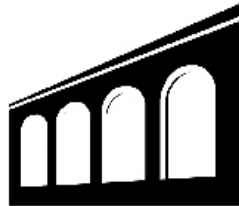# CATALOG
2009-2010

VANCE-GRANVILLE
COMMUNITY COLLEGE

Reflecting on our Past...
Looking Ahead to our Future

(252) 492-2061
www.vgcc.edu

Vance-Granville Community College is an equal opportunity, affirmative action institution. The College serves all students regardless of race, creed, color, sex, national origin, or disabling conditions. The College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1991 prohibiting discrimination with regard to disabilities.

Accreditation

Vance-Granville Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097: Telephone number 404-679-4501) to award the associate degree.

Approval

Vance-Granville Community College is approved by the:

NAEYC Early Childhood Associate Degree Accreditation
North Carolina Community College System
North Carolina Board of Nursing
Joint Review Committee on Education in Radiologic Technology
Commission on Accreditation of Allied Health Education Programs
Division of Vocational Rehabilitation
North Carolina State Approving Agency
    for Veterans and Military Education Programs
North Carolina Board of Cosmetic Art
North Carolina Department of Insurance
North Carolina Office of Emergency Services
North Carolina Real Estate Licensing Board
North Carolina Division of Health Services
North Carolina's Sheriffs' Education and Training
    Standards Commission
North Carolina Criminal Justice Education and Training
    Standards Commission
Automotive Service Excellence — National Automotive Technicians Education Foundation

Membership

Vance-Granville Community College is a member of the following:
    American Association of Community Colleges
    North Carolina Community College System
    Southern Association of Colleges and Schools.

Vance-Granville Community College issues this catalog to furnish information about the College and its programs to prospective students and other interested persons. Announcements contained in the catalog are subject to change without notice. The official version of the college catalog can be found at www.vgcc.edu.

Vance-Granville Community College will become a Tobacco-Free college effective August 18, 2009.

VANCE-GRANVILLE COMMUNITY COLLEGE
POST OFFICE BOX 917
HENDERSON, NORTH CAROLINA 27536

DIRECTORY INFORMATION
Vance-Granville Community College

MAIN CAMPUS
200 Community College Road
Midway between Henderson, N.C., and Oxford, N.C.
P.O. Box 917, Henderson, N.C. 27536
Phone: (252) 492-2061 • Fax: (252) 430-0460

SATELLITE CAMPUSES

Franklin County Campus
8100 N.C. 56 Highway
P.O. Box 777
Louisburg, NC 27549
Phone: (919) 496-1567
Fax: (919) 496-6604

South Campus
1547 South Campus Drive
P.O. Box 39
Creedmoor, NC 27522
Phone: (919) 528-4737
Fax: (919) 528-1201

Warren County Campus
210 West Ridgeway Street
P.O. Box 207
Warrenton, N.C. 27589
Phone: (252) 257-1900• Fax: (252) 257-3612

DIRECTORY OF CORRESPONDENCE

Inquiries will receive prompt attention if addressed to the Administrative Office below in care of Vance-Granville Community College, Post Office Box 917, Henderson, North Carolina 27536.

For Information About:..Write to the Office of:
Academic Advising...Vice President of Student Affairs
Academic Policies and Faculty...............................Vice President of Instruction
Administrative Affairs..President
Admissions.......................................Director of Admissions & Records/Registrar
Bookstore.. Vice President of Finance and Operations
Building Usage ....Facilities Manager
Buildings and Grounds... Director of Plant Operations
Community Services.......... Vice President of Community and Economic Development
Curriculum, Instruction .... Vice President of Instruction
Employment...Director of Human Resources
Occupational Extension ....Director of Economic & Workforce Development
Financial & Veterans' Assistance...................................Director of Financial Aid
Fiscal and Business Affairs .... Vice President of Finance and Operations
Human Resources Development .... Director of Economic & Workforce Development
Industrial Services.........................Director of Economic & Workforce Development
Student Job Placement.. Director of Career Services
Library ....Director of Learning Resources Center
Literacy Education .... Vice President of Community and Economic Development
Placement Testing/Student Assessment………Director of Admissions & Records/Registrar
Public Information/News Media ....Director of Marketing
Registration/Student Records…………… Director of Admissions & Records/Registrar
Small Business ....Director of Small Business
Student Affairs and Activities ....Vice President of Student Affairs
Transcripts……………………… Director of Admissions & Records/Registrar
Workforce Investment Act ....Director of WIA

MESSAGE FROM THE PRESIDENT

In 2009, Vance-Granville Community College celebrates its fortieth anniversary. Since its establishment as Vance County Technical Institute in 1969, its growth into one of the state's premier community colleges has been truly impressive. That growth is not only due to the hard work of students, faculty and staff, but is also a credit to numerous trustees, state legislators, county commissioners and citizens who have supported VGCC through the years. The people of our region -- and countless generations of students to come -- are indebted to these leaders. Because of the foundation they established, students continue to look to Vance-Granville to start a new career, advance on the job, or make any number of dreams come true. Businesses continue to turn to Vance-Granville to train employees and to promote a healthy economy.

Many things have changed in the past 40 years, especially in how our global economy works. The world I entered as a community college graduate many years ago is very different from the one that today's students face. Many things have not changed, however -- most importantly, Vance-Granville's commitment to delivering educational services that make every student successful.

As we strive to continue the tradition of excellence that has developed at VGCC, we know that several key assets will sustain us:

- Top-quality faculty and staff
- Modern, convenient, expanding campuses in all four counties
- Technological advances in equipment and in teaching methods
- The overwhelming support of the people in the four counties we serve, both in financial appropriations to operate our campuses and in gifts to our Endowment Fund

If you are considering continuing your education by enrolling at Vance-Granville, I hope that reading this catalog will help you get started. If, on the other hand, you are already a Vance-Granville student, I hope that you can use the information in this catalog to finish your degree, meet your own personal goals, and reach your fullest potential.

I look forward to your joining us as we celebrate four decades of history with special activities and events this year, while we continue to focus on improving our community and staying in the vanguard of education.

Randy Parker

TABLE OF CONTENTS

Electrical Systems Certificate (C60160E)
Suspension & Steering Certificate (C60160S)
Transmission Certificate (C60160T)
Basic Law Enforcement Training (BLET) (C55120)
Bioprocess Technology (A50440)
Business Administration (A25120)
Front Line Management Certificate (C25120F)
Business Management Certificate (C25120M)
Business Administration/E-Commerce (A2512I)
Business Administration/Operations Management (A2512G)
Production Planning Certificate (C2512GP)
Carpentry Diploma (D35180)
Residential Foundations & Framing Certificate (C35180R)
Computer InformationTechnology (A25260)
Software Specialist Certificate (C25260S)
Computed Tomography/Magnetic Resonance Imaging Technology (D45200)
Cosmetology Diploma (D55140)
Cosmetology Certificate (C55140)
Cosmetology Instructor Certificate (C55160)
Criminal Justice Technology (A55180)
Corrections Certificate (C55180C)
Law Enforcement Certificate (C55180L)
Culinary Technology (A55200)
Restaurant Hospitality Certificate (C55200R)
Early Childhood Associate (A55220)
Early Childhood Diploma (D55220)
Early Childhood Option 1, 2, or 3 Certificate (C55220)
Electrical/Electronics Technology (D35220)
Basic Wiring Certificate (C35220B)
Industrial Wiring Certificate (C35220W)
Electronics Engineering Technology (A40200)
Electronics Engineering Certificate (C40200)
General Occupational Technology (A55280)
Global Logistics Technology (A25170)
Global Supply Chain Certificate (C25170G)
Transportation Logistics Certificate (C25170T)
Human Services Technology (A45380)
Human Services Technology/Mental Health (A4538C)
Human Services Technology/Substance Abuse (A4538E)
Industrial Systems Technology (D50240)
Infant/Toddler Care Certificate (C55290)
Information Systems Security (A25270)
Security Specialist Certificate (C25270S)
Lateral Entry Certificate (C55430)
Manicuring/Nail Technology Certificate (C55400)
Medical Assisting (A45400) Diploma (D45400)
Medical Office Administration (A25310)
Medical Transcription Specialist Certificate (C25310M)
Networking Technology (A25340)
Network Professional Certificate (C25340N)
Office Administration (A25370)
Office Adminstration Diploma (D25370)
General Office Certificate (C25370G)
Office Administration/Legal (A2537A)
Pharmacy Technology (D45580)
Practical Nursing (D45660)

VANCE-GRANVILLE COMMUNITY COLLEGE
2009-2010 ACADEMIC CALENDAR

SEMESTER SYSTEM

Vance-Granville Community College operates on the semester system. The fall and spring semesters are 16 weeks in length. The summer term is 10 weeks in length.

Fall Semester 2009

August 18	Tuesday	Curriculum Classes Begin
August 20	Thursday	Last Day To Add A Class*
August 27	Thursday	Last Day For A Partial Refund
		Last Day To Drop
		With No Transcript Grade
September 7	Monday	Labor Day Holiday
October 12,13	Monday, Tuesday	Fall Break
November 12	Thursday	Last Day To Withdraw With "WP" Grade
November 26,27	Thursday, Friday	Thanksgiving Holidays
December 11	Friday	Exam Study Day
December 14-16	Monday-Wednesday	Final Exams

Spring Semester 2010

January 6	Wednesday	Curriculum Classes Begin
January 8	Friday	Last Day To Add A Class*
January 15	Friday	Last Day For A Partial Refund
		Last Day To Drop
		With No Transcript Grade
January 18	Monday	Martin Luther King, Jr. Holiday
March 29-April 1	Monday-Thursday	Spring Break
April 2, 5	Friday, Monday	Easter Holidays
April 8	Thursday	Last Day To Withdraw With "WP" Grade
May 6	Thursday	Exam Study Day
May 7-11	Friday-Tuesday	Final Exams
May 14	Friday	Graduation
May 15	Saturday	Graduation (Rain Date)

Summer Semester 2010

May 24	Monday	Curriculum Classes Begin
May 25	Tuesday	Last Day To Add A Class*
May 26	Wednesday	Last Day For A Partial Refund
		Last Day To Drop
		With No Transcript Grade
May 31	Monday	Memorial Day Holiday
July 5-9	Monday-Friday	Independence Day Holidays
July 14	Wednesday	Last Day To Withdraw With "WP" Grade
August 5	Thursday	Curriculum Classes End

Instructor permission is required to add a class beyond this date. See "Drop and Add" policy.

THE COLLEGE ADMINISTRATION

Randy Parker .... President
Dr. Angela Ballentine ....Vice President of Instruction
Matt Williams .... Vice President of Finance and Operations
Vanessa Jones .... Vice President of Community and Economic Development
Dr. Ken Lewis .... Vice President of Information Technology
Gene Purvis .... Vice President of Student Affairs
Jo Anna Jones… Vice President of Institution Advancement/Endowment Director
Katherine Williamson .... Director, Human Resources

BOARD OF TRUSTEES
2008-2009

Donald C. Seifert, Sr. .... Chair
J. David Brooks .... Vice Chair
Henrietta H. Clark .... Secretary

D. Bernard Alston .... Vance County
J. David Brooks .... Granville County
Henrietta H. Clark .... Vance County
John M. Foster .... Vance County
Stanley H. Fox .... Granville County
L. Opie Frazier, Jr. .... Vance County
Ronald E. Gregory .... Vance County
Abdul Sm Rasheed .... Vance County
Donald C. Seifert, Sr. .... Vance County
Ernest Thompson .... Granville County
Grace W. Vickery .... Vance County
Sara C. Wester .... Vance County
Ralph S. Knott .... Franklin County (ex-officio)
Clinton G. Alston .... Warren County (ex-officio)
John K. Nelms ....Trustee Emeritus
President , Student Government Association .... Student Representative

Vance-Granville Community College Board of Trustees

THE COLLEGE

The North Carolina General Assembly founded Vance-Granville Community College as Vance County Technical Institute in 1969. In receiving its charter, VCTI became the 30th college approved as a member of the state system, which today boasts 58 institutions.

After offering classes in various community locations, VCTI officially moved into renovated quarters of the former Maria Parham Hospital building near downtown Henderson in January 1970 and began offering extension classes. By the fall of that year, eight vocational and technical courses were added to the curriculum.

During the ensuing year, VCTI experienced a phenomenal growth in enrollment, and the need for larger, more permanent facilities became increasingly evident. The Board of Trustees requested the Vance County Board of Commissioners to hold a $2 million bond referendum for that purpose. Granville County representatives expressed interest in supporting a united effort between the counties to construct and maintain the new campus. A joint bond issue passed in 1972, and the name of the institution was changed to Vance-Granville Technical Institute.

Located midway between Henderson and Oxford alongside Interstate 85, the new campus consisting of four buildings opened in August 1976, just six weeks after the Legislature granted community college status, and its name was changed to Vance-Granville Community College.

The College experienced such rapid growth that a fifth building was added in 1978, and the College service area was expanded to include Franklin County and a major portion of Warren County (VGCC was assigned responsibility for all of Warren County by the North Carolina Board of Community Colleges in 2001).

In 1981, the General Assembly funded a special appropriation for much-needed equipment for training purposes. That same year, seven new programs were added to the general curricula, resulting in record-breaking enrollments and the eventual opening of South Campus, a satellite facility in southern Granville County.

The next year, VGCC reactivated its Endowment Fund Corporation to seek contributions from the community for its scholarship program and other support for the college. The fund at that time held approximately $15,000 in assets, but now has increased in value to more than $6 million. Over 5,000 students have received scholarships through the Endowment Fund in recognition of their academic achievement.

In 1984, the College reached another plateau in its physical growth plan when it received $1.1 million in construction funds from the General Assembly. These funds supported a new Student Admissions/Skills Training Center, built in 1985 on the main campus; a new South Campus complex in Granville County; and a new campus in Warren County. Both satellites were completed in 1988.

With the opening of new entrance and exit ramps off Interstate 85 in 1988, improved access to the Main Campus resulted in bringing the College closer to its students as well as enhancing its visibility.

VGCC met still another long-range goal in 1989 with the construction of a $2 million Small Business/Civic Center on the Main Campus.

Significant growth in the 1980s underscored VGCC's ongoing efforts in the 1990s to serve area citizens with new and improved educational opportunities that included the opening of a new satellite facility in Franklin County in 1991.

The year 1993 brought more good news for the College's growth plans, as North Carolina voters passed a $200 million Community College Bond Referendum. VGCC's share of the monies, $4.2 million, was earmarked for a variety of construction and renovation projects. Part of the funds supported the construction of a new classroom/day care building, completed in the summer of 1996 on Main Campus. Other funds helped with construction, renovation and expansion needs at the satellite campuses.

In 2000, growth plans received a significant boost as North Carolina voters passed a Higher Education Facilities bond referendum, from which VGCC received $17.1 million over a six-year period for new construction and renovations. The first money from these funds was used for the construction of a new three-story Technology, Occupational Extension and Basic Skills building, completed on VGCC's main campus in September 2003. The largest of all the College's facilities, the structure houses technology systems and labs for a number of programs, as well as classes for Continuing Education, Public Safety, Small Business Center, Occupational Extension and Basic Skills. The Student Services Building has also been expanded to provide better service to our students and to provide space for a lab for the Bioprocess Technology program, which began in Fall Semester 2005.

This expansion of Vance-Granville's total physical plant and equipment has helped accommodate the continuing rise in its student enrollment. During 2007-2008, the College served more than 18,000 curriculum and extension students.

Consistent with the structural and enrollment growth of the College has been its increase in curriculum program offerings. Since 1997, several new areas of study – focusing mainly on technology and health-related subjects – have been added to its curricula. **Meanwhile, the College expanded both its use of technology to deliver "distance education" for 21st-century students and its partnerships with school systems to allow high school students to earn college credits.**

CAMPUSES

The Main Campus of Vance-Granville Community College is located midway between Oxford and Henderson on an 83-acre tract of land off Interstate 85. The Main Campus consists of nine buildings including a Civic Center, valued in total at $33 million.

The College also offers classes at three other campuses in the four-county service area: South Campus, between Butner and Creedmoor in southern Granville County; Warren County Campus, in downtown Warrenton; and Franklin County Campus, west of Louisburg.

Since their formal dedication in the fall of 1988, both South Campus and Warren Campus have been renovated, enlarged and improved to

accommodate a growing number of students. Franklin Campus, which first opened its doors to students in 1991, shared space in a local government building before moving in 1998 to its permanent new home outside Louisburg. The College added two new structures to its Franklin annex in 2001: a Biotechnology Lab and classroom building, and a multipurpose facility, giving the campus four buildings.

In January 2005, a 15,000-square-foot classroom building opened at the Warren County Campus, and a year later a 17,000-square-foot, two-story building was completed and began housing classes at the Franklin County Campus. Finally, the College began using a 20,000-square-foot, two-story addition at South Campus in January 2007.

The combined fair value of the three satellite campuses, including equipment, is approximately $25.2 million.

PRESIDENTS

Five people have served as president of the College since it was established as VCTI in 1969: Dr. Donald R. Mohorn (1969-1979), Dr. Thomas B. Carroll (1979-1980), Dr. Benjamin F. Currin (1981-Jan. 1, 1999), Robert A. Miller (Feb. 1, 1999-Sept. 2004) and Randy Parker (Sept. 2004-present).

PHILOSOPHY

The philosophy that guides Vance-Granville Community College encompasses the right of individuals to advance their skills and knowledge to their maximum potential. Indeed, the future of a democracy depends on an educated and responsible citizenry. Financially and geographically, the College provides educational opportunities not otherwise available to area adults.

A community-centered institution, Vance-Granville Community College focuses on the needs of its citizenry and institutions, offering a broad and flexible base of educational services. This integration into the life of the community differentiates the Community College and its outreach programs from all other post-secondary institutions.

In order to assure everyone an equal opportunity to learn and improve skills, the doors to Vance-Granville Community College will never be closed to anyone of eligible age who can profit from its programs. The "open door" with guided placement policy focuses on the dignity and worth of each individual and offers opportunities for each person to realize maximum potential, regardless of entry level skills.

The keys to implementing this philosophy are the caring professionals who maintain a commitment to public service and excellence in education.

VISION STATEMENT

Vance-Granville Community College's vision is to build better communities through excellence in educational services.

MISSION STATEMENT

The mission of Vance-Granville Community College is to enhance the intellectual, economic, social and cultural development of students and the community through excellent educational and training programs.

GOALS

- Promote excellence and innovation in teaching and educational programs.
- Provide a supportive learning environment conducive to student success.
- Promote and support economic development.
- Develop and maintain community partnerships that support the college's mission.
- Provide opportunities for cultural enrichment and education on global issues.
- Ensure fiscal responsibility and accountability.
- Promote and support the use of innovative technologies.
- Provide leadership development opportunities for students, faculty and staff.
- Build and maintain facilities that support the mission of the college.
- Provide a safe and secure learning environment.

ACCREDITATION AND MEMBERSHIPS

Vance-Granville Community College is a member of the North Carolina Community College System and operates under the authority of a local Board of Trustees and the State Board of Community Colleges, as specified in Chapter 115a of the General Statutes of North Carolina and Amendments thereto. Vance-Granville Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and by the North Carolina State Board of Community Colleges.

Vance-Granville Community College is a member institution of the American Association of Community Colleges.

VISITORS

Visitors are always welcome at Vance-Granville Community College. Members of the Counseling Services Division or campus deans will conduct campus tours for individuals or groups as desired. Please call the Director of Counseling for an appointment.

Inquiries about the College and its programs should be directed to the Vice President of Student Affairs or the Vice President of Community and Economic Development.

Visitors are not permitted to attend classes or contact students on campus without permission from the Vice President of Student Affairs, or the campus deans at the Franklin, South, and Warren county campuses.

CONSUMER INFORMATION

General

In order to provide complete explanations on items of consumer information, the College makes descriptive literature available which may be found in Student Affairs Building 8 on Main Campus or the Deans office at the satellite campuses. Individuals desiring information on graduation statistics may attain the information from the Office of Institutional Advancement.

Performance Measures and Standards

In February 1999, the North Carolina Board of Community Colleges adopted eight performance measures for accountability. The list of performance measures focuses primarily on student success and serves as one of the college's accountability tools.

Each performance measure includes a description, the standard that must be achieved, and the college's performance for that measure. The information listed is the most recent data available. It is updated as soon as new information is received. Additional information on performance measures and other accountability factors are available in Vance Granville Community College's Office of Planning and Research.

NCCCS PERFORMANCE MEASURES 2006-2007

Performance Measures	Performance Standard	System Average	VGCC Achievement
A-*Progress of Basic Skills Students	75%	82%	78%
B-*Aggregate Institutional passing rate:	80%	85%	Standard Met
Passing Rates on Licensure & Certification Examinations: Two Standards must be met for this measure:			
BLET	70%	93%	96%
Cosmetology/ Cosmetology Apprentice	70%	86%	71%
Manicurist	70%	**	**
EMT	70%	84%	78%
EMT-I	70%	64%	75%
EMT-P	70%	69%	**
Practical Nursing	70%	95%	90%
Registered Nursing	70%	89%	74%
Radiography	70%	95%	88%
Real Estate	70%	69%	67%
C-*Performance of College Transfer Students:	83%	84.2%	91%
D-Passing Rates of Students in Developmental Courses:	75%	80%	84%
E-Success Rate of Developmental Students in Subsequent College-Level Courses:			
1. Success rate of those who did not take development courses	80%	86%	84%
2. Success rate of those who did take development courses	80%	86%	84%
F-Satisfaction of Program Completers and Non-Completers:	90%	99%	98%

continued...

Performance Measures	Performance Standard	System Average	VGCC Achievement
G-Curriculum Student Retention & Graduation: 65%	65%	64%
H-Employer Satisfaction with Graduates:	90%	97%	97%

(Three-year average annual headcount of a minimum of 10 students)

Source: North Carolina Community College System. Critical Success Factors report for detailed

analysis of these data & methodologies. NCCCS Web Page: www.ncccs.cc.nc.us/Publications/index.html

*Performance Funding Measures: H=Local Choice

EMERGENCY INFORMATION

If an emergency arises, students should inform the nearest college employee. First aid equipment is located in key locations and shops throughout the Main Campus and satellite campuses. When an emergency exists that requires treatment beyond simple first aid, the nearest rescue unit will be notified. All emergency cases will be referred to the nearest hospital for treatment. Any expense for medical assistance will be the responsibility of the injured individual and his/her family.

The right to call for outside medical assistance in medical emergencies will be left to the judgment of the College staff member present at the scene of the emergency.

INCLEMENT WEATHER

Should it appear that adverse weather or other factors would necessitate closing of Vance-Granville Community College, the President, or his representative, shall make the final decision. Classes missed as the result of the closing of the College due to adverse weather or other factors shall be made up using a method to be determined by the President of the College.

Notice of the College closing will be made on local radio stations and on a taped message at (252) 492-2061 and on the VGCC web page at *www.vgcc.edu.*

Vance-Granville Community College maintains an "open door" admissions policy for all applicants who are high school graduates. Placement of students in the various academic programs of instruction is selective with special emphasis on career guidance and individual admissions counseling. The College serves individuals who can profit from instruction, regardless of race, creed, sex, age, religion, national origin, disability or other non-relevant factors.

Admission to a specific program of study is based upon guidelines developed to help the student determine his/her chances of success in that career field. Before the student is admitted to any curriculum degree, diploma, or certificate program, placement testing and academic advising are required. Students who are uncertain about a program of study are referred to the Career Center for assistance. When placement test scores or other evidence indicate a lack of readiness to pursue a specific curriculum, the student will be placed in developmental courses or may be encouraged to reevaluate occupational and/or educational goals.

Students entering all programs are required to be high school or GED graduates. Correspondence and Internet based high schools must be regionally or nationally accredited institutions as recognized by the United States Department of Education or the Council for Higher Education Accreditation.

General Admissions Procedures
1. Submit a completed admissions application.
2. Submit official transcripts of all secondary and post-secondary education. Home-schooled students must produce evidence of completion of a state registered home school program.
3. Students who have graduated from institutions outside the United States must document completion of a nationally recognized secondary school diploma.
4. Take placement test unless exempt by college credit or standardized test scores. (See page 24)
5. Document NC State residency if requested by the Admissions office.
6. Meet with academic advisor to schedule classes.

The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the applicant and the College.

Note: *Students who have an associate degree or higher from an accredited college or university are not required to submit high school transcripts. (Exception: Students entering allied health fields must submit high school transcripts.)*

Selective Admissions

Selective admissions are used for programs of study that have limited openings. In addition to the standard procedures required of all applicants, students seeking enrollment in Associate Degree Nursing, Basic Law Enforcement Training (BLET), Medical Assisting, Pharmacy Technology, Practical Nursing, and Radiography must meet specific departmental requirements. For selection to specific programs of study, students should direct inquiries to the Admissions/Records Office.

Selective Admissions Procedures
1. Applicants must qualify on placement examinations as prescribed by the program of study.
2. Applicants must meet secondary school or post-secondary course requirements as established for specific programs of study.
3. After all admissions requirements have been met by the applicant, official admission is contingent upon proof of satisfactory physical health as required by regulatory agencies.
4. Final selection will be determined by the number of openings in the program of study and by the applicant's evaluation and ranking.
5. Successful clinical placement requires a "clean" criminal background check conducted and reviewed by the clinical site.

Transfer Admissions

The student who has successfully completed courses at other post-secondary institutions must adhere to the same procedures as an incoming freshman. The student is responsible for submitting an application for admission and official transcripts of all previous educational experience. (An official transcript is one that is mailed directly from the previous high school, college or university to Vance-Granville Community College, or is submitted by the applicant in an officially sealed envelope from the educational institution.)

