME-130
Corequisites: None
This course provides students with the latest technologies and strategies in the field of digital media. Emphasis is placed on the evaluation of emerging digital media technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging digital media technologies and establish informed opinions.

DME-285 Systems Project (2/2/3)
Spring
Prerequisites: DME-120 and DME-130
Corequisites: None
This course provides an opportunity to complete a significant digital media project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete, maintain, and implement a digital media project.

DRAMA

DRA-111 Theatre Appreciation (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-0002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

DRA-126 Storytelling (3/0/3)
Fall/Spring CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ECONOMICS

ECO-151 Survey of Economics (3/0/3)
Fall CAA, ICAA GEN ED
Prerequisites: *ENG-002 or ENG-110 or ENG-101 with a minimum grade of C*
Corequisites: None
This course, for those who have not received credit for ECO 251 or 252, 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 for transfer under the CAA and ICAA as a general education course in Social/Behavorial Sciences.*

ECO-251 Prin of Microeconomics (3/0/3)
Fall/Spring CAA, ICAA UGETC
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
Corequisites: None
This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavorial Sciences.*

ECO-252 Prin of Macroeconomics (3/0/3)
Spring CAA, ICAA UGETC
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Social/Behavorial Sciences.*

EDUCATION

EDU-119 Intro to Early Child Educ (4/0/4)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

EDU-131 Child, Family, & Commun (3/0/3)
Spring CAA ICAA
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

EDU-144 Child Development I (3/0/3)
Fall CAA ICAA
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course includes the theories of child development, observation and

assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

EDU-145 Child Development II (3/0/3)
Spring CAA ICAA
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/ communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/ atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.*

EDU-146 Child Guidance (3/0/3)
Spring
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development.

EDU-151 Creative Activities (3/0/3)
Spring
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course introduces developmentally supportive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU-152 Music, Movement, & Lang (3/0/3)
Fall
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course introduces a historical perspective of music and movement while integrating whole language learning concepts with emphasis on differentiated instruction. Topics include music, movement, and whole language concepts, learning approaches for culturally, linguistically, and ability diverse children, and use of assistive technology. Upon completion, students should be able to integrate music, movement and language across the curriculum for each child.

EDU-153 Health, Safety & Nutrit (3/0/3)
Fall
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

EDU-187 Teaching and Learning for All (3/3/4)
Fall
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
Corequisites: None
This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching.

EDU-216 Foundations of Education (3/0/3)
Spring CAA ICAA Elective
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course introduces the American educational system and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement at select institutions.*

EDU-221 Children With Exceptionalities (3/0/3)
Fall CAA ICAA
Prerequisites: EDU-144 and EDU-145
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/ family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources,

explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *This course has been approved for transer under the CAA and ICAA as a premajor and/or elective course requirement.*

EDU-234 Infants, Toddlers, & Twos (3/0/3)
Spring
Prerequisites: EDU-119
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course covers the development of high-quality, individualized, responsive/ engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, working with diverse families to provide positive, supportive, and engaging early learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU-250 Teacher Licensure Preparation (3/0/3)
On Demand
Prerequisites: Take One Set: Set 1. ENG-111 and MAT-143 Set 2. ENG-111 and MAT-152 Set 3. ENG-111 AND MAT-171
Corequisites: *ENG-002*
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution.

EDU-251 Exploration Activities (3/0/3)
Fall
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

EDU-259 Curriculum Planning (3/0/3)
Spring
Prerequisites: EDU-119
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

EDU-261 Early Childhood Admin I (3/0/3)
Fall
Prerequisites: None
Corequisites: EDU-119 *and ENG-002 or ENG-101 with a minimum grade of C*
This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU-262 Early Childhood Admin II (3/0/3)
Spring
Prerequisites: EDU-119, EDU-261*, and ENG-002 or ENG-101 with a minimum grade of C*
Corequisites: None
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/ mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU-279 Literacy and Developmental Instruction (3/3/4)
Fall
Prerequisites: *ENG-110 or ENG-111*
Corequisites: None
This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/ summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

EDU-280 Language & Literacy Exp (3/0/3)
Fall
Prerequisites: *ENG-110 or ENG-111*
Corequisites*: ENG-002*
This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU-284 Early Child Capstone Prac (1/9/4)
Spring
Prerequisites: Take One Set: Set 1. EDU-119, EDU-144, EDU-145, EDU-146, and EDU-151 Set 2. EDU-119, PSY-244, PSY-245, EDU-146, and EDU-151. Set 3. EDU-119, EDU-144, PSY-245, EDU-146, and EDU-151. Set 4. EDU-119, PSY-244, EDU-145, EDU-146, and EDU-151. and *ENG-110 or ENG-111*
Corequisites: None
This course is designed to allow students to demonstrate acquired 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/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

ENGINEERING

EGR-150 Intro to Engineering (1/2/2)
Spring CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

ELECTRICITY

ELC-112 DC/AC Electricity (3/6/5)
Fall
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, troubleshoot, and repair DC/AC circuits.

ELC-113 Residential Wiring I (2/6/4)
Fall
Prerequisites: None
Corequisites: None
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC-114 Commercial Wiring (2/6/4)
Spring
Prerequisites: *ELC-113*
Corequisites: None
This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.

ELC-115 Industrial Wiring (2/6/4)
Summer
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)
Summer
Prerequisites: *ELC-112 or ELC-131*
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC-118 National Electrical Code (1/2/2)
Spring
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)
Spring
Prerequisites: None
Corequisites: None
This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

ELC-125 Diagrams and Schematics (1/2/2)
Fall/Spring
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)
Fall
Prerequisites: *ENG-110 or ENG-111 and one of the following: ELC-112 or ELC-131 or ELC-125*
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.

ELC-131 Circuit Analysis I (3/3/4)
Fall
Prerequisites: None
Corequisites: None
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation and other related topics. Upon completion, students should be able to interpret circuit schematics, design, construct, verify, and analyze DC/AC circuits, and properly use test equipment.

ELC-131A Circuit Analysis I Lab (0/3/1)
Fall
Prerequisites: None
Corequisites: ELC-131
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC-213 Instrumentation (3/2/4)
Spring
Prerequisites: None
Corequisites: None
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon

completion, students should be able to install, maintain, and calibrate instrumentation.

ELC-220 Photovoltaic Sys Tech (2/3/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration building codes and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

ELC-228 PLC Applications (2/6/4)
Spring
Prerequisites: *ELC-128*
Corequisites: None
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELC-230 Wind & Hydro Power Sys (2/2/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis measurement and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source.

ELECTRONICS

ELN-131 Analog Electronics I (3/3/4)
Spring
Prerequisites: *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 analog circuits using appropriate techniques and test equipment.

ELN-132 Analog Electronics II (3/3/4)
Fall
Prerequisites: *ELC-131*
Corequisites: None
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification filtering, oscillation voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

ELN-133 Digital Electronics (3/3/4)
Spring
Prerequisites: *ELC-131*
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN-152 Fabrication Techniques (1/3/2)
Spring
Prerequisites: *ELC-131 and ENG-110 or ENG-111*
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, 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)
Fall
Prerequisites: *ELN-131 and ELN-133*
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, 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)
Spring
Prerequisites: None
Corequisites: None
This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination.

ELN-275 Troubleshooting (1/3/2)
Fall
Prerequisites: *ELN-133*
Corequisites: None
This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

EMERGENCY MEDICAL SCIENCE

EMS-280 EMS Bridging Course (2/2/3)
All
Prerequisites: None
Corequisites: None
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

ENGLISH

ENG-002 Transition English (0/6/3)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG-002 is divided into Tier 1 (Units 1-6) and Tier 2 (Units 1-10). Tier 2 is the

equivalent of ENG 011. Students who pass Tier 1 are assigned a grade of P1. Students who pass both Tier 1 and Tier 2 are assigned a grade of P2.

ENG-011 Writing and Inquiry Support (1/2/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: ENG-111
This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG-101 Applied Communications I (3/0/3)
Fall/Spring
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.

ENG-110 Freshman Composition (3/0/3)
Fall/Spring/Summer
Prerequisites: ENG-002
Corequisites: None
This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

ENG-111 Writing and Inquiry (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: ENG-002
Corequisites: ENG-011
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in English composition (AA/AS).*

ENG-112 Writing/Research in the Disc (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: ENG-111 *with a minimum grade of C*
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in English composition (AA/AS).*

ENG-113 Literature-Based Research (3/0/3)
On Demand CAA ICAA GEN ED
Prerequisites: ENG-111 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in English composition.*

ENG-114 Prof Research & Reporting (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
Prerequisites: ENG-111 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in English composition.*

ENG-115 Oral Communication (3/0/3)
Fall/Spring/Summer
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)
Fall/Spring CAA ICAA Elective
Prerequisites: ENG-111 with a minimum grade of C
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ENG-126 Creative Writing II (3/0/3)
Spring CAA ICAA Elective
Prerequisites: ENG-125 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ENG-131 Introduction to Literature (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
Prerequisites: ENG-111 with a minimum grade of C
Corequisites: ENG-112 or 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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts course.*

ENG-231 American Literature I (3/0/3)
Fall/Summer CAA ICAA UGETC
Prerequisites: ENG-112, ENG-113, or ENG-114 with a minimum grade of C
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

ENG-232 American Literature II (3/0/3)
Spring/Summer CAA ICAA UGETC
Prerequisites: ENG-112, ENG-113 or ENG-114 with a minimum grade of C
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

ENG-241 British Literature I (3/0/3)
Fall CAA ICAA GEN ED
Prerequisites: ENG-112, ENG-113, or ENG-114 with a minimum grade of C
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 for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

ENG-242 British Literature II (3/0/3)
Spring CAA ICAA UGETC
Prerequisites: ENG-112, ENG-113, or ENG-114 with a minimum grade of C
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 for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

ENG-261 World Literature I (3/0/3)
Fall CAA ICAA GEN ED
Prerequisites: ENG-112, ENG-113, or ENG-114 with a minimum grade of C
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG-262 World Literature II (3/0/3)
Spring CAA ICAA GEN ED
Prerequisites: ENG-112, ENG-113, or ENG-114 with a minimum grade of C
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

ENG-272 Southern Literature (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: ENG-112, ENG-113, or ENG-114 with a minimum grade of C
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

ENTREPRENEURSHIP

ETR-230 Entrepreneur Marketing (3/0/3)
Fall
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.

GEOGRAPHY

GEO-111 World Regional Geography (3/0/3)
Fall/Spring CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

GRAPHIC DESIGN

GRD-141 Graphic Design I (2/4/4)
Fall
Prerequisites: None
Corequisites: None
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects.

GRD-142 Graphic Design II (2/4/4)
Spring
Prerequisites: GRD-141 or ART-121 or DES-135
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.

HEALTH

HEA-110 Personal Health/Wellness (3/0/3)
Fall/Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

HISTORY

HIS-111 World Civilizations I (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: None
Corequisites: None
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Social/Behavioral Sciences (AA/AS).*

HIS-112 World Civilizations II (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: *ENG-111*
Corequisites: None
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Social/Behavioral Sciences (AA/AS).*

HIS-131 American History I (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Social/Behavioral Sciences (AA/AS).*

HIS-132 American History II (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Social/Behavioral Sciences (AA/AS).*

HIS-145 The Second World War (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
Corequisites: None
This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS-163 The World Since 1945 (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS-221 African-American History (3/0/3)
Summer CAA ICAA Elective
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS-226 The Civil War (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS-227 Native American History (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
Corequisites: None
This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. *This course has been approved for transfer under the CAA and ICAA as a pre-major/elective course.*

HIS-237 The American Revolution (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
Corequisites: None
This course introduces the political, socioeconomic, religious, and ideological forces that led to the American Revolution, and the courses and consequences of the conflict. Topics include the prewar situation, wartime internal dynamics, international diplomacy, military strategy, tactics, and campaigns, and the Revolution's impact, aftermath, and consequences. Upon completion, students should be able to analyze significant political, socioeconomic, religious, ideological, international, and military developments in the United States during the Revolutionary Era. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HIS-262 Middle East History (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course surveys the history of the Middle East from the development of civilization in Mesopotamia to the present. Emphasis is placed on social, political, economic, religious, and governmental structures in the Middle East. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the Middle East. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HUMANITIES

HUM-110 Technology and Society (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-0002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM-115 Critical Thinking (3/0/3)
Fall/Spring CAA ICAA GEN ED
Prerequisites: ENG-002
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM-120 Cultural Studies (3/0/3)
On Demand CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM-122 Southern Culture (3/0/3)
On Demand CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM-123 Appalachian Culture (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HUM-130 Myth in Human Culture (3/0/3)
Fall/Spring CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM-180 Internat Cultural Explor (2/3/3)
On Demand CAA ICAA Elective
Prerequisites: None
Corequisites: None
This course provides a framework for students to visit, examine, and analyze a country/region outside of the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similiarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HUM-220 Human Values and Meaning (3/0/3)
On Demand CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

HUM-230 Leadership Development (3/0/3)
On Demand CAA ICAA Elective
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. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

HYDRAULICS

HYD-110 Hydraulics/Pneumatics I (2/3/3)
Fall
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 SYSTEMS

ISC-112 Industrial Safety (2/0/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations.

Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

JOURNALISM

JOU-110 Intro to Journalism (3/0/3)
Fall/Spring CAA Elective
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. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

PARALEGAL

LEX-110 Intro to Paralegal Study (2/0/2)
Fall
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 regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

LEX-120 Legal Research/Writing I (2/2/3)
Fall
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)
Spring
Prerequisites: LEX-120 *and ENG-111*
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)
Spring
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)
Spring
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)
Fall
Prerequisites: LEX-140
Corequisites: None
This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

LEX-150 Commercial Law I (2/2/3)
Spring
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)
Fall
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)
Fall
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)
Spring
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)
Fall
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)
Spring
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 and Collection (3/0/3)
Fall
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-280 Ethics & Professionalism (2/0/2)
Spring
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.

LOGISTICS

LOG-110 Intro to Logistics (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.

LOG-125 Transportation Logistics (3/0/3)
Spring
Prerequisites: None
Corequisites: None
This course covers the role and importance of the transportation industry. This is an overview of transportation emphasizing its environmental and sociological aspects, economic impact, services, regulatory guidelines, policies, and its future. Upon completion, students should be able to identify modes of transportation, interpret governing regulations, and describe the principles and terminology used in the transportation industry.

LOG-210 Fleet Management (3/0/3)
Spring
Prerequisites: LOG-110
Corequisites: None
This course covers the management of transportation, fleet operations, and safety. Emphasis is placed on DOT safety regulations in the hiring, training, and supervision of drivers in transportation. Upon completion, students should be able to write a safety program for drivers involved in interstate commerce following DOT regulations.

MACHINING

MAC-111 Machining Technology I (2/12/6)
Fall/Spring/Summer
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)
Fall/Spring/Summer
Prerequisites: *MAC-111 or MAC-111AB and MAC-111BB*
Corequisites: None
This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC-113 Machining Technology III (2/12/6)
Fall/Spring/Summer
Prerequisites: *MAC-112 or MAC-112AB and MAC-112BB*
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-121 Intro to CNC (2/0/2)
Fall
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)
Summer
Prerequisites: *MAC-121*
Corequisites: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC-124 CNC Milling (1/3/2)
Spring
Prerequisites: *MAC-121*
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)
Spring
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)
Fall
Prerequisites: None
Corequisites: None
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC-214 Machining Technology IV (2/12/6)
Fall/Spring/Summer
Prerequisites: *ENG-110 or ENG-111 and MAC-112 or MAC-112AB and MAC-112BB*
Corequisites: None
This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

MAC-222 Advanced CNC Turning (1/3/2)
Fall

Prerequisites: None
Corequisites: None
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC-224 Advanced CNC Milling (1/3/2)
Fall/Spring/Summer
Prerequisites: *ENG-110 or ENG-111*
Corequisites: None
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MATHEMATICS

MAT-003 Transition Math (0/6/3)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides an opportunity to customize foundational math content in specific math areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT-003 is divided into Tier 1 (Units 1-8), Tier 2 (Units 1-12), and Tier 3 (Units 1-17). Students who pass Tier 1 are assigned a grade of P1. Students who pass both Tier 1 and Tier 2 are assigned a grade of P2. Students who pass Tiers 1, 2, and 3 are assigned a grade of P3.

MAT-010 Math Measurement & Literacy Support (0/2/1)
Fall/Spring/Summer
Prerequisites: None
Corequisites: *MAT-110*
This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT-021 Algebra/Trigonometry I Support (1/2/2)
Fall/Spring
Prerequisites: None
Corequisites: *MAT-121*
This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT-043 Quantitative Literacy Support (1/2/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: *MAT-143*
This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT-052 Statistical Methods I Support (1/2/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: *MAT-152*
This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT-071 Precalculus Algebra Support (0/4/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: *MAT-171*
This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT-110 Math Measurement & Literacy (2/2/3)
Fall/Spring/Summer
Prerequisites: MAT-003
Corequisites: MAT-010
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT-121 Algebra/Trigonometry I (2/2/3)
Fall/Spring
Prerequisites: MAT-003 grade of P2
Corequisites: MAT-021
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT-122 Algebra/Trigonometry II (2/2/3)
Spring
Prerequisites: MAT-121 *with a minimum grade of C*
Corequisites: None
This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT-143 Quantitative Literacy (2/2/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: MAT-003 and ENG-002
Corequisites: MAT-043
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and

relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for mathematics (AA).*

MAT-152 Statistical Methods I (3/2/4)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: MAT-003 and ENG-002
Corequisites: MAT-052
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative).This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for mathematics (AA).*

MAT-167 Discrete Mathematics (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: MAT-121 or MAT-171 *with a minimum grade of C*
Corequisites: None
This course is designed to develop problem-solving and reasoning skills using an algorithmic approach. Topics include sets, number theory, numeration systems, linear programming, traditional and propositional logic, truth tables, Venn diagrams, elementary proofs, and Boolean algebra. Upon completion, students should be able to apply logic and other mathematical concepts to solve a variety of problems. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.*

MAT-171 Precalculus Algebra (3/2/4)
Fall/Spring CAA ICAA UGETC
Prerequisites: MAT-121 or MAT-003 grade of P2
Corequisites: MAT-071
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for mathematics (AA/AS).*

MAT-172 Precalculus Trigonometry (3/2/4)
Fall/Spring CAA ICAA UGETC
Prerequisites: MAT-171 *with a minimum grade of C*
Corequisites: None
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for mathematics (AS).*

MAT-263 Brief Calculus (3/2/4)
On Demand CAA ICAA UGETC
Prerequisites: MAT-171 *with a minimum grade of C*
Corequisites: None
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for mathematics (AS).*

MAT-271 Calculus I (3/2/4)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: MAT-172 *with a minimum grade of C*
Corequisites: None
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for mathematics (AS).*

MAT-272 Calculus II (3/2/4)
Fall/Spring CAA ICAA UGETC
Prerequisites: MAT-271 *with a minimum grade of C*
Corequisites: None
This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). *This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for mathematics (AS).*

MAT-273 Calculus III (3/2/4)
Spring CAA ICAA GEN ED
Prerequisites: MAT-272 *with a minimum grade of C*
Corequisites: None
This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions,

partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education mathematics course.*

MAT-280 Linear Algebra (2/2/3)
Fall CAA ICAA Elective
Prerequisites: MAT-271 *with a minimum grade of C*
Corequisites: None
This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

MAT-285 Differential Equations (2/2/3)
Spring CAA ICAA Elective
Prerequisites: MAT-272 *with a minimum grade of C*
Corequisites: None
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and LaPlace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement. This course has been approved for transfer under the ICAA as a premajor and/or elective course requirement.

MECHANICAL

MEC-110 Intro to CAD/CAM (1/2/2)
Spring
Prerequisites: None
Corequisites: None
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC-111 Machine Processes I (1/4/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

MEC-130 Mechanisms (2/2/3)
Spring
Prerequisites: *ENG-110 or ENG-111*
Corequisites: None
This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC-231 Comp-Aided Manufact I (1/4/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces computer-aided design/ manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications.

MEDICAL ASSISTING

MED-110 Orientation to Med Assist (1/0/1)
Fall
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-118 Medical Law and Ethics (2/0/2)
Spring
Prerequisites: None
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED-121 Medical Terminology I (3/0/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED-122 Medical Terminology II (3/0/3)
Fall/Spring
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 Admin Office Proc I (1/2/2)
Fall
Prerequisites: None
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED-131 Admin Office Proc II (1/2/2)
Spring

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-140 Exam Room Procedures I (3/4/5)
Fall
Prerequisites: None
Corequisites: *BIO-163*
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED-150 Laboratory Procedures I (3/4/5)
Spring
Prerequisites: *MED-122 and 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-230 Admin Office Proc III (1/2/2)
Fall
Prerequisites: MED-131
Corequisites: None
This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

MED-232 Medical Insurance Coding (1/3/2)
Fall
Prerequisites: *MED-121 and BIO-163*
Corequisites: None
This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED-240 Exam Room Procedures II (3/4/5)
Fall
Prerequisites: *ENG-111* and MED-140
Corequisites: None
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED-260 MED Clinical Practicum (0/0/15/5)
Spring
Prerequisites: *MED-122*
Corequisites: *MED-264*
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED-264 Medical Assisting Overview (2/0/2)
Spring
Prerequisites: *ENG-111*
Corequisites: *MED-260*
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures perfromed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED-270 Symptomology (2/2/3)
Spring
Prerequisites: None
Corequisites: *MED-272*
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to the symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED-272 Drug Therapy (3/0/3)
Spring
Prerequisites: *MAT-110*
Corequisites: *MED-270*
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 (1/2/2)
Fall
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

MKT-120 Principles of Marketing (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MAINTENANCE

MNT-110 Intro to Maint Procedures (1/3/2)
Spring
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.

MUSIC

MUS-110 Music Appreciation (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer*

under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.

MUS-112 Introduction to Jazz (3/0/3)
On Demand CAA ICAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

MUS-210 History of Rock Music (3/0/3)
On Demand CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

NURSE AIDE

NAS-101 Nurse Aide I (3/4/3/6)
Fall/Spring
Prerequisites: *ENG-002*
Corequisites: None
This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry.

NAS-102 Nurse Aide II (3/2/6/6)
Spring
Prerequisites: NAS-101
Corequisites: None
This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry.

NETWORKING

NET-125 Introduction to Networks (1/4/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NET-126 Routing Basics (1/4/3)
Spring
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.

NETWORK OPERATING SYSTEMS

NOS-110 Operating Systems Concepts (2/3/3)
Spring
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)
Fall
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.

NURSING

NUR-101 Practical Nursing I (7/6/6/11)
Spring
Prerequisites: *Admission to the PN program*
Corequisites: *NUR-117*
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 assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR-102 Practical Nursing II (7/0/9/10)
Summer
Prerequisites: NUR-101 *and NUR-117*
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR-103 Practical Nursing III (6/0/9/9)
Fall
Prerequisites: NUR-101, *NUR-102 and ENG-111*
Corequisites: *NUR-118*
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and

attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR-111 Intro to Health Concepts (4/6/6/8)
Fall
Prerequisites: *Admission to the ADN Program*
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)
Spring
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)
Spring
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)
Summer
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 (1/3/2)
Fall/Spring/Summer
Prerequisites: *Admission to the ADN Program*
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-211 Health Care Concepts (3/0/6/5)
Fall
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)
Fall
Prerequisites: NUR-111 *and ENG-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)
Spring
Prerequisites: *NUR-111, NUR-112, NUR-113, NUR-114, NUR-211, NUR-212, and ENG-111*
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)
Spring
Prerequisites: *Admission to LPN-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)
Fall
Prerequisites: *NUR-214 and ENG-111*
Corequisites: None
This course is designed for the LPN to ADN student to 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)
Spring
Prerequisites: NUR-221 *and ENG-111*
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.

OFFICE SYSTEMS

OST-131 Keyboarding (1/2/2)
Fall/Spring
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)
Spring
Prerequisites: *OST-131*
Corequisites: None
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST-136 Word Processing (2/2/3)
Fall
Prerequisites: *OST-134*
Corequisites: None
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST-137 Office Applications I (2/2/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces the concepts and functions of software that meet the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST-148 Med Ins & Billing (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST-149 Medical Legal Issues (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST-164 Office Editing (3/0/3)
Fall
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-181 Office Procedures (2/2/3)
Fall
Prerequisites: *OST-134 and OST-137*
Corequisites: *OST-136*
This course introduces the skills and procedures 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)
Fall
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-243 Med Office Simulation (2/2/3)
Spring
Prerequisites: OST-148 *AND OST-134*
Corequisites: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST-247 Procedure Coding (2/2/3)
Spring
Prerequisites: MED-121
Corequisites: None
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST-248 Diagnostic Coding (2/2/3)
Spring
Prerequisites: MED-121
Corequisites: None
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST-286 Professional Development (3/0/3)
Fall
Prerequisites: *ENG-110 or ENG-111*
Corequisites: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST-289 Office Admin Capstone (2/2/3)
Spring
Prerequisites: OST-164 and *OST-181* and either OST-134 or OST-136
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

PROCESS CONTROL INSTRUMENTATION

PCI-162 Instrumentation Controls (2/3/3)
Spring
Prerequisites: None
Corequisites: None
This course surveys industrial process control, instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems.

PHYSICAL EDUCATION

PED-110 Fit and Well for Life (1/2/2)
Fall/Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-111 Physical Fitness I (0/3/1)
Fall/Spring/Summer CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-112 Physical Fitness II (0/3/1)
Fall/Spring/Summer CAA ICAA Elective
Prerequisites: PED-111 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-117 Weight Training I (0/3/1)
Fall/Spring/Summer CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-118 Weight Training II (0/3/1)
Fall/Spring CAA ICAA Elective
Prerequisites: PED-117 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-119 Circuit Training (0/3/1)
Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-120 Walking for Fitness (0/3/1)
Fall/Spring/Summer CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-142 Lifetime Sports (0/2/1)
On Demand CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-143 Volleyball-Beginning (0/2/1)
Fall CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-144 Volleyball-Intermediate (0/2/1)
Fall CAA ICAA Elective
Prerequisites: PED-143 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-148 Softball (0/2/1)
On Demand CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-150 Baseball/Beginning (0/3/1)
Fall CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-151 Baseball/Intermediate (0/3/1)
Spring CAA ICAA Elective
Prerequisites: PED-150 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-165 Sport Science As a Career (3/0/3)
Fall/Spring CAA ICAA Elective
Prerequisites: *ENG-002*
Corequisites: None
This course provides students with foundational knowledge about the study of physical activity and career opportunities within the discipline. Emphasis will be placed on the role of physical activity, the subdisciplines of the field, and possible career choices. Upon completion, students should have an understanding of the subdisciplines and employment opportunities within an Exercise and Sport Science program. *This course has been approved for*

transfer under the CAA and ICAA as a pre-major/elective course.

PED-170 Backpacking (0/2/1)
On Demand CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-171 Nature Hiking (0/2/1)
On Demand CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-252 Officiating/Bsball/Sfball (1/2/2)
Fall CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PED-256 Coaching Baseball (1/2/2)
Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major/elective course.*

PHILOSOPHY

PHI-240 Introduction to Ethics (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: ENG-111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Humanities/Fine Arts.*

PHYSICS

PHY-110 Conceptual Physics (3/0/3)
Fall/Spring CAA ICAA UGETC
Prerequisites: *MAT-003 grade of P2. Students who are required to take a co-requisite course with the program-level English and/or Math must pass the program-level course with a grade of C or better.*
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 studied. *This course has been approved for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course for natural sciences (AA).*

PHY-110A Conceptual Physics Lab (0/2/1)
Fall/Spring CAA ICAA UGETC
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 for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course for natural sciences (AA).*

PHY-131 Physics-Mechanics (3/2/4)
Spring
Prerequisites: MAT-121 or MAT-171
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)
Fall CAA ICAA UGETC
Prerequisites: MAT-171 or MAT-271
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 for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AS).*

PHY-152 College Physics II (3/2/4)
Spring CAA ICAA UGETC
Prerequisites: PHY-151 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AS).*

PHY-251 General Physics I (3/3/4)
Fall CAA ICAA UGETC
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 for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AS).*

PHY-252 General Physics II (3/3/4)
Spring CAA ICAA UGETC
Prerequisites: PHY-251 and MAT-272 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Mathematics (Quantitative). This course has been approved for transfer under the Comprehensive Articulation Agreement as a Universal General Education Transfer Component (UGETC) course for natural sciences (AS).*

PROJECT MANAGEMENT TECHNOLOGY

PMT-110 Intro to Project Management (3/0/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling nonroutine activities to achieve schedule, budget and performance objectives. Topics include project life cycles; work breakdown structures; responsibility matrixes. Upon completion, students should be able to demonstrate knowledge, strategies, and techniques needed to create plans for project development and management.