Upon receipt, all official transcripts from accredited, post-secondary institutions will be evaluated by the Registrar in accordance with the following statements:

1. Transfer credit may not exceed 75 percent of the total credit hours required to complete the desired program of study.
2. All credit to be transferred must be equivalent to course offerings in the applicant's chosen major or program of study as stated on the Application for Admission.
3. No grade lower than a "C" will be transferred.
4. Eligible college credit which was completed over 10 years prior to the semester in which the student is admitted to VGCC will not be transferable unless the applicant has completed that coursework as part of a completed associate degree or higher. Additionally, applicants to the selective admissions Health Sciences programs must have completed BIO-prefix classes within five years prior to the most recent application to the College, and NUR-prefix classes within three years to be considered transferable. Finally, the transferability of all computer information systems or any software-related coursework is subject to approval by the Academic Dean due to the rapid technological changes in this area of study.
5. Transfer credit will not influence the student's quality point average or grade point average, and will not be evaluated in graduation honors or awards. Transfer credit is recorded on the VGCC transcript with a grade of "TR."
6. Students with questions regarding transfer credit should contact the Registrar. Students have a right to appeal transfer credit decisions to the appropriate Academic Dean by submitting a transfer credit appeal request form to the Registrar's office.

Readmission Procedures

A student who previously attended VGCC but was not enrolled during the previous three years must submit a new application for admission to the Admissions/Records Office. If the applicant was enrolled in another college during the interval, he/she must request that college to send an official transcript to the Admissions/Records Office.

A former student will not be readmitted until all former and current indebted obligations to any program or activity under the administrative jurisdiction of the College have been satisfied.

Students seeking readmission into Health Sciences programs must meet additional requirements. Students may contact a counselor for details concerning these requirements.

ADMISSIONS UNDER SPECIAL CONDITIONS

Special Credit Students: Students not seeking a certificate, diploma, or associate degree may enroll as a special credit student for a maximum of twelve (12) semester hours of credit. Students enrolled in this status are not required to take the placement test for enrollment into curriculum courses that do not have prerequisites and do not have to meet the transcript requirements for curriculum programs. Special students must take the placement test in order to enroll into courses which have prerequisite requirements.

Students classified as "special credit students" are ineligible to receive most types of financial aid. Students who plan to take more than twelve (12) semester hours of credit must take the placement test, complete the regular admission requirements, and declare an academic program of study.

Dual or Concurrent Enrollment Students: Qualified high school students at least 16 years of age may enroll in courses at the 100 level or above if written permission (dual enrollment form) is obtained from their school principal. These courses allow students to earn college credit and may also count as high school credit at the discretion of the high school administration. Dual enrollment students must have satisfactory results on the placement examination, ACT or SAT scores for their particular classes taken. These students are not allowed to displace adult students, and therefore must register on the last day of late registration during designated hours.

Learn and Earn Online - Online Learning for High School Students: Qualified students in participating high schools can take online VGCC courses at no cost, at their school, as part of their regular school day. Courses are taught by VGCC faculty, and when students successfully complete an online course, they will earn college credit and potentially high school credit. The college credit will transfer to VGCC and other community colleges, as well as some four-year universities, depending on the specific course. Public high school students at all grade levels are eligible to take Learn and Earn Online courses; however, college requirements and prerequisites for courses will apply. High school students should talk with their school guidance counselors about how to participate in Learn and Earn Online. Specific guidelines are also available at *http://www.vgcc. edu/Learn-Earn.*

Cooperative Programs for High School Students:

Cooperative program classes are curriculum classes numbered 100 level or above that are requested by the local school systems that may be difficult to offer as a regular high school course due to expensive equipment, facilities, or staffing. Students must be qualified high school students in grades 9-12, and must have satisfactory results on placement test (if required) for their particular classes. High school students enrolled in these classes receive college and high school credit under the guidelines of the Huskins Bill.

INTERNATIONAL STUDENTS ADMISSIONS

International students are admitted in accordance with federal US Immigration and Customs Enforcement (USICE) regulations that govern non-immigrant student visa (F-1) status. Vance-Granville Community College is authorized by the USCIS to issue I-20 Forms to qualified international applicants for Associate degree programs. In summary, before being admitted, an international student must:

1. Submit an Application for Admission with the applicant's original signature;
2. Present official TOEFL, SAT or ACT scores that document academic English ability, or acceptable scores in English, Reading and Mathematics on the college placement test battery. (This option is only available to international applicants who are already in the U.S. on another valid non-immigrant visa type);
3. Submit official secondary and/or high school and college or university transcripts (if applicable). Transcripts must be submitted with the application for admission in sealed envelopes or mailed directly to VGCC from the overseas institution, and must be translated to English if necessary;
4. Submit an Affidavit of Support completed by the applicant's sponsor and accompanied by an original bank letter or statement that certifies the availability of sufficient funds to cover all expenses, food, housing, and transportation.
5. Submit a one semester tuition deposit (approximately $3,500 to $4,000.)

All admissions requirements must be met before the College can issue an I-20 Form to an international applicant.

International students are considered out-of-state for tuition purposes as long as they hold a non-immigrant visa, and are not eligible for state or federal financial aid. International students are required to study on a full-time basis (at least 12 hours) every fall and spring semester, and are not eligible for employment except under limited circumstances. All necessary forms and additional details regarding the application process for international applicants are available on the VGCC web site at: *www.vgcc.edu/forms/internationalstudents.htm.*

STUDENT ASSESSMENT AND PLACEMENT TESTING

The purpose of placement testing is to match the academic readiness of the incoming student with the academic requirements of the curriculum. Any new applicant to a certificate, diploma, or degree program is required to take a placement test prior to the initial registration. Special credit students may be exempt from placement testing in some instances based on exemptions listed on page 22, *Admissions under Special Conditions*. A returning student who has not been at VGCC during the past three calendar years and who has not successfully completed any General Education course numbered 111 or higher must retake the placement test and enroll in courses as indicated by his or her scores.

Placement scores will be used for the purpose of academic advising and appropriate course placement, including remediation if needed, as indicated by the placement test results. Prior preparation is strongly advised before taking the placement test. Study guides are available in Student Affairs at the main campus, at each satellite campus, and online at *http://www.vgcc.edu/TestingCenter/testing-studyguides.cfm*. Students who lack basic academic skills necessary to be successful in college course work as indicated by the results of the placement test will be given an opportunity to remediate academic deficiencies through developmental courses. Students who place at the Adult Basic Skills level in reading and/or writing will not be allowed to enroll in any curriculum course, including developmental courses until additional assessment and remediation has been completed through the Adult Basic Skills program.

Students may test and retest once prior to the semester in which they are enrolling. Retesting must be scheduled prior to the first day of the semester. The higher score will be used for placement. There is a minimum wait of ten days between the first and second administration of the test to ensure time for review.

Students who have not enrolled in a developmental English, reading, or math class for twelve months after testing may test and retest prior to the semester in which they are enrolling. The most recent scores (or higher of the most recent test-retest scores) will be used for placement. Once a student has enrolled in developmental classes, retesting is not allowed to place out of those courses. Any additional testing beyond the initial test-retest will require special approval through the Dean of Arts & Sciences and/or the VP of Instruction. Placement test are valid for three years, although a student may elect to test again 12 months from the date of the last test.

WAIVER OF PLACEMENT TESTING

The placement test may be waived for the following applicants:

1. Transfer students who have successfully completed transferable college or university-level courses in English and/or mathematics from an accredited post-secondary institution.
2. Applicants who scored 500 or better, on the Scholastic Assessment Test (SAT) on the critical reading, writing, and mathematics sections, or 19 on the American College Test (ACT) with neither English, reading, or mathematics below a 19. Only scores less than five (5) years old at the time of application will be accepted.
3. Applicants who have taken placement tests within three years at another NC Community College may transfer those scores to VGCC.

TESTING SCHEDULE

The placement test is periodically scheduled throughout each academic term. Testing sessions are scheduled at all campuses during a variety of times to accommodate students. Students are scheduled for placement testing once their Application for Admission is received by the college. Applicants who may need special accommodations should contact the Director of Counseling prior to their scheduled test date.

Note: *Applicants should not bring children to testing sessions.*

RESIDENCE STATUS FOR TUITION PURPOSES

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for non-residents. G.S.116-143.1 of N.C. State Statutes covers the requirements for determining resident status for tuition purposes. A portion of G.S.116-143.1 is quoted as follows:

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his/her length of residence in the State. To be eligible for classification as a resident for tuition purposes, a person must establish that his/her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

An individual shall not be classified as a resident for tuition purposes "... until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution..."

Information relating to claimed North Carolina residence for tuition purposes shall be required from all applicants claiming to be North Carolina residents, and a determination shall be made by the Registrar as to whether or not the applicant qualifies for in-state tuition rates. Should the ruling be contrary to the applicant's expectation, it may be appealed to the Student Affairs Committee of the College. Should the Student Affairs Committee's ruling be contrary to the applicant's expectation, it may be appealed to the State Residence Committee. In the event that an appeal is deemed necessary, full information on procedures shall be provided by the Vice President of Student Affairs.

The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.

Decisions by the College will be based on the requirements of the General Statutes of North Carolina and regulations specified in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Applicants with questions not covered by this section should contact the Director of Admissions and Records/Registrar.

REGISTRATION

Registration is the process of enrolling in a schedule of courses or a program at the beginning of each term or at other specified times. Enrollment in a course is determined by proper registration and subsequent payment for that course.

New Students

For registration purposes, "new students" are defined as those students who are enrolling at VGCC for the first time. New students should:

1. complete an Application for Admission and apply for financial aid as early as possible. (2 to 3 months before the start of classes);
2. attend orientation;
3. schedule an appointment to meet with their academic advisor;
4. register on the designated registration dates;
5. obtain a student I.D. and parking permit; and
6. complete the registration process by paying tuition and fees.

Returning Students

For registration purposes "returning students" are defined as those students who are currently enrolled or who have been previously enrolled during the last 3 years in the same academic program. All returning students are given priority registration and are encouraged to preregister with their academic advisor for the following term as soon as notification is given. Returning students need to follow steps 3 through 6 listed above (under New Student section.) Students must reapply for Financial Aid every year by March or April to ensure that funding is in place in time for registration.

Change of Academic Program

There are times when a student's aptitude and interests may be better served by a change of major. A student who is considering a change from one program to another must meet with a member of the Counseling Services staff to explore the possibilities and implications of such a change, and complete a Change of Major form. Students should consider carefully before changing their academic program, and are discouraged from changing more than once per year.

Students who change their academic program will have their transcript(s) re-evaluated for possible transfer credit. Previously granted transfer credit from other colleges or universities may be revised as a result of a change of academic program.

Veterans should consult with the Veterans' Officer before making a change; the Veterans Administration will not pay for some types of training.

Note: *Federal financial aid regulations require that all hours taken in all majors will be counted toward the maximum allowed for payment. (See Financial Information, beginning on page 44, for a complete explanation.)*

Readmission of Students

A student who previously attended Vance-Granville Community College but was not enrolled during the previous three years must reactivate an application with the Admissions/Records Office. If the applicant was enrolled in another college during the interval, he/she must request that college to send an official transcript of academic work to the Admissions/Records Office. Students need to complete a new application for admission or reactivation form and follow steps 3 through 6 listed above (under New Student section).

CHANGE IN REGISTRATION

Any changes in registration must be approved by the academic advisor. Course changes proposed by the student and approved by the academic advisor must be shown on the Change of Registration (Drop/Add) form.

Note: *Adding or dropping a class may affect the financial aid award.*

Drop and Add

Courses may be added during the registration dates and published drop/add dates at the beginning of each term. To add or drop classes, a student must:

1. obtain a Change of Registration (Drop/Add)form from the Admissions/Records Office, satellite campus office, or website, and fill it out completely;
2. have academic advisor or counselor approve the change and sign the form;
3. sign the form and return it to the Admissions/Records Office or satellite campus office for updating registration;
4. if adding, take the form to the Business Office/Cashier for tuition payment, if appropriate; and
5. if adding, attend next scheduled class meeting with proof of registration and payment. Due to varied departmental attendance requirements, classes missed prior to registration may count as absences.

Request for WP Grade

A student can petition in writing for a Withdrawal Passing to the Vice President of Student Affairs after the 75-percent point of a term, if mitigating circumstances warrant. Approval can only be granted with permission of the instructor, academic dean, Vice President of Instruction and Vice President of Student Affairs. The burden of explanation and documentation of mitigating circumstances lies with the student. Students should obtain "WP" forms from the Vice President of Student Affairs or Campus Deans.

Class Cancellation Policy

Vance-Granville Community College reserves the right to cancel any class due to low registration and/or attendance.

Drop and Withdrawal from a Course(s)

Official withdrawal from a course(s) is permissible at any point during the term with certain restrictions. No grade will be recorded for dropping a class during the refund period of each term (see note below). Official withdrawals after the refund period of the term and on or before the 75-percent point of the term will be recorded as a "WP" grade if the student initiates and properly completes the official withdrawal process. If the student stops attending without officially withdrawing from a course before or after the 75-percent point of the term, the student may receive a "WF" grade for the course. After the 75-percent point in the term, a "WF" grade may be assigned by the instructor for excessive absences or a student may elect to receive a "WF" grade prior to the beginning of the exam period.

There is no academic penalty for a "WP" or "WF" grade; however, for federal financial aid purposes, the course(s) given "WP" and "WF" grades may count as hours attempted but not earned. Any student who is receiving Veteran's benefits needs to check with the Veteran's Officer prior to withdrawing from any course since benefits will not be paid for a "WP" or "WF" grade.

Note #1: *Curriculum students who officially withdraw from the College prior to the first day of the semester are eligible for a 100-percent refund of tuition. Students who withdraw after the beginning of the term but by the 10-percent point are eligible for a 75-percent refund.*

Note #2: *Students are advised that all signatures required to complete a Change of Registration form must be obtained by the student. Students must realize that instructors are not available at all times and gathering signatures on the final day of the withdrawal process may not be possible. Deadlines are enforced.*

Auditing Courses

A student may elect to audit a course or courses by checking the appropriate column on the Registration form. This option may only be selected during the official registration or drop/add period of each term. Those students who audit receive no credit and do not have to take any examinations; otherwise, participation in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit.

Note: *No federal or state financial aid or veterans' benefits are payable for audit courses.*

Collection of Social Security Numbers

Vance-Granville Community College is legally authorized to collect student social security numbers in order to comply with certain federal and state reporting requirements, and to meet the business imperatives of the college. Beginning fall semester 2007, the college will no longer use student social security numbers as the primary method for student identification, but rather use a unique computer generated ID number. Questions concerning the use of social security numbers should be directed to the Vice President of Student Affairs or the Registrar.

Course Load

A student's normal load will be from 12 to 16 credit hours per term. Students enrolled for 12 or more credit hours will be considered full-time students. Students who wish to carry credit hour loads of more than 21 hours per term must obtain approval of their academic advisor and academic Dean.

Course Substitution

Under extenuating circumstances, a student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the appropriate academic Dean and the Vice President of Instruction, and the completed Course Substitution form must be on file in the Registrar's office. A student in technical or vocational programs may take higher level courses than those required for graduation in his/her curriculum in the following areas: math, English, humanities, science, or social sciences.

Release of Information

Written approval of the student is required before a transcript or any information from his/her official record may be released. Exceptions to the above include:

1. The Admissions/Records Office may release information from official records to faculty and staff members of Vance-Granville Community College whose responsibilities require this information.

2. The Admissions/Records Office may honor appropriate requests for directory-type information from student records. VGCC defines the following as directory:
   - Name
   - Address
   - Dates of Enrollment
   - Participation in sanctioned campus activities or athletics
   - Program of Study
   - Degrees and awards received
   - E-mail addresses

3. The Solomon Amendment requires by federal law that the college release the following information, in addition to directory information, to military recruiters when requested:
   - Date of Birth
   - Telephone Number

Each student has the right to inspect or review the educational records maintained by the college that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents maintained by the college. Educational records also include tests, assignments, and grade calculations maintained by faculty.

All requests to inspect and review educational records shall be made by the student in writing to the Registrar with the exception of requests for tests, assignments, and grade calculations for specific courses. Those requests shall be made to the appropriate academic or campus dean. The college will comply within a reasonable time period not to exceed forty-five days after the request is made. It should be noted that some records such as tests, assignments, and grade calculations maintained by the faculty are only kept for a limited time and are not maintained permanently. Students may also request in writing to the Registrar to amend their educational record if they feel the record is in error. Such request will be reviewed by the Registrar and Vice President of Student Affairs, who will render a decision.

Students may file a written complaint with the Family Policy Compliance Office regarding an alleged violation by the college to comply with requirements of FERPA. The Office's address is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202.

Release of Information: Family Educational Rights & Privacy Act (FERPA)

Vance-Granville Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without the written approval from the student. Exceptions to this practice are those types of information defined by law as "directory information."

The directory information may be published or made available without the consent of the student. However, any student not wishing any of these types of information released may request in writing to the Vice President of Student Affairs that it not be released.

0 seconds**Student Records**

 An official record of all the student's courses, credits, grades, official transcripts, and other relevant documentation is kept in the Admissions/ Records Office. Each student should maintain a record of courses, credits, and grades each term and periodically check to see that his/her records agree with that of the College.

Transcript Request

 When an official request in writing is made by the student, transcripts of the student's record will be sent to other colleges, universities, employers, and to the student. A Transcript Request form should be submitted to the Admissions/Records Office a minimum of three days prior to the time a student wants his/her transcript mailed. *A fee of $2.00 will be charged for each official transcript requested by the student.*

 In order to assure that transcripts will not be mailed until a student has discharged all obligations to the College, the student must complete a Transcript Request form (available in the Admissions/Records Office or at *http://www.vgcc.edu/Registration-Records/Forms/transcript-request.pdf).* Transcripts received by VGCC from other secondary or post-secondary institutions cannot be released to the student.

DEGREES, DIPLOMAS, AND CERTIFICATES

The College offers the following degrees, diplomas or certificates for students who successfully complete approved programs of instruction:

1. The Associate in Arts and Associate in Science degrees are awarded to students majoring in college transfer programs and who may plan to transfer to four-year colleges or universities after completing their community college program.
2. The Associate in Applied Science Degree is awarded to students majoring in one of the technical curricula and who plan to obtain full-time employment upon graduation from the college.
3. The Associate in General Education Degree is awarded to students majoring in courses designed for personal growth and development leading to variable employment opportunities.
4. A Diploma is awarded to students who complete the one-year curricula.
5. A Certificate is awarded to students who complete programs less than one year in length with a minimum of 12 credit hours.

STUDENT CLASSIFICATION

FRESHMAN: A student who has earned fewer than 36 semester hours of credit.

SOPHOMORE: A student who has earned 36 or more semester hours of credit.

FULL-TIME OR REGULAR STUDENT: A student who is registered for 12 or more credit hours.

PART-TIME STUDENT: A student who is taking fewer than 12 credit hours.

SPECIAL CREDIT STUDENT: A student who is not seeking a degree or who is auditing a course and has earned fewer than 24 credit hours.

ADVANCED PLACEMENT

Advanced placement is offered to students who, because of their demonstrated abilities, are qualified to accelerate their studies. Advanced credit may be awarded in the following ways:

1. Credit by Examination (see following section for details);
2. Successful completion of the general or subject examination of the College Level Examination Program (CLEP);
3. Successful completion of Advanced Placement Exam as administered by the College Entrance Examination Board (CEEB);
4. Successful completion of subject standardized tests (DSST) of the Defense Activity for Nontraditional Education Support (DANTES); and
5. Transfer credit from accredited, post-secondary institutions as outlined in the Admissions section. In cases of all standardized examinations, official score reports must be submitted to the Registrar for evaluation of possible transfer credit.

CREDIT BY EXAMINATION

Regularly enrolled students who have reason to believe that previous educational studies, training programs, or work experiences may entitle them to course credit may request credit by examination.

They must first register and pay the standard tuition fee per credit hour for the course and then notify the instructor during the first class meeting that they wish to challenge the course.

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The examination will be administered by the appropriate department and successful completion will result in a grade of "CE." The credit hours of the class will count toward graduation. Please note that most colleges do not accept a "CE" grade as transfer credit.

Information on the College's policy on Credit by Examination may be obtained from the office of the Registrar. Note: No federal financial aid or veterans' benefits are payable for Credit by Examination (CE) courses.

CONTACT HOURS AND CREDIT HOURS
*Semester credit hours are awarded for classes as follows:

Classroom:…………………...16 contact hours = 1 semester hour of credit
Laboratory:……………32 or 48 contact hours = 1 semester hour of credit
Clinical:………………………....48 contact hours = 1 semester hour of credit
Cooperative Work Experience:…160 contact hours = 1 semester hour of credit

* Students should review specific courses in the course description section of this catalog to determine the exact hours of each course as assigned by the NC Community College System.

PREREQUISITES
Prerequisites are indicated for many courses offered at Vance-Granville Community College. These are intended to give the student some measure of the proficiency expected for those beginning a given course. Students failing to meet prerequisites prior to entering a course may be dropped from the class.

ACADEMIC ADVISING
Academic advising assists students in the planning and development of their educational and career goals.

Courses selected by students must be approved by their advisor prior to registration. The advisor must also approve all registration changes, such as dropping and adding courses.

Students are encouraged to meet with their advisor throughout each term and discuss their academic progress. Although advisors are available to assist students in a variety of ways, the final responsibility for meeting all academic requirements for graduation rests with the students.

ATTENDANCE
Students are expected to be present at all scheduled classes and examinations. At the beginning of each course, the instructor will provide the attendance requirements of the course on the course syllabus in accordance with academic division attendance regulations. It is the responsibility of the student to understand and abide by these requirements. Students are accountable for any work missed because of class absence. If the student's absence is due to extenuating circumstances, it is the student's responsibility to contact the appropriate instructor(s) or a counselor. Excessive absences as defined by the instructor may result in a "WF" grade. Students who fail to withdraw officially may receive a "WF" grade in each course for which they were registered.

GRADING SYSTEM AND QUALITY POINT AVERAGE
A grading system is a method of recording faculty evaluations of student progress and the fulfillment of class objectives. All students officially enrolled in courses must be awarded a grade in accordance with College policies. The grade is awarded by the instructor and may not be changed
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without a Change of Grade form being completed by the instructor. A student who wishes to contest a grade must follow the Academic Grievance/Grade Appeals Procedure outlined later in this chapter.

Grade	Explanation	Quality Points Per Credit Hour
A	Excellent Quality	4
B	High Quality	3
C	Average Quality	2
D	Minimum Satisfactory Quality	1
F	Unacceptable Quality	0
AU	Audit	*
CE	Credit by Examination	*
G#	Grade Forgiven	*
I	Incomplete Grades	*
NS	No Show	*
PA, PB, PC	Passing Grade - Developmental	*
RF	Reschedule - Developmental	*
TR	Transfer Credit	*
WF	Withdrew Failing	*
WP	Withdrew Passing	*

*Not computed in Quality Point Average.

'AU' Grade (Audit)
(No Credit) The audit grade indicates the student is enrolled for non-credit. This is not counted in computing quality point averages. Neither federal financial aid nor veterans' benefits are payable for audited classes.

'CE' Grade (Credit by Examination)
The credit by examination grade indicates that the student has received credit by examination for a course. Details of this procedure appear in the chapter on Academic Information. "CE" grades are not payable by financial aid or veterans' benefits.

'G#' Grade (Grade Forgiven)
(No Credit) The "G#" grade replaces a forgiven grade on the academic transcript. Starting with the 2009-2010 College catalog students may apply for forgiveness of "D" or "F" grades on their transcript under specific conditions. See Academic Forgiveness Policy for additional information, pages 37-38.

'I' Grade (Incomplete)
(No Credit) The incomplete grade is assigned in place of a grade when students who are making satisfactory progress are unable to complete all class assignments by the end of the semester.
The requirements for satisfactory completion of a course will be established by the instructor in accordance with course objectives. The incomplete "I" is temporary and must be changed to a grade within the time period designated by the instructor, not to exceed eight weeks from the beginning of the term following the one in which the course was taken. At the end of the specified time period, unresolved "I" grades will be con-

verted to "F" grades. The "I" is used for verifiable, unavoidable reasons and extends enrollment without requiring rescheduling of the course.

The instructor will award a permanent grade based upon course objectives successfully completed, and it is the responsibility of the student to ensure satisfactory completion.

Incomplete grades are not payable by veterans' benefits and may also affect Federal Financial Aid Standards of Progress.

'NS' Grade (No Show)

(No Credit) The no show grade is a non-punitive grade that shows on a transcript indicating that a student never attended a class.

'PA,' 'PB,' and 'PC' Grades (Passing - Developmental)

(No Credit) The passing grades are awarded in developmental courses below the 100 level. The "PA", "PB", or "PC" indicates the student passed the developmental class with an "A", "B", or "C" average. "P" grades are not computed in quality point averages.

'RF' Grade (Reschedule - Developmental)

(No Credit) The reschedule grades are awarded in developmental courses below the 100 level. The "RF" indicates the student is making progress but has not met minimum course objectives. The student should reschedule the course during the next registration. The "RF" will not be computed in quality point averages and no credit is awarded. (For financial aid and/or veterans' benefits, the "RF" grade is classified as non-punitive for GPA purposes; however, it will affect Federal Financial Aid Standards of Progress.)