PMT-111 Project Management Assessing Risk (3/0/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course provides various ways to identify, analyze, and mitigate the full range of project risks. Topics include risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, as well as risk monitoring and control. Upon completion, students should be able to demonstrate knowledge of risk management processes and application of risk management techniques to case study problems.

PMT-210 Project Management Issues (3/0/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course is designed to explore various development and management techniques and tools of integrated project schedules and plans; as well as planning and control methods such as PERT/CPM and Gantt charts. Emphasis is placed on project control methods from a scheduling perspective, including critical path networking, float analysis, and schedule performance predictability and accomplishment. Upon completion, students should have a clear understanding of accepted techniques for schedule development and management.

PMT-215 Project Management Leadership (3/0/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course provides an overview of the importance of project teams and human resource management in the planning, scheduling, and controlling of multi-project programs. Topics include the role of projects in organizations; alternative organizational systems; program management methodologies; team management and leadership; legal/ethical issues; and conflict identification/resolution. Upon completion, students should be able to identify and exhibit the behaviors needed for effective project management and team leadership.

PMT-220 Project Management Capstone (3/0/3)
Fall/Spring
Prerequisites: PMT-110, PMT-111, and PMT-215
Corequisites: None
This course is designed to integrate knowledge and skills learned throughout the project management program, including performance, schedule, budget requirements, and project management exam preparation. Upon completion, students should be able to demonstrate knowledge of project management processes, techniques, and project management exam.

POLITICAL SCIENCE

POL-120 American Government (3/0/3)
Fall/Spring CAA ICAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Social/Behavioral Sciences (AA/AS).*

PSYCHOLOGY

PSY-118 Interpersonal Psychology (3/0/3)
Fall/Spring/Summer
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)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Social/Behavioral Sciences (AA/AS).*

PSY-231 Forensic Psychology (3/0/3)
Fall/Spring CAA ICAA Elective
Prerequisites: PSY-150
Corequisites: None
This course introduces students to concepts which unite psychology and the legal system. Topics include defining competency, insanity, involuntary commitment, as well as introducing forensic assessment techniques, such as interviewing process, specialized assessments, and collecting collateral information. Upon completion, students should be able to demonstrate knowledge in areas of forensic psychology: risk assessment, criminal competencies, insanity, psychopathology, and mentally disordered offenders. *This course has been approved for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PSY-239 Psychology of Personality (3/0/3)
On Demand CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

PSY-241 Developmental Psych (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

PSY-243 Child Psychology (3/0/3)
On Demand CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PSY-263 Educational Psychology (3/0/3)
Summer CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

PSY-281 Abnormal Psychology (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

PHYSICAL THERAPIST ASSISTANT

PTA-110 Intro to Physical Therapy (2/3/3)
Fall
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)
Spring
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)
Fall
Prerequisites: None
Corequisites: None
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)
Spring
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)
Spring
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 Physical Therapy Proc III (2/3/0/3)
Fall
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)
Fall
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)
Summer
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)
Summer
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)
Fall
Prerequisites: *ENG-111*
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 Physical Therapy Proc IV (3/6/0/5)
Fall
Prerequisites: *PTA-150*
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)
Summer
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-254 Pediatrics for the PTA (0/3/0/1)
Summer
Prerequisites: None
Corequisites: None
This course provides an in-depth study of pediatric dysfunction and rehabilitation techniques. Topics include severe and profound attention deficit disorder, sensory integration, and rehabilitation in the school setting. Upon completion, students should be able to discuss selected pediatric dysfunctions and demonstrate specialized rehabilitation techniques.

PTA-260 AB/BB Adv. PTA Clinical Ed. (0/0/30/10)
Spring
Prerequisites: PTA-180
Corequisites: None
These courses provide 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)
Spring
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)
Spring
Prerequisites: *ENG-111*
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.

PATHWAYS TO EMPLOYMENT

PTE-110 Pathway to Employment – Construction (2/3/3)
All
Prerequisites: None
Corequisites: None
This course introduces fundamental employment core skillsets required to effectively enter the construction workforce and/or a registered apprenticeship and may also serve as a component of a pre-apprenticeship. Topics include workplace safety, communication skills, industry overview, tools and equipment, computation and financial literacy, materials, employability skills, personal health, career exploration and pathways including apprenticeship, job preparation and required job skills, and site visits. Upon completion, students should be able to explain how to locate and engage employers, present themselves in a professional manner, perform basic on-the-job skills, pursue necessary job-specific training and/or certification, and enter a construction career with the knowledge required to be successfully employed.

PTE-114 Pathway to Employment – Egr Tech (2/3/3)

All
Prerequisites: None
Corequisites: None
This course introduces fundamental employment core skillsets required to effectively enter the engineering technology workforce and/or a registered apprenticeship and may also serve as a component of a pre-apprenticeship. Topics include workplace safety, communication skills, industry overview, tools and equipment, computation and financial literacy, materials, employability skills, personal health, career exploration and pathways including apprenticeship, job preparation and required job skills, and site visits. Upon completion, students should be able to explain how to locate and engage employers, present themselves in a professional manner, perform basic on-the-job skills, pursue necessary job-specific training and/or certification, and enter an engineering technology career with the knowledge required to be successfully employed

PTE-120 Pathway to Employment - Information Technology (2/3/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces fundamental employment core skillsets required to effectively enter the information technology workforce and/or a registered apprenticeship and may also serve as a component of a pre-apprenticeship. Topics include workplace safety, communication skills, industry overview, tools and equipment, computation and financial literacy, employability skills, personal health, career exploration and pathways including apprenticeship, job preparation and required job skills, and site visits. Upon completion, students should be able to explain how to locate and engage employers, present themselves in a professional manner, perform basic on-the-job skills, pursue necessary job-specific training and/or certification, and enter an information technology career with the knowledge required to be successfully employed.

RELIGION

REL-110 World Religions (3/0/3)
Fall/Spring CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

REL-211 Intro to Old Testament (3/0/3)
Fall/Spring CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-002*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

REL-212 Intro to New Testament (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

REL-221 Religion in America (3/0/3)
Fall/Spring CAA ICAA GEN ED
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

INFORMATION SECURITY

SEC-110 Security Concepts (2/2/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC-175 Perimeter Defense (1/4/3)
Spring
Prerequisites: None
Corequisites: None
This course introduces the principles of securing networks using routers and firewalls. Topics include networking protocols, threat mitigation, firewall configuration, authentication, authorization, intrusion detection, encryption, IPSec, VPNs, and remote access technologies. Upon completion, students should be able to secure internal networks using router and firewall technologies.

SOCIOLOGY

SOC-210 Introduction to Sociology (3/0/3)
Fall/Spring/Summer CAA ICAA UGETC
Prerequisites: None
Corequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a Universal General Education Transfer Component (UGETC) course in Social/Behavioral Sciences (AA/AS).*

SOC-213 Sociology of the Family (3/0/3)
Fall/Spring CAA ICAA GEN ED
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC-220 Social Problems (3/0/3)
Fall/Spring CAA ICAA GEN ED

Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC-225 Social Diversity (3/0/3)
Fall CAA ICAA GEN ED
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

SOC-230 Race and Ethnic Relations (3/0/3)
Spring CAA ICAA GEN ED
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.*

SOC-234 Sociology fof Gender (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

SOC-244 Soc of Death & Dying (3/0/3)
On Demand CAA ICAA Elective
Prerequisites: *ENG-002 or ENG-101 with a minimum grade of C*
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

SPANISH

SPA-111 Elementary Spanish I (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA-112 Elementary Spanish II (3/0/3)
Fall/Spring/Summer CAA ICAA GEN ED
Prerequisites: SPA-111 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA-120 Spanish for the Workplace (3/0/3)
Fall
Prerequisites: None - *Restricted to students in the Construction Management and Viticulture and Enology programs.*
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)
Fall CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

SPA-211 Intermediate Spanish I (3/0/3)
Spring/Summer CAA ICAA GEN ED
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA-212 Intermediate Spanish II (3/0/3)
Spring/Summer CAA ICAA GEN ED
Prerequisites: SPA-211 *with a minimum grade of C*
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 for transfer under the CAA and ICAA as a general education course in Humanities/Fine Arts.*

SPA-221 Spanish Conversation (3/0/3)
Fall CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

SPA-231 Reading and Composition (3/0/3)
Spring CAA ICAA Elective
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 for transfer under the CAA and ICAA as a pre-major and/or elective course requirement.*

SPANISH INTERPRETER

SPI-113 Intro. to Spanish Inter. (3/0/3)
Fall
Prerequisites: *Fluency Test or SPA-212 with a minimum grade of C*
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)
Fall
Prerequisites: *SPI-113*
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)
Spring
Prerequisites: *Fluency Test or SPA-212 with a minimum grade of C*
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)
Spring
Prerequisites: *Fluency Test or SPA-212 with a minimum grade of C*
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-221 Consecutive Interpreting I (3/0/3)
Spring
Prerequisites: *SPI-113 and SPI-114*
Corequisites: None
This course introduces skills of consecutive interpretation used by professional interpreters. Topics include memory development, note taking, sight translation and non-verbal communication. Upon completion, students should be able to apply consecutive interpretation techniques in a variety of role-playing situations and settings.

SPI-243 Medical Interpreting I (2/3/3)
Spring
Prerequisites: *SPI-113 and SPI-114*
Corequisites: None
This course is designed for students planning to specialize in medical interpreting in settings such as hospitals, physicians' offices and clinics. Emphasis is placed on the development of medical terminology vocabulary through active role-play. Upon completion, students should be able to apply medical interpretation techniques in a variety of medical situations.

SPI-245 Community Interpreting I (2/3/3)
Spring
Prerequisites: *SPI-113 and SPI-114*
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.

SUSTAINABILITY

SST-140 Green Bldg & Design Concepts (3/0/3)
Spring
Prerequisites: *ENG-110 or ENG-111*
Corequisites: None
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

TRUCKING OPERATIONS MANAGEMENT

TOM-250 Operations of Trucking I (3/0/3)
Fall
Prerequisites: None
Corequisites: None
This course provides an overview of operating a trucking business. Topics include the business, marketing, economics, finance, accounting, freight brokerage and entrepreneurship aspects of operating a trucking business. Upon completion, students should be able to define the skills and personnel needed to operate a successful trucking business.

TOM-260 Operations of Trucking II (3/0/3)
Spring
Prerequisites: TOM-250
Corequisites: None
This course covers the advanced aspects of operating a trucking business. Topics include the advanced aspects of business, marketing, economics, finance, accounting, freight brokerage and entrepreneurship aspects of operating a trucking business. Upon completion, students should be able to demonstrate the skills needed to operate a trucking business.

TRANSPORTATION

TRN-110 Intro to Transport Tech (1/2/2)
Fall
Prerequisites: None
Corequisites: None
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be

able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN-120 Basic Transp Electricity (4/3/5)
Fall
Prerequisites: None
Corequisites: None
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN-140 Transp Climate Control (1/2/2)
Summer
Prerequisites: None
Corequisites: None
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN-140A Transp Climate Cont Lab (1/2/2)
Summer
Prerequisites: None
Corequisites: TRN-140
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN-145 Advanced Transportation Electronics (2/3/3)
Spring
Prerequisites: TRN-120
Corequisites: None
This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC?s, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC?s, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

TRN-170 Pc Skills for Transp (1/2/2)
Fall
Prerequisites: None
Corequisites: None
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

TRN-180 Basic Welding for Transp (1/4/3)
Fall
Prerequisites: None
Corequisites: None
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

VITICULTURE & ENOLOGY

VEN-130 Fundamentals of Viticulture and Enology (1/0/1)
On Demand
Prerequisites: None
Corequisites: None
This couse provides an overview of viticulture and enology for tasting room staff. Topics include terroir, climate impact on production/quality, NC-specific wine characteristics, acidity, balance, and body. Upon completion, students should be able to use knowledge of key concepts in viticulture and enology to engage with diverse growers and consumers in order to communicate clearly and succinctly with potential customers about basic wine and grape production.

VEN-131 Wine Tasting (1/0/1)
On Demand
Prerequisites: 21 years of age and older
Corequisites: None
This couse introduces key wine tasting concepts utilized by wine tasting professionals. Topics include wine color, aroma, flavor, body, finish, red, white, rose, sparkling, dessert wines, sight, smell, and taste. Upon completion, students should be able to understand key aspects of wines, including color, aroma, flavor, body, and finish in order to determine the differences between red, white, rose, sparkling, and dessert wines.

VEN-132 Wines of the World (1/2/2)
Fall
Prerequisites: None
Corequisites: None
This course provides an introduction to the major wine-growing regions of the world, including history, distribution, climate, and winetypes of these regions. Emphasis will be placed on grape varieties planted and upon environmental and cultural factors influencing grape growth and wine quality and style. Upon completion, students should be familiar with the breadth and depth of the wine-producing regions of the world.

VEN-133 Intro to Winemaking (3/0/3)
Fall
Prerequisites: 21 years of age and older
Corequisites: None
This course provides an overview of the history of winemaking, fermentation, winery operations, and physiology of wine consumption. Emphasis is placed on the types of wines produced in the United States with particular attention to the wines of the Southeast. Upon completion, students should be familiar with general winemaking procedures.

VEN-134 Grape Harvest (1/0/1)
Fall
Prerequisites: None
Corequisites: None
This course introduces grape harvest practices. Topics include labor contracts; harvest crew organization; standards of fruit maturity; product transportation; and maintenance of fruit quality and grape crush. Upon completion, students should be able to demonstrate competency in grape harvest management.

VEN-135 Intro to Viticulture (3/2/4)
Fall
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 & Develop (3/0/3)
Spring
Prerequisites: VEN-135
Corequisites: None
This course covers site selection and preparation, varietal, clonal, and rootstock selection and planting, appropriate trellis systems, vine training during the first year of growth. Emphasis is 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 Science (4/2/5)
Spring
Prerequisites: 21 years of age and older
Corequisites: None
This course provides the students with the 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 productions and wine making.

VEN-181 Tasting Room Operations (3/0/3)
On Demand
Prerequisites: None
Corequisites: None
This course provides an overview of winery tasting room operations. Topics include tasting room experience, ambience, hospitality, and customer service. Upon completion, students should be able to design tasting rooms to meet varying customer expectations and needs, specifically as it relates to ambience, customer experience, use knowledge of direct-to-consumer sales strategies to expand revenue flow and develop customer service and hospitality skills for use in tasting rooms.

VEN-182 Tasting Room Operations Lab (0/2/1)
On Demand
Prerequisites: None
Corequisites: None
This couse provides education in winery tasting room operations. Topics include wine room organization, layout, direct-to-consumer sales, customer service, effective wine sale practices, and North Carolina Responsible Alcohol Service training program. Upon completion, students should be able to organize an effective tasting room, use knowledge of direct-to-consumer sales to enhance revenue, use effective customer service and hospitality, increase profitability with effective wine sales practices, explain the effects of alcohol on the human body, and complete the North Carolina Responsible Alcohol Service training program.

VEN-188 Wine Finance (3/0/3)
On Demand
Prerequisites: None
Corequisites: None
This course provides an overview of wine finance. Emphasis will be placed on creating an expenditures plan for harvest, fermentation and finishing & packaging; bookkeeping for direct-to-consumer sales and three-tier wine distribution; understanding inventory management and alternative revenue streams; and managing cash flow over a 36-month production period. Upon completion, students should be able to budget for wine operations over an extended production period, understand federal and state excise taxes, and successfully manage winery and tasting room cash flow.

VEN-189 Wine Business (2/0/2)
Spring
Prerequisites: None
Corequisites: None
This couse provides an overview of the key aspects of a successful wine business. Topics include stakeholder analysis, production, marketing, distribution, domestic and international sales, legal and regulatory compliance, and permits. Upon completion, students should be able to apply wine business concepts to ensure company solvency, calculate operational costs (e.g., domestic, international), understand legal and regulatory requirements necessary for compliance, and explain the strengths, opportunities, weaknesses and threats in the wine business.

VEN-238 Grape Pests/Disease/Disorders (3/0/3)
Fall
Prerequisites: None
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-283 Wine Production and Analysis (2/6/5)
Fall
Prerequisites: VEN-133, VEN-139, and 21 years of age and older
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 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 and Management (3/0/3)
Spring
Prerequisites: VEN-133 and 21 years of age and older
Corequisites: None
This course covers 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 able to make rational decisions related to the efficient and economical operation of a winery.

VEN-285 Winery Operations (3/2/4)
Summer
Prerequisites: VEN-133 and 21 years of age and older
Corequisites: None
This course provides practical cellar-oriented winery experience. Emphasis is placed on the students being 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)
Spring
Prerequisites: VEN-132 and VEN-133 or VEN-130, and 21 years of age and older
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 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)
Summer
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, irrigation design, installation and maintenance, IPM implementation and pesticide application, trellis maintenance, equipment selection and use, fertilization, harvesting and contracts. Upon completion, students should 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 and Packaging (1/4/3)
Spring
Prerequisites: VEN-283, *ENG-111 ,* and 21 years of age and older
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.

WORK-BASED LEARNING

WBL-111 Work-Based Learning I (0/0/10/1)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-112 Work-Based Learning I (0/0/20/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-113 Work-Based Learning I (0/0/30/3)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-114 Work-Based Learning I (0/0/40/4)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-121 Work-Based Learning II (0/0/10/1)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-122 Work-Based Learning II (0/0/20/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-123 Work-Based Learning II (0/0/30/3)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-124 Work-Based Learning II (0/0/40/4)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-131 Work-Based Learning III (0/0/10/1)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-132 Work-Based Learning III (0/0/20/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-133 Work-Based Learning III (0/0/30/3)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-211 Work-Based Learning IV (0/0/10/1)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-212 Work-Based Learning IV (0/0/20/2)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-213 Work-Based Learning IV (0/0/30/3)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-221 Work-Based Learning V (0/0/10/1)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL-231 Work-Based Learning VI (0/0/10/1)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB TECHNOLOGIES

WEB-140 Web Development Tools (2/3/3)
Fall
Prerequisites: None
Corequisites: None
This course provides an introduction to web development tools. Topics include creating websites using web development tools and web standards. Upon completion, students should be able to create small web sites and upload files to a web server.

WEB-151 Mobile Application Dev I (2/2/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

WEB-210 Web Design (2/2/3)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

WELDING

WLD-110 Cutting Processes (1/3/2)
Fall
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)
Fall
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)
Fall
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)
Spring
Prerequisites: WLD-115
Corequisites: None
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD-121 GMAW (MIG) FCAW/Plate (2/6/4)
Fall/Spring
Prerequisites: None
Corequisites: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD-122 GMAW (MIG) Plate/Pipe (1/6/3)
Spring
Prerequisites: WLD-121
Corequisites: None
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD-131 GTAW (TIG) Plate (2/6/4)
Spring
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)
Fall
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-143 Welding Metallurgy (1/2/2)
Spring/Summer
Prerequisites: None
Corequisites: None
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

WLD-151 Fabrication I AB & BB (2/6/4)
Fall/Spring/Summer
Prerequisites: None
Corequisites: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD-261 Certification Practices (1/3/2)
Summer
Prerequisites: WLD-115 and 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.

WLD-265 Automated Welding/ Cutting (2/6/4)
Summer
Prerequisites: WLD-110 and WLD-121
Corequisites: None
This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

WORKFORCE, TECHNOLOGIES, AND COMMUNITY EDUCATION COURSE DESCRIPTIONS

Numbers following the course title indicate the number of hours for the course.

ACCOUNTING

ACC-3104 Income Tax for Preparers
(48 Hours)
Fall/Spring/Summer
This course is designed for instructional areas related the relevant laws governing individual income taxation: 1) tax law, 2) electronic research and methodologies, and 3) use of technology for preparation of individual income tax returns.

ACC-3150B Intro to QuickBooks
(24 Hours)
Fall/Spring/Summer
This course gives students an understanding of an, electronic accounting system, using Quickbooks. Student outcomes include the ability to, electroncially record accounts payable, receivable, invoices, inventory and cash mangement.

AGRICULTURE

AGR-3001A Beekeeping
(24 Hours)
This course will cover: Types of individual bees (queen, workers, drones); Beekeeping equipment; frames and foundation; personal equipment; Species or subspecies of Package bees to include topics of locating, ordering and handling, installing, and feeding; What a typical season with bees would involve such as Swarming, Nectar flow, Supers, Nectar and Pollen Sources, Pollination, Harvesting honey, Extracting honey, Marketing honey, Labeling containers, Diseases and parasites, Integrated pest management, Queenless colonies, Useful manipulation of bee colonies, Checking for queen cells, Laying workers, Signs, of a failing queen, A good worker brood pattern, A queen cell. Allergic reaction to bee venom, Robbing comb honey.

AIR CONDITIONING, HEATING, & REFRIGERATION

AHR-3128A Refrigerant Certification
(16 Hours)
Fall
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-3131C Intro to Refrigeration
(128 Hours)
Fall
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-3131E Heating Technology
(96 Hours)
Spring
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.

ANIMAL CARE AND MANAGEMENT

ANS-3011 Veterinary Assistant I
(48 Hours)
Fall/Spring/Summer
This course is designed for those interested in working in the field as an assistant in a veterinary office. Topics to be covered will include the following medical terminology, anatomy & physiology, animal husbandry, animal disease, parasitology, pharmacology, surgical packs and instruments, recordkeeping and the law. Skills taught may include animal restraint techniques, fecal and heartworm tests, history of animal and physical exam, skin scrape for demodex/sarcoptes, ear swab for ear mites (otodecks), temperature, pulse, respirations, and subcutaneous injections.

ANS-3011F Veterinary Assistant II
(48 Hours)
Fall/Spring/Summer
This course provides the basic knowledge, understanding, and skills required for a veterinary assistant. Once you have completed this course you should be prepared to seek employment in an entry-level position in a Veterinary office. Course topics will include understanding veterinary medical terminology, anatomy, physiology, husbandry, behavior, handling and restraint, grooming, the handling of specimens and laboratory procedures, operation of veterinary equipment, understanding pain recognition, preparing surgery equipment, HIPPA, OSHA, and office practices.

AND-3011G Pet Grooming
(48 Hours)
Fall/Spring/Summer
This course is designed to prepare the student for an entry level position as a pet groomer. Course topics will include

small animal grooming, proper use and care of professional grooming, tools, basic small animal anatomy, animal safety, handling/controlling of small animals, parasite recognition, animal first aid, and skin disorders. Successful completion of the course will prepare one for employment as a pet groomer or boarder as a personal business or with a commercial organization or veterinary office.

ART

PRC-3104L Luthier (Violin-Making)
(126 Hours)
Fall/Spring/Summer
This is an intense course for individuals wishing to learn the art of Luthiery. Students will make a violin beginning with choosing the wood all the way to the finished product. Students are taught the process from a heritage perspective using handtools in the classic Italian method.

PRC-3104N Pottery/Ceramics I
(99 Hours)
Fall/Spring
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.

AUTOBODY REPAIR

AUT-3109 Auto Body Repair
(128 Hours)
Fall/Spring/Summer
This course is designed to prepare students for entry level positions in the Auto Body Restoration field. It also allows students, due to the type of personal project they may be working on, to continue their learning into advanced techniques of the course topics by taking the subsequent parts.

AUT-3109G Auto Restoration & Repair I
(100-160 Hours)
Fall
This course is designed to prepare students for entry level positions in the Auto Body Restoration field. Course topics will include; automobile construction and design, removing & installing glass, metal removal, fabrication & replacement, repairing dents, removing & reapplying primers, paints, & finishes, replacement part selection, ordering &/or purchasing, the correct use of hand & machine tools, shop & procedure safety, & other related topics. The student will also be advised on how to seek out & secure a career in the Auto Restoration or Repair industry.

AUT-3109H Auto Restoration & Repair II
(100-160 Hours)
Spring
his course is a continuation of Auto Body Restoration & Repair I. It is designed to prepare students for entry level positions in the Auto Body Restoration field. It also allows students, due to the type of personal project they may be working on, to continue their learning into advanced techniques of the course topics they might not have encountered in Part I.

AUT-3109S Structural Damage I
(96 Hours)
Fall
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.

AUT-3109K Structural Damage II
(128 Hours)
Spring
Prerequisites: AUT-3109S
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.

AUT-3109M Painting & Refinishing I
(128 Hours)
Fall
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.

AUT-3109L Painting & Refinishing II
(128 Hours)
Spring
Prerequisites: AUT-3109M
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.

AUT-3109N Non-Structural Damage I
(80 Hours)
Fall
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.

AUT-3109O Non-Structural Damage II
(128 Hours)
Summer
Prerequisites: AUT-3109N
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.

AUT-3109Q Plastics & Adhesives
(80 Hours)
Fall/Spring
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.

AUT-3110 Automotive Detailing
(64 Hours)
Spring
This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUTOMATION TRAINING

ATR-3115A Intro to Automation
(80 Hours)
Spring

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

ATR-3115 Mechatronics: Machine Processes, Automation, Safety
(192 Hours)
Spring
This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. The course also introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. In addition, the course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools.

AUTO DEALER

CSP-4000T1 DMV: Dealer License Pre-license
(12 Hours)
Fall/Spring/Summer
This course is designed to meet the twelve-hour training requirement for individuals seeking an initial Used Motor Vehicle Dealers' license.

CSP-4000U1 DMV: Dealer License Renewal
(6 Hours)
Fall/Spring/Summer
This course is designed to meet the six-hour training requirement for individuals renewing their Used Motor Vehicle Dealers' license.

AUTOMOTIVE SYSTEMS

AUT-3129A Auto OBD Emissions Inspection
(8 Hours)
Fall/Spring/Summer
This course prepares auto technicians and service personnel as OBD Emissions Inspectors for motor vehicles. The course is designed to meet the training requirements (initial and renewal) for the Auto OBD II Emission Inspection Program administered by the NC Division of Motor Vehicles. To be licensed as an OBD Emissions Inspector, a mechanic must attend an 8-hour OBD Emissions course and pass a state certification exam. Topics covered include an overview of DMV regulations, inspection procedures, and proper use of diagnostic equipment.

AUT-3129C Auto Safety Inspection
(8 Hours)
Fall/Spring/Summer
This course prepares auto technicians and service personnel as Safety Inspectors for motor vehicles. The course is designed to meet the training requirements (initial and renewal) for the Auto Safety Inspection Program administered by the NC Division of Motor Vehicles. To be licensed as a safety inspector, a mechanic must attend an 8-hour safety course and pass a state certification exam. Topics covered include an overview of DMV regulations, inspection procedures, and proper use of diagnostic equipment.

AUT-3137I Auto Braking Systems
(128 Hours)
Spring
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-3137J Auto Suspension & Steering
(128 Hours)
Spring
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-3137L Auto: Suspension, Brake, and Inspection
(304 Hours)
Spring
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. The course also 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. In addition, the course also 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.

AUT-3137N Intro to Transport Tech
(48 Hours)
Fall
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

AUT-3200 Small Engine Mechanic
(72 Hours)
Fall/Spring/Summer
This course is designed to provide students with basic knowledge of engine rebuilding techniques to manufacturer's specifications. Emphasis will be placed on the proper use of tools and equipment, assembly/disassembly, identification of engine parts, maintenance, and repair.

BANK TELLER

BAF-3249 Bank Teller
(84 Hours)
Fall/Spring
This course is designed to provide training for individuals to work as a Bank Teller or customer service representatives. Emphasis is placed on MS suite and Internet Explorer, English grammar, basic math skills, functions of the banking industry, telephone skills, the teller's responsibility in banking, daily transaction procedures, customer service, suspicious activity reports, and banking trends.

BUSINESS

OST-3100G MS Excel
(24 Hours)
Fall/Spring/Summer
This course is designed to give students a basic knowledge of the principles of the spreadsheet program, Microsoft Excel in the 2016 version. Upon conclusion, students will be able to demonstrate proficiencies in creating a spreadsheet including formulas and professional formatting.

OST-3100I Microsoft Excel Intermediate
(48 Hours)
Fall/Spring/Summer

This course is designed to give students a professional knowledge of the intermediate principles of the spreadsheet program, Microsoft Excel. Upon conclusion students will be able to demonstrate proficiences in creating a complex spreadsheet including formulas and professional formatting.

OST-3100J MS Word & Outlook for Business
(24 Hours)
Fall/Spring/Summer
This course is designed to give students a professional knowledge of the of Microsoft Word and Microsoft Outlook in a business setting. Upon conclusion students will be able to demonstrate proficiences word processing documents, email, calendar, contacts and tasks functions.