'TR' Grade (Transfer Credit)

The transfer credit grade is awarded based on review of an official transcript received from an accredited post-secondary institution. The "TR" grade is not computed in Quality Point Average, but credit toward graduation is earned.

'WF' Grade (Withdrew-Failing)

(No Credit) "WF" indicates that the student officially withdrew after the 75% point of the semester, or the faculty initiated the student's withdrawal due to excessive absences before or after the 75% point of the semester. Courses with "WF" grades are not payable by veterans' benefits, and "WF" grades will affect Federal Financial Aid Standards of Progress.

'WP' Grade (Withdrew-Passing)

(No Credit) "WP" indicates the student officially withdrew by the 75% point of the semester. In cases of mitigating circumstances (health or emergency reasons with documentation) after the 75% point of the semester, the student may withdraw passing with approval of the instructor, Academic Dean, Vice President of Instruction, and Vice President of Student Affairs. Courses with "WP" grades are not payable by veterans' benefits, and "WP" grades will affect Federal Financial Aid Standards of Progress.

Change of Grade

Awarding grades to students is the responsibility of the instructor. Once awarded, a grade may only be changed with authorization of the instructor and Academic Dean, using the Change of Grade form. A student who wishes to contest a grade must follow the Academic Grievance/Grade Appeals Procedure outlined later in this chapter.

REPEATING COURSES

A course taken at Vance-Granville Community College may be repeated up to two times (three attempts total) in order to raise the grade if the previous grade was below a "C." For each repeated course, only the highest grade will be used to determine the student's GPA, eligibility for graduation, and eligibility for academic honors. Under extraordinary circumstances, students who earn a "C" or higher may submit a written request for permission to take the class one more time to fulfill specific program requirements. This request may be submitted, at the time of registration, to the Academic Dean of the division which offers the course.

No course may be repeated more than twice (three attempts total) regardless of previous grades, including "WP," "WF," or "RF" grades without approval of the Vice President of Instruction.

Developmental classes completed more than three years ago must be repeated if indicated by placement testing for those students who are resuming their studies and have not successfully completed a 111 General Education course number or higher.

Note: *Veterans' benefits are not payable to students who repeat any course in which they made a grade of "D" or higher, except for Health Science core courses. Federal financial aid regulations require that both courses count toward the maximum number of hours that may be attempted.*

Note: *In the case of a transfer student, some colleges compute the QPA from all previous credit hours attempted.*

COMPUTING QUALITY POINT AVERAGES

The grades for each subject will be converted to quality points. A quality point average indicates an individual's academic standing, which determines whether he or she is meeting standards of progress, and whether he or she is eligible for awards. The grade for each subject taken under the current major will be converted to quality points by

1. Multiplying the semester hour credits times the quality points awarded, and
2. Dividing the total quality points by the total semester hour credits of courses attempted.

The Quality Point Average is also known as the Grade Point Average (GPA).

STANDARDS OF PROGRESS

Each student at Vance-Granville Community College is expected to maintain satisfactory academic progress toward completing requirements of a degree, diploma, or certificate. At the end of each term, a student's quality point average for that term and his/her cumulative Quality Point Average are examined. The college seeks to provide students with a warning when they fail to meet minimum academic performance standards, and to provide a means of preventing and/or terminating prolonged failure. This policy applies to all students regardless of their academic program.

Students whose semester grade point average (GPA) falls below 2.0 are subject to academic warning, which may be followed by probation and suspension. GPA will be calculated at the end of each term using the official grade for each course taken that semester at Vance-Granville Community College.

Academic Warning

Students failing to meet the minimum GPA of 2.0 during any semester will receive a letter of academic warning from the Counseling Services office. This warning advises students of their academic status and encourages them to meet with their advisor immediately to examine present academic plans.

Probation

Students whose semester GPA falls below 2.0 for two successive semesters will be placed on probation, which means the student will have restricted scheduling and must meet with his or her advisor or a counselor to do one or more of the following:

- limit the number of hours attempted
- schedule preparatory or remedial courses as needed
- schedule repeat of courses
- reconsider academic program and/or receive career counseling

Students and their advisors will be notified in writing of their status by Counseling Services.

Suspension

Students whose semester GPA falls below 2.0 for three successive semesters will be placed on academic suspension for one semester, which means the students will not be allowed to register for curriculum courses. Continuing Education courses may still be taken. Students and their advisors will be notified in writing of their status by Counseling Services.

Appeals

Academic issues related to probation and suspension may be appealed through the appropriate Academic Division Dean. Students should follow the academic appeals processed as outlined in the college catalog.

Enrollment after Suspension

Readmission decisions are based on the Academic Division Dean or Campus Dean's judgment that the student has made sufficient changes in his or her commitment to college. The student should schedule an appointment to meet a counselor for academic/career advisement, and to complete a Post-suspension Enrollment form. The form will be submitted to the appropriate Dean for final approval. The student will remain in academic probationary status until she or he achieves a semester GPA of 2.0 or higher.

Note: *The Standards of Progress as defined for financial aid and veterans' benefits are different from academic standards as stated above. The student needs to contact the Financial Aid Office for specific differences in Standards of Progress.*

ACADEMIC FORGIVENESS POLICY

The college has established this policy to provide an opportunity for students to improve their cumulative GPA without retaking previous course work. Students may request in writing to have previous grades of "D" or "F" excluded from calculation in their cumulative GPA under the following conditions: The coursework to be forgiven must be at least 5 years old, and consist of "D" or "F" grades. The student must have completed at least 12 credit hours of coursework since that time at an accredited college or university and earned a cumulative GPA of 2.5 or higher. A student may be granted academic forgiveness only one time, and a maximum of 16 semester credit hours total may be forgiven.

Requests for academic forgiveness will be submitted to the Registrar's Office on the appropriate form and reviewed by a sub-committee of the Academic Affairs committee. All forgiven grades will be replaced on the transcript with a grade of "G#" to mark them as forgiven. A copy of the transcript reflecting the original grades will be kept in the student's permanent file with documentation of the forgiveness process.

Note: *Grades that are forgiven may not be exempt from academic progress relating to Financial Aid and Veterans benefits. Students should contact the Financial Aid office for more information. Students who plan to transfer to another college or university should contact that institution regarding the impact of forgiven grades on transferability.*

Health Sciences Students Standards of Progress

A student will not be allowed to continue in specified health sciences programs with a grade of "C" in certain courses as noted in the Health Sciences Student Handbook.

ACADEMIC GRIEVANCE/GRADE APPEALS PROCEDURE

Academic issues include, but are not limited to, the application of attendance policies, grades, classroom/lab or clinical/shop conduct, and admission to or dismissal from a class or program. Students should initiate the grievance/appeals process as soon as a concern develops rather than waiting until the end of the term, as some relevant faculty or staff may not be available between terms. Grade appeals must be on file no later than 20 working days (working days exclude weekends and holidays) after the end of the term in which the grade was awarded. Appeals related to dismissal from a course or program must be on file no later than 5 working days from the dismissal date. A student having an academic issue must discuss the problem in a calm and sincere manner. Most problems are resolved at the instructor level; however, the Appeals Procedure may involve the following levels of college faculty/staff in this order:

1. Instructor
2. Program Head
3. Academic Dean
4. Vice President of Instruction

The procedure will occur in the following order:

1. The student will arrange a meeting with the instructor to discuss the problem as soon as it develops, preferably before the end of the term.
2. If the problem is not resolved with the instructor, the student will contact the program head, who will arrange to meet with the student or the student and instructor.

3. If the problem is not resolved with the program head, the student will obtain an Academic Appeals Procedure Form from the Academic Dean, the Vice President of Instruction, or Student Affairs. The student will complete the form and *personally* deliver the form to the Academic Dean detailing his/her academic concerns.

4. The Academic Dean will meet with the instructor and program head to discuss the concern.

5. A written response from the Academic Dean will be delivered to the student within 10 working days of receipt of the student's form. Students must keep a copy of the Dean's response if they plan to pursue the procedure to the next level.

6. If not satisfied with the Dean's response, the student will have 5 working days to appeal to the Vice President of Instruction. If the concerns are not resolved, the Vice President of Instruction may summon the Academic Affairs Committee for a hearing within 10 working days from the receipt of the appeals request.

7. The Academic Affairs Committee will provide written recommendation of their decision to the President of the College within 5 working days. The President will make a decision and notify the student within five working days of receipt of committee's recommendation. *The decision of the President is final.*

CATALOG OF RECORD

Beginning with the implementation of the semester system in the fall of 1997, the catalog that is current when the student enrolls at the institution is the "catalog of record." A student who is in continuous enrollment (except Summer Term or a break of less than one year) may graduate under the provision of his/her catalog of record or a subsequent issue. A student who is not in continuous enrollment or has a break in enrollment of one year or more must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue. Students may appeal to the academic dean to graduate from a previous catalog under extenuating circumstances.

STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program, for familiarity with all requirements of the Vance-Granville Community College catalog under which they intend to graduate, for maintaining the Quality Point Average required and knowing their academic standing, and for meeting all other degree requirements. Advisors and counselors are available to all students, but final responsibility for meeting program and graduation requirements remains with the students.

GRADUATION REQUIREMENTS

To be eligible for graduation, a student must:

1. Have all official high school and post-secondary transcripts on file with the Admissions/Records Office at VGCC.

2. Successfully complete his/her course of study.

3. Earn a cumulative quality point average of 2.0 on all work attempted that is applicable toward graduation.

4. Have no outstanding balance due to the Business Office. (No degree, diploma, certificate, or transcript of a record will be issued to a student who has not made satisfactory settlement with the Business Office for all indebtedness to the College.)

5. Have submitted an Application for Graduation form, signed by his or her academic advisor, to the Registrar's Office.

6. Pay a graduation fee at the Business Office.

Note: *Transfer students must complete a minimum of 25 percent of the course credit hours as required in their program of study at Vance-Granville Community College. Waiver of this requirement must be approved by the academic division dean and Vice President of Instruction.*

APPLICATION FOR GRADUATION

Graduation exercises to award degrees and diplomas are held once a year in May for students who have met or will meet graduation requirements by the end of summer semester.

It is the responsibility of the student to make application for graduation by established due dates (approximately two months prior to the ceremony). See "Student Calendar" or web site for dates to apply. The student should first see his/her advisor to (1) determine status in regard to completion of curricular requirements; (2) obtain an Application for Graduation form; 3) make an appointment with a counselor for final graduation check, and 4) pay graduation fee.

When this form has been completed by the student and signed by the advisor, the student will meet with a counselor, who will certify the student for graduation. This process can be completed at any of the VGCC campuses. Final graduation checks are completed by the Registrar's Office once all final grades are received.

AWARDING OF CURRICULUM CERTIFICATES

A certificate may be awarded with the approval of the Program Head and Academic Dean for completing 12 or more credit hours within a program of study. The Academic Dean must notify the Registrar's Office in writing of the certificate completion so that it can be recorded on the student's transcript. There is no application form or fee to receive a certificate, and certificate completions are not recognized at the College graduation ceremony. However, certain graduation requirements must be met: all official high school and post-secondary transcripts that are relevant to the certificate must be on file with the Admissions/Records Office, the student must have a cumulative quality point average of at least 2.0 in all courses in the program, and the student must have no outstanding balance due to the College.

DEAN'S LIST

At the close of each term, students who are carrying a full load (12 hours or more) in 100-level or higher courses leading to a diploma or degree will be included on the Academic Dean's List, provided they have no grade of "I" and no grade lower than a "B" and provided that the quality point average of all their grades for that term is 3.5 or better.

DISTANCE EDUCATION

Curriculum distance education courses are a way for students to take courses for college credit away from the college campus. Web, hybrid, web-enhanced, and VNET courses are all part of Vance-Granville's curriculum distance education program.

Web courses reach the student over the Internet. Reading assignments, research, study sessions, discussion groups, and tests take place via the computer. Web courses are ideal for working parents, people on

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swing shifts, and others who find it difficult to come to campus regularly to take courses. Successful students in Internet courses typically have done well in other college courses and are self-motivated individuals who can learn on their own and do not require a great deal of help from others.

Hybrid and web-enhanced courses meet part of their credit/contact hour requirements in face-to-face meetings between students and instructor, and complete the remaining requirements via the Internet. In hybrid classes, students complete most of their coursework online, but also have required meetings with their instructor and class throughout the semester. In web-enhanced classes, students complete most of their coursework in a traditional classroom, but satisfy some of their required hours and assignments online. Students in these classes get the benefit of meeting with their instructors regularly, while also having the convenience of completing some of their course hours and requirements at home.

VNET courses are broadcast from/to Vance-Granville's television studio/classroom on Main Campus, Franklin Campus, South Campus, or Warren Campus. These courses meet at regularly scheduled times. Students attending classes see their instructor on a television monitor and are able to converse with the instructor during class time using desktop microphones and after class via the telephone or the Internet. VNET allows the College to offer a broad range of courses that might otherwise not be offered at all campuses.

Note: *Students who wish to take a Distance Learning course using veterans' benefits should check with the Veterans' Officer concerning restrictions.*

COOPERATIVE EDUCATION/WORK EXPERIENCE

Cooperative Education enables a student to receive college credit by combining an academic education with practical work experience. It provides students an opportunity to gain the professional experience that will make them a valuable asset to future employers and give them an edge in today's competitive job market. Students may or may not be paid for their work.

Emphasis is placed on parallel plans of school and work in business, industry, or government, and the program is structured by measurable learning objectives. Students who are interested in co-op should see their academic advisor. The co-op course is not available in all program areas. In applicable programs, students must have a major elective remaining in order to select co-op. Human Services Technology and Culinary Technology require co-op within there program of study.

Placement in co-op is determined by the student's advisor and the Cooperative Education Coordinator and is based upon selection criteria that includes, but is not limited to, the student's prior work experience, academic performance, attitude, health, and position availability.

Every effort is made to place all eligible students, but placement cannot be guaranteed. (Most of these courses are ineligible for veterans' benefits. Check with the Veterans' Officer.)

SERVICE LEARNING

Service Learning integrates community service with academic instruction. By relating the learning objectives with the service objectives, all parties involved benefit. The student has specific objectives that relate to a curriculum for which he or she receives academic credit. The learn-
continued...

ing objectives are dictated by community needs. Information about Service Learning activities on campus may be obtained through the Career Services Department located in Building 8 on Main Campus.

DEVELOPMENTAL STUDIES

Courses in the Developmental Studies Program are designed to help students gain the basic academic skills necessary to succeed in the vocational, technical and college transfer curricula offered by the college. As part of the admissions process, a member of the counseling staff carefully reviews each student's placement test scores and academic records. When indicated by this review, the counselor or an academic advisor will develop with the student a program of study designed to help him or her remove deficiencies in academic skills.

The Developmental Studies Program offers course sequences in English, reading, mathematics, and the sciences. In addition to the course offerings, members of the staffs of Counseling Services and the Academic Skills Center provide special counseling and tutoring to students enrolled in developmental courses. To ensure that students have indeed mastered the skills necessary to succeed in curriculum programs, most developmental courses require students to pass an exit test in order to complete the course.

Note: *Students receiving federal financial aid are limited to 30 credit hours of developmental courses. Veterans Administration educational benefits are payable only when placement test scores indicate the developmental course is needed.*

BUSINESS OFFICE

The Business Office responsibilities include receipt of tuition and fees, refund of payments, disbursement of financial aid funds, distribution of parking permits and collection of parking fines. The Business Office is open to students between 8 a.m. and 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday. These hours are extended during registration and drop/add periods.

The Business Office accepts cash, checks, MasterCard and VISA.

TUITION/FEES

Tuition rates and fees are set by the N.C. Legislature and are subject to change without notice. Cost of textbooks, laboratory fees, malpractice insurance and supplies are additional expenses that vary according to the program of study. The payment of all fees is required at the time of registration, and no student is officially registered until all fees are paid.

CURRICULUM TUITION:* Costs per Term

Certificate, Diploma & Degree Programs	**In-State**	**Out-of-State**
16 or more credit hours	$800.00	$3,860.80
1-15 hours (per credit hour)	$50.00	$241.30

Note: *For financial aid and registration purposes, 12 credit hours or more is considered full time.*

CURRICULUM STUDENT ACTIVITY FEE:** Costs per Term

Fall and Spring Terms	**In-State**	**Out-of-State**
12 or more credit hours	$22.00	$22.00
1-11 credit hours	$17.00	$17.00
Summer Term	No Charge	No Charge

TECHNOLOGY FEE:** Costs per Term

Fall, Spring & Summer Terms	**In-State**	**Out-of-State**
12 or more credit hours	$12.00	$12.00
1-11 credit hours	$ 6.00	$ 6.00

CAMPUS ACCESS/SECURITY FEE:** Costs per Term

Fall, Spring & Summer Terms	**In-State**	**Out-of-State**
Per credit hour	$0.75¢	$0.75¢

*Subject to change by the N.C. Legislature
**Subject to change by the VGCC Board of Trustees
(Check for updates on VGCC web page at *http://www.vgcc.edu***)**

SENIOR CITIZENS

North Carolina residents 65 years of age and older shall be exempt from the payment of tuition. This exemption does not apply to "self-supporting" classes.

BOOKSTORE

The College operates a Bookstore where students may purchase books, supplies, and gift items. The regular operating hours are Monday through Thursday from 7:30 a.m. to 7:30 p.m., and Friday from 7:30 a.m. to 1 p.m. These hours are extended during the first few days of each term.

The Bookstore accepts cash, checks, MasterCard, VISA, financial aid, and third party billings.

BOOKSTORE REFUND POLICY

Refunds on books are allowed for dropped or canceled courses. To obtain a refund, students must 1) have the original cash register receipt or proof of enrollment/withdrawal in the course; 2) present valid identification; 3) return books during the eligible tuition refund period; and 4) return books unsealed and in exact condition purchased.

TEXTBOOKS AND SUPPLIES

The costs of textbooks and supplies are additional expenses for which students should plan. These expenses vary according to the program of study.

USED BOOK BUY-BACK

The Bookstore will buy most used books **if they will be used the following term and if additional books are needed to meet estimated course enrollment.** Fifty percent (50%) of the new book price is paid for books meeting these criteria. If the book is not needed, a wholesale price from a private vendor (if available) will be quoted. Used study guides and workbooks are generally not purchased.

The buy-back is the last three days of the term and the first business day following the end of the term.

STUDENT ACTIVITY FEES

Student fees are assessed according to the chart on page 44. The proceeds from student activity fees are used to cover non-curricular costs, such as student I.D. cards, student accident insurance and student activities.

CAMPUS ACCESS/SECURITY FEE

These fees are used to support the cost of campus access activities, parking, and security. This fee is approved annually by the Vance-Granville Community College Board of Trustees.

TECHNOLOGY FEE

All curriculum students will be accessed a technology fee. Technology fees are approved annually by the VGCC Board of Trustees. The proceeds from technology fees are used to cover the costs that accompany the use of instructional and student related technology.

GRADUATION FEE

A graduation fee of $15.00 per degree or diploma will be due and payable to the Business Office once a curriculum student applies for a degree or diploma and is approved by the Registrar's Office for graduation. The fee covers the cost of the diploma and other graduation expenses not paid for by the College or the State. An additional fee is paid to the Bookstore for cap and gown and invitations.

ACCIDENT INSURANCE

Students who register for curriculum classes and who pay a student fee receive (at no additional cost) accident insurance covering the student while on campus. In addition, and depending on course requirements, some Occupational Extension students will be required to purchase stu-

dent accident insurance. Accident insurance is secondary to the student's personal medical insurance.

STUDENT HEALTH INSURANCE

This coverage is required for certain Health Sciences programs in order to participate in clinical activities.

MALPRACTICE INSURANCE

Some curriculum programs and occupational extension courses require that students obtain liability (malpractice) insurance (e.g., Cosmetology, Radiography, Associate Degree Nursing, Practical Nursing, Pharmacy Technology, Medical Assisting, Emergency Medical Technician, Paramedic, Certified Nursing Assistant, etc.). The cost of this insurance may vary and is due at the time of registration.

INDEBTEDNESS TO COLLEGE

No student will be permitted to register or remain enrolled in College-sponsored activities if he/she has an indebtedness to the College. Examples of indebtedness include unpaid tuition, fees, loans, parking fines, Day Care fees, and returned checks. Diplomas and/or Academic transcripts will be withheld when financial obligations to the College are not met.

TUITION REFUND POLICY

Curriculum students who officially withdraw from the College prior to the first day of the semester are eligible for a 100-percent refund of tuition. Students who withdraw after the beginning of the term but by the 10-percent point are eligible for a 75-percent refund. Eligibility for tuition refunds after that date are determined by the state policy in effect during the specified term, which will be published prior to the beginning of each term. Official withdrawal forms may be obtained from the Main Campus Admissions/Records Office or from the Campus Director. The student activity fee, campus access/security fee, technology fee, and malpractice insurance fee (if applicable) will be 100% refunded when a student officially withdraws from all curriculum classes prior to the first day of the semester. These fees are not refundable once the semester begins.

Note: *The Refund policy is subject to change as directed by the N.C. Legislature and the N.C. Board of Community Colleges. Federal policy on Refund of Tuition for Title IV Funds will supersede the State policy on Refund of Tuition.*

STUDENT AID

Vance-Granville Community College makes every effort within the limitations of its available financial resources to assure that no qualified/eligible student will be denied the opportunity to attend the College because of the lack of adequate funds to meet expenses. Financial aid assistance is available in a variety of forms to help students who meet the financial need criteria for eligibility. Grants, work study, loans, and scholarships may be used singularly or in combination to meet a student's needs. In addition, most curriculum programs are approved for students to receive veterans' benefits. Childcare funds may also be available if the student is determined eligible.

Inquiries regarding scholarships should be directed to the College's Endowment Fund Office, and questions concerning federal-and-state-

funded financial aid programs should be directed to the Financial Aid Office. Special billings and employer payments should be directed to the Business Office and the sponsoring agencies.

Employees who are sponsored by their employers may have the College bill their employers through the use of the Financial Authorization form. Forms and details are available through the Business Office.

Eligibility

Detailed information concerning financial aid policies, student Standards of Academic Progress, deadlines and eligibility requirements is available from the Financial Aid Office by request. The Financial Aid website *www.vgcc.edu/financialaidoffice/* provides additional information regarding financial aid at VGCC.

Return of Funds

Federal regulations for Title IV funds require that students must attend their classes in order to maintain eligibility for Financial Aid. Colleges must perform "return of funds" calculations for each student who receives federal financial aid, withdraws, or stops attending all of his/her courses during the first sixty (60) percent of the term. This means that a student might be required to repay a portion of the funds he/she received for the term. Students are encouraged to discuss the consequences of dropping out of school with the Financial Aid Office before they stop attending.

CLOCK HOUR CONVERSION

Federal regulation requires that the College use a special calculation to determine the enrollment status of students eligible for Title IV Financial Aid when enrolled in certain programs. The following majors require the use of this formula when calculating enrollment status for Title IV Financial Aid:

- Air Conditioning, Heating & Refrigeration Technology
- Automotive Systems Technology
- Carpentry
- Cosmetology
- Electrical/Electronics Technology
- Industrial Systems Technology
- Pharmacy Technology
- Practical Nursing
- Welding Technology

Full-time status:…………………………...12 cr hrs and $\geq$ 23 contact hours

Three quarter time status:…………   9-11 cr hrs and 16-22 contact hours

Half-time status:………………………   6-8 cr hrs and 11-15 contact hours

Less than half-time status: ……………1-5 cr hrs and 01-10 contact hours

HOW TO APPLY

To be considered for any type of financial aid handled by the Financial Aid Office, a student must complete the Free Application for Federal Student Aid (FAFSA).

• A student must be a U.S. citizen or permanent resident.
• A student must have a valid Social Security card, and if the student is male, he must be registered with the Selective Service Administration.
• A student must be enrolled in an approved program of study at VGCC.
• A student must not be in default on a Guaranteed Student Loan or owe an overpayment on any of Title IV grants at any educational institution.
• A student may not receive financial aid at VGCC until he/she has first been fully accepted for admission by the Admissions/Records Office.

Students must apply for financial aid each year. Students should complete the FAFSA online at *www.fafsa.ed.gov.* Instructions and application worksheets are available on the FAFSA website. Paper worksheets for the online application are also available in the Financial Aid Office in room 8215 and all of VGCC's campuses. In order to be considered for maximum need based state grants, students should complete their FAFSA prior to March 15th each year.

FINANCIAL AID ASSISTANCE

Students may receive assistance with financial aid on an individual basis. Students requesting assistance should stop by or call the financial aid office or contact a Campus Dean to schedule an appointment.

Students may receive assistance in applying for financial aid from the Educational Opportunity Center. Representatives are located in the four counties served by the College. For information, students may call 1-800-682-1159.

TYPES OF FINANCIAL AID HANDLED BY FINANCIAL AID OFFICE

GRANTS

•**Pell Grants**

Students are encouraged to apply early for Federal and State need-based grants. The application process may take four weeks or longer during peak application periods prior to the beginning of the term.

Students who complete the application process and receive award notifications prior to registration may have their tuition and fees deducted from their grant. Book charges and credit balance disbursement will be described in information provided to students with their award notification. Attendance verification is required prior to the disbursement of Pell balances.

Students whose Pell grants are approved too late for the registration process will receive their grants at a designated point in the term after acceptable attendance verification is collected by the Student Affairs division. Pell award amounts are determined in part by a student's enrollment status. Awards are subject to be reduced if a student drops courses or is dropped from class for nonattendance. Refer to the Financial Aid award notification to determine the monetary implications of dropping or not attending classes. Contact the Financial Aid office for any questions about Pell awards.