OST-3100K MS PowerPoint for Business
(24 Hours)
Fall/Spring/Summer
This course is designed to give students a professional knowledge of the of Microsoft Powerpoint in a business setting. Upon conclusion students will be able to create, format and share professional electronic slide show presentations.

OST-3100L MS Access for Business
(24 Hours)
Fall/Spring/Summer
This course is designed to give students a professional knowledge of the of Microsoft Access in a business setting. Upon conclusion students will be able to build, format and share professional databases. Students will have a understanding of tables, reports, queries and forms.

MLS-3810H Info System Business Concepts
(48 Hours)
Fall/Spring
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. Offered as a parallel to curriculmn course.

OST-3100N Microsoft Power BI
(24 Hours)
Fall/Spring
This course is an introduction to Microsoft's powerful data analytic's program. Power BI is a cloud based service that allows users to analyze data efficiently. Power BI allows users to connect to data sources, create reports, queries and visualizations to display even large amounts of data in a meaningful form.

OST-3100O Introduction to Tableau
(24 Hours)
Fall/Spring
This course is an introduction to Tableau. Tableau is a visual data analytic program. Students will be introduced to Tableau terminology, design flows, and data types. Students will work with data sources, worksheets, calculations and charts.

CARPENTRY

CAB-3100F Woodworking & Cabinetry
(100 Hours)
Fall/Spring/Summer
This course is designed to teach the fundamental techniques of cabinetmaking and woodworking. Course topics include safety, use and care of tools, equipment set-up, estimating materials, the basics of framing, facing, doors, tops, and materials. These skills are required for the construction of cabinets and other wooden furniture and fixtures. The course also allows students, due to the type of personal project they may be working on, to continue their learning into advanced techniques of the course topics by taking subsequent parts.

CAR-3124D Carpentry I
(288 Hours)
Fall/Spring
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.

CAR-3124E Construction Materials & Methods
(80 Hours)
Spring
Prerequisites: CAR-3124D
This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon competition, students should be able to detail construction assemblies and identify construction materials and properties.

CAR-3124F Construction Codes & Inspection
(48 Hours)
Spring
Prerequisites: CAR-3124D
This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should be able to understand the building code inspections process and apply building code principals and requirements to construction projects.

CAR-3124I Construction: Carpentry, Materials, and Methods
(368 Hours)
Fall/Spring
Prerequisites: CAR-3124D
This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and there properties, manufacturing processes, construction techniques, and other related topics. The course also 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.

Central Sterile Processing

MED-3002 Central Sterile Processing
(180 Hours)
Fall/Spring
This five-month Central Sterile Processing Certificate course is designed to introduce the primary responsibilities of a central sterile technician. The course includes practical applications of learned concepts and procedures. Topics include preparation, storage, distribution of instruments, supplies and equipment, quality assurance and inventory management. Upon completion, students should be able to apply the principles of sterilization/disinfection in the workplace, as well as the principles of distribution of instruments/supplies/equipment.

Computer Graphics

CIS-3165A Intro to Adobe InDesign
(24 Hours)
Fall/Spring/Summer
This course provides an introduction to Adobe, InDesign. Students will learn the basics of the, application including page layout, typography, color and image features. By the end of this, course,

students will have an understanding of how, to design single page and multi-page publications.

PHO-3001P Intro to Adobe Photoshop
(24 Hours)
Fall/Spring/Summer
This course provides an introduction to Adobe Photoshop. Students will learn the basics of the application including photo editing, image manipulation, masking, typography, and effect features. By the end of this course, students will have an understanding of how to edit photographs and create digital image compositions.

SGR-3100G Intro to Adobe Illustrator
(24 Hours)
Fall/Spring/Summer
This course provides an introduction to Adobe Illustrator. Students will learn the basics of the application including shape tools, Pen tool, color, typography, and effect features. By the end of this course, students will have an understanding of how to create vector graphics for a variety of mediums.

WEB-3000B Web Design
(64 Hours)
Fall/Spring
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly unctional web sites

WEB-3000C Intro to WordPress
(24 Hours)
Fall/Spring/Summer
This course provides an introduction to WordPress. Students will learn the basics of this popular website development application including website setup, website design and customization, settings, publishing pages and blog posts, and plugins. By the end of this course, students will have an understanding of how to develop a website using WordPress.

SGR-3100H Booklayout & Publishing
(24 Hours)
Fall/Spring/Summer
This course provides an introduction to book layout and publishing for writers. You will learn basic technology skills and tools required to layout book pages, cover design, as well as options for self-publishing books.

EDU-3005A Introduction to Camtasia
(24 Hours)
Fall/Spring/Summer
This course provides teachers with an introduction to TechSmith Camtasia. Students will learn the basics of this elearning development application including screen recording, text, annotation, animation, and video editing features, as well as sharing content. By the end of this course, students will have an understanding of how to create engaging video-based presentations for the classroom using Camtasia. Camtasia lends itself to effective classroom lecture in a traditional setting or online classes.

EDU-3005B Introduction to Articulate Storyline
(24 Hours)
Fall/Spring/Summer
This course provides teachers with an introduction to Articulate Storyline. Students will learn the basics of this elearning development application including slide design, animation, interactivity, assessments, and publishing. By the end of this course, students will have an understanding of how to create engaging presentations using Articulate Storyline.

SGR-3100I – Introduction to Video Editing
(24 Hours)
Fall/Spring/Summer
This course provides students with an introduction to video editing techniques. Students will learn the basics of video editing including trimming video clips, combining multiple video clips, adding basic animation to photos, adding video titles, working with audio, and publishing. By the end of this course students will have an understanding of how to create and edit a video project.

SGR-3100A Intro to Digital Media
(64 Hours)
Fall
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology. Offered as a parallel to curriculum course.

SGR-3100B Graphic Design Tools
(64 Hours)
Fall
This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing and integrating visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques. Offered as a parallel to curriculum course.

SGR-3100E Intro to Audio Video Media
(64 Hours)
Fall
This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications. This class is offered as a parallel to a curriculum course.

SGR-3100C Intro to Multimedia Applications
(64 Hours)
Spring
This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications. This class is offered as a parallel to a curriculum course.

SGR-3100D Digital Animation I
(64 Hours)
Spring
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations. This class is offered as a parallel to a curriculum course.

SGR-3100F – Emerging Tech in Digital Media
(64 Hours)
Spring
This course provides students with the latest technologies and strategies in the field of digital media. Emphasis is placed on the evaluation of emerging digital media technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging digital media technologies and establish informed opinions. This class is offered as a parallel to a curriculum course.

OST-3100I – Keynote for iPad
(24 Hours)
Fall/Spring/Summer

This course provides an introduction to Apple Keynote for iPad. Students will learn the basics of this presentation app including slide design, animation, interactivity, and multimedia features, as well as publishing and sharing. By the end of this course, students will have an understanding of how to create engaging presentations using Apple Keynote for iPad.

Computer Science (Programming)

CSC-3100B C++ Programming
(72 Hours)
Spring
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. Offered as a parallel to curriculum course.

CSC-3100C Intro to Programming
(24 Hours)
Fall/Spring/Summer
This course in an introduction to computer, programming, introducing the languages: C++, C#, and Java. Topics include input and output, basic, arithmetic operations, making decisions, looping, and other related topics. Upon completion, students should be able to create a simple program, in all three languages.

CSC-3100D Intro to Python Programming
(24 Hours)
Fall/Spring/Summer
This course is an introduction to computer, programming using the Python language. The class will include basics in terminology and, an introduction to programming concepts. Students will learn how to write simple Python programs that use IF logic loops and functions.

CSC-3100E C# Programming
(72 Hours)
Fall/Spring
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. Offered as a parallel to curriculum course.

CSC-3100F Java Programming
(72 Hours)
Spring
This course introduces computer programming using the Java programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug JAVA language programs. Offered as a parallel to curriculum course.

CSC-3100G Advanced C# Programming
(72 Hours)
Fall/Spring
Prerequisites: CSC-3100E or CSC153
This course is a continuation of CSC 3110E (C# Programming, curriculmn CSC153) 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, debug, and implement objects using the appropriate environment. Offered as a parallel to curriculum course.

WEB-3000E Mobile App Dev I
(64 Hours)
Fall
This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices. Offered as a parallel to curriculum course.

CSC-3100H SQL Programming
(24 Hours)
Fall/Spring/Summer
This course is an introduction to computer programming using the SQL language. The class will include basics in terminology and an introduction to programming concepts. Students will use SQL language for queries and creating updating tables.

COMPUTER TECHNOLOGY

CCT-3110A Cyber Security Fundamentals
(24 Hours)
Fall/Spring/Summer
This course is an introduction to cybersecurity. Cybersecurity theory will be covered, along with techniques for optimizing security on personal computers and small networks. Upon completion, students should be able to identify and implement several techniques appropriate to provide basic protection of a small computer and/or small network.

WEB-300B Web Design
(72 Hours)
Spring
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. Offered as a parallel to curriculum course.

WEB-3000D Web Programming & Database Concepts
(64 Hours)
Fall
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs, and database design and creation with DBMS products. Upon completion, students should be able to demonstrate knowledge of programming tools, deploy a web site with mark-up tools, and create a simple database table. Offered as a parallel to curriculum course.

CCT-3110B Security Concepts
(64 Hours)
Fall
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. Offered as a parallel to curriculum course.

NET-3100B Network and Security Foundations
(64 Hours)
Fall
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network

standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. Offered as a parallel to curriculum course.

CET 3100A Tech Support Functions (64 Hours)
Spring
This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. Offered as a parallel to curriculum course.

COSMETOLOGY

COS-3101 Manicurist/Nail Tech (320 Hours)
Fall/Spring
This comprehensive course provides instruction and clinical practice in manicuring, nail building (application and maintenance of artificial nails) and pedicuring. The course content includes nail anatomy, disorders of nails, and irregularities of nails; theory and salesmanship as it relates to manicuring; actual practice in manicuring; and arm, hand, and foot massage. Manicurist students must complete 300 Hours in an approved beauty school or college before applying to the State Board of Cosmetic Arts for examination. Students enrolled only in manicuring shall only perform services directly relating to the prescribed course in manicuring. This is a comprehensive course to provide training for those persons interested in becoming licensed manicurist / nail technician only and not desiring to become licensed cosmetologists.

DRONE OPERATION

UAS-3111 Small Unmanned Aircraft System (Drone) (24 Hours)
Summer
This course prepares learners for small Unmanned Aircraft Systems (sUAS)/ Drone flight certification. Topics include flight theory, flight operations, and flight training utilizing the Federal Aviation Administration (FAA) Remote Pilot - Small Unmanned Aircraft Systems Study Guide, North Carolina Unmanned Aircraft Systems Operator Permit Knowledge Test Study Guide, and North Carolina Department of Transportation (NCDOT) Division of Aviation UAS flight standards & best practices. Learners will gain an introduction to commercial, government, and recreational drone applications. Coursework will highlight topics such as regulations, weather, airspace, human factors and sUAS performance. Upon completion, students will be prepared to sit for the FAA Part 107 Remote Pilot Knowledge Test and NCDOT UAS Operator Permit.

ELECTRICITY

ELC-3100 Electric Code License Prep (66 Hours)
Fall
This course is designed to prepare individuals for the Electrical Contractor's Licensing examination for the state of North Carolina.

ELC-3014A Electrical Institute I (60 Hours)
Spring
This course introduces the fundamental concepts of, and computations related to DC/AC electricity and, the interpretation of electrical diagrams, schematics, and drawings common to electrical, applications. Emphasis is placed on DC/AC circuits, components, operation of test equipment, reading and interpreting electrical diagrams and schematics, and other related topics. Upon, completion, students should be able to construct, verify, analyze simple DC/AC circuits, read, and interpret electrical diagrams and schematics.

ELC-3014B Electrical Institute II (60 Hours)
Spring
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical, safety, and electrical print reading; planning, layout, and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able, to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC-3014C Electrical Institute III (60 Hours)
Spring
This course covers layout, planning, and installation of wiring systems in industrial facilities and introduces the fundamental concepts of motors and motor controls. Emphasis is placed on industrial wiring methods and materials and includes ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to install industrial systems and equipment.

ELC-3014D Electrical Institute IV (180 Hours)
Spring
This program is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities. The class will include such topics as, AC/DC theory, basic wiring practices, industrial, motor controls, applications of the National Electric Code, and diagrams and schematics.

ELC-3014G DC/AC Electricity (144 Hours)
Fall
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, troubleshoot, and repair DC/AC circuits.

ELC-3014H Diagrams and Schematics (48 Hours)
Fall/Spring
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-3014J Photovoltaic System Tech (80 Hours)
Fall
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration building codes and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

ELC-3016A Electrical Contractor License Renewal (8 Hours)
Fall/Spring/Summer
The course is designed to provide electrical contractors with updated information on the latest changes in the National Electric Code, NC Electric Code, and local utility company requirements. At the end of this course, the 8 required course Hours are reported to the North Carolina State Board of Examiners of Electrical Contractors.

ELC-3100 Electric Code License Prep
(66 Hours)
Fall
This course is designed to prepare individuals for the Electrical Contractor's Licensing examination for the state of North Carolina.

ELC-3119A Residential Wiring I
(128 Hours)
Fall
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

ELC-3119C Electrical Estimating
(48 Hours)
Spring
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.

EMERGENCY MEDICAL RESPONDER

EMS-4100 Emergency Vehicle Driver
(72 Hours)
Varies
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. 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.

EMERGENCY MEDICAL TECHNICIAN

EMS-4200 Emergency Vehicle Driver
(248 Hours)
Fall/Spring
The Emergency Medical Technician-NR course establishes the basic knowledge needed to provide, under medical authority, pre-hospital emergency care and to pass the NC State and/or National Registry certification exam. 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.

EMERGENCY VEHICLE DRIVER, DRIVER / AERIAL OPERATOR

FIP-3600 Emergency Vehicle Driver
Varies
This course deals with the safe operation of emergency vehicles, driving skills, legal implications of emergency driving and departmental standard operating procedures. This is a NC Fire and Rescue Commission certification course.

FIP-3623 D/O Pumps Intro / Basic Ops
Varies
This course includes an overview of the types of apparatus equipped with fire pumps, apparatus safety, positioning, basic operations, and the abilities to satisfy the key requirements of NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1002 Standard, 2017 edition.