• **Supplemental Educational Opportunity Grant (SEOG)**
This federal program offers grants to Pell Grant recipients with exceptional financial need. Students must also be enrolled at least half-time.
No additional application is necessary for the grant. All Pell recipients are automatically considered. However, early submission of the FAFSA is required.

• **Academic Competitiveness Grant**
The Academic Competitiveness Grant Program (ACG) awards grants to eligible financially needy students who complete a rigorous secondary school program of study. An ACG is available during a student's first and second academic years of undergraduate education in an eligible undergraduate program.

Applicants must:
• Be a U.S. citizen
• Be enrolled full-time
• Be Pell eligible, awards are in addition to Pell Grant
• Have successfully completed rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education.
• Have maintained cumulative GPA of at least 3.0, if second year student.

Awards are valued at $750 first-year awards for students graduating from high school after 1/1/2006; $1,300 second-year awards for students graduating from high school after 1/1/2005. Students apply for ACG by filling out the Free Application for Federal Student Aid (FAFSA). A student eligible for a Pell Grant and meeting the requirements listed above may be considered.

North Carolina Student Incentive Grant (NCSIG)
Legal residents of North Carolina who are accepted for enrollment or who are enrolled on a full-time basis and who have applied for financial aid prior to March 15 may be considered for a Student Incentive Grant. Students must demonstrate substantial financial need based on the Free Application for Federal Student Aid(FAFSA). NCSIG awards are $700 per year. Recipients of this award are selected by the N.C. State Education Assistance Authority.

North Carolina Community College Grant
Grants are available to North Carolina residents who demonstrate financial need and are enrolled at North Carolina community colleges. Students must be North Carolina residents enrolled for at least 6 credit hours per semester in curriculum programs.
Eligibility is determined based on the same criteria as the Federal Pell Grant; students not eligible for the Federal Pell Grant may be considered for the grant based on their estimated family contribution as determined on the Student Aid Report. Students who have earned the baccalaureate (4 year) college degree are ineligible.
The value of the grants are estimated to range from $100 to $900. Applicants must complete the Free Application for Federal Student Aid (FAFSA) which is used to also qualify for Federal Pell Grants

EARN-(Education Access Reward North Carolina Grant)
    EARN was established by the 2007 North Carolina General Assembly to provide grants to eligible students to enable them to obtain an education beyond the high school level at community colleges and universities in North Carolina without incurring student loans during the first two years of their post-secondary education.

To be considered for funding
•   The student must qualify as a legal resident of North Carolina and the United States and must qualify as a North Carolina resident for tuition purposes.
•   The student must enroll in college for the first time, exclusive of any college credits earned while in high school, at a North Carolina public university or a community college within seven months of high school graduation or obtaining a GED.
•   The student must be classified as "dependent" for Federal Title IV programs or is a ward or dependent of the court.
•   The student must meet all other eligibility requirements for the federal Pell Grant.
•   In order to retain eligibility for a grant for a second year, the student must meet the satisfactory academic progress standards established by the eligible college or university in which the student is enrolled.
•   The student may not receive a grant through this program for more than the equivalent of two academic years.

    The maximum grant for which a student is eligible is $4,000 per academic year. The EARN grant plus the Pell Grant cannot exceed the cost of attendance. The FAFSA is the required application to be considered for this award.

Vance Granville Departmental Grants
    For the purpose of assisting full and part-time students with college tuition expenses, funds earned from Bookstore profits are made available each year. Recipients of these grants are selected by Academic Deans and/or the Vice President of Student Affairs and/or Campus Deans.

SCHOLARSHIPS

NC Education Lottery Scholarship
    The North Carolina Education Lottery Scholarship (ELS) was created by the 2005 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible colleges and universities located within the state of North Carolina.

Applicants must:
•Be a North Carolina resident for tuition purposes
•Enroll for at least six credit hours per semester in a curriculum program
•Meet the Satisfactory Academic Progress requirements of the institution
•Be admitted, enrolled and classified as an undergraduate in matriculated status in a degree, certificate or diploma program.

Eligibility is determined based on the same criteria as the Federal Pell Grant with one exception: students not eligible for the Federal Pell Grant with an estimated family contribution of $5,000 will be considered for an Education Lottery Scholarship. Students who have earned baccalaureate (four-year) college degrees are ineligible.

The value per grant will vary according to information that is generated from the Free Application for Federal Student Aid application. Grants are estimated to range from $100 to $2,500 for the year.

Applicants must complete the Free Application for Federal Student Aid (FAFSA) which is also used to qualify for Federal Pell Grants.

Vance-Granville Scholarships

Vance-Granville Community College's scholarships are awarded individually to curriculum students based on criteria outlined for each award. Academic standing and need basis are factors in determining the recipients, but they are not the primary criteria in all cases. Application forms are available in the College's Endowment Fund Office, various locations at Main Campus, all Satellite Campuses, and also on-line. Scholarship recipients are selected by a scholarship selection committee unless otherwise stipulated in the criteria of the scholarship. Priority deadline dates for full consideration to receive scholarships relating to 2009-2010 academic year are late March and mid-June.

The VGCC Endowment Fund and the VGCC Scholarship Program award three levels of scholarships made possible by the contributions of various individuals, businesses, industries, civic clubs, churches and organizations.

Presidential Scholar Awards

In October 1999, the Presidential Scholar Award was established to recognize full-time students with exemplary scholastic records. The award is funded from the interest earned on contributions to the VGCC Endowment Fund and Scholarship Program. Currently the scholarship award may be up to $1,250 depending on the investment income earned the prior year.

Presidential Merit Awards

Presidential Merit Scholarships are provided by the interest earned on contributions to the VGCC Endowment Fund and Scholarship Program. Candidates for these awards may be either currently or newly enrolled full-time students with excellent scholastic records. Currently the scholarship award may be up to $750 depending on the investment income earned the prior year.

Academic Achievement Scholarships

Recipients of Academic Achievement Scholarships may be either currently or newly enrolled full-time students at VGCC with high scholastic ability, or graduating high school seniors selected by their counselors or principals. Currently the scholarship award may be up to $500 depending on the investment income earned the prior year.

Part-Time Scholarships

Scholarships are also available to individuals who are enrolled as part-time students carrying at least six credit hours per semester.

Annual Scholarships

In addition, a number of businesses, industries, and individuals fund annual scholarships for our students. To learn more about these scholarships and other scholarships, call the Endowment Office at (252) 738-3409, or (252) 738-3430. You may also visit our website at *www. vgcc. edu/ENDOWMENT.*

OTHER FINANCIAL AID

College Foundation, Inc.

College Foundation, Inc., (CFI), is a nonprofit corporation that offers students and parents financial assistance. CFI is the central loan originator and servicer for North Carolina's Federal Family Education Loan Program for post-secondary education. To learn more about career related scholarships and other scholarships, visit the College Foundation of North Carolina website at *www.cfnc.org.*

Veterans Educational Assistance for Veterans, Participants, Eligible Dependents, Eligible Active Reserve Members,and Disabled Veterans

The Department of Veterans Affairs offers educational assistance to veterans who contributed towards their education while on active duty; to those who were discharged from active duty for a service-connected disability; to sons, daughters, wives, and husbands of deceased or totally and permanently disabled veterans whose death or disability occurred while in military service; to eligible members of the Selective Reserves and the National Guard; and to members of the Armed Forces who entered active duty on or after July 1, 1985, and contributed toward their education under the Montgomery GI Bill. VGCC is an eligible institution for Department of Veterans Affairs education benefits for all chapters of the GI Bill.

The Financial Aid Office will assist all who have questions concerning eligibility.

Veterans and eligible recipients enrolling in approved courses must pursue the exact curriculum listed in the College catalog and maintain satisfactory academic progress, attendance, and conduct for continuing eligibility of payments. Veterans and eligible recipients, once dropped or withdrawn from class(es), normally are not eligible for VA education assistance for that entire term.

Benefits are based on the number of credit hours per term in which an individual is enrolled:

- Full Time…………………………………...12 or more credit hours

- 3/4 Time……………………………………………9-11 credit hours

- 1/2 Time……………………………………..…….6-8 credit hours

Records of progress are kept by the College on veteran and non-veteran students alike. Progress records are furnished at the end of each scheduled school term.

Note: *Summer term is considered an accelerated term; therefore, the enrollment status is calculated by the Department of Veterans Affairs.*

Stafford Loans

VGCC does not participate in the federal Stafford Loan program; however, students with prior Stafford Loans are eligible for enrollment deferments while attending VGCC. Students wishing to have new student loans may pursue alternative education loans, available from one of many private lenders. Information is available in the Financial Aid Office.

COLLEGE WORK STUDY

Vance-Granville Community College participates in the federally-supported College Work Study (FWS) program. Work Study employment is available on a part-time basis while classes are in session (usually 12 to 15 hours per week). Students must be enrolled for a minimum of nine credit hours in order to qualify for College Work Study. Interested and eligible students must apply to the Financial Aid Office.

STUDENT RESOURCES

ACADEMIC SKILLS CENTER

The Academic Skills Center provides free tutorial services in all subject areas. Students may get a referral form from an instructor in any course they are taking and take it to the ASC; they will then be scheduled to meet one on one with a tutor. The ASC is located on the third floor of Building 7.

CAREER CENTER AND JOB PLACEMENT

The services of the Career Center are available to students attending Vance-Granville Community College and members of the community who need assistance with career development. Resources are designed to encourage individuals to examine and understand their personal interests, abilities, skills, and values and to use this information in exploring and establishing career goals. Career assessment tools are available to help students identify occupations that meet their individual interests and needs. VGCC students are also able to access the **VAULT Online Career Library** from any computer located on one of the four VGCC campuses. **VAULT** is a comprehensive career resource which consists of download-able career guides and employer profiles, career advice articles, industry and occupational profiles, job search tools, and much more.

Job placement services are free of charge to area employers, current students, and graduates of VGCC. Services include assistance in writing resumes and cover letters, job interview skills, and a listing of current job openings. Employers are able to find qualified employees from current students and graduates by posting job openings with the Career Center. Assistance in obtaining part and full-time employment is provided, but the College cannot guarantee employment. New positions are updated weekly on the VGCC website.

Other services provided by the Career Center include Career Day, Career Center tours, career counseling, computer/internet access, lifelong career support, and monthly workshops. The Career Center is located on the Main Campus in Building 8. Hours are Monday through Thursday from 8 a.m.- 5 p.m. and Friday from 8 a.m. - 3 p.m.

COUNSELING SERVICES

Counseling Services provides personal counseling and advising, instruction in life skills, and intervention to assist students who may be experiencing difficulties in their classes. Services are provided to students who are experiencing stress due to academic, career, or personal problems which may interfere with their ability to take full advantage of their educational opportunities. Counselors are also involved in consultation with faculty and staff; student needs advocacy; program development; outreach programming; and retention activities.

Counseling Services maintains relationships with community mental health services in order to accommodate students who may have mental health problems. Services are free, and confidentiality is guaranteed within legal and ethical guidelines.

DAY CARE SERVICES

The College operates full-time Day Care Centers on its Main Campus and Franklin County Campus as training laboratories for the Early Childhood Associate program.

The Main Campus center maintains a Five-Star License with the State of North Carolina. One to five-year-old children of students, staff, and others are eligible for admittance.

The center at Franklin County Campus also maintains a Five-Star License with the State of North Carolina and is for two- to five-year-old children.

The Main Campus center opens at 7:30 a.m. and closes at 5:30 p.m. The Franklin Campus center opens at 7 a.m. and closes at 6 p.m. Breakfast, lunch, and snacks are served. Full-time students at Vance-Granville Community College are encouraged to use this resource for placement of their children.

Parents who are interested in placing their children at either of the VGCC day care facilities should contact the day care manager at the campus at which they wish to enroll. Because of the high demand for day care services, a waiting list for enrollment is maintained at both facilities.

DISABILITY POLICIES AND ACCOMMODATIONS

The Americans with Disabilities Act (ADA) states:

"No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

"Otherwise qualified" in the ADA means that only those people who are able to meet the technical and academic qualifications for entry into a school, program, or activity are protected by the ADA. This means that accommodations which call for a "fundamental alteration" of a program or which would impose an undue financial or administrative burden are not required.

The College has no responsibility for identification and evaluation of students with disabilities. If an evaluation is needed, the expense is the student's responsibility.

Procedure for Requesting Reasonable Accommodations

To initiate a request for accommodations, a student must do the following:

• Meet the admission requirements: application for admission, transcripts, and placement testing. Alternate placement testing format must be arranged in advance.

• Self-identify to a Student Affairs counselor or staff member that he or she has a disability 14 days prior to enrollment.

•Arrange an appointment with the disability services counselor to determine if he or she qualifies for reasonable accommodations.

•Provide appropriate documentation (see the guidelines which follow) of the disability.

•Request specific accommodation(s) 14 days in advance of the first day of class.

•Discuss the disability with his or her instructors and provide them with a copy of the Request for Accommodations form letter.

Guidelines for Documentation of Disabilities

Students seeking academic accommodations are required to submit documentation verifying eligibility under Section 504 of the Rehabilitation Act of 1973.

All documentation is confidential and is not considered a part of the academic transcript. The following guidelines are provided in the interest of identifying evaluation reports appropriate to document eligibility.

•Documentation must be current (within five years) and comprehensive.

•Reports must contain the names, titles, and license information of the evaluator(s), and the dates of evaluation(s).

•Reports must be submitted on professional letterhead. Prescription pads and copies of letterhead are not acceptable.

•Reports should contain recommendations for reasonable accommodations suitable to a postsecondary academic setting. Specific suggestions to best assist the identified student are also very helpful.

Americans with Disabilities Act Complaint Procedure

Vance-Granville Community College has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA). Complaints should be addressed to the Vice President of Student Affairs, who has designated the Director of Counseling to coordinate disability services for students.

• A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

• A complaint should be filed within 30 calendar days after the complainant becomes aware of the alleged violation.

• An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

• A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than 10 calendar days after its filing.

• The complainant can request a reconsideration of the case if he/she is dissatisfied with the resolution. The request for reconsideration should be made to the Vice President of Student Affairs within 10 calendar days.

• The ADA coordinator shall maintain the files and records relating to the complaints filed.

• The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.

Other remedies include the filing of an ADA complaint with the federal EEOC, or other responsible federal agency.

HEALTH SERVICES

Since Vance-Granville is a commuter institution, the College maintains no health facilities other than first aid supplies. The responsibility for medical services rests with the student and his/her parents or guardian.

Students may purchase a major medical insurance plan available through *http://www.n4chealth.com.*

HOUSING

The College does not have dormitory facilities, nor does it assume any responsibility for student housing. If a student attending Vance-Granville Community College must secure housing, it will be his/her responsibility to investigate possible sources and make the necessary financial arrangements. The student is urged to do this well in advance of his/her anticipated enrollment date.

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) combines traditional library resources with the latest technology to serve the information needs of students, faculty, staff, and residents of the College's four-county service area. The LRC provides reference and instructional support services, print and non print media, computerized indexes, audio-visual equipment, on-line databases, Internet access, and remote access.

Students can find information in their field of study as well as general interest material, and can benefit from the Reciprocal Lending Agreement (inter-library loan) that allows students to check out materials from other NC community colleges. The LRC provides orientation to classes at an instructor's request, and individual instruction is available as needed.

In addition to providing information resources, the LRC offers students a variety of other services, including a place for quiet or group study, access to a computer (students must provide ID card), and access to copier machines.

In order to check out materials, students must obtain a library card by filling out an information card, providing their student ID and a driver's license or equivalent ID, and signing a statement agreeing to the LRC rules.

OPEN COMPUTER LABS

Each campus has an open computer lab where students may use computers to complete course assignments or to practice skills. Software is provided that will allow students to write papers, work on spreadsheets, create presentations, and do Internet research. Lab technicians are available to assist students. In order to use the lab, students must fill out a card each semester signed by an instructor, must sign a statement agreeing to follow the lab rules, and must sign in and out each time they use the lab.

ORGANIZATIONS AND ACTIVITIES

The College encourages student participation in student organizations and activities. Although student activities are reviewed as secondary to the purpose of academic preparation, they are, nevertheless, an important phase of student growth and development.

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences. The program may include student government, publications, intramural athletics, departmental clubs, and special interest groups.

Ambassador Program

The Ambassador Program is composed of a group of students from various program areas who have been nominated by the faculty and selected by a committee for their academic achievement, leadership potential, and vocational promise. Those selected are given specialized leadership training designed to be useful well beyond their graduation. These student leaders represent the College at special events on campus as well as in the community for a term of one year. Ambassadors host campus activities, conduct campus tours, speak to community groups, assist with registration/orientation, and participate in endowment fund activities. VGCC student ambassadors are provided special apparel that identifies them as leaders, a financial award, and the opportunity to meet community, elected, and business leaders throughout the region. The Ambassadors meet regularly for leadership development and planning purposes. For more information on the Ambassador Program, contact the Endowment Fund Office.

Athletics

VGCC participates in National Junior College Athletic Association (NJCAA) Intercollegiate Athletics in men's basketball, men's and women's golf, and women's volleyball. Interested students should contact the Director of Student Activities and Athletics. For more information, visit VGCC website *http://www.vgcc.edu/StudentActivities.*

Clubs

The VGCC Student Government Association sponsors clubs that focus on academic programs, specific professional or career interests, or common interests or activities. A faculty advisor is required by the administration for each student group and organization. All organizations must be chartered and approved by the Student Government Association and the College President. Should a sufficient number of students desire a particular college activity, they may petition the Student Government for official recognition. All campus organizations are prohibited from discrimination according to race, creed, color, sex, age, or disability. For more information, contact Student Affairs or visit VGCC website *http://www.vgcc.edu/StudentActivities.*

Phi Beta Lambda

Phi Beta Lambda is a national educational association of student members preparing for careers in business. The goal of Phi Beta Lambda is to train future business leaders to be contributing members of society. Members benefit from leadership and training, contact made through

networking, and opportunities to apply their knowledge through business-related activities, including state and national leadership conferences. Membership is open to all students interested in pursuing a business or business-related career. For more information, contact Student Affairs or visit VGCC website *http://www.vgcc.edu/StudentActivities*.

Phi Theta Kappa

The purpose of the Alpha Sigma Chi chapter of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. The society provides opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Membership is by invitation only. Students must be enrolled in a regionally accredited institution offering an associate degree program, have completed at least 12 hours of course work leading to an associated degree, have a grade point average of 3.5 (3.75 for part-time students), and enjoy full rights of citizenship. Members are inducted during Spring Semester only and must meet all criteria at the time of induction. For more information, contact Student Affairs or visit VGCC website *http://www.vgcc. edu/StudentActivities.*

Student Government Association

The SGA is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication among the student body, the faculty, and the administration. Student government provides a means through which students can promote interest in student activities both on and off campus. Representatives are elected both by department and by student organization. For more information, contact Student Affairs or visit VGCC website *http://www.vgcc.edu/StudentActivities.*

PARKING

All campus students are required to obtain, and properly display, a parking permit. Parking permits and campus parking rules and regulations are available during registration at the Business Office.

Vance-Granville's campuses have paved, well-lighted parking areas. On Main Campus, short-term parking for visitors is available in front of Building 1 and across from Building 8. Visitors are required to have a temporary parking permit displayed on their vehicle's dashboard. Temporary parking permits may be obtained from the receptionist in Building 1.

The institution provides parking spaces for persons with disabilities in a number of locations on all campuses. All parking lots are equipped with ramps that make the institution accessible to those persons with disabilities. Eligibility for such a parking space generally requires display of the proper license plate or placard from the North Carolina Division of Motor Vehicles indicating the driver's disabilities. However, all persons displaying a handicap placard must be in possession of the corresponding DMV registration card. (See Student Code of Conduct, Policies and Procedures for rules on parking.)

STUDENT HANDBOOK

A student handbook is prepared by each of the academic departments of the College. The handbook is a guide for students in acquainting themselves with their specific program by providing the student with additional information not available in this catalog. Copies are issued during orientation and are available in the academic departments and counseling offices or from campus deans. It is the responsibility of each student to know the contents in order to ensure his or her success at VGCC. These handbooks are also available online at the Academics webpages.

CONDUCT

Students of all college programs, curriculum and non-curriculum, will be expected to conduct themselves at all times as mature and responsible individuals and should show a high regard for College facilities, property, and for the personal rights and property of others. Enrolling students are responsible for acquainting themselves with College regulations, including the Code of Conduct.

The act of enrollment at Vance-Granville Community College indicates an acceptance by the student of published rules and policies of the College. Each enrolled student is considered to be a responsible adult, and Vance-Granville Community College assumes and requires that men and women who enroll in various programs and classes will maintain standards of conduct appropriate to the collegiate atmosphere of Vance-Granville Community College.

Students may be suspended or dismissed for conduct that is considered in violation of the Student Code of Conduct while on campus or while participating in school-sponsored activities either on or off campus.

The decision to suspend or dismiss students for violations of the College Code of Conduct will be at the discretion of the Vice President of Student Affairs.

I.   Classroom Conduct – The classroom provides a place for learning and the exchange of ideas. In order for teaching and learning to occur, the appropriate environment must exist that includes respect, civility, and common courtesy. To help create this environment, the following items may be regulated on your course syllabus and may vary from instructor to instructor. Ask your instructor if you are unsure of the classroom rules. There may be additional items regulated by your instructor that are not listed here. Infractions of basic classroom rules will typically be addressed by your instructor; however, repeated or serious infractions may be referred for formal disciplinary sanction.

1.   Attendance
2.   Being tardy to class
3.   Cell phones and other Electronic devices
4.   Food and Drink
5.   Required protective equipment
6.   Bringing guest to class
7.   Conversation in class

While students are on Vance-Granville Community College properties or at a Vance-Granville Community College-sponsored event, acts that are illegal or against the College's rules and regulations may be subject to disciplinary action. The following actions are specifically prohibited at Vance-Granville Community College

Academic Dishonesty – You may not cheat or attempt to deceive your instructor or another college staff member on assignments, test, exams, etc. You may not commit plagiarism, which includes paraphrasing or summarizing another person's words, writings, or direct quotes without proper acknowledgement. Academic dishonesty is also assisting or attempting to assist another student in an act of academic dishonesty.

II. General Campus Conduct

- **Accessory**- You may not be an accessory or assist another in committing a violation of the Code of Conduct or other illegal act.

- **Alcoholic Beverages** – You may not possess, use, or be under the influence of alcoholic beverages while on campus or at a College sponsored event.

- **Animals** – You may not bring an animal of any kind on campus; this includes leaving animals in vehicles. Police dogs or animals sanctioned for the purpose of assisting the visually impaired are exempt.

- **Assault and Battery** – You may not threaten to strike (assault) or strike (battery) another person for any reason.

- **Computer Use** –The College has a Computer and Network User Policy-VGCC Board Policy. Please refer to page 71. Inappropriate or unauthorized use may result in disciplinary sanctions.

- **Disobedience** – You may not disregard reasonable directives of any College employee acting in the interest of the College.

- **Disorderly Conduct** – You may not act or behave in a way that will create interruption and disturb the peace of the College.

- **Distribution and Display** - You may not distribute or place inappropriate, obscene or libelous printed materials or pictures on campus.

- **Disruption** – You may not disrupt the normal activities of the College by verbally or physically interfering with instruction, meetings, events, or traffic. In addition, you may not cause disruption in buildings, hallways, or outside areas of campus.

- **Disruptive Clothing** – You may not wear clothing that may cause a disruption or that is provocative or obscene, including undergarments that are visible. Shirts and shoes are required.

- **Drugs** – You may not possess, use, or be under the influence of any narcotic or illegal drug in violation of state or federal law.

- **False Information** – You may not present false information to the College that has been properly and legally requested. Conversely, you may not withhold information that has been properly and legally requested by the College.

- **Gambling** – You may not gamble on campus.

- **Hazing**- No group or individual shall require another student to wear abnormal dress, play abusive or ridiculous tricks, or use frightening or other harassing behavior that subjects those individuals to personal indignity or harm.

• **Law Violations** – You may not violate any local, state, or federal criminal laws on College property. Note: Charges for breaking certain local, state or federal criminal laws off campus may result in disciplinary sanctions by the College.

• **Parking and Motor Vehicles** – You may not operate your vehicle in an unsafe manner, or violate rules for vehicle registration, display of decals, and parking.

• **Profanity and Offensive Language** – Profanity and offensive language are not permitted. While the College does not intend to scrutinize every word spoken, College staff may take issue in instances when a student's language is deemed unacceptable.

• **Property Damage** – You may not damage property that belongs to the College or property of others.

• **Sexual and Other Types of Harassment** –You may not harass any person on campus. This includes sexual, verbal, or physical harassment for any reason.

• **Theft** –You may not steal property that belongs to the college or that of another individual.

• **Threat** – You may not engage in behavior that is clearly aimed to present harm to the emotional or physical well-being of another person or yourself.

• **Tobacco** – VGCC is a 100% Tobacco-Free Campus. You may not use any tobacco product while on any VGCC College Campus property or inside a College vehicle.

• **Unauthorized Use of College Documents and Images** - You may not forge, alter or misuse College documents, records, or instruments of identification. You may not use of the College name, logos, or mascot without proper authorization.

• **Weapons** – You may not have a weapon or facsimile of a weapon of any kind, including firearms, knives, and tasers. Law enforcement officials are exempt.

III. Disciplinary Sanctions

When students violate College regulations, they are subject to disciplinary action by the College. Disciplinary action may be initiated by a complaint by any person of the College. The complaint must be filed with the Vice President of Student Affairs or Campus Security. The vice president or his representative shall investigate all complaints and will assign in writing formal sanctions if justified. Once formal sanctions have been determined, the student may appeal the decision. The Student Code of Conduct sanctions are listed below. These sanctions seek to preserve flexibility in the imposition of punishment and do not imply an order or sequence of sanctions. The sanctions in each case will be determined by the factors related to the specific case.

Sanctions include the following:

   • **Reprimand** – A written communication which gives official notice to the student that he/she has violated the Student Code of Conduct and that any subsequent violation of the Student Code of Conduct may 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 (2) important implications: first, the individual is given the chance to show his/her capability and willingness to observe the Student Code of Conduct without further violation; second, if an additional violation occurs, additional sanctions will be imposed. The probation will be in effect for no more than two (2) terms.

   • **Restrictive probation** – Restrictive conditions may limit activity or access to certain places within 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 more than two (2) terms. Any violation of restrictive probation may result in immediate suspension.

   • **Restitution** – A student may be required to pay for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or student(s).

   • **Loss of academic credit for a course** –This is imposed as a result of academic dishonesty. Note: The instructor may impose loss of credit or grade for an individual assignment or assignments as an alternative.

   • **Suspension** – Exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time.

   • **Expulsion** – Dismissal from the College for an indefinite period. The student may be re-admitted to the College only with the approval of the College President or his designee.

   • **Group Probation** – This is assigned to a College club or other campus organization for a specified period of time. If group violations are repeated during the probationary period, the charter may be revoked or activities restricted.

   • **Group Restriction** – While under restriction, a campus 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 action removes recognition for a group, club, society, or other organization for a minimum of two (2) years. In order to be chartered again after the period of revocation has ended, the request must be approved by the Student Government Association and the College President.

 Notice: *Vance-Granville Community College reserves the right, under Federal law, to include notations of disciplinary sanctions on a student's academic transcript.*

Order of Disciplinary Appeals Procedures

1. Once the Vice President of Student Affairs has assigned disciplinary sanctions, he will

• Provide written notice of the sanctions imposed to all persons accused of violations.

Rights of the Accused

The accused may elect to

• Voluntarily accept sanctions imposed by the Vice President of Student Affairs; or,

• Request a hearing before the Student Affairs Committee by completing a Disciplinary Appeals form requesting the hearing. The appeal must be filed with the Vice President of Student Affairs within 10 College working days from the date on disciplinary action letter.

2. The Vice President of Student Affairs may summon the committee for a hearing within 10 working days from the receipt of the Appeals request. The committee is comprised of faculty, staff, and students.

Hearing

The Student Affairs Committee will

• Hear the complaint from those initiating disciplinary action, along with any witnesses;
• Hear the appeal from the accused, along with any witnesses (legal counsel may be present but cannot participate in this hearing process);

• Discuss facts to determine if disciplinary action was justified;

•The Student Affairs Committee will provide written recommendation to the President within five working days of their decision to support or not support the appeal. The President will make a decision and notify the student within five working days of receipt of committee's written recommendation. *The decision of the President is final.*

• The Vice President of Student Affairs and Vice President of Instruction will decide if a student may attend classes during an Appeals process. Each case will be decided individually.

Note: *Academic Grievance/Grade Appeals information is located in the Academic section (page 38) of this catalog.*

GENERAL INFORMATION

Access to Campus Facilities

Access to campus facilities is limited to the designed and intended purposes of the specific classroom laboratory or shop. Individuals not scheduled to have access should not enter these areas without permission. Students shall not use shop equipment unless under the supervision of an instructor.

Computer and Network User Policy - VGCC Board Policy

1.   General Use Policy

a.   Campus-wide access to computing facilities is restricted to Vance-Granville Community College faculty, staff, and active students. In addition, access to internet operations is restricted to faculty, staff, active curriculum students possessing a valid student identification card, and active extension or special students requiring access by nature of the course requirements or by an instructor's written permission. Authorized users may use College computing facilities, including transmissions over and through the College network, for research and scholarly or educational purposes, and for official College business, so long as such does not

- •   Violate any law or College policy,
- •   Involve significant use of College resources, direct costs, or substantial interference with the performance of College duties and work, or
- •   Result in commercial gain or profit.

b.   No user shall disclose an account password or share an account with another person. Instructors will not share their accounts with students, work-study students, or temporary help of any kind. It is the responsibility of the user to protect the account from unauthorized use by changing the account password periodically and using passwords that are not easily guessed.

c.   Any attempt to circumvent system security, guess passwords, or in any way gain unauthorized access to local or network resources is forbidden.

d.   Transferring copyrighted materials to or from any system or via the College network without express consent of the copyright owner is prohibited and may be a violation of Federal and State Law.

e.   Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network is forbidden. This includes electronic "chain letters."

2.   Information Access and User Privacy

Electronic mail, information passing over the College network, and information stored in user accounts are considered to be private and

confidential. Although this type of information must be accessed by system personnel for the purpose of backups, network management, etc., the content of user files and network transmissions will not be viewed, monitored, or altered without the express permission of the user except in the following circumstances:

- The College has reason to believe that an account or system has been breached and is being used by someone other than the authorized user;
- The College has received a complaint that an account or system is being used to gain unauthorized access or to attempt to gain unauthorized access to another network site;
- The College has reason to believe that an account or system is being used in violation of College policy, State Law, or Federal Law; or
- The LRC staff has reason to believe that the patron in the LRC is using the Internet inappropriately.

Under these circumstances, the College President and/or his designee may authorize staff to monitor the activities of a specified account or computer system, and to search electronic information stored in that account. The authority for this search must be requested on an account-by-account basis and monitoring will be restricted to the specified account. If this search provides evidence of violation, the account will be disabled, and action will be taken with appropriate authorities.

3. Use of Public Facilities

Users are expected to take proper care of the equipment in all College facilities and to abide by the rules of the staff and faculty supervising the equipment. They are to report any malfunction as soon as possible to the Office of Information Technology for repair. A user should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems, including changing toolbars, screen savers or desktop themes. Users will be held responsible for any internal or external damage inflicted during use. No food or drink is permitted in public facilities (the Learning Resource Center, laboratories, classrooms, etc.). Display of offensive or inappropriate materials on pubic workstations is expressly forbidden and may result in revocation of computing privileges at the discretion of the supervising staff. Staff will periodically monitor appropriate usage. Users are required to sign a copy of the policy statement before using computer workstations in the LRC to document that they understand and are willing to comply with this policy.

4. Ponzi Schemes

A *Ponzi Scheme* is a form of chain letter that requests recipients to send money to people on a list. The US Supreme Court has determined that Ponzi Schemes are inherently fraudulent. The US Criminal Code prohibits the use of mail or wire in any attempt to defraud. Users should note that under the wire fraud statutes, the attempt to defraud is a violation, and all who are involved in the attempt, whether intentionally or not, may also be in violation.

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5. Sanctions for Policy Violations

Violations of policy will be treated as academic misconduct, misdemeanor, or felony as appropriate. For non-criminal matters, but serious misconduct, the following procedure will be followed:

• On the **first violation**, the user will be denied computing privileges for a period of one week.
• A **second violation** will result in the loss of computing privileges until the end of the semester.
• A **third violation** will result in permanent loss of computing privileges.

For minor violations of policy, such as non-educational electronic mail, non-educational chatting, or any form of non-educational electronic communication, the following procedure will be implemented:

• On the **first violation**, a warning will be issued and documented.
• On the **second violation**, the user will be denied computing privileges for a period on one week.
• **Any violation** after the second will result in loss of computing privileges for the rest of the semester with no other warnings issued.

Criminal violation will be prosecuted to the fullest extent of the law and will result in the immediate suspension of computing privileges. The outcome of such violations may result in student or staff disciplinary or termination proceedings and permanent revocation of computing privileges.

6. Tobacco-Free Policy

Vance-Granville Community College is committed to providing its students and employees a safe and healthy campus environment. The College recognizes that the use of tobacco products can be detrimental to the health of students, employees, and visitors, and recognizes that it has an obligation to promote a healthy learning and work environment free from unwanted smoke and by-products of tobacco use. Thus, all College campus properties, grounds, and vehicles will become 100% tobacco-free effective August 18, 2009. Students and employees who violate this policy will be subject to appropriate disciplinary action.

Alcohol and Drug Abuse - VGCC Board Policy

It is the policy of Vance-Granville Community College to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) as implemented by regulations contained in 34 CFR Part 86, Subpart B, (amended as Title IV Safe and Drug Free Schools and Communities Act of 1994.) Therefore, it is the policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on the College's campuses or at any site or activity operated by Vance-Granville Community College is prohibited. Any student violating

this policy is in violation of the College's rules and regulations and also the Student Code of Conduct of Vance-Granville Community College. Any student violating this policy will be subject to disciplinary action up to and including permanent expulsion.

Students who violate the College's policies relating to drug abuse will be referred to the appropriate legal agencies for prosecution under the federal and state laws governing use and possession of a controlled substance. This includes, but is not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of Section 2020 of the Controlled Substance Act (21 U.S.C. Section 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 or article 5 Chapter 90 of the North Carolina General Statute. Persons who violate this statute shall be guilty of a felony and may be imprisoned up to 10 years or fined up to $10,000 or both at the discretion of the court.

Possession or use of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off-campus or in college-owned vehicles is prohibited. This includes, but is not limited to, alcoholic beverages, malt beverages, or fortified wine or other intoxicating liquor. Use of alcoholic beverages may result in referral to counseling programs and/or legal agencies for prosecution under federal and state laws.

Prescription drugs authorized by a registered physician or pharmacist are not in violation of the code of conduct as long as the individual intended to receive the prescription medication takes the drug according to the prescribed dosage. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

Students should be aware that the use of alcohol, non-prescription use of depressants including sleeping pills, sedatives, tranquilizers, non-prescription use of stimulants including cocaine, prescription diet pills and marijuana can lead to lapses in attention, slowed reflexes and reaction time, impaired vision and impaired short term memory. Alcohol is strongly associated with the increased risk of cancers of the oral cavity, pharynx and larynx. Other research indicates chronic alcohol abuse may affect the immune system.

Agency Resources

Students desiring counseling or treatment for the abuse of alcohol or drugs should contact Counseling Services at the College or any of the following agencies:

- Alcoholics Anonymous
  Vance County:………………………………252-438-2395
  Granville County:………………………… 919-693-2329
  Franklin County………………………… 1-877-619-3761
  Warren County:………………………… 252-257-2774
  Durham County:……………………………919-286-9499
  Wake County:……………………………… 919-783-8214
  TriCounty Intergroup:…………………… 919-783-6144
- Narcotics Anonymous Hotline………………………919-831-5100
- Alcohol Drug Council of N.C…………………… 1-800-662-7030

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- Alcohol Abuse 24-Hour Hotline & Treatment…   1-800-374-2800
- Alcohol Abuse 24-Hour Assistance & Treatment 1-800-234-1253
- Five County Mental Health Authority……………1-877-619-3761
  (TTY) 1-877-338-0788
- Alcohol and Substance Abuse Program
  UNC-Chapel Hill:…………………………1-888-457-7457
- Durham Council of Alcoholism
  and Drug Dependence, Inc.:……………… 919-309-2600
- Duke Addiction Program…………………………… 919-684-3850
- Wake County Programs and Clinics:……………… 919-212-7000
- Al-Anon/Alateen:…………………………………………..919-713-1516

Sexual Assault

Vance-Granville Community College is committed to maintaining an environment that is supportive of its primary educational mission and free from all exploitation and intimidation. The College will not tolerate rape, sexual assault, or other forms of non-consensual sexual activity.

Vance-Granville Community College supports this effort for students, staff, and faculty through educational prevention programs and counseling.

Vance-Granville Community College will enforce violations through internal disciplinary procedures, educational programs, and the encouragement of external prosecution of alleged offenders through appropriate external law enforcement agencies. Violations shall include, but are not limited to, the following:

1. Any form of non-consensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim. Sexual intercourse can involve anal, oral, or vaginal penetration.

2. Any actual or attempted non-consensual sexual activity, by a person(s) known or unknown to the victim, including, but not limited to:

a) Sexual intercourse or sexual touching committed with or without physical force, coercion, threat, or intimidation

b) Exhibitionism

c) Sexual language of a threatening nature

Non-consensual sexual activity shall include, but is not limited to, situations where the victim is unable to consent because he/she is physically helpless or mentally incapacitated due to drug or alcohol consumption or is unconscious, regardless of whether or not the consumption was with the victim's consent. Victims of non-consensual sexual intercourse and/or activity are encouraged to file a complaint through any College office as soon as possible after the alleged incident. Parties not directly related to the College may also file complaints when a significant relationship to the mission and interest of the College can be shown. If a complaint is filed with the College by a party not directly related to the College, the party

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will be advised to contact local law enforcement officials to file a report.

Complaints by or against students will be forwarded to the Vice President of Student Affairs for resolution within the College's Student Code of Conduct. Complaints by or against college employees will be forwarded to the Personnel Director.

Members of the College community found to be in violation shall be subject to sanctions including probation, suspension, and permanent expulsion for students, and probation and termination for employees.

Sexual Harassment - VGCC Board Policy

Vance-Granville Community College expressly forbids harassment of any type by college employees and students. The college will not tolerate sexual harassment of any student or employee, male or female. For employees, sexual harassment constitutes unsatisfactory job performance and is subject to disciplinary action up to and including dismissal. Students who engage in sexual harassment face disciplinary action up to and including expulsion. The Board of Trustees authorizes the President to develop and administer procedures for reporting, investigating and disciplining incidents of sexual harassment.

Definition:

Sexual harassment is defined as unwelcome advances, requests or offers of sexual favors, or other verbal or physical conduct of a sexual nature by either a male or female toward a male, female or group when such conduct has the purpose or effect of interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive working or learning environment.

Reporting Sexual Harassment

In an effort to prevent sexual harassment from occurring at the institution, it is policy to encourage the reporting of sexual harassment to members of the College administration.

General Student Grievance Procedure

Student grievances that are not academic or disciplinary in nature and/or involve conflicts with other students, alleged violation of students' civil rights, including sexual harassment, should be addressed according to the following procedures:

1. When circumstances occur that cause a student to feel that he/she has a grievance, the student should discuss the issue with the VP of Student Affairs within a reasonable time after the grievance has occurred. The VP may:

   a. Disseminate information concerning the complaint to the appropriate college officials,
   b. Investigate the complaint,
   c. Refer the student to appropriate college staff
   d. Negotiate a resolution to the grievance.

2. If a satisfactory resolution is not reached, the student may file a general Grievance Form with the VP of Student Affairs. If the student is not satisfied with the decision of the Vice President, he or she may request

a formal hearing within five working days. Upon hearing the merits of the complaint, the Vice President may mediate a remedy for the parties involved, dismiss the grievance, or may recommend to the President that a grievance committee appointed by the President be assigned to hear the complaint.

    3.   The President will consider the committee's recommendation and will make a decision within five (5) college working days of receiving the committee's recommendation. *The President's decision will be final.*

Approval of Activities, Fund Raising

All club extracurricular activities and fund raising must be approved by the Vice President of Instruction to ensure that they are coordinated throughout the entire College.

Bulletin Boards

• Posters of any type are not permitted on walls, doors, windows, or exterior surfaces of buildings. Important announcements concerning student activities, meetings, pre-registration, job openings, and special events are posted on the bulletin boards. Students are held responsible for removing all notices that are outdated or improperly posted.

• Ads (books for sale, rentals, items for sale, etc.) may be posted on bulletin boards. Permission to mount posters or notices on bulletin boards must be obtained from the Student Affairs office.

• Placing inappropriate or obscene material on bulletin boards or in any campus location is a violation of the Student Code of Conduct.

Children on Campus

Children are not allowed in classrooms, testing center, nor should they be left alone in any area on campus. Students should not bring children on campus unless they are enrolled in the College day care program. The College cannot assume responsibility for these individuals while on campus. The recreational facilities, classrooms, and other areas of the College are designated primarily for the student population.

Communicable Disease

Communicable and infectious disease shall include, but is not limited to, chicken pox, influenza, tuberculosis, conjunctivitis, hepatitis A, B, and D, infectious mononucleosis, and acquired immune deficiency syndrome (AIDS).

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, so as to protect themselves and others. Accordingly, employees and student should report the information to the Vice President of Student Affairs. All information will be kept confidential except to those persons determined by the Vice President of Student Affairs as having a need to

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know. These persons will be informed after the individual is advised that such action will be taken.

Any student who believes or knows he/she is infected and is engaged in clinical patient-care is required to share that information as soon as possible with the Vice President of Student Affairs on a confidential basis, so that the College can protect the welfare of patients and others.

Operation and Parking of Motor Vehicles

A. Enforcement

Under the provisions of North Carolina Statue 115D-21, the College may enforce traffic and parking regulations on campus.

B. Application of State Law

All the provisions of Chapter 20 of the General Statutes relating to the use of the highways of the State of North Carolina and the operation of motor vehicles thereon shall apply to the streets, roads, and driveways of the Vance-Granville Community College campus, along with rules and regulations approved by the Board of Trustees.

C. General Rules

• Parking: Students must park in spaces marked for student parking.
• Permit Decals: The College issues a plastic decal that must be displayed from your car's rearview mirror.
• Citations will be issued for violations of the College traffic and parking regulations.
• Accountability: The person to whom a vehicle parking decal is issued shall be responsible for parking and traffic violations of the vehicle for which the permit is issued.
• Citation Fees for drivers not complying with parking and traffic violations have been established. Failure to pay citations may affect enrollment status.

Publications

Publications are defined to include but are not limited to the following: newspapers, pamphlets, newsletters, brochures, flyers, books, posters, or magazines. Publications are not to be printed, distributed, or displayed without official approval of the Vice President of Institutional Advancement. Off-campus organizations are not allowed to distribute their publications on any of the college's properties without the approval of the College administration.

• Offensive Publications: Publications containing profanity, language that is offensive to race, sex, or creed, and incorrect statements will not be approved for printing or distribution. All publications must represent the dignity, mission, and standards of the College.

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Recruiting on Campus

The College periodically allows representatives from the business community, government agencies, and other colleges access to campus for the purpose of providing opportunities for students.

Speakers on Campus

When speakers are invited to campus under established procedures, they should be allowed to speak. Respect for the democratic principles of open discussions and the right to hold and present differing opinions carries with it the obligation to allow speakers to speak and to permit audiences to listen.
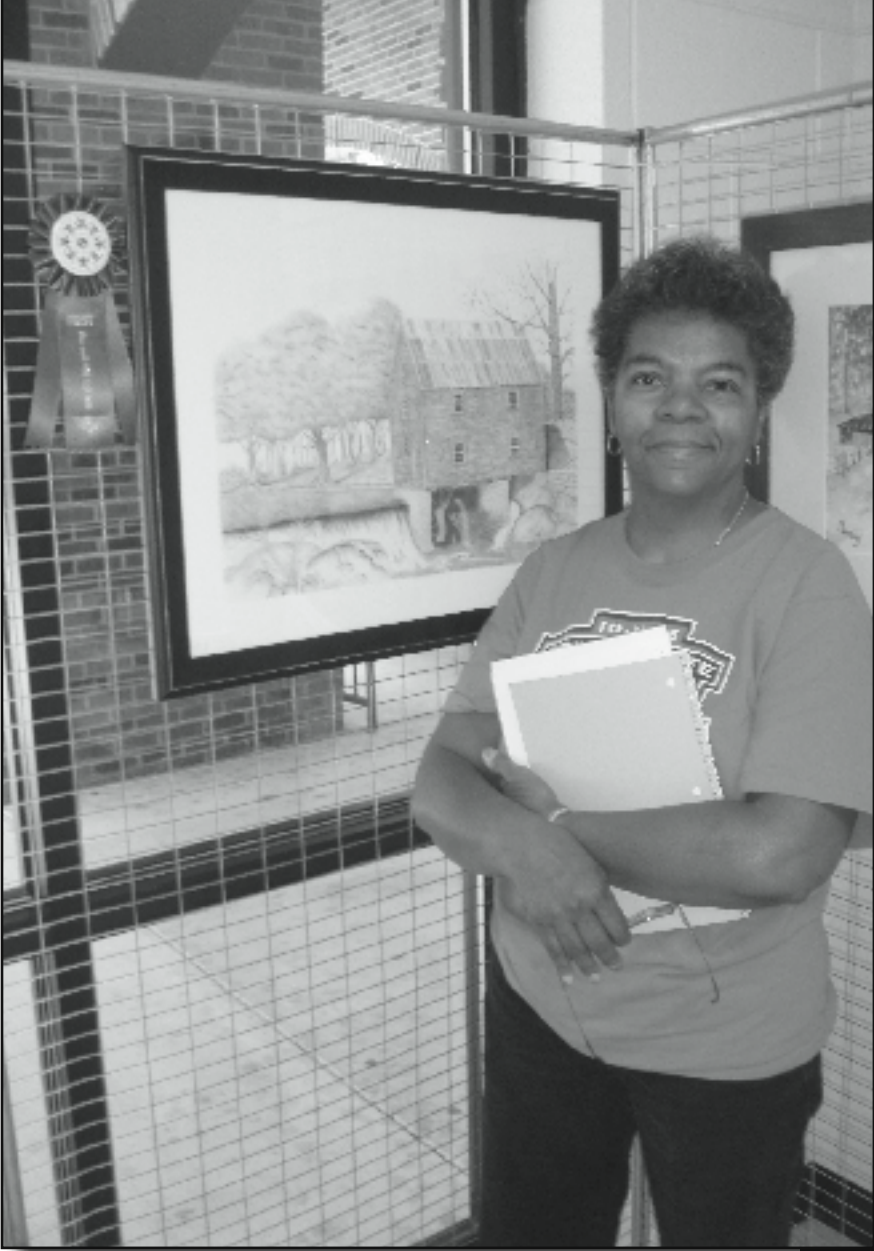
The Community and Economic Development Division at Vance-Granville Community College offers a variety of continuing education programs to meet the needs and interests of its citizens. There are opportunities for students to gain basic academic skills, job training and retraining skills, along with personal growth and cultural programs. The Community and Economic Development Division provides life-long learning opportunities. Some courses are offered on a semester basis or as needed. Courses are scheduled when a need is established and space and an instructor are available. Individuals who are interested in new offerings should contact the Community and Economic Development Division. The request will be reviewed to determine if it is feasible to provide the new offering. To view a schedule for Community and Economic Development go to: *www.vgcc.edu/schedules/schedules.com*

Admissions

Any adult who is 18 years or older may enroll in Community and Economic Development courses. Individuals who are 16 to 18 years old may be admitted only after meeting special admissions requirements. GED students must submit official record of scores. Adult High School students must submit official Adult High School transcripts.

Costs

Costs for Community and Economic Development courses vary but are usually a nominal fee. There are no charges for Literacy Education or Human Resources Development (HRD) courses. However, Literacy students must pay a graduation fee to the Business Office once the requirements for graduation are completed. There is a fee schedule for Economic and Workforce Development courses. Fees for all campuses are listed in our college schedule each semester. North Carolina residents age 65 or older are exempt from registration fees. There are no fee exemptions for Self-Supporting courses. Most cultural activities are offered free to the public; however, there are times when a nominal fee may be charged. Registration for the Community and Economic Development Division is on a first-come first-served basis.

Refund Procedure

Students will be eligible for a 100 percent registration fee refund if official withdrawal occurs prior to the first course meeting or the course is canceled due to insufficient enrollment. A seventy-five (75) percent registration fee refund will be given if the student withdraws prior to or on the ten (10) percent point of the scheduled hours once the course begins. For contact-hour courses, five (5) calendar days from the first day of class is the determination date. Students must contact staff in the program area to start the process for refunds. A request for refund must be completed.

Additional fees (if applicable) will be 100 percent refunded when a student officially withdraws from a course prior to the first class meeting. These fees are non-refundable once the course begins. For Self-Supporting courses, no refund will be made unless the course is canceled.

Course Cancellation Policy

Vance-Granville Community College reserves the right to cancel any course due to low registration and/or attendance.

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Course Repetition Policy

Students who take an occupational extension course more than twice within a five-year period shall be required to pay a fee in order to register for the course unless the class is "required by standards governing the certificate or licensing programs in which the student is enrolled."

Students shall be primarily responsible for monitoring course repetitions; however, the College shall review records and charge students full cost for courses taken more than twice.

CEUs/Certificates

The Community and Economic Development Division will award Continuing Education Units (CEUs) for all appropriate programs. The CEU is an established method of recording an individual's participation in an organized continuing education experience under qualified instruction.

Anyone earning CEUs at Vance-Granville Community College can obtain an official transcript from the Records Office. A $2.00 per copy transcript fee should be included with the request. Certificates of completion are normally awarded to classes.

Diplomas and Certificates

1. The Adult High School Diploma is awarded to students upon completion of the program. The diploma is awarded by all service area Boards of Education (Vance, Granville, Franklin, and Warren) in cooperation with Vance-Granville Community College.
2. The Adult High School Equivalency Certificate is awarded by the North Carolina Community College System to individuals who make satisfactory scores on the General Educational Development (GED) tests.

PROGRAMS

ECONOMIC AND WORKFORCE DEVELOPMENT

There are several programs offered through Economic and Workforce Development. The N.C. Legislature establishes fees charged for these programs except for Self-Supporting courses. Registration fees, costs of books and supplies for these programs vary according to length and content of courses. There is no registration fee for most of the Law Enforcement, Fire Service, and some Emergency Medical Care courses provided for agency personnel.