FIP-3624 D/O Pumps Hydr. /Water Supply
Varies
This course includes an overview of fire pump theories, water supply sources, hydraulic fundamentals, relay and water shuttle operations, foam systems, and the abilities to satisfy the key requirements of NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1002 Standard, 2017 edition.

FIP-3625 D/O Pumps Spr. & Sps./Maint. & Testing
Varies
This course includes apparatus inspection, maintenance, testing, sprinkler and standpipe connections, and the abilities to satisfy the key requirements of NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/ NFPA 1002 Standard, 2017 edition.

FIP-3626 Aerial Apparatus Series
Varies
This course will present the Driver Operator with information related directly to aerial operations as well as all the information required to meet the knowledge, skills, and abilities to satisfy the key requirements of NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications (2017 edition). FIP-3626 transfers the complete series, in its entirety, to the Office of State Fire Marshal (OSFM). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/ NFPA 1002 Standard, 2017 edition.

FIP-3627 Mobile Water Supply Apparatus
Varies
This course will present the Driver Operator with information related directly to mobile water supply operations as well as all of the information required to meet the knowledge, skills, and abilities to satisfy the key requirements of NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1002 Standard, 2017 edition.

FIRE AND LIFE SAFETY EDUCATOR

FIP-4630 Fire and Life Safety Educator Level 1
Varies

FIP-4631 Fire and Life Safety Educator Level 2
Varies
This certification-related Fire and Life Safety Education (FLSE) course is the second of three FLSE levels. Using their local data, students will establish the types of problems occurring in their

community and then develop a plan to decrease these injuries or losses through a community risk assessment. To make the class more effective, students should bring fire and injury loss statistics from their local areas. Students will develop lesson plans and learning objectives for a Fire and Life safety program to meet the need in their community. Students will also develop appropriate informational materials, objectives, and instructional materials for a specific audience and topic, along with an evaluation component for an educational program. Students will use program needs, past expenditures and personnel costs to create a budget that meets their current budget guidelines. This is a NC Fire and Rescue Commission certification course approved for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.

FIP-4632 Fire and Life Safety Educator Level 3
Varies
This certification-related Fire and Life Safety Education (FLSE) course is the third of three FLSE levels. Using local demographics, students will identify issues and plan priorities for the life safety education programs and will create a marketing plan designed to increase awareness in their community. Educators will also discuss suggestions for working with elected officials to reduce injury, death and property damage. During this class, participants will create a developmentally appropriate training program for their agency and compile education materials to supplement the new program. Participants will identify the training needs for Fire and Life Safety Educators within their organization, based on NFPA 1035, and will discuss methods to track customer satisfaction and success of the program. Participants will discuss methods to recruit, coordinate and train volunteer educators to deliver their program. Using local data, students will establish the types of fire and life safety problems occurring in their community and then develop a budget to use in completing a grant proposal. Students will have the opportunity to write a grant proposal that can be submitted to a Grantor at the end of the class. To make the class more effective, students should bring fire and injury loss statistics from their local areas and ideas for their grant proposal. The goal is for students to complete a grant application that is ready to submit for possible funding. This is a NC Fire and Rescue Commission certification course approved for offering as of July 1, 2017. This course should be offered consistent with the most current Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details.

FIREFIGHTER

FIP-3040 General and Communications
Varies
This course includes instructional content for Orientation and Fire Service Communications. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3041 Fireground Operations 1
Varies
This course includes instructional content for Firefighter Health & Safety. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3042 Fireground Operations 2
Varies
This course includes instructional content for Personal Protective Equipment (PPE). This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3043 Fireground Operations 3
Varies
This course includes instructional content for Building Constructions, Portable Extinguishers, and Fire Behavior. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3044 Fireground Operations 4
Varies
This course includes instructional content for Tools & Forcible Entry and Loss Control. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3045 Fireground Operations 5
Varies
This course includes instructional content for Ladders and Ventilation. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3046 Fireground Operations 6
Varies
This course includes instructional content for Ropes & Knots and Search & Rescue. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3047 Fireground Operations 7
Varies
This course includes instructional content for Water Supplies. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3048 Fireground Operations 8
Varies
This course includes instructional content for Hose, Streams, and Appliances. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3049 Fireground Operations 9
Varies
This course includes instructional content for Fire Control. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3050 Rescue Operations 1
Varies
This course includes instructional content for Rescue. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3051 FLSE Initiatives
Varies
This course includes instructional content for Fire Detection & Suppression Systems and Fire and Life Safety Initiatives. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1001: Standard for Firefighter Professional Qualifications (2019 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-3052 Mayday, Safety, and Survival
Varies
This course includes instructional content for Mayday and FF Safety & Survival. This course will present the candidate with the knowledge, skills, and abilities to satisfy the key requirements of NFPA 1407: Standard for Training Fire Service Rapid Intervention Crews (2020 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard.

FIP-7000 Traffic Incident Management
Varies
This course is designed to establish the foundation for and promote consistent training of all responders to achieve the three objectives of the Traffic Incident Management (TIM) National Unified Goal: responder safety; safety, quick clearance from incidents; and prompt, reliable, interoperable communications. This course will familiarize fire and rescue personnel with the purpose of the Strategic Highway Research Program 2 (SHRP2) and National TIM Responder Training Program and how it relates specifically to North Carolina. Participants will learn to recognize and identify the dangers encountered by emergency responders working in or near traffic. This course is not a state fire & rescue certification course; however, it is a requirement related to one or more state certifications and will transfer electronically to the Office of State Fire Marshal (OSFM) for inclusion on OSFM transcripts. Please contact OSFM for details.

FIP-7001 FF/TR Emergency Medical Care
Varies
This certification-related course is designed to give the candidate a basic understanding of emergency medical care procedures as well as all of the information required to meet the knowledge, skills, and abilities to satisfy the key requirements of NFPA 1001: Standard for Fire Fighter Professional Qualifications (2017 edition; Chapter 6) and NFPA 1006: Standard for Technical Rescuer Professional Qualifications (2013 edition; Chapter 4). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details.

FIP-6412 Rapid Intervention Crew
Varies
This course will present the Rapid Intervention Crew (RIC) candidate with the knowledge, skills, and abilities to satisfy the requirements of NFPA 1407: Standard for Training Fire Service Rapid Intervention Crews (2020 edition). The course is designed to show the complexities of managing and operating on a Rapid Intervention Crew. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1407 Standard, 2020 edition.

FIP-6413 Mayday / Safety & Survival
Varies
This course includes instructional content for Mayday and FF Safety & Survival. This course will present the candidate with the knowledge, skills, and abilities to satisfy the key requirements of NFPA 1407: Standard for Training Fire Service Rapid Intervention Crews (2020 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/2019 Edition NFPA Standard

FIRE/RESCUE INSTRUCTOR

FIP-3811 Fire / Rescue Instructor Level 1
Varies
This course will present the Instructor I candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1041: Standard for Fire and Emergency Services Instructor Professional Qualifications (2019 edition; Chapter 4). This curriculum should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1041 Standard, 2019 edition.

FIP-3812 Fire / Rescue Instructor Level 2
Varies
This course will present the Instructor II candidate with the knowledge, skills, and ability to satisfy the requirements of NFPA 1041: Standard for Fire and Emergency Services Instructor Professional Qualifications (2019 edition; Chapter 5). This curriculum should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1041 Standard, 2019 edition.

FIRE / RESCUE OFFICER

FIP-3710 Fire Officer Level 1
Varies
This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) Standard 1021 for Fire Officer I training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education, leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification. This is a NC Fire and Rescue Commission certification course.

FIP-3711 Fire Officer Level 2
Varies
This course covers the knowledge, skills, and requirements referenced in the National Fire Protection Association (NFPA) Standard 1021 for Fire Officer II training. Topics include officer roles and responsibilities, budgets, fire cause determination, inspections, education,

leadership, management, public relations, and other requirements included in the NFPA standard. Upon completion, students should be able to demonstrate an understanding of relevant NFPA standards as required for state Fire Officer I and II certification. This is a NC Fire and Rescue Commission certification course.

FIP-6900 Rescue Officer
Varies
This certification-related course presents the rescue service member with an avenue for gaining knowledge and skills needed to become an effective officer within his or her respective organization. Topics covered include human resources management; communication skills; operating as a manager, leader, mentor and coach to subordinates; improving customer service; interfacing with the service community; and the importance of health and safety in rescue services. Topics align with related National Fire Protection Association (NFPA) Standard 1021, Standards for Fire Officer Professional Qualifications, objectives. This is a NC Fire and Rescue Commission certification course.

HAZARDOUS MATERIALS RESPONDER

FIP-3555 Hazardous Materials Awareness Level
Varies
This course is designed to cover basic response objectives to a hazardous materials incident. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1072 Standard, 2017 edition.

FIP-3556 Hazardous Materials Operations Level
Varies
This course is designed to cover initial response objectives to a hazardous materials incident. This block will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and Chapter 4, 5, 6.2, and 6.6 of NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1072 Standard, 2017 edition.

FIP-3557 HM Ops MSC (Chapter 6.2)
Varies
This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies in the use of PPE. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1072 Standard, 2017 edition.

FIP-3558 HM Ops MSC (Chapters 6.3, 6.4)
Varies
This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies in the areas of Mass and Technical Decontamination. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1072 Standard, 2017 edition.

FIP-3559 HM Ops MSC (Chapter 6.7)
Varies
This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies for Air Monitoring and Sampling of hazardous materials/WMD incidents. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1072 Standard, 2017 edition.

FIP-3560 HM Ops MSC (Chapter 6.8)
Varies
This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies for Victim Rescue and Recovery during hazardous materials/WMD incidents. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1072 Standard, 2017 edition.

FIP-3561 HM Ops MSC (Chapters 6.5, 6.9)
Varies
This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies for Evidence Preservation and Illicit Laboratory Incidents. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1072 Standard, 2017 edition.

FIP-3562 HM Ops MSC (Chapter 6.6)
Varies
This course is designed to cover mission specific responsibilities to a hazardous materials incident that include additional competencies in Product Control of hazardous materials/WMD. This course will present the candidate with the knowledge, skills, and ability to satisfy the requirements of OSHA 1910.120 and NFPA 1072: Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017 edition). This course should be offered consistent with the most current NC Fire and Rescue Commission

guidelines; contact the Office of State Fire Marshal (OSFM) for details. Effective date July 1, 2020/NFPA 1072 Standard, 2017 edition.

HORTICULTURE

HOR-3307A Grape Growing Series
(24 Hours)
Fall/Spring
This training focuses on viticulture, vineyard care, and grape growing. A variety of topics are covered in the series. This course is designed for instructional areas related to grape growing, such as: 1) identifying and selecting plant materials, 2) propagating, planting, and growing plants, 3) planting materials at the appropriate places and in the correct manner, 4) properly maintaining plant materials. The instructional areas are designed to provide students with the, knowledge, skills, and attitudes that are, necessary for successful employment in this field.

HOR-3307F Farm Production Techniques
(24 Hours)
Fall/Spring
This course is designed for instructional areas related to occupational horticulture including: 1) identifying and selecting plant materials 2) propagating, planting, and growing plants 3) planting materials at the appropriate places and in the correct manner 4) properly maintaining, plant materials 5) managing a nursery or greenhouse, and 6) designing and building, planters, walks, patios, fences, and other landscape features. The curriculum areas are designed to provide students with the knowledge, skills, and attitudes that are necessary for successful employment in this field. This course is appropriate for anyone considering produce production or for existing growers wanting to learn new techniques.

HOR-3307G Fruit Tree Production
(24 Hours)
Fall/Spring
This course covers the establishment of fruit trees including: site selection, varieties, rootstock, grafting, training, pruning, disease, pest, and weed control as well as harvest and processing.

HUMAN RESOURCE DEVELOPMENT

HRD-3001 Employability Skills
(95-115 Hours)
Fall/Spring/Summer
This course provides employability skills training for unemployed and underemployed adults. The curriculum framework must address each of the six core HRD 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.

HRD-3002 Employability Lab
(640-768 Hours)
Fall/Spring/Summer
This course provides employability skills training for unemployed and underemployed adults. The curriculum framework must address each of the six core HRD components. Instruction is designed to be self-directed, self-paced, and structured on an open-entry, open-exit basis to meet the customized needs of individuals and/or partner agencies at JobLink (One-Stop) Career Centers. The Hours for this course should be counted as contact Hours.

HRD-3003 Career Planning and Assessment
(12-16 Hours)
Fall/Spring/Summer
This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is designed to assess the interests, attitudes, aptitudes, and readiness as it relates to career, employment, and/or educational goals. The content of the instructional materials must focus on the following topics: personal development, career exploration, goal setting and the development of a written plan of action.

HRD-3002F Employability Keytrain
(Hours vary)
Fall/Spring/Summer
This program leads users to certification with WorkKeys assessments and the National Readiness Certification. Practice and learn the Career Readiness skills needed to succeed in today's careers while working toward earning your Career Readiness Certificate.

HRD-3004 Career Readiness/Pathways
(50-60 Hours)
Fall/Spring/Summer
This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based on a specific occupation and includes one or more of the following topics: 1) career exploration, 2) entry-level competency awareness, 3) employability skills [soft skills], 4) job search strategies and 5) college-readiness skills. This course must be linked to an occupational course or a career pathways program at the college.

HRD-3005Q Technology Awareness for Education Resources
(48 Hours)
Fall/Spring/Summer
This course is intended for unemployed and, underemployed students to discover technology, tools in educational setting and use those tools, for job seeking and employment opportunities. This, course introduces the tools, available for job seekers. The desired outcome if, this course is for students to gain a moderate, level of comfort with a PC based computer, provide, an understanding of the basic terminology used in, technology, and an introduction to Internet skills, and safety for use in seeking employment.

HRD-3005R Technology Awareness for PC
(48 Hours)
Fall/Spring/Summer
Course is intended for unemployed and, underemployed students to discover technology, tools available for use on the PC and use those, tools, for job seeking and employment opportunities. This, course provides an introduction to productivity, programs. The desired outcome if, this course is for students to gain a moderate, level of comfort with a PC based computer, improve, keyboarding skills, knowledge of word processing, skills, saving, printing, and sharing documents.

HRD-3005S Technology Awareness for Online
(48 Hours)
Fall/Spring/Summer
Course is intended for unemployed and, underemployed students to discover technology, tools available on the Internet and use those, tools for job seeking and employment, opportunities. The desired outcome for, this course is for students to gain a moderate, level of comfort using the internet as well as, proper netiquette, internet safety, internet, terminology, and accessing internet content.