Departmental grants may be available for students who meet specific qualifications on a limited basis. Students must complete the application process.

Registration fees by length of course are as follows*:

- $65 for 01-24 hours
- $120 for 25-50
- $175 for 51+ hours

*Subject to change by N.C. Legislature

Other Costs:

Campus Security Access Fee - $2.00 per course*
Technology Fee - $3.00 per Computer Course*

*Subject to change by the VGCC Board of Trustees

Occupational Extension Computer Center

The Occupational Extension Computer Center provides training on a variety of high-demand computer application programs. Courses consist of, but are not limited to, Windows, Internet Access, Word, Excel, Access, PowerPoint, and FrontPage. Specialty classes such as QuickBooks, Digital Camera Know How, Movie Making, Buy & Sell on eBay and AutoCAD are offered as well. Additionally, a number of online courses are available. Occupational Extension Computer courses are scheduled during the day, at night, on weekends, or online (anytime) to provide access to all students. Customized training is provided upon request to local businesses, industries, government, or organizations to meet their specific needs.

The Occupational Extension Computer Center also offers a one year Medical Coding Certificate program consisting of classes in Medical Coding, Medical Terminology, Billing and Insurance, and Certification Test Prep.

Industry Services

The Industry Services staff of the College works with new, expanding, and existing industries in providing customized training programs tailored to meet the needs of the industry and its employees. The training programs are flexible in design to accomplish specific objectives and are jointly planned by company personnel and industrial training specialists from the College.

Training includes:
1. Customized Training Program

   The program supports the economic development efforts of the State by providing education and training opportunities for eligible industries.

   The program was developed in recognition of the fact that one of the most important factors for an industry considering locating, expanding or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of industries and to respect the confidential nature of proprietary processes and information within those 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 North Carolina, thereby enhancing the growth potential of companies located in the state. It prepares the workforce with the skills essential to successful employment in emerging industries.

2. Occupational Training

   This program provides numerous occupational related courses for employment in the fields of Biotechnology, Leadership, Safety & Health, Teams, Customer Service, Quality, Computers, Technical & Vocational and many more.

Occupational Extension Training

The Economic and Workforce Development Department provides numerous occupational related courses for employment purposes. Included, in addition to other program areas, are wastewater treatment, code enforcement, substitute teacher training, activity coordinator, teacher certificate renewal and others.

Occupational Healthcare Programs

This program provides Nurse Aide I & II certification programs in which classroom education, laboratory training, and clinical experiences in local nursing homes and hospitals are provided. In addition, in-service education and training can be provided for hospital, nursing/rest home and government personnel. Medication Aide and Phlebotomy courses have been added to the Occupational Healthcare programs.

The Medication Aide course prepares the student to administer medications in a nursing home setting under the direction of a licensed nurse. Students must pass a state exam after completion of the class to become listed on the Medication Aide registry. Requirements include listing on the Nurse Aide I registry and a high school diploma or GED.

The Phlebotomy class includes classroom lecture, labs, and individual clinical practice in venipuncture. Upon completion of the course and the ASPT exam, students are nationally certified to perform phlebotomy techniques in hospitals, nursing homes, and doctor's offices.

Public Service Program

The Public Service Programs of the College provide educational and training programs for members of fire departments and rescue agencies, as well as for governmental agencies. In addition, other academic, vocational and technical courses are offered. Program offerings and services include, but are not limited to, the following:

1.   Fire Service training designed to train and upgrade firefighters in all aspects of firefighting procedures and equipment. Certification programs such as Firefighter I and II, Driver/Operator, and Hazardous Materials Responder are offered.

2.   Rescue training, such as Rescue Technician training, to enable the participant to gain certification in this area. Specialized and customized training is also available.

3.   Courses that prepare building, electrical, mechanical, plumbing, and fire prevention inspectors who enforce the State Building Codes. Continuing education courses are also offered for currently qualified inspectors.

Emergency Medical Services Programs

The Emergency Medical Services Programs of the College provide educational and training programs for emergency care units, industrial safety, and governmental agencies. In addition, other academic, vocational and technical courses are offered. The Emergency Medical Services Programs offerings include, but are not limited to, the following:

1.   Emergency Medical Service training designed to train people to become state certified as Emergency Medical Technicians from the basic through the paramedic level. Medical Responder and First Responder are also offered. Continuing Education and American Heart Association classes such as Advanced Cardiac Life Support and Pediatric Advanced Life Support are offered.

2.   CPR and first aid courses to train persons to provide immediate aid to victims of accidents and sudden illness. Many classes are offered on site at businesses, industries and government agencies.

Law Enforcement & Corrections Training Programs

Law Enforcement and Corrections Training is designed to meet the needs of state, county, city, and other law enforcement and correction agencies through a combination of required training for certification and in-service training to maintain and upgrade skills. The following in-service training opportunities are available: Firearm Re-Qualification, Officer Survival, Cultural Diversity, Detention Officer Certification, Basic Radar Operator, Straight Baton, State mandated topics and others. Official registration takes place at 8 a.m. the first day of the class. Walk-in registration will be allowed only if space is available. Pre-registration is required for most classes.

Human Resources Development

Human Resources Development (HRD) is a pre-vocational and pre-employment skills training program designed to educate and prepare persons for success in the workplace. HRD is mainly intended for those persons who are unemployed, underemployed, dislocated workers, or employed but seeking skills upgrading or retraining. It is state funded through the N.C. Community College System.

The HRD program focuses upon customer wants and needs. Training may include a variety of topics relating to job orientation and motivation, employability skills, self-sufficiency, or customized skills training. Instruction can be provided on either an individual or group basis. Training length will vary according to customer needs. HRD can be linked to other college training programs or connected to agencies outside the institution where appropriate. Upon completing prescribed classes, students are assisted with job placement or further training.

Core Curriculum Components

The core curriculum for HRD training includes, but is not limited to the following components:

- Employability Skills…..............self-assessment and values clarification
- Employability Lab .... open entry/exit employability skills
- Career Planning & Assessment..................….goal setting and action plan
- Occupational Readiness/Pathways…..…..employability skills/occupational extension courses
- Introduction to Computer Skills……..information technology/applications for job search
- Employability Motivation & Retention….…......self-esteem/keeping a job
- Economic Literacy……..................personal finances, changing economy

There is no cost to enroll in the HRD program for eligible persons. For more information or to apply, interested persons should contact the HRD office.

Career Readiness Certification

The Career Readiness Certificate is an assessment based credential that gives employers and career seekers a uniform measure of key workplace skills.

The Career Readiness Certification is a portable credential that promotes career development and skill attainment for the individual and confirms to employers that an individual possesses basic workplace skills. Career Readiness Certification participants are assessed in Reading for Information, Applied Mathematics, and Locating Information. Based on assessment results, customers may take the nationally recognized WorkKeys Assessment and earn a Bronze, Silver or Gold certificate that will demonstrate proficiency in these areas.

SMALL BUSINESS CENTER

The Small Business Center of the College was created to provide the small businesses of the community with a focal point for training, education, counseling, and referral. The Small Business Center addresses the continuing need for updated information, refinement of management skills, and the improvement of profit advantage in risk-taking. Special attention is given to the critical areas of capital formation and prevention of business failures.

The Small Business Center program offerings and services include the following:

1.   Seminars and short courses designed to provide small business owners, managers, and employees with updated information on various business topics.

2.   Counseling services to new and existing small businesses provided by Small Business Center personnel and volunteers.

3.   Referrals to appropriate agencies.

4.   A network of linkages with Chambers of Commerce, Small Business Administration, economic development agencies, related educational and development agencies, business volunteers, Department of Economic Development, and banks and other financial institutions.

5.   A resource and information center provided for use by new and existing small businesses.

6.   Occupational extension courses designed to prepare individuals for initial certifications or upgrading job skills and opportunities in such areas as contracting, real estate, automotive, supervisor training, notary, and others.

WORKFORCE INVESTMENT ACT

The Workforce Investment Act (WIA) is funded through the U.S. Department of Labor, which allocates funds to states, which allocate funds to local Workforce Development Boards. WIA provides training and employment opportunities through one-stop delivery systems. Vance-Granville Community College serves as a key partner and contractor with JobLink, the local one-stop delivery system that is administered by the Region K Workforce Development Board through the Region K Council of Governments. Through this system, a variety of educational and occupational skills training opportunities are provided to eligible persons who are unemployed, underemployed, economically disadvantaged, or employed but need services to obtain/retain employment.

Core services provided include eligibility determination, outreach, recruitment, initial assessment, job search, job placement, and labor market information. Intensive services provided include comprehensive assessments, individual employment plans, group counseling, case management, and short-term prevocational services. Training services provided include occupational skills, combined workplace/classroom training, private sector training, skills upgrading and retraining, entrepreneurial training, job readiness training, adult education and literacy, and customized training for employers.

As a training provider, Vance-Granville will offer curriculum-based training for eligible persons where possible. Also, participants may receive financial assistance, counseling, tutoring and job placement services depending upon the availability of funds.

GOVERNOR'S RAPID RESPONSE

The North Carolina Department of Commerce, through the Division of Employment and Training, provides the Governor's Rapid Response program designed to offer immediate assistance to workers being dislocated due to plant closings. Generally, a team of college staff persons from various departments provide information and orientation to potential or existing dislocated workers on educational opportunities available at the college including continuing education, occupational extension, community service, curriculum, special support programs, and work force development services. Additionally, requested short-term skills training courses are usually planned and offered on short notice expressly for workers being permanently laid off, or pending lay-off, by a particular employer.

COMMUNITY SERVICE PROGRAM
(Personal Enrichment)

The purpose of the Community Service Program is to provide lifelong learning for adults to meet individual needs and interests and contribute to the community's overall cultural, civic and intellectual growth. Community Service Program offerings include seminars, workshops, or other special events.

By design, the Community Service Program can serve varied interests of the community. Program administrators can respond quickly to requests for courses that, in most instances, cannot be offered in any other area. All facets of the community can be served - ethnic, geographic, and socioeconomic - with the help of dedicated and creative administrators, customer-driven support staff, and quality instructors. The Program also has the flexibility to offer courses on most days and times that will best serve individual student needs.

The program offers academic skills courses in humanities, religion, languages, history, and antiques to meet the needs of adults. Practical skills such as homemaking, quilting, sewing, cabinetmaking, etc., are offered for individuals pursuing additional skills which are not necessary for a vocation. The program also offers avocational courses in arts, crafts, doll making, painting, ceramics and floral arrangements. Recreational courses include shag dancing, yoga, line dancing, golf, and motorcycle safety. Cultural arts programs are also provided through Community Services. Programs may vary at each of our campus locations.

LITERACY EDUCATION PROGRAMS

Adult Basic Education (ABE)

The Adult Basic Education (ABE) Program is designed to develop and improve a person's mastery of basic skills in reading, writing, math, speaking, and emphasis on critical thinking skills. Adult participants should improve their ability to benefit from occupational training, have greater opportunities for more productive and profitable employment, and meet objectives for enrolling in the program.

Adults 18 years of age or older with less than an eighth grade education or those assessed as performing at less than a high school level of proficiency in reading, math, or language skills may enroll in the Adult Basic Education (ABE) program. Classes are available at each of Vance-Granville Community College's campuses, both day and evening, and at other sites located throughout the college's service area. Students entering ABE are assessed to determine areas of strengths or weaknesses. Instructors work individually with students in planning the most effective study program

Adult High School (AHS) Diploma

The Adult High School (AHS) Diploma Program is a competency-based program that is available to meet the needs of adults 18 years of age and older who have not completed high school. There are several steps in the application process. Must first take a placement test in order to determine the applicant's skill level in reading, math and language. Since this is a high school program, the applicant's test results must demonstrate a high school proficiency level in the three tested areas. The next step is the evaluation of the official transcript from the former high school by lead instructors in the Adult Learning Centers at the four campus sites or the AHS Coordinator on the main campus. Once it is determined that the applicant will be accepted, the applicant will decide whether he/she would like to enroll in the more traditional classroom setting or the online program. The Adult High School Program requirements are the same for both programs. All requirements are based on the North Carolina Standard Course of Study. It is mandatory that students success-

fully master and complete required courses. The basic courses required for high school completion according to the North Carolina Standard Course of Study are as follows:

COURSES	UNITS
English	4
Mathematics	3
Science	3
Social Studies	3
Health/PE	1
Electives	7
Total	**21**

Enrollment in the Adult High School Diploma Program (distance learning/on-line) and enrollment in the Adult High School Diploma Program Learning Labs (classroom) provide students with professional support and constant encouragement. However, the Distance Learning/On-line setting is available continuously 24 hours a day, seven days a week and utilizes computer and Internet-based instruction to complete the necessary school credits. Students are provided software for installation on home computers and instructions for its installation and utilization. Both of the choices are equal in quality and will give students an opportunity to earn the much-needed high school diploma in order to become more marketable in today's world. Upon successful completion, the student may further his/her education at Vance-Granville Community College.

General Education Development (GED)

The GED program is designed to develop and improve a person's mastery of skills and general knowledge in the five subject areas of writing, social studies, science, reading, and math. Any person 18 years of age or older may enroll in the program. GED classes are available at each of Vance-Granville Community College's campuses and at other sites located throughout the college's service area.

Students entering a GED course of study are assessed to determine areas of strengths and weaknesses. Instructors work individually with students in planning the most effective study program. GED classes concentrate on improving reading comprehension skills, writing ability, and upgrading math skills in preparation for GED testing.

GED through distance education (on-line) is available to students who cannot attend classes on campus to obtain their GED. The distance education program is available continuously 24 hours a day, seven days a week and utilizes computer and Internet-based instruction to prepare the student for GED testing. Students are provided software for installation on home computers and instruction on how to install and utilize the software. Instructors will provide support and encouragement to move the student toward successful completion of a GED program. Students' academic skill levels are periodically reassessed throughout the time they are engaged in our training program.

GED Test
General Education Development (GED Test)

The GED exam measures a person's mastery of skills and general knowledge in five subject areas: writing, social studies, science, reading, and math. Upon successful completion of the exam, a student is awarded

a certificate that is considered the equivalent of a high school diploma. GED tests are administered each semester to meet the testing needs of our students.

Compensatory Education (CED)

The Compensatory Education Program is specifically designed for developmentally delayed persons ages 18 years and older in the Vance-Granville Community College service area. Through this program, developmentally delayed individuals are helped to develop and refine needed skills to successfully participate in today's society and to achieve a higher level of independence. Specifically, the course content consists of task-analyzed instructional programs in the following domains: language, mathematics, social science, community living, health, and consumer and vocational education.

Compensatory Education is an academic program. Classes are held throughout the College's service area.

English As A Second Language Program (ESL)

This program offers individuals whose native language is not English an opportunity to improve their ability to understand, speak, read, and write in English. At the introductory level, the course format focuses on developing the conversational skills needed to deal effectively with day-to-day survival. It also addresses practical language skills needed for success in the workplace. At the intermediate and advanced levels, more detailed attention is given to grammar, language usage, sentence structure, composition, and pronunciation in order to strengthen the student's confidence in using English. Students entering ESL are assessed to determine areas of strengths or weaknesses. Instructors work individually, in small groups, and with assisted computerized instruction.

ESL classes are available at each of Vance-Granville Community College's campuses.

Adult Learning Center

Adult Learning Centers (ALC) are located at each of VGCC's campuses and are designed to provide Adult Basic Skills students with access to a variety of instructional approaches and materials for Adult Basic Skills. A Computerized Integrated Learning System provides students with both an interactive learning experience and exposure to computer technology along with traditional instruction. The learning needs of students are considered individually, and instructional plans are developed that take into account each learner's skill development level and preferred learning style.

Upon enrollment, students meet with the Adult Learning Center staff to discuss educational goals and to determine the most convenient schedule for each student. During the initial orientation process, the students are administered placement tests and inventories. This assessment procedure is necessary in order to establish precise learning goals and select the appropriate educational plan. Students and staff determine whether the appropriate path of learning is ABE, AHS, GED, Distance Learning, Compensatory Education, or ESL. Students will then attend classes and are encouraged to participate in a variety of instructional activities that include independent study, small group assignments/classes, computer-assisted instruction, and class projects. Students are urged to participate in an ongoing self-assessment process that monitors progress and directs future learning and goal setting.

Special Needs

A student who is between 16 and 18 years of age and determined to have "special needs" by the local school system may be enrolled in VGCC's Adult Learning Center and community-based classes if certain special conditions are met. The local public or private school where the student would normally attend assists in the decision to determine if admission to the Adult Learning Center is an educational option for the student. All students in this category must attend an orientation session with a parent or legal guardian. The Adult Learning Center coordinator or Adult Basic Skills instructional staff must conclude after reviewing the student application and receiving appropriate enrollment documentation that he/she is mature enough to benefit from an adult instructional setting. Each "special needs" applicant must submit a School Release form, signed by the school principal and district superintendent. In addition, a notarized "Parent's Consent" form must be signed by the parent or legal guardian. Also, the student's parent/guardian must sign an Adult Basic Skills Program Agreement. Each "special needs" student (minor) and parent/guardian must attend a session available on each campus to discuss information relevant to admission to Basic Skills Program.

CURRICULUM PROGRAMS

CURRICULUM PROGRAMS continued

ACCOUNTING
(A25100)
Associate in Applied Science Degree

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*				
ART 111 Art Appreciation	3	0	0	3
DRA 111 Theatre Appreciation	3	0	0	3
HUM 121 The Nature of America	3	0	0	3
HUM 122 Southern Culture	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
Natural Science/Mathematics: (Select one)*				
BIO 140 Environmental Biology	3	0	0	3
MAT 115 Mathematical Models	2	2	0	3
MAT 151 Statistics I	3	0	0	3
MAT 161 College Algebra	3	0	0	3
Social/Behavioral Science: (Select one)*				
HIS 131 American History I	3	0	0	3
POL 120 American Government	3	0	0	3
PSY 118 Interpersonal Psychology	3	0	0	3
PSY 150 General Psychology	3	0	0	3
SOC 210 Intro to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3
Required Subject Areas:					
Taxes:					
ACC 129	Individual Income Taxes	2	2	0	3
Economics: (Select one)					
ECO 151	Survey of Economics	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
Computers:					
CIS 111	Basic PC Literacy	1	2	0	2

B. CONCENTRATION (Not applicable)

C. OTHER MAJOR HOURS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Application	1	2	0	2
ACC 221	Intermediate Accounting II	3	2	0	4
ACC 225	Cost Accounting	3	0	0	3
ACC 269	Audit & Assurance Services	3	0	0	3
BUS 110	Intro to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 225	Business Finance	2	2	0	3
BUS 260	Business Communications	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2
Major Electives: (Select 4 hours)					
BUS 137	Principles of Management	3	0	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 270	Professional Development	3	0	0	3
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
DBA 110	Database Concepts	2	3	0	3
ISC 121	Environmental Health and Safety	3	0	0	3
ISC 131	Quality Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 136	Word Processing	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE   **76**

SOLE PROPRIETORSHIP ACCOUNTING

(C25100S)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **17**

AIR CONDITIONING, HEATING & REFRIGERATION TECHNOLOGY
(D35100)
Diploma

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.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair and/or installation of residential and light commercial systems.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits

I. GENERAL EDUCATION COURSES

Communications:

	Title	Class	Lab	Work Exp/ Clinical	Credits
ENG 102	Applied Communications II	3	0	0	3

Natural Science/Mathematics:

MAT 101	Applied Mathematics I	2	2	0	3

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits

Required Courses:

AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4

Required Subject Areas:
Electricity:

AHR 111	HVACR Electricity	2	2	0	3

B. CONCENTRATION (Not applicable)

C. OTHER MAJOR HOURS

AHR 115	Refrigeration Systems	1	3	0	2
AHR 130	HVAC Controls	2	2	0	3

continued. . .

AHR 133	HVAC Servicing	2	6	0	4
AHR 211	Residential System Design	2	2	0	3
WLD 112	Basic Welding Processes	1	3	0	2

Major Electives: (Select 2 hours)

AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
COE 111,112	Cooperative Work Experience I	0	0	10-20	1-2
COE 121	Cooperative Work Experience II	0	0	10	1
ELC 125	Diagrams and Schematics	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **42**

REFRIGERATION
(C35100R)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 160	Refrigerant Certification	1	0	0	1

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **17**

COMFORT COOLING
(C35100C)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 113	Comfort Cooling	2	4	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **12**

HEAT PUMP TECHNOLOGY

(C35100H)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **16**

YEAR ROUND COMFORT SYSTEMS

(C35100Y)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **16**

ASSOCIATE IN ARTS (A10100)
AND
ASSOCIATE IN SCIENCE (A10400)
College Transfer Degrees

The Associate in Arts (AA) and Associate in Science (AS) programs provide students with the first two years of a four-year baccalaureate degree. The AA offers an excellent foundation for degrees in communication, education, humanities, fine arts, languages, and social and behavioral sciences. The AS offers an excellent foundation for degrees in engineering, computer science, mathematics, and the natural sciences. If you are an aspiring business or other major not identified above, contact the university with the program that interests you and determine which degree is most suitable.

A student completing either degree with a grade of "C" or better in every course is assured of admission into one of the 16 universities in the University of North Carolina system, usually transferring in with junior ranking. (Admission into a particular university, program, or major is not guaranteed.) Even if a student elects not to transfer, an AA or AS degree improves job marketability.

Students in the AA or AS program who wish to transfer on a faster timetable may complete the 44-hour general education core to earn a Transfer Core Diploma. Although the diploma is not a degree and does not assure admission into the UNC system, a student who completes the diploma with a grade of "C" or better in every course will have met all general education requirements for any university in the system, and upon admission will likely be ranked as a sophomore.

The core courses are selected from the following categories:

Associate of Arts Core
6 credits English
12 credits Humanities/Fine Arts
12 credits Social/Behavioral Sciences
6 credits Mathematics
8 credits Natural Sciences

Associate of Science Core
6 credits English
9 credits Humanities/Fine Arts
9 credits Social/Behavioral Sciences
20 credits Math/Natural Sciences*
(*includes at least 6 credits in Math and at least 8 credits in Natural Sciences)

Applicants to the AA or AS program are required to do pre-admission testing. Students with a verbal score of at least 500 and a math score of at least 500 on the Scholastic Aptitude Test (SAT) are exempt from further testing. All others must take a placement test to determine their reading, writing, and mathematics proficiency. Students must place into ENG 111 (Expository Writing) for admission into either

program. Prospective students who need remediation in one or more areas will be placed in appropriate developmental studies courses designed to give them the best opportunity for success in subsequent college courses. Developmental courses do not count toward the overall degree credit requirements.

The list of courses approved for the two degrees and for the 44-hour core diploma is on the following pages.

ASSOCIATE IN ARTS
(A10100)
DEGREE REQUIREMENTS

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: **64**

I. GENERAL EDUCATION CORE   **44**

A. Composition ....…………………**6**

		Class	Lab	Credit
ENG 111	Expository Writing	3	0	3
ENG 112	Argument-Based Research	3	0	3

B. Humanities/Fine Arts.. ………………**12**

*Select **four courses** from three disciplines. **Two literature courses** (ENG prefix) are required.*

		Class	Lab	Credit
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 111	Theatre Appreciation	3	0	3
DRA 112	Literature of the Theatre	3	0	3
ENG 131	Introduction to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 261	World Literature I	3	0	3
FRE 111	Elementary French I	3	0	3
FRE 112	Elementary French II	3	0	3
FRE 211	Intermediate French I	3	0	3
FRE 212	Intermediate French II	3	0	3
HUM 121	The Nature of America	3	0	3
HUM 122	Southern Culture	3	0	3
HUM 150	American Women's Studies	3	0	3
HUM 160	Introduction to Film	3	0	3
ITA 111	Elementary Italian I	3	0	3
ITA 112	Elementary Italian II	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 113	American Music	3	0	3
MUS 210	History of Rock Music	3	0	3

		Class	Lab	Credit
MUS 211	History of Country Music	3	0	3
MUS 212	American Musical Theatre	3	0	3
PHI 210	History of Philosophy	3	0	3
PHI 230	Introduction to Logic	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
SPA 111	Elementary Spanish I	3	0	3
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

Note: *Students who plan to transfer to an institution requiring a foreign language should take the necessary foreign language courses for Core and Elective credit.*

C. Social and Behavioral Sciences..……………12

*Select **four courses** from at least three disciplines. At least **one** history (HIS prefix) is required.*

		Class	Lab	Credit
ANT 210	General Anthropology	3	0	3
ANT 220	Cultural Anthropology	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
GEO 111	World Regional Geography	3	0	3
GEO 112	Cultural Geography	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 120	American Government	3	0	3
POL 210	Comparative Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 239	Psychology of Personality	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3
SOC 225	Social Diversity	3	0	3

D. Natural Sciences...…………………8

*Select **two courses,** including accompanying laboratory work.*

		Class	Lab	Credit
BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
BIO 120	Introductory Botany	3	3	4
BIO 130	Introductory Zoology	3	3	4
BIO 140	Environmental Biology	3	0	3

		Class	Lab	Credit
BIO 140A	Environmental Biology Lab	0	3	1
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
GEL 111	Introductory Geology	3	2	4
PHY 110	Conceptual Physics	3	0	3
PHY 110A	Conceptual Physics Lab	0	2	1
PHY 151	College Physics I	3	2	4
PHY 152	College Physics II	3	2	4
PHY 251	General Physics I	3	3	4
PHY 252	General Physics II	3	3	4

[**Note:** *Students will receive credit for only one course in any of the following pairs of courses: BIO 110 or BIO 111, PHY 110 or PHY 151, PHY 110 or PHY 251, PHY 151 or PHY 251, PHY 152 or PHY 252]*

E. Mathematics..………….6

Select *two courses.*

		Class	Lab	Credit
MAT 151	Statistics I	3	0	3
MAT 161	College Algebra	3	0	3
MAT 165	Finite Mathematics	3	0	3
MAT 171	Precalculus Algebra	3	0	3
MAT 172	Precalculus Trigonometry	3	0	3
MAT 263	Brief Calculus	3	0	3
MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4
MAT 273	Calculus III	3	2	4

[**Note:** *Students will receive credit for only one course in either of the following pairs of courses: MAT 161 or MAT 171, MAT 263 or MAT 271]*

II. OTHER REQUIRED HOURS………………………………………20

		Class	Lab	Credit
A. COM 231	Public Speaking	3	0	3

B. **Elective Courses**

Select *seventeen* hours from the courses listed in General Education Core or from the following courses.

		Class	Lab	Credit
ACA 122	College Transfer Success	1	0	1
ACC 120	Principles of Financial Accounting	3	2	4
ACC 121	Principles of Managerial Accounting	3	2	4
ART 131	Drawing I	0	6	3
ART 240	Painting I	0	6	3
BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
BIO 175	General Microbiology	2	2	3
BIO 275	Microbiology	3	3	4
CHM 251	Organic Chemistry I	3	3	4

CHM 252	Organic Chemistry II	3	3	4
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro. to Prog. & Logic	2	3	3
COM 110	Introduction to Communication	3	0	3
COM 120	Interpersonal Communication	3	0	3
COM 140	Intro Intercultural Communication	3	0	3
COM 150	Intro to Mass Communication	3	0	3
CSC 134	C++ Programming	2	3	3
DRA 122	Oral Interpretation	3	0	3
ENG 125	Creative Writing	3	0	3
HEA 110	Personal Health/Wellness	3	0	3
HEA 112	First Aid and CPR	1	2	2
HIS 221	African-American History	3	0	3
MAT 151A	Statistics I Lab	0	2	1
MAT 171A	Precalculus Algebra Lab	0	2	1
MAT 172A	Precalculus Trigonometry Lab	0	2	1
MUS 111	Fundamentals of Music	3	0	3
MUS 121	Music Theory I	3	2	4
MUS 131	Chorus I	0	2	1
MUS 132	Chorus II	0	2	1
MUS 141	Ensemble I	0	2	1
MUS 142	Ensemble II	0	2	1
PED 110	Fit & Well for Life	1	2	2
PED 115	Step Aerobics I	0	3	1
PED 120	Walking for Fitness	0	3	1
PED 125	Self-Defense-Beginning	0	2	1
PED 128	Golf-Beginning	0	2	1
PED 129	Golf-Intermediate	0	2	1
PED 130	Tennis-Beginning	0	2	1
PED 139	Bowling-Beginning	0	2	1
PED 142	Lifetime Sports	0	2	1
PED 143	Volleyball-Beginning	0	2	1
PED 144	Volleyball-Intermediate	0	2	1
PED 145	Basketball-Beginning	0	2	1
PED 146	Basketball-Intermediate	0	2	1
PED 148	Softball	0	2	1
PSY 243	Child Psychology	3	0	3

ASSOCIATE IN SCIENCE
(A10400)
DEGREE REQUIREMENTS

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: **64**

I. GENERAL EDUCATION CORE   **44**

A. Composition ....…………………**6**

		Class	Lab	Credit
ENG 111	Expository Writing	3	0	3
ENG 112	Argument-Based Research	3	0	3

B. Humanities/Fine Arts..…………………**9**

*Select **three courses** from three disciplines. **One** literature courses (ENG prefix) is required.*

		Class	Lab	Credit
ART 111	Art Appreciation	3	0	3
ART 114	Art History Survey I	3	0	3
ART 115	Art History Survey II	3	0	3
DRA 111	Theatre Appreciation	3	0	3
DRA 112	Literature of the Theatre	3	0	3
ENG 131	Introduction to Literature	3	0	3
ENG 231	American Literature I	3	0	3
ENG 232	American Literature II	3	0	3
ENG 233	Major American Writers	3	0	3
ENG 241	British Literature I	3	0	3
ENG 242	British Literature II	3	0	3
ENG 261	World Literature I	3	0	3
FRE 111	Elementary French I	3	0	3
FRE 112	Elementary French II	3	0	3
FRE 211	Intermediate French I	3	0	3
FRE 212	Intermediate French II	3	0	3
HUM 121	The Nature of America	3	0	3
HUM 122	Southern Culture	3	0	3
HUM 150	American Women's Studies	3	0	3
HUM 160	Introduction to Film	3	0	3
ITA 111	Elementary Italian I	3	0	3
ITA 112	Elementary Italian II	3	0	3
MUS 110	Music Appreciation	3	0	3
MUS 113	American Music	3	0	3
MUS 210	History of Rock Music	3	0	3
MUS 211	History of Country Music	3	0	3
MUS 212	American Musical Theatre	3	0	3
PHI 210	History of Philosophy	3	0	3
PHI 230	Introduction to Logic	3	0	3
REL 110	World Religions	3	0	3
REL 211	Introduction to Old Testament	3	0	3
REL 212	Introduction to New Testament	3	0	3
SPA 111	Elementary Spanish I	3	0	3

		Class	Lab	Credit
SPA 112	Elementary Spanish II	3	0	3
SPA 211	Intermediate Spanish I	3	0	3
SPA 212	Intermediate Spanish II	3	0	3

Note: *Students who plan to transfer to an institution requiring a foreign language should take the necessary foreign language courses for Core and Elective credit.*

C. Social and Behavioral Sciences......................................……………….9

*Select **three courses** from three disciplines. At least **one** history (HIS prefix) is required.*

		Class	Lab	Credit
ANT 210	General Anthropology	3	0	3
ANT 220	Cultural Anthropology	3	0	3
ECO 251	Principles of Microeconomics	3	0	3
ECO 252	Principles of Macroeconomics	3	0	3
GEO 111	World Regional Geography	3	0	3
GEO 112	Cultural Geography	3	0	3
HIS 121	Western Civilization I	3	0	3
HIS 122	Western Civilization II	3	0	3
HIS 131	American History I	3	0	3
HIS 132	American History II	3	0	3
POL 120	American Government	3	0	3
POL 210	Comparative Government	3	0	3
POL 220	International Relations	3	0	3
PSY 150	General Psychology	3	0	3
PSY 239	Psychology of Personality	3	0	3
PSY 241	Developmental Psychology	3	0	3
PSY 281	Abnormal Psychology	3	0	3
SOC 210	Introduction to Sociology	3	0	3
SOC 213	Sociology of the Family	3	0	3
SOC 220	Social Problems	3	0	3
SOC 225	Social Diversity	3	0	3

D. Natural Sciences..……………….8

*Select a **two course** sequence.*

		Class	Lab	Credit
BIO 111	General Biology I	3	3	4
BIO 112	General Biology II	3	3	4
CHM 151	General Chemistry I	3	3	4
CHM 152	General Chemistry II	3	3	4
GEL 111	Introductory Geology	3	2	4
PHY 251	General Physics I	3	3	4
PHY 252	General Physics II	3	3	4

E. Mathematics..……………….6

*Select **two** courses.*

		Class	Lab	Credit
MAT 151	Statistics I	3	0	3
MAT 171	Precalculus Algebra	3	0	3

MAT 172	Precalculus Trigonometry	3	0	3
MAT 263	Brief Calculus	3	0	3
MAT 271	Calculus I	3	2	4
MAT 272	Calculus II	3	2	4
MAT 273	Calculus III	3	2	4

Note: *Students will receive credit for only one course in either of the following pairs of courses: MAT 161 or MAT 171, MAT 263 or MAT 271.*

F. Natural Sciences and Mathematics…………………………………………6

Select courses from Category D or Category E above or from the following list.

BIO 110	Principles of Biology	3	3	4
BIO 120	Introductory Botany	3	3	4
BIO 130	Introductory Zoology	3	3	4
BIO 140	Environmental Biology	3	0	3
BIO 140A	Environmental Biology Lab	0	3	1
GEL 111	Introductory Geology	3	2	4
PHY 110	Conceptual Physics	3	0	3
PHY 110A	Conceptual Physics Lab	0	2	1
PHY 151	College Physics I	3	2	4
PHY 152	College Physics II	3	2	4

[**Note:** *Students will receive credit for only one course in any of the following pairs of courses: BIO 110 or BIO 111, PHY 110 or PHY 151, PHY 110 or PHY 251, PHY 151 or PHY 251, PHY 152 or PHY 252]*

II. OTHER REQUIRED HOURS……………………………………………20

		Class	Lab	Credit
A. COM 231	Public Speaking	3	0	3

B. Science and Mathematics Elective Courses

*Select **at least fourteen** hours from the courses listed below or from General Education Core Categories D, E, or F.*

BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
BIO 175	General Microbiology	2	2	3
BIO 275	Microbiology	3	3	4
CHM 251	Organic Chemistry I	3	3	4
CHM 252	Organic Chemistry II	3	3	4
CSC 134	C++ Programming	2	3	3
MAT 151A	Statistics I Lab	0	2	1
MAT 171A	Precalculus Algebra Lab	0	2	1
MAT 172A	Precalculus Trigonometry Lab	0	2	1

C. Other elective courses

Three hours may be selected from the courses listed in General Education Core or from the following list of courses.

		Class	Lab	Credit
ACA 122	College Transfer Success	1	0	1
ACC 120	Principles of Financial Accounting	3	2	4
ACC 121	Principles of Managerial Accounting	3	2	4
ART 131	Drawing I	0	6	3
ART 240	Painting I	0	6	3
CIS 110	Introduction to Computers	2	2	3
CIS 115	Intro. to Prog. & Logic	2	3	3
COM 110	Introduction to Communication	3	0	3
COM 120	Interpersonal Communication	3	0	3
COM 140	Intro Intercultural Communication	3	0	3
COM 150	Intro to Mass Communication	3	0	3
CSC 134	C++ Programming*	2	3	3
DRA 122	Oral Interpretation	3	0	3
ENG 125	Creative Writing	3	0	3
HEA 110	Personal Health/Wellness	3	0	3
HEA 112	First Aid and CPR	1	2	2
HIS 221	African-American History	3	0	3
MUS 111	Fundamentals of Music	3	0	3
MUS 121	Music Theory I	3	2	4
MUS 131	Chorus I	0	2	1
MUS 132	Chorus II	0	2	1
MUS 141	Ensemble I	0	2	1
MUS 142	Ensemble II	0	2	1
PED 110	Fit & Well for Life	1	2	2
PED 115	Step Aerobics I	0	3	1
PED 120	Walking for Fitness	0	3	1
PED 125	Self-Defense-Beginning	0	2	1
PED 128	Golf-Beginning	0	2	1
PED 129	Golf-Intermediate	0	2	1
PED 130	Tennis-Beginning	0	2	1
PED 139	Bowling-Beginning	0	2	1
PED 142	Lifetime Sports	0	2	1
PED 143	Volleyball-Beginning	0	2	1
PED 144	Volleyball-Intermediate	0	2	1
PED 145	Basketball-Beginning	0	2	1
PED 146	Basketball-Intermediate	0	2	1
PED 148	Softball	0	2	1
PSY 243	Child Psychology	3	0	3

ASSOCIATE IN GENERAL EDUCATION
(A10300)
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.

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

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

Students interested in this program must see the Dean of Arts & Sciences for enrollment requirements.

COURSE AND HOUR REQUIREMENTS

Credit Hours

I. GENERAL EDUCATION COURSES

Communications: 6
ENG 111 Expository Writing
ENG 114 Professional Research & Reporting

Humanities/Fine Arts: 3
Select from courses in art, foreign language, humanities, literature, music, philosophy, and religion

Natural Sciences/Mathematics: 3
Select from courses in biology, chemistry, geology, physics, and mathematics

Social/Behavioral Science: 3
Select from courses in economics, history, political science, psychology, and sociology

II. MINIMUM MAJOR HOURS

Computer/Information Systems: 2
CIS 111 Basic PC Literacy

Major Electives: 47
Select from associate degree level courses in English/communications, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics, or any specialty courses as selected by the student and approved by the student's advisor.

TOTAL SEMESTER HOURS REQUIRED FOR A.G.E. DEGREE: 64

ASSOCIATE DEGREE NURSING (INTEGRATED)
(A45110)
Associate in Applied Science Degree

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

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

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I.	**GENERAL EDUCATION COURSES**				
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
	or				
ENG 114	Professional Research and Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3

*Additional pick list on pages 101-108

Natural Science:					
BIO 168	Anatomy & Physiology I	3	3	0	4
Social/Behavioral Science:					
PSY 150	General Psychology	3	0	0	3

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
NUR 111	Intro to Health Concepts	4	6	6	8
NUR 112	Health-Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10

B. CONCENTRATION (Not applicable)

C. OTHER MAJOR HOURS

BIO 169	Anatomy & Physiology II	3	3	0	4
BIO 175	General Microbiology	2	2	0	3
PSY 241	Development Psychology	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 69

AUTOMOTIVE SYSTEMS TECHNOLOGY
(A60160)
Associate in Applied Science Degree

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

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

The Automotive Systems Technology Program is an Automotive Service Excellence (ASE) Certified program under the standards set by the National Automotive Technicians Education Foundation (NATEF). This certification provides a means of identifying quality programs meeting national standards. Students are assured that training received is current, complete and applicable. Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive industry.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications: (Select one of the following pair)					
ENG 110	Freshman Composition	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
	or				
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
Natural Science/Mathematics: (Select one)*					
BIO 140	Environmental Biology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
Social/Behavioral Science: (Select one)*					
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
AUT 141	Suspension and Steering Systems	2	3	0	3
AUT 151	Brake Systems	2	3	0	3
AUT 161	Basic Auto Electricity	4	3	0	5
Required Subject Areas:					
Engine Performance:					
AUT 181	Engine Performance 1	2	3	0	3
AUT 183	Engine Performance 2	2	6	0	4
AUT 281	Adv Engine Performance	2	2	0	3

B. CONCENTRATION (Not applicable)

C. OTHER MAJOR HOURS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AUT 110	Introduction to Automotive Technology	2	2	0	3
AUT 116	Engine Repair	2	3	0	3
AUT 116A	Engine Repair Lab	0	3	0	1
AUT 123	Powertrain Diagn & Serv	1	3	0	2
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 151A	Brakes Systems Lab	0	3	0	1
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
AUT 171	Auto Climate Control	2	4	0	4
AUT 181A	Engine Performance 1 Lab	0	3	0	1
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 221A	Auto Transm/Transax Lab	0	3	0	1
AUT 231	Man Trans/Tranaxle	2	4	0	4
AUT 231A	Man Trans/Transaxle Lab	0	3	0	1

OTHER REQUIRED HOURS (Select 2 hours)

	Title	Class	Lab	Work Exp/ Clinical	Credits
AUT 114	Safety and Emissions	1	2	0	2
COE 111,112	Cooperative Work Experience I	0	0	10-20	1-2
COE 121	Cooperative Work Experience II	0	0	10	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: **66**

AUTOMOTIVE SYSTEMS TECHNOLOGY
(D60160)
Diploma

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits

I. GENERAL EDUCATION COURSES

Communications:

ENG 102	Applied Communications II	3	0	0	3

Natural Science/Mathematics:

MAT 101	Applied Mathematics I	2	2	0	3

II. MAJOR COURSES

AUT 110	Introduction to Automotive Technology	2	2	0	3
AUT 141	Suspension and Steering Systems	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brakes Systems Lab	0	3	0	1
AUT 161	Basic Auto Electricity	4	3	0	5
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
AUT 171	Auto Climate Control	2	4	0	4
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 221A	Auto Transm/Transax Lab	0	3	0	1
AUT 281	Adv Engine Performance	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **41**

ELECTRICAL SYSTEMS
(C60160E)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AUT 161	Basic Auto Electricity	4	3	0	5
AUT 163	Adv Auto Electricity	2	3	0	3
AUT 163A	Adv Auto Electricity Lab	0	3	0	1
AUT 281	Adv Engine Performance	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:　　**12**

SUSPENSION & STEERING
(C60160S)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AUT 141	Suspension and Steering Systems	2	3	0	3
AUT 141A	Suspension & Steering Lab	0	3	0	1
AUT 151	Brake Systems	2	3	0	3
AUT 151A	Brakes Systems Lab	0	3	0	1
AUT 181	Engine Performance 1	2	3	0	3
AUT 181A	Engine Performance 1 Lab	0	3	0	1

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:　　**12**

TRANSMISSION SYSTEMS
(C60160T)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
AUT 161	Basic Auto Electricity	4	3	0	5
AUT 171	Auto Climate Control	2	4	0	4
AUT 221	Auto Transm/Transaxles	2	3	0	3
AUT 221A	Auto Transm/Transax Lab	0	3	0	1

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:　　**13**

BASIC LAW ENFORCEMENT TRAINING
(C55120)
Certificate

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subject include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigation, practical application and sheriff-specific. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination. This is a certificate-level course.

Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive up to 16 credit hours 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. This course is governed by the North Carolina Administrative Code, Title 12, VGCC's BLET Academy Rules and Regulations, in addition to the Student Code of Conduct in this catalog.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
None				
II. MAJOR COURSES				
CJC 100 Basic Law Enforcement Training	9	30	0	19

TOTAL SEMESTER HOURS FOR CERTIFICATE: **19**

BIOPROCESS TECHNOLOGY
(A50440)
Associate in Applied Science Degree

The Bioprocess Technology curriculum is designed to prepare individuals to work as Process Operators in biological products manufacturing facilities. Students will combine basic science and communication skills, manufacturing technologies, and good manufacturing practices in the course of the study.

Students will be expected to develop a strong basic science foundation with a sound understanding of the major technologies employed by the industry. They will also be expected to develop collaborative and disciplined work ethics while consistently practicing problem-solving skills.

Upon successful completion of the program, individuals should possess the necessary skills to qualify for employment in a variety of Bioprocessing industries.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*				
ART 111 Art Appreciation	3	0	0	3
DRA 111 Theatre Appreciation	3	0	0	3
HUM 121 The Nature of America	3	0	0	3
HUM 122 Southern Culture	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
Mathematics: (Select one)*				
MAT 121 Algebra/Trigonometry	2	2	0	3
MAT 161 College Algebra	3	0	0	3
Social/Behavioral Science: (Select one)*				
HIS 131 American History I	3	0	0	3
POL 120 American Government	3	0	0	3
PSY 118 Interpersonal Psychology	3	0	0	3
PSY 150 General Psychology	3	0	0	3
SOC 210 Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits

Required Courses:

	Title	Class	Lab	Work Exp/ Clinical	Credits
BPM 110	Bioprocess Practices	3	4	0	5
BPM 111	Bioprocess Measurements	3	3	0	4
BPM 112	Upstream Bioprocessing	3	4	0	5
BPM 113	Downstream Bioprocessing	3	3	0	4
PTC 110	Industrial Environment	3	0	0	3

B. CONCENTRATION (Not applicable)

C. OTHER MAJOR HOURS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BIO 110	Principles of Biology	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BUS 270	Professional Development	3	0	0	3
CHM 131	Introduction to Chemistry	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 132	Organic & Biochemistry	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
ISC 110	Workplace Safety	1	0	0	1
ISC 121	Environmental Health & Safety	3	0	0	3
ISC 221	Statistical Quality Control	3	0	0	3

OTHER REQUIRED HOURS: (Select 4 hours)

	Title	Class	Lab	Work Exp/ Clinical	Credits
BUS 260	Business Communications	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
SPA 111	Elementary Spanish I	3	0	0	3

TOTAL SEMESTER HOURS FOR A.A.S. DEGREE: **69**

BUSINESS ADMINISTRATION
(A25120)
Associate in Applied Science Degree

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

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

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
Natural Science/Mathematics: (Select one)*					
BIO 140	Environmental Biology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
Social/Behavioral Science: (Select one)*					
HIS 131	American History I	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
Required Subject Areas:					
Accounting:					
ACC 120	Principles of Financial Accounting	3	2	0	4
Economics: (Select one)					
ECO 151	Survey of Economics	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
Computer Applications:					
CIS 111	Basic PC Literacy	1	2	0	2

B. CONCENTRATION (Not applicable)

C. OTHER MAJOR HOURS

		Class	Lab	Work Exp/ Clinical	Credits
ACC 121	Principles of Managerial Accounting	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 260	Business Communications	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
LOG 110	Introduction to Logistics	3	0	0	3

OTHER REQUIRED HOURS: (Select 9 hours)

		Class	Lab	Work Exp/ Clinical	Credits
ACC 129	Individual Income Taxes	2	2	0	3
ACC 130	Business Income Taxes	2	2	0	3
ACC 150	Accounting Software Application	1	2	0	2
ACC 225	Cost Accounting	3	0	0	3
BUS 270	Professional Development	3	0	0	3
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121, 122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
DBA 110	Database Concepts	2	3	0	3
ISC 121	Environmental Health and Safety	3	0	0	3
ISC 131	Quality Management	3	0	0	3
OST 136	Word Processing	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 69

BUSINESS MANAGEMENT
(C25120M)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **12**

FRONT LINE MANAGEMENT
(C25120F)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 270	Professional Development	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **16**

BUSINESS ADMINISTRATION
ELECTRONIC COMMERCE

(A2512I)

Associate in Applied Science Degree

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

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

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

Enrollment for 2009/2010 is limited to returning 2nd year program students only.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*				
ART 111 Art Appreciation	3	0	0	3
DRA 111 Theatre Appreciation	3	0	0	3
HUM 121 The Nature of America	3	0	0	3
HUM 122 Southern Culture	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
Natural Science/Mathematics: (Select one)*				
BIO 140 Environmental Biology	3	0	0	3
MAT 115 Mathematical Models	2	2	0	3
MAT 151 Statistics I	3	0	0	3
MAT 161 College Algebra	3	0	0	3
Social/Behavioral Science: (Select one)*				
HIS 131 American History I	3	0	0	3
POL 120 American Government	3	0	0	3
PSY 118 Interpersonal Psychology	3	0	0	3
PSY 150 General Psychology	3	0	0	3
SOC 210 Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
Required Subject Areas:					
Accounting:					
ACC 120	Principles of Financial Accounting	3	2	0	4
Economics: (Select one)					
ECO 151	Survey of Economics	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
Computer Applications:					
CIS 111	Basic PC Literacy	1	2	0	2
B. CONCENTRATION:					
ECM 168	Electronic Business	3	0	0	3
ECM 210	Introduction to E-Commerce	2	2	0	3
ECM 220	E-Com. Planning & Implementation	3	0	0	3
ECM 230	Capstone Project	1	6	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
C. OTHER MAJOR HOURS:					
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
BUS 121	Business Math	2	2	0	3
BUS 225	Business Finance	2	2	0	3
BUS 260	Business Communication	3	0	0	3
BUS 270	Professional Development	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
OST 131	Keyboarding	1	2	0	2
Major Electives: (Select 4 hours)					
ACC 130	Business Income Taxes	2	2	0	3
ACC 150	Accounting Software Application	1	2	0	2
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
OST 136	Word Processing	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 71

BUSINESS ADMINISTRATION/ OPERATIONS MANAGEMENT

(A2512G)

Associate in Applied Science Degree

Operations Management is a concentration under the curriculum title of Business Administration. This curriculum is designed to educate individuals in the technical and managerial aspects of operations for manufacturing and service industries.

Emphasized are analytical reasoning, problem solving, and continuous improvement concepts required in today's dynamic business and industry environments. Concepts include quality, productivity, organizational effectiveness, financial analysis, and the management of human, physical, and information resources.

Graduates should qualify for leadership positions or enhance their professional skills in supervision, team leadership, operations planning, quality assurance, manufacturing and service management, logistics/distribution, health and safety, human resources management, and inventory/ materials management.