HRD-3005T Technology Awareness for Innovative Equipment
(24 Hours)
Fall/Spring/Summer
This course explores alternative technology for the workplace and workplace readiness. The use of tablets and smartphones are quickly replacing PCs for internet exploration, email and even other applications needed in job seeking. Students will be aware of the limitations of smartphone and tablets as well as learning the basics of operating systems and basic settings. Students will learn the basics of Apps: finding, downloading and using Apps, as well as using these devices securely. There will also be an introduction to Cloud based technology as it relates to both job seekers and the business community.

HRD-3005V Technology Awareness Basics
(24 Hours)
Fall/Spring/Summer
Course is intended for unemployed and, underemployed students to discover technology, tools in an available for use on the PC and use, those tools for job seeking and employment, opportunities in a short concise course. The, desired outcome for this course is for students, to gain a moderate level of comfort with a PC, based computer, improve keyboarding skills, saving and sharing documents needed for the, workplace.

HRD-3006 Employability Motivation and Retention
(25-30 Hours)
Fall/Spring/Summer
This course provides employability skills training for unemployed and underemployed adults. The curriculum framework is based on four post-employment service strategies -- transition, retention, advancement, and re-employment. Transition involves being ready to work (school-to-work, school-to-school, and/or balancing work and family). Retention involves keeping a job and staying employed (work ethics). Advancement involves attaining better jobs with performance and skill development (upgrading and retraining). Re-employment involves gaining independence through a lifetime of work (work-to-work).

HRD-3008 Economic Literacy
(25-30 Hours)
Fall/Spring/Summer
This course is designed to provide employability skills training for unemployed and underemployed adults. The curriculum framework is designed to help students understand real-life economic concepts and economic ways of thinking that will enable them to make better informed decisions as it relates to their role as a member of the workforce. Topics include, but are not limited to wage improvement plans, workplace business concepts and basic economic literacy concepts.

HYDRAULICS

HYD-3607A Hydraulics and Pneumatics I
(80 Hours)
Fall/Spring
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. This course introduces the principles of industrial safety.

INDUSTRIAL SAFETY

ISC-3036 Industrial Safety
(32 Hours)
Fall/Spring/Summer
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

LAW ENFORCEMENT

Basic Law Enforcement Training-BLET
(739 Hours)
Fall/Spring/Summer
This course is accredited by the North Carolina Criminal Justice Training and Standards Commission and the North Carolina Sheriff's Commission. Persons desiring to become a sworn law enforcement officer in the State of North Carolina must successfully complete this course and pass a State administered examination at the end of the course. To qualify for admission an individual must be sponsored by a law enforcement agency in North Carolina and meet the requirements mandate by the North Carolina Department of Justice found online at: https://www.facebook.com/surryblet/

CJC-3941 Detention Officer Certification
(174 Hours)
Fall/Spring/Summer
This course is accredited by the North Carolina Sheriff's Commission. Persons desiring to be certified as local detention officers must be sponsored by a North Carolina Sheriff's Office and successfully complete this course and pass a State administered examination at the end of the course. To be admitted to this course an applicant must meet the qualifications set forth by the North Carolina Sheriff's Commission found online at https://www.facebook.com/surryblet/

Radar Certification
(40 Hours)
Fall/Spring/Summer
This course is governed by the North Carolina Criminal Justice Education and Training Standards Commission. This course is designed for currently sworn officers to provide the students with the skills to proficiently perform those tasks essential to function as a radar operator. Certification requires successfully completion of the course and State administered examination. Only employed, sworn, certified law enforcement personnel may enroll in this course and students must purchase a current radar manual prior to the first day of class.

Radar Recertification
(16 Hours)
Fall/Spring/Summer
Prerequisites: Valid Radar Certification issued by the State of North Carolina
This course is governed by the North Carolina Criminal Justice Education and Training Standards Commission. This course is designed for certified radar operators to renew their current certifications. Certification requires successfully completion of the course and State administered examination. Only employed, sworn, certified law enforcement personnel may enroll in this course and students must purchase a current radar manual prior to the first day of class.

Criminal Justice Mandated In-service Training
(Hours Vary)
On Demand
These courses vary by topic name and Hours as mandated annually by North Carolina Criminal Justice Training and Standards and the North Carolina Sheriff's Commission. The successfully completion of each topic and subsequent test is required for all law enforcement and Justice Officers to maintain their certification in North Carolina. A link to current mandated topics: https://www.facebook.com/surryblet/

LEADERSHIP DEVELOPMENT

MLS-3808D Leadership Yadkin County
(50 Hours)
Fall
Leadership Yadkin County is intended to increase participant knowledge of Yadkin County and enhance their leadership skills. Students will interact with representatives from a variety of local agencies, businesses, and industries Course content will include activities dealing with personality profiles, discussions of selected readings of leadership styles and theories, and presentations from representatives of local agencies, businesses, and industries. An in-depth review of the history, geography, and culture of Yadkin County is included in the course.

MLS-3808C Leadership Surry County
(50 Hours)
Fall
Leadership Surry County is designed for instructional areas related to leadership development and supervisory skills : 1) planning, 2) organizing, 3) controlling, 4) directing, 5) communicating, 6) interpersonal skills, 7) team building,

8) decision-making strategies, 9) change management, 10) negotiating skills, 11) event planning, and 12) other related management skills.

MACHINING

MEC-3010 Machining Technology I (224 Hours)
Fall
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.

MEC-3010D Intro to CNC (32 Hours)
Fall
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.

MEC-3010E Intro to CAD/Cam (48 Hours)
Fall/Spring
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

MEC-3010F Machine Processes (80 Hours)
Spring
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. 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 safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MANUFACTURING

MNT-3103 Forklift Operator (8 Hours)
Fall/Spring/Summer
Participants successfully completing this course will be eligible for the fork lift operator's license. To be licensed as a Forklift Operator, a student must attend an 8-hour course and pass an exam at the end of the course. Topics to be presented include basic design of lift trucks, stabilization of lift trucks, maintenance, repair costs and safety aspects in operation.

MNT-3111 Manufacturing Production Technician (190 Hours)
Fall/Spring
This course covers the basic and technical skills needed to prepare students for advanced, high-performance manufacturing environment. Course topics may include safety, quality practices and measurements, manufacturing processes & production, maintenance awareness and green production.

MNT-3111A MSSC: Quality Practices and Measurements (48 Hours)
Fall/Spring
This course covers the basic and technical skills needed to prepare students for advanced, high performance manufacturing environment. This courses focuses on the MSSC skill standard: "Quality Practices and Measurement" and prepares the student to take the related MSSC assessment.

MNT-3111B MSSC: Processes and Production (48 Hours)
Fall/Spring
This course covers the basic and technical skills needed to prepare the students for advanced, high performance manufacturing environment. This courses focuses on the MSSC skill standard: "Manufacturing Processes & Production" and, prepares the student to take the related MSSC, assessment.

MNT-3111C Manufacturing Machine & Maintenance (176 Hours)
Spring
This course covers the basic and technical skills needed to prepare students for advanced, high-performance manufacturing environments. Course topics include safety, quality practices & measurement; manufacturing processes & production; and maintenance awareness. The course prepares students for the assessments in the four content modules of the Manufacturing Skill Standards Certification (MSSC).

MEDICAL BILLING AND CODING

MED-3030D (Hybrid) Medical Billing and Coding (180 Hours)
Fall/Spring
Prerequisites: HSD or HSE to take certification exam. Medical Terminology strongy recommended.
This prepares individuals for entry-level healthcare billing and coding positions. Course topics can include but are not limited to the roles and responsibilities of this position, managed health care, life cycle of an insurance claim, legal and regulatory considerations, coding regulations, reimbursement issues, claim instructions, medical terminology, filing commercial claims, insurance plans, Medicare, Medicaid, Tricare, and Worker's Compensation. Upon completion, students should also be able to utilize MS Windows and the internet to effectively retrieve billing-related information and updates.

MEDICAL TERMINOLOGY

NUR-3235 (Hybrid) Medical Terminology (120 Hours)
Fall/Spring as requested
The 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, their combining forms, and body organization. Program content covers laboratory medicine, pharmacology, and elements of medical terms and names of major diseases including terms used in physical exams, operative procedures and diagnosis.

MEDICATION AIDE

PHM-4100 Medication Aide (24 Hours)
Fall/Spring as requested
Prerequisites: Current NC Nurse Aide I, HSD or HSE.
This course is designed to meet the training requirements for becoming qualified as a Medication Aide. The course will cover the six rights of medication administration via the oral, topical, and installation routes, medical asepsis, handhygiene, terminology, and legal implications. Upon completion, students should be able to take the competency exam and demonstrate skills necessary to qualify for listing on the North Carolina Medication Aide Registry.

NATIONAL INCIDENT MANAGEMENT SYSTEM

EPT-4300 NIMS Level 300
Varies
This course provides greater description and details of the Incident Command System (ICS) organization and operations, including application of essential principles and description of air operations. There are five modules: Organizations and Staffing, Organizing for Incidents and Events, Resources Management, Air Operations and Incident and Event Planning. This course includes a final exam. Prerequisites:

ICS-100, ICS-200, and ICS-700. This course must follow all current Federal Emergency Management Agency (FEMA) guidelines.

EPT-4400 NIMS Level 400
Varies
This course emphasizes large-scale organization development, roles and relationships of the primary staff, the planning, operational, logistical and fiscal consideration related to a large and complex, incident and event management. It describes the application of Area Command and the importance of interagency coordination during complex incidents and events. This course includes a final exam. Prerequisites: ICS-100, ICS-200, and ICS-300. This course must follow all current Federal Emergency Management Agency (FEMA) guidelines.

NOTARY

MLS-3874 Notary Public Education (8 Hours)
Fall/Spring/Summer
This course is designed to provide instruction to individuals who want to become commissioned as a Notary Public. Topics include legal, ethical and procedural requirements of the Notary Act. Upon completion of this course with a passing exam grade of 80%, a person is eligible to make application with the NC Secretary of State office.

LEX-3875 eNotary Public (8 Hours)
Fall/Spring/Summer
This course is designed to provide instruction to students who want to become fully commissioned as a North Carolina eNotary Public. This will be upon successful completion of the eNotary Public Education course and passing the final exam, with a score of at least 80%.

NURSE AIDE I

NUR-3240 Nurse Aide Level I (192 Hours)
Fall/Spring
This course prepares graduates to provide personal care, and perform basic nursing skills for, the elderly and other adults. Emphasis on aging, process including mental, social, and physical, needs, of the elderly, patient's rights, nutrition, management, elimination procedures, safe environment, restorative services, personal and special care, procedures and activities, human body structure, and function and related common disease/disorders, communication and documentation, death, and dying, and roles of the nursing assistant and, health team members. A skill/competency, evaluation is required. The course includes class, laboratory and clinical learning experiences. Upon satisfactory completion of the course and, skill/competency evaluation, the graduate is, eligible to apply for listing as a Nurse Aide I, by the N.C. Division of Health Service Regulation.

NURSE AIDE I REFRESHER

NUR-3242 Nurse Aide I Refresher (48 Hours)
Spring
Prerequisites: Current or Expired Nurse Aide I listing (not to exceed 48 months)
Corequisites: None
This course is designed to provide a review of the Nurse Aide I core content to prepare individuals who have been or are currently listed on a Nurse Aide I Registry, have successfully completed a state-approved training program, hold a state recgnized health care credential from any state as or military personnel who have had medical/corpsman training to sit for the Nurse Aide I State Exam. The course is a minimum of forty (40) Hours and must include the following Nurse Aide I curriculum content: Basic Nursing Skills, Personal Care Skills, Recognition of Mental Health and Social Service Needs, Care of the Cognitively Impaired Residents, Basic Restorative Services, and Resident Rights/ Lab activities are required but clinical rotations are optional. Nurse Aide I Refresher programs must be approved by the Division of Health Service Regulation.

NURSE AIDE II

NUR-3241 Nurse Aide Level II (192 Hours)
Fall/Spring
Prerequisites: NC CNA I and HSD or HSE
This course is desgined to prepare graduate to perfom more complex skills for patients or residents regardless of the setting. A akill/competency evaluation is required for documenting student copetency. The course includes class, laboratory, and clinical learning experiences. Upon satisfactory completion of the course and skill/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing Nurse Aide Registry. In all employment settings, the Nursing Assistant II will work under the direction and supervision of licensed personnel.

PARAMEDIC

EMS-4400 Paramedic Initial (1300+ Hours)
Spring
Prerequisites: HSD or HSE
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 EMTP program shall be the 1998 United States Department of Transportation (US DOT) National Highway Traffic Safety Administration (NHTSA) EMT-Paramedic course: National Standard Curriculum

PATIENT ACCESS ASSOCIATE

OSC-3602 A (Hybrid) Patient Access Associate (136 Hours)
Spring
Prerequisites: HSD or HSE
This course introduces the skills and abilities needed in today's office environment. Topics include effectively interacting with co-workers and the public, processing documentation, and performing functions typical of today's offices/hospitals. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. Students will be eligible to sit for certification through the North Carolina Association of Healthcare Access Management to become a Certified Access Associate.

PET GROOMING

ANS-3011G Pet Grooming (24 Hours)
Fall/Spring
This course is designed to prepare the student for an entry level position as a pet groomer. Course topics will include small animal grooming, proper use and care of professional grooming tools, basic small animal anatomy, animal safety, handling/controlling small animals, parasite recognition, animal first aid, and skin disorders. Successful completion of the course will prepare one for employment as a pet groomer or boarder as a personal business or with a commercial organization or veterinary office.

PHARMACY TECHNICIAN

PHM-3250 (Hybrid) Pharmacy Technician Training
(204 Hours)
Fall/Spring
Prerequisites: HSD, HSE required to take certifcation exam.
Corequisites: None
This course is designed to provide instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compouding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings. Students are eligible to sit for the Pharmacy Technician Cerification Board (PTCB) exam fir certification.

PHLEBOTOMY TECHNICIAN

MLA-3022A (Hybrid) Phlebotomy
(196 Hours)
Fall/Spring
This course provides theory and clinical, experiences needed for the proper collection of, blood, and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical, terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to, safely perform procedures necessary for specimen, collections on patients in various health care, settings and may be eligible for national, certification as phlebotomy technicians.

PROJECT MANAGEMENT

MLS-3810A Intro to Project Management
(48 Hours)
Fall/Spring/Summer
This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling non-routine activities to achieve schedule, budget and performance objectives. Topics include project life cycles; work breakdown structures; responsibility matrixes; as well as planning and control methods such as PERT/CPM and Gantt charts. Offered as a parallel to curriculmn course.