Enrollment for 2009/2010 is limited to returning Operations Management majors only.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
Mathematics: (Select one)*					
MAT 115	Mathematical Models	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
Social/Behavioral Science: (Select one)*					
HIS 131	American History I	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
Required Subject Areas:					
Accounting:					
ACC 120	Principles of Financial Accounting	3	2	0	4
Economics: (Select one)					
ECO 151	Survey of Economics	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
Computer Applications:					
CIS 111	Basic PC Literacy	1	2	0	2
B. CONCENTRATION:					
ISC 121	Environmental Health & Safety	3	0	0	3
ISC 210	Production & Operations Planning	3	0	0	3
OMT 112	Materials Management	3	0	0	3
OMT 260	Issues in Operations Management	3	0	0	3
Quality:					
ISC 221	Statistical Quality Control	3	0	0	3
C. OTHER MAJOR HOURS:					
BUS 110	Intro to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 225	Business Finance	2	2	0	3
BUS 260	Business Communications	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
ISC 223	Quantitative Methods	3	0	0	3
LOG 110	Introduction to Logistics	3	0	0	3
Major Electives: (Select 4 hours)					
ACC 130	Business Income Taxes	2	2	0	3
ACC 150	Accounting Software Application	1	2	0	2
BUS 270	Professional Development	3	0	0	3
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
DBA 110	Database Concepts	2	3	0	3
ISC 130	Introduction to Quality Control	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: **73**

PRODUCTION PLANNING
(C2512GP)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BUS 110	Intro to Business	3	0	0	3
ISC 121	Environmental Health & Safety	3	0	0	3
ISC 210	Production & Operations Planning	3	0	0	3
ISC 221	Statistical Quality Control	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
	or				
MAT 151	Statistics I	3	0	0	3
	or				
MAT 161	College Algebra	3	0	0	3
OMT 112	Materials Management	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **18**

CARPENTRY
(D35180)
Diploma

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits

I.   GENERAL EDUCATION COURSES

Communications:

ENG 102	Applied Communications II	3	0	0	3

Natural Science/Mathematics:

MAT 101	Applied Mathematics I	2	2	0	3

A. CORE

Required Courses:

BPR 130	Blueprint Reading/Construction	1	2	0	2
CAR 110	Introduction to Carpentry	2	0	0	2
CAR 111	Carpentry I	3	15	0	8
CAR 112	Carpentry II	3	15	0	8
CAR 113	Carpentry III	3	9	0	6
CAR 115	Residential Planning/Estimating	3	0	0	3

Required Subject Areas: None

B.   CONCENTRATION: (Not applicable)

C.   OTHER MAJOR HOURS:

CAR 114	Residential Bldg Codes	3	0	0	3
MAS 140	Introduction to Masonry	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 40

RESIDENTIAL FOUNDATIONS & FRAMING

(C35180R)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BPR 130	Blueprint Reading/Construction	1	2	0	2
CAR 110	Introduction to Carpentry	2	0	0	2
CAR 111	Carpentry I	3	15	0	8

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **12**

COMPUTER INFORMATION TECHNOLOGY

(A25260)

Associate in Applied Science Degree

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

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

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
Natural Science/Mathematics: (Select one)*					
BIO 140	Environmental Biology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
Social/Behavioral Science: (Select one)*					
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
HIS 131	American History I	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
CIS 115	Intro. to Prog. & Logic	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	Systems Analysis & Design	3	0	0	3
CTS 289	Systems Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
Required Subject Areas:					
Basic Computer Skills:					
CIS 111	Basic PC Literacy	1	2	0	2
Business:					
BUS 110	Introduction to Business	3	0	0	3
Networking:					
NET 125	Networking Basics	1	4	0	3

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:

		Class	Lab	Work Exp/ Clinical	Credits
ACC 120	Principles of Financial Accounting	3	2	0	4
CIS 162	MM Presentation Software	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3

Major Electives: (Select 4 hours)

		Class	Lab	Work Exp/ Clinical	Credits
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 230	Advanced Spreadsheet	2	2	0	3
DBA 115	Database Applications	2	2	0	3
NET 126	Routing Basics	1	4	0	3
NET 175	Wireless Technology	2	2	0	3
NOS 220	Linux/UNIX Admin I	2	2	0	3
OST 131	Keyboarding	1	2	0	2
SEC 160	Secure Admin I	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 210	Web Design	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 75

SOFTWARE SPECIALIST

(C25260S)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CIS 110	Introduction to Computers	2	2	0	3
CIS 162	MM Presentation Software	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

COMPUTED TOMOGRAPHY & MAGNETIC RESONANCE IMAGING TECHNOLOGY

(D45200)
Diploma

The Computed Tomography and Magnetic Resonance Imaging Technology curriculum prepares the individual to use specialized equipment to visualize cross-sectional anatomical structures and aid physicians in the demonstration of pathologies and disease processes. Individuals entering this curriculum must be registered or registry- eligible radiologic technologist, radiation therapist, or nuclear medicine technologist.

Course work prepares the technologist to provide patient care and perform studies utilizing imaging equipment, professional communication, and quality assurance in scheduled and emergency procedures through academic and clinical studies.

Graduates may be eligible to sit for the American Registry of Radiologic Technologist Advanced-Level testing in Computed Tomography and/or Magnetic Resonance Imaging examinations. They may find employment in facilities which perform these imaging procedures.

This program is offered in collaboration with Edgecombe Community College, Johnston Community College, Fayetteville Technical Community College, and Vance-Granville Community College.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	3	0	0	3
Social/Behavioral Science: (Select one)*	2-3	0	0	2-3

*Select **one** course from the following prefixes: ECO, GEO, HIS, POL, PSY, or SOC. For pick list see pages 101-108.

Title	Class	Lab	Work Exp/ Clinical	Credits
II. MAJOR COURSES				
CAT 210 CT Physics and Equipment	3	0	0	3
CAT 211 CT Procedures	4	0	0	4
MRI 210 MRI Physics and Equipment	3	0	0	3
MRI 211 MRI Procedures	4	0	0	4
Required Subject Areas				
CAT Clinical Practicum				
CAT 231 CT Clinical Practicum	0	0	33	11
MRI Clinical Practicum				
MRI 231 MRI Clinical Practicum	0	0	33	11

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **41/42**

Note: Degree is awarded by Edgecombe Community College

COSMETOLOGY

(D55140)
Diploma

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

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

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

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 102	Applied Communications II	3	0	0	3
Social/Behavioral Sciences:					
PSY 101	Applied Psychology	3	0	0	3
A. CORE					
Required Courses:					
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4
Required Subject Areas:					
Cosmetology:					
COS 117	Cosmetology Concepts IV	2	0	0	2
B. CONCENTRATION: (Not applicable)					
C. OTHER MAJOR HOURS: (Select 7 hours)					
COS 118	Salon IV	0	21	0	7
COS 240	Contemporary Designs	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **47**

COSMETOLOGY

(C55140)

Certificate

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits

I. GENERAL EDUCATION COURSES

   None

A. CORE

Required Courses:

		Class	Lab	Clinical	Credits
COS 111	Cosmetology Concepts I	4	0	0	4
COS 112	Salon I	0	24	0	8
COS 113	Cosmetology Concepts II	4	0	0	4
COS 114	Salon II	0	24	0	8
COS 115	Cosmetology Concepts III	4	0	0	4
COS 116	Salon III	0	12	0	4

Required Subject Areas: None

Cosmetology: (Select a minimum of 2 hours)

		Class	Lab	Clinical	Credits
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
	or				
COS 240	Contemporary Designs	1	3	0	2

   TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **34**

COSMETOLOGY INSTRUCTOR

(C55160)

Certificate

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

I. GENERAL EDUCATION COURSES

None

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
A. CORE					
Required Courses:					
COS 271	Instructor Concepts I	5	0	0	5
COS 272	Instructor Practicum I	0	21	0	7
COS 273	Instructor Concepts II	5	0	0	5
COS 274	Instructor Practicum II	0	21	0	7

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:　24

CRIMINAL JUSTICE TECHNOLOGY

(A55180)

Associate in Applied Science Degree

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

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

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 110	Freshman Composition	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
	or				
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
HUM 150	American Women's Studies	3	0	0	3
HUM 160	Introduction to Film	3	0	0	3
Natural Sciences/Mathematics: (Select one)*					
BIO 140	Environmental Biology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
Social/Behavioral Science: (Select one)*					
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits

Required Courses:

		Class	Lab	Clinical	Credits
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3

Required Subject Areas: None

B.   CONCENTRATION: (Not applicable)

C.   OTHER MAJOR HOURS:

		Class	Lab	Clinical	Credits
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 151	Introduction to Loss Prevention	3	0	0	3
CJC 241	Community-Based Corrections	3	0	0	3

Other Required Courses:

		Class	Lab	Clinical	Credits
ACA 115	Success & Study Skills	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3

Major Electives: (Select 15 hours)

		Class	Lab	Clinical	Credits
BUS 115	Business Law I	3	0	0	3
BUS 217	Employment Law	3	0	0	3
CET 250	Computer Forensics II	2	3	0	3
CJC 122	Community Policing	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 211	Counseling	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 215	Organization & Administration	3	0	0	3
CJC 223	Organized Crime	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
SPA 111	Elementary Spanish I	3	0	0	3
SPA 112	Elemenatry Spanish II	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 68

CORRECTIONS

(C55180C)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 211	Counseling	3	0	0	3
CJC 241	Community-Based Corrections	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

LAW ENFORCEMENT

(C55180L)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 13

CULINARY TECHNOLOGY

(A55200)
Associate in Applied Science Degree

The Culinary Technology curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilities.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provides the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, garde manger, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level positions such as line cook, station chef, and assistant pastry chef.

American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food services manager.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits

I.   GENERAL EDUCATION COURSES

Communications:

		Class	Lab	Work Exp/ Clinical	Credits
ENG 110	Freshman Composition	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
	or				
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3

Humanities/Fine Arts: (Select one)*

HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3

Natural Science/Mathematics: (Select one)*

BIO 140	Environmental Biology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3

Social/Behavioral Science: (Select one)*

POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
CUL 110	Sanitation & Safety	2	0	0	2
CUL 120	Purchasing	2	0	0	2
CUL 135	Food and Beverage Service	2	0	0	2
CUL 140	Basic Culinary Skills	2	6	0	5
CUL 160	Baking I	1	4	0	3
Required Subject Areas:					
Nutrition: (Select one)					
CUL 112	Nutrition for Food Service	3	0	0	3
NUT 110	Nutrition	3	0	0	3

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:

	Title	Class	Lab	Work Exp/ Clinical	Credits
CIS 111	Basic PC Literacy	1	2	0	2
COE 111,112	Cooperative Work Experience I	0	0	10-20	1-2
COE 121	Cooperative Work Experience II	0	0	10	1
CUL 110A	Sanitation and Safety Lab	0	2	0	1
CUL 130	Menu Design	2	0	0	2
CUL 135A	Food & Beverage Service Lab	0	2	0	1
CUL 170	Garde Manger I	1	4	0	3
CUL 170A	Garde Manger I Lab	0	3	0	1
CUL 180	International & American Regional Cuisine	1	8	0	5
CUL 240	Advanced Culinary Skills	1	8	0	5
CUL 250	Classical Cuisine	1	8	0	5
CUL 260	Baking II	1	4	0	3
CUL 270	Garde Manger II	1	4	0	3
CUL 270A	Garde Manger II Lab	0	3	0	1
CUL 280	Pastry and Confections	1	4	0	3
CUL 280A	Pastry and Confections Lab	0	3	0	1
HRM 110	Introduction to Hospitality	2	0	0	2
HRM 145	Hospitality Supervision	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 75

RESTAURANT HOSPITALITY

(C55200R)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CUL 110	Sanitation & Safety	2	0	0	2
CUL 130	Menu Design	2	0	0	2
HRM 110	Introduction to Hospitality	2	0	0	2
HRM 145	Hospitality Supervision	3	0	0	3
NUT 110	Nutrition	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 12

EARLY CHILDHOOD ASSOCIATE

(A55220)

Associate in Applied Science Degree

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight 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 families and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications: (Choose one pair)					
ENG 110	Freshman Composition	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
	or				
ENG 111	Expository Writing	3	0	0	3
ENG 112	Argument-based Research **or**	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)					
ART 111	Art Appreciation	3	0	0	3
ART 240	Painting I	3	0	0	3
DRA 111	Theater Appreciation	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
REL 110	World Religions	3	0	0	3
Natural Sciences/Mathematics: (Select one)					
BIO 140	Environmental Biology	3	0	0	3
GEL 111	Introductory Geology	3	0	0	3
MAT 140	Survey of Mathematics	3	0	0	3
MAT 151	Statistics	3	0	0	3
MAT 161	College Algebra	3	0	0	3
PHY 110	Conceptual Physics	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	3	0	1
Social/Behavioral Science: (Select one)					
ANT 210	General Anthropology	3	0	0	3
HIS 121	Western Civilization I	3	0	0	3
HIS 122	Western Civilization II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3

	Title	Class	Lab	Work Exp/ Clinical	Credits
HIS 221	African-American History	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Experience	3	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	4
Required Subject Areas:					
Child Development:					
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
Other Required Hours:					
EDU 259	Curriculum Planning	3	0	0	3
EDU 287	Leadership/ECE	3	0	0	3

OTHER REQUIRED HOURS: (Select 9 hours)
I. General Early Childhood Track:

EDU 152	Music, Movement & Language	3	0	0	3
EDU 162	Observation & Assessment in ECE	3	0	0	3
EDU 173	Becoming a Professional in ECE	3	0	0	3
EDU 184	Early Childhood Intro Practicum	1	3	0	2
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 251	Exploration Activities	3	0	0	3
	or				

II. College Transferable Track: (9 Hours from Above General Education hours)
Choose from Above Gen Ed Courses **or**

BIO 140A	Environmental Biology Lab	0	3	0	1
HEA 110	Personal Health/Wellness	3	0	0	3
EDU 216	Foundation of Education	4	0	0	4
	or				

III. Administration Track:

BUS 217	Employment Law & Regulations	3	0	0	3
EDU 261	Administration I	3	0	0	3
EDU 262	Administration II	3	0	0	3

continued. . .

or

IV. Special Education Track:

EDU 125	Sign Language for Educators	3	0	0	3
EDU 154	Social/Emotional/Behavior Development	3	0	0	3
EDU 220	Program Policies in Early Intervention	3	0	0	3
EDU 223	Specific Learning Disablilities	3	0	0	3
EDU 247	Sensory & Physical Disabilitites	3	0	0	3
EDU 248	Developmental Delays	3	0	0	3
	or				

V. Family Home Childcare Track:

EDU 114	Intro to Family Childcare	3	0	0	3
EDU 261	Administration I	3	0	0	3
EDU 262	Administration II	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE:　　**65**

EARLY CHILDHOOD ASSOCIATE

(D55220)
Diploma

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 110 Freshman Composition	3	0	0	3
Social/Behavioral Science:				
PSY 118 Interpersonal Psychology	3	0	0	3

A. CORE

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:				
EDU 119 Intro to Early Childhood Education	4	0	0	4
EDU 131 Child, Family, & Community	3	0	0	3
EDU 146 Child Guidance	3	0	0	3
EDU 151 Creative Activities	3	0	0	3
EDU 153 Health, Safety & Nutrition	3	0	0	3
EDU 221 Children with Exceptionalities	3	0	0	3
Required Subject Areas:				
Child Development:				
EDU 144 Child Development I	3	0	0	3
EDU 145 Child Development II	3	0	0	3
OTHER REQUIRED HOURS:				
EDU 184 Early Childhood Intro Practicum	1	3	0	2
EDU 251 Exploration Activities	3	0	0	3
EDU 259 Curriculum Planning	3	0	0	3
EDU 271 Educational Technology	2	2	0	3
EDU 280 Language & Literacy Experience	3	0	0	3
EDU 287 Leadership/ECE	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **48**

EARLY CHILDHOOD ASSOCIATE
Certificates

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits

OPTION 1:   ADMINISTRATION CERTIFICATE (C55220A)

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 261	Administration I	3	0	0	3
EDU 262	Administration II	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

OPTION 2:   GENERAL EDUCATION CERTIFICATE (C55220G)

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

OPTION 3:   SPECIAL NEEDS CERTIFICATE (C55220S)

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
(Select 3 hours)					
EDU 154	Social/Emotional/Behavior Development	3	0	0	3
EDU 220	Program Policies in Early Intervention	3	0	0	3
EDU 223	Specific Learning Disabilities	3	0	0	3
EDU 247	Sensory & Physical Disabilities	3	0	0	3
EDU 248	Developmental Delays	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

ELECTRICAL/ELECTRONICS TECHNOLOGY
(D35220)
Diploma

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 102 Applied Communications II	3	0	0	3
Natural Science/Mathematics:				
MAT 101 Applied Mathematics I	2	2	0	3
A. CORE				
Required Subject Areas:				
Wiring:				
ELC 113 Basic Wiring I	2	6	0	4
Motor Controls:				
ELC 117 Motors and Controls	2	6	0	4
DC/AC:				
ELC 112 DC/AC Electricity	3	6	0	5
B. CONCENTRATION: (not applicable)				
C. OTHER MAJOR HOURS:				
Required Courses:				
ELC 115 Industrial Wiring	2	6	0	4
ELC 118 National Electrical Code	1	2	0	2
ELC 119 NEC Calculations	1	2	0	2
ELC 125 Diagrams and Schematics	1	2	0	2

		Class	Lab	Work Exp/ Clinical	Credits
ELC 215	Electrical Maintenance	2	3	0	3
ELN 229	Industrial Electronics	3	3	0	4
PHY 101	Fundamentals of Physics I	3	2	0	4

Major Electives: (Select 4 hours)

		Class	Lab	Work Exp/ Clinical	Credits
BPR 111	Blueprint Reading	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
ELC 114	Basic Wiring II	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ISC 110	Workplace Safety	1	0	0	1
MNT 110	Introduction to Maintenance Procedures	1	3	0	2
MNT 165	Mechanical Industrial Systems	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **44**

BASIC WIRING
(C35220B)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electical Code	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **15**

INDUSTRIAL WIRING
(C35220W)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 125	Diagrams and Schematics	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **15**

ELECTRONICS ENGINEERING TECHNOLOGY

(A40200)

Associate in Applied Science Degree

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
Humanities:*				
HUM 122 Southern Culture	3	0	0	3
Natural Science/Mathematics:*				
MAT 121 Algebra/Trigonometry I	2	2	0	3
Social/Behavioral Science: (Select one)*				
PSY 118 Interpersonal Psychology	3	0	0	3
PSY 150 General Psychology	3	0	0	3

*Additional pick list on pages 101-108

Title	Class	Lab	Work Exp/ Clinical	Credits
A. CORE				
Required Courses:				
ELN 133 Digital Electronics	3	3	0	4
Required Subject Areas:				
DC/AC:				
ELC 131 DC/AC Circuit Analysis	4	3	0	5
Devices:				
ELN 131 Semiconductor Applications	3	3	0	4

continued. . .

Foundamentals:

		Class	Lab	Work Exp/Clinical	Credits
CET 111	Computer Upgrade/Repair I	2	3	0	3

B.   CONCENTRATION: (not applicable)

C.   OTHER MAJOR HOURS:

ATR 280	Robotic Fundamentals	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 111	Basic PC Literacy	1	2	0	2
EGR 131	Introduction to Electronic Technology	1	2	0	2
ELC 127	Software for Technicians	1	3	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 228	PLC Applications	2	6	0	4
ELN 132	Linear IC Applications	3	3	0	4
ELN 150	CAD for Electronics	1	3	0	2
ELN 232	Introduction to Microprocessors	3	3	0	4
ELN 234	Communication Systems	3	3	0	4
MAT 122	Algebra/Trigonometry II	2	2	0	3
PHY 131	Physics - Mechanics	3	2	0	4

Major Electives: (Select 3 hours)

CIS 115	Intro. to Prog. & Logic	2	3	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
ISC 110	Workplace Safety	1	0	0	1
SPA 111	Elementary Spanish I	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 72

ELECTRONICS ENGINEERING TECHNOLOGY

(C40200)

Certificate

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/Clinical	Credits

I.   GENERAL EDUCATION COURSES

Natural Science/Mathematics:

		Class	Lab	Work Exp/Clinical	Credits
MAT 121	Algebra/Trigonometry I	2	2	0	3

A. CORE

ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELN 131	Semiconductor Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 16

GENERAL OCCUPATIONAL TECHNOLOGY

(A55280)

Associate in Applied Science Degree

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189, or 200-289) offered by the College.

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

All courses must be taken from approved AAS programs and students interested in this program must see the Dean of Business and Applied Technologies for enrollment details.

COURSE AND HOUR REQUIREMENTS

Credits

I.   GENERAL EDUCATION COURSES

Communications: **6**
ENG 111   Expository Writing
ENG 114   Professional Research & Reporting

Humanities/Fine Arts:*   **3**
Select from courses in art, foreign language, humanities,
literature, music, philosophy, and religion

Natural Sciences/Mathematics:*   **3**
Select from courses in biology, chemistry, geology,
physics, and mathematics

Social/Behavioral Science:*   **3**
Select from courses in economics, history, political science,
psychology, and sociology

*Additional pick list on pages 101-108

II.   MINIMUM MAJOR HOURS

Computer/Information Systems: **2**
CIS 111   Basic PC Literacy

Major Electives: **47**
Select from AAS degree program courses offered by the college with
the following prefixes: ACC, BUS, CIS, CJC, CSC, CTS, DBA, ECO, ISC,
MKT, NOS, OST, REC, SEC, WEB.

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: **64**

GLOBAL LOGISTICS TECHNOLOGY

(A25170)

Associate in Applied Science Degree

The Global Logistics Technology curriculum prepares individuals for a multitude of career opportunities in distribution, transportation and manufacturing organizations. Classroom instruction, field of study experiences and practical laboratory applications of logistics management and global technology capabilities are included in the program of study.

Course work includes computer applications, accounting, business law, economics, management, industrial sciences, and international studies. Students will solve different levels of logistics-related problems through case study evaluations and supply chain projects utilizing logistical hardware and intelligent software tools.

Graduates should qualify for positions in a wide range of government agencies, manufacturing and service organizations. Employment opportunities include entry-level purchasing, material management, warehousing, inventory, transportation coordinators, and logistics analysts. Upon completion, graduates may be eligible for certification credentials through APICS and AST&L.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I.	**GENERAL EDUCATION COURSES**				
Communications: (Select one of the following pair)					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
	or				
ENG 110	Freshman Composition	3	0	0	3
ENG 116	Technical Report Writing	3	0	0	3
Humanities/Fine Arts: (Select one)					
ART 111	Art Appreciation	3	0	0	3
HUM 121	Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
Mathematics:					
MAT 121	Algebra/Trigonometry I	2	2	0	3
	or				
MAT 161	College Algebra	3	0	0	3
Social/Behavioral Science:					
ECO 251	Principles of Microeconomics	3	0	0	3
A.	**CORE**				
Required Courses:					
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
DBA 110	Database Concepts	2	3	0	3
LOG 110	Introduction to Logistics	3	0	0	3
LOG 125	Transportation Logistics	3	0	0	3

continued. . .

LOG 215	Supply Chain Management	3	0	0	3
LOG 235	Import/Export Management	3	0	0	3
LOG 240	Purchasing Logistics	3	0	0	3
LOG 250	Advanced Global Logistics	3	2	0	4

Required Subject Areas:
Computer Applications:

CIS 110	Introduction to Computers	2	2	0	3

Business and Management:

INT 110	International Business	3	0	0	3

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:

ACC 120	Prin of Financial Acct	3	2	0	4
ECM 210	Introduction to E-Commerce	2	2	0	3
ISC 131	Quality Management	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

Major Electives: (Select 6 hours)

ACC 121	Prin of Managerial Acct	3	2	0	4
BUS 116	Business Law II	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
CIS 115	Intro to Prog & Logic	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131,132	Cooperative Work Experience III	0	0	10-20	1-2
CTS 130	Spreadsheet	2	2	0	3

Other Required Courses: (Select 1 hour)

ACA 111	College Student Success	1	0	0	1
	or				
ACA 115	Success & Study Skills	0	2	0	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: **69**

GLOBAL SUPPLY CHAIN

(C25170G)
Certificate

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
None				
A. CORE				
INT 110 International Business	3	0	0	3
MKT 120 Principles of Marketing	3	0	0	3
or				
LOG 110 Introduction to Logistics	3	0	0	3
LOG 215 Supply Chain Management	3	0	0	3
LOG 240 Purchasing Logistics	3	0	0	3

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: **12**

TRANSPORTATION LOGISTICS

(C25170T)
Certificate

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
None				
A. CORE				
BUS 137 Principles of Management	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
LOG 110 Introduction to Logistics	3	0	0	3
LOG 125 Transportation Logistics	3	0	0	3

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: **12**

HUMAN SERVICES TECHNOLOGY

(A45380)

Associate in Applied Science Degree

The Human Services Technology Curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*				
ART 111 Art Appreciation	3	0	0	3
DRA 111 Theatre Appreciation	3	0	0	3
HUM 121 Nature of America	3	0	0	3
HUM 122 Southern Culture	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
Natural Sciences/Mathematics: (Select one)*				
BIO 140 Environmental Biology	3	0	0	3
BIO 163 Basic Anatomy & Physiology	4	2	0	5
MAT 115 Mathematical Models	2	2	0	3
Social/Behavioral Science:				
SOC 210 Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Required Subject Areas:					
Psychology:					
PSY 281	Abnormal Psychology	3	0	0	3
Sociology:					
SOC 213	Sociology of the Family	3	0	0	3

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:

		Class	Lab	Clinical	Credits
CIS 111	Basic PC Literacy	1	2	0	2
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121	Cooperative Work Experience II	0	0	10	1
COE 125	Work Experience Seminar II	1	0	0	1
HSE 245	Stress Management	2	2	0	3
HSE 250	Financial Services	2	0	0	2
HSE 251	Activities Therapy	2	2	0	3
SWK 113	Working with Diversity	3	0	0	3

Major Electives: (Select 9 hours)

		Class	Lab	Clinical	Credits
HSE 127	Conflict Resolution	2	2	0	3
HSE 240	Issues in Client Services	3	0	0	3
HSE 255	Health Prob & Prevent	2	2	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 210	Substance Abuse Counseling	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 68

HUMAN SERVICES TECHNOLOGY/ MENTAL HEALTH

(A4538C)

Associate in Applied Science Degree

The Human Services Technology/Mental Health concentration prepares students for job opportunities in the mental health field. The curriculum enables students to understand culturally and emotionally handicapped, developmentally disabled, or addicted clients through a variety of models and diagnoses.

Course work includes a history of the mental health movement, current developments and future trends, and theoretical models affecting individual development and behavior in a diverse client population. Fieldwork experiences provide opportunities for application of knowledge in agency and institutional settings.

Graduates should qualify for employment in mental health centers serving a diverse multicultural client population in public and private settings