MLS-3810I Intro to Project Management Leadership and Risk
(96 Hours)
Fall/Spring
This Leadership portion of this course provides an overview of the importance of project teams and human resource management in the planning, scheduling, and controlling of multi-project programs. Topics include the role of projects in organizations; alternative organizational systems; program management methodologies; team management and leadership; legal/ethical issues; and conflict identification/resolution. While the Assessing Risk portion of the course covers providing various ways to identify, analyze, and mitigate the full range of project risks. Topics include risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, as well as risk monitoring and control. Offered as a parallel to curriculmn courses.

MLS-3810J MS Project and Project Mgmt Capstone
(96 Hours)
Fall/Spring
Prerequisites: MLS3810A, MLS3810B and MLS3810F or MLS3810A and MLS3810I
The MS Project portion of this course explores various development and management techniques and tools of integrated project schedules and plans. Emphasis is on project control methods from a scheduling perspective, including critical path networking, float analysis, and schedule performance predictability and accomplishment. Upon completion, students should have a clear understanding of accepted techniques for schedule development and management. The Capstone Project of this course integrates knowledge and skills learned throughout the project management program, including performance, schedule and budget requirements. Emphasis is on the use of project simulation exercises for students to develop, design, present, utilize status reports, justify, and adjust for unplanned occurrences. Offered as a parallel to curriculmn courses.

MLS-3810F Project Mgmt Leadership
(48 Hours)
Fall/Spring
This course provides an overview of the importance of project teams and human resource management in the planning, scheduling, and controlling of multi-project programs. Topics include the role of projects in organizations; alternative organizational systems; program management methodologies; team management and leadership; legal/ethical issues; and conflict identification/resolution. Offered as a parallel to curriculmn course.

MLS-3810E MS Project
(48 Hours)
Fall/Spring
This course explores various development and management techniques and tools of integrated project schedules and plans. Emphasis is on project control methods from a scheduling perspective, including critical path networking, float analysis, and schedule performance predictability and accomplishment. Upon completion, students should have a clear understanding of accepted techniques for schedule development and management. Offered as a parallel to curriculmn course.

TAXIDERMY

TXY-3407S Taxidermy: Small Game, Fish & Reptile
(72 Hours)
Spring
Students in the course will study and gain practical experience in the fundamental techniques of Taxidermy. Course topics will include, but are not limited to, preparation and mounting of various fresh or salt water Fish or Reptiles, and the creation of Fish and Reptile replicas; as well as, Lifesize and Small Game such as Coyote, Fox, Squirrel, etc.

TXY-3407T Taxidermy: Deer and Birds
(72 Hours)
Fall
Students in this course will study and gain practical experience in the fundamental techniques of taxidermy. Course topics will include the mounting of Deer, other large game heads as well as Birds/Waterfowl. The course, will focus on animal identification, rebuilding techniques, specimen posing, and natural setting for displays. Molding techniques will also be demonstrated.

TECHNICAL RESCUER

FIP-6501 Rescue Operations
Varies
This certification-related course in rescue operations will present the Technical Rescuer (TR) with the requirements for pre-planning, scene size-up, and hazards assessment for incidents involving rope rescue. This course will also introduce the Technical Rescuer to applicable standards addressing rope rescue, Personal Protective Equipment (PPE), accessory gear, rope software, and rope hardware. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM)

for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6502 Anchors and MAS
Varies
This certification-related course in anchors and mechanical advantage systems (MAS) will present the Technical Rescuer (TR) with the correct techniques for the setup, operation, and function of various multiple-point anchor and portable anchor/lifting platform systems used during rope rescue incidents. This course should be offered consistent with the most current Office of State Fire Marshal (OSFM) guidelines. Contact OSFM for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6503 Fixed Rope Systems
Varies
This certification-related course in fixed rope systems will present the Technical Rescuer (TR) with the correct techniques for the setup, operation, and function of fixed rope systems used during rope rescue incidents. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6504 Health and Wellness
Varies
This certification-related course in health and wellness will present the Technical Rescuer (TR) with an overview of a healthy lifestyle and its importance to emergency services operations. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6505 Helicopter Transport
Varies
This certification-related course in helicopter transport will present to the Technical Rescuer (TR) general operating and safety guidelines when working with helicopters at emergency scenes for the protection of on- scene emergency providers, flight crews, and the civilian population. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6506 Horizontal Systems
Varies
This certification-related course in horizontal systems will present the Technical Rescuer (TR) with the correct techniques for the setup, operation, and function of horizontal systems for use at a rope rescue incident. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6507 Lowers and Raises
Varies
This certification-related course in lowers and raises will present the Technical Rescuer (TR) with the correct techniques for the setup, operation, and function of various types of high angle raising and lowering operations involving litters during a rope rescue incident. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6508 Personal Protective Equipment
Varies
This certification-related course in personal protective equipment (PPE) will introduce to the Technical Rescuer (TR) the need for and use of PPE to enable the rescuer to perform his/her duties in a safe and responsible manner. Physical characteristics of rescuers, stress, endurance, and the limitations of equipment will be discussed. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6509 Rescue Equipment
Varies
This certification-related course in rescue equipment will introduce the Technical Rescuer (TR) to the operation and function of various tools and equipment commonly used in rescue operations. This course will also present procedures for care, inspection, and maintenance of personal protective equipment, tactical equipment, and apparatus. The value of periodic inspection and maintenance to reduce the chances of unexpected equipment failure, performance failure, disabling injuries, and fatalities will be discussed. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6510 Rope Basics
Varies
This certification-related course in rope basics will present to the Technical Rescuer (TR) safe and effective methods of rescue in elevated and below grade environments using ropes, knots, and rope related equipment. Mechanical advantage, anchors, anchoring techniques, and stress loads will be covered. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-6511 Victim Management
Varies
This certification-related course in victim management will offer the Technical Rescuer (TR) practical applications for correctly gaining access to, stabilizing the environment, packaging, and removing patients for a ropes rescue incident. All the elements of anchors, fixed rope systems, lowers and raises, and high lines are employed. This course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact the Office of State Fire Marshal (OSFM) for details. Reference: NFPA 1006 Chapters Five and Six.

FIP-5900 TR Confined Space Rescue Block
Varies
This Technical Rescuer (TR) Confined Space block course will present the Technical Rescuer with the knowledge, skills, and abilities to satisfy the requirements of Chapter 7 (Confined Space) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. This block includes all four required parts of the Technical Rescuer (TR) Confined Space certification course series as outlined by the NC Fire and Rescue Commission: FIP-5901 TR Confined Space Rescue Operations, FIP-5902 TR Confined Space Rescue Rigging, FIP-5903 TR Confined Space Hazard Control, and FIP-5904 TR Confined Space Victim Management. This transfers as one ""all or nothing"" block to the Office of State Fire Marshal (OSFM). Students must successfully complete all parts to receive certification credit for this block course.

FIP-6404 TR Water Rescue Block
Varies
This Technical Rescuer (TR) Water block course will present the Technical Rescuer with the knowledge, skills, and ability to satisfy the requirements of Chapters 11 and 12 (surface and swift water) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. This block course covers all four required parts of the Technical Rescuer Water certification course series as outlined by the NC Fire and Rescue Commission: FIP-6405 TR Water: Rescue Operations, FIP-6406 TR Water: Rescue Techniques, FIP-6407 TR Water: Rescue Transportation, and FIP-6408 TR Water: Rescue Victim Management. This transfers as one ""all or nothing"" block to the Office of State Fire Marshal (OSFM). Students must successfully complete all portions to receive certification credit for this block course.

FIP-6300 TR Wilderness Search Block
Varies

This Technical Rescuer (TR) Wilderness block course will present the Technical Rescuer with the knowledge, skills, and abilities to satisfy the requirements of Chapter 16 (Wilderness) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. This block includes all four required parts of the Technical Rescuer (TR) Wilderness Rescue certification course series as outlined by the NC Fire and Rescue Commission: FIP-6301 TR Wilderness Rescue Operations, FIP-6302 TR Wilderness Rescue Rigging, FIP-6303 TR Wilderness Navigation & Tracking, and FIP-6304 TR Wilderness Victim Management. This transfers as one ""all or nothing"" block to the Office of State Fire Marshal (OSFM). Students must successfully complete all parts to receive certification credit for this block course.

FIP-5720 TR Machinery and Ag Rescue Block
Varies
This certification-related block course will present the Technical Rescuer with the knowledge, skills, and abilities to satisfy the requirements of Chapter Nineteen (Machinery) of National Fire Protection Association (NFPA) 1006: Standard for Technical Rescue Professional Qualifications. In addition, this course covers agricultural related emergencies and how to mitigate those responses. This block course includes all four required courses of the Technical Rescuer-Machinery and Agriculture certification program as outlined by the NC Fire and Rescue Commission for offering as of July 1, 2016: FIP-5721 TR MAG-Rescue Ops Machinery/Ag, FIP-5722 TR MAG-Stabilize/Extricate, FIP-5723 TR MAG-Large Machine/Ag Equip, and FIP-5724 TR MAG-Victim Management. This transfers as one "all or nothing" block to the Office of State Fire Marshal (OSFM). Students must successfully complete all courses that are part of this block to receive credit for any of the individual courses. Each course should be offered consistent with the most current NC Fire and Rescue Commission guidelines. Contact OSFM for details.

FIP-6100 TR Trench Rescue Block
Varies
This Technical Rescuer (TR) Trench block course will present the Technical Rescuer with the knowledge, skills, and abilities to satisfy the requirements of Chapter 8 (Trench) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. This block course covers all five required parts of the Technical Rescuer Trench certification course series as outlined by the NC Fire and Rescue Commission. : FIP-6101 TR Trench Rescue Operations, FIP-6102 TR Trench Rigging, FIP-6103 TR Trench Protective Systems, FIP-6104 TR Trench Load Stabilization, FIP-6105 TR Trench Victim Management. This transfers as one "all or nothing" block to the Office of State Fire Marshal (OSFM). Students must successfully complete all portions to receive certification credit for this block course.

FIP-6200 TR Structural Collapse Block
Varies
This course will present the Technical Rescuer with the knowledge, skills, and ability to satisfy the requirements of Chapter 9 (Structural Collapse) of NFPA 1006: Standard for Technical Rescue Professional Qualifications. This block course covers all six required parts of the Technical Rescuer Structural Collapse certification course series as outlined by the NC Fire and Rescue Commission: FIP-6201 TR Collapse Rescue Operations, FIP-6202 TR Collapse Shoring, FIP-6203 TR Collapse Breaking and Breaching, FIP-620 TR Collapse Metal Burning, FIP-6205 TR Collapse Heavy Lifting, and FIP-6206 TR Collapse Victim Management. This transfers as one "all or nothing" block to the Office of State Fire Marshal (OSFM). Students must successfully complete all parts to receive certification credit for this block course.

TRUCK DRIVING

TRA-3607 Truck Driver
(384 Hours)
Fall/Spring/Summer
The Truck Driver Training program prepares individuals to drive tractor-trailer rigs. This course teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles. Upon successful completion, students are qualified to take the Commercial Driver's License exam and may become employable by commercial trucking firms or become owner-operators and work as private contract haulers.

UPHOLSTERY

TEX-3117D Upholstery: Furniture & Auto
(144 Hours)
Fall/Spring
Students will learn the skills necessary to tear down a piece of upholstered furniture (or an Automotive seat) and completely restore it by repairing or rebuilding the frames, replacing parts, and selecting and replacing fabric. This is an entirely hands-on class that requires lifting and the use of sewing machines and cutting tools.

WELDING

WLD-3106O Cutting Processes
(64 Hours)
Fall
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-3106A Welding Basic Processes
(64 Hours)
Fall
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-3016E: Welding Stick
(176 Hours)
Fall
This course provides instruction on the principles and practices of welding. This course introduces the SMAW shielded metal arc (stick) welding process. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. In addition, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD-3106F Welding: TIG - GTAW
(128 Hours)
Fall/Spring
This course introduces metal arc welding (MIG), and gas tungsten arc (TIG) welding processes. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat and horizontal positions using GMAW and GTAW equipment. This is a basic course and no experience necessary.

WLD-3106G Welding: TIG/MIG
(256 Hours)
Fall/Spring
This informative course will introduce students to the metal arc welding and gas tungsten welding processes. Topics include equipment setup & fillet and groove welds. An emphasis is placed on application of GMAW electrodes on carbon steel plate, as well as safety, and the correct selection of tungsten, polarity, gas, and proper filler rod. Upon completion, students should be able to perform fillet welds on carbon steel with, prescribed electrodes in the flat and horizontal positions using GMAW and GTAW equipment.

WLD-3106L Welding: GMAW MIG Plate
(128 Hours)
Fall/Spring

The course introduces basic GMAW (MIG) welding. Emphasis is on the MIG short-circuit process applied with shielding gas. Students will receive instruction on GMAW mild steel electrodes as well. Course content will be specific to MIG welding and will include safety, proper equipment, setup, and welding in various positions on a variety of project carbon steel. Upon completion, students should be able to set up GMAW welding equipment and perform welding on carbon steel plate in various positions.

WLD-3106P Welding: Metallurgy (48 Hours)
Spring/Summer
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

WLD-3106Q Welding Fabrication (128 Hours)
Fall/Spring/Summer
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD-3106R Symbols and Specifications (64 Hours)
Fall
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-3106S Welding Farm Repair & Fabrication (192 Hours)
Spring
This course is design to develop skill in SMAW or stick welding, which is commonly used for farm equipment repair. Upon completion, students should be able to perform structural welds on thick carbon steel and sheet metal welds with various SMAW electrodes.

WLD-3106U Trailer Welding (with Safety) (104 Hours)
Fall/Spring
This course introduces welding and related skills for utility trailer construction. Topics include safety, proper equipment setup, operation of GMAW equipment, mechanical cutting, and plasma-arc cutting equipment with emphasis on blueprint interpretation and fabrication techniques. This class also includes preparation for OSHA 10 General Industry Certification. OSHA 10 General Industry training is intended to provide entry level general industry workers information about their rights, employer responsibilities, and how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment, and weld utility trailer components to specification.

WLD-3106V Combo Welding Stick & TIG (288 Hours)
Fall
This informative course will introduce students to SMAW, shielded metal arc (stick), and GTAW gas tungsten(TIG) welding processes. Topics include equipment setup and fillet and groove welds. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat and horizontal positions using SMAW and GTAW equipment.

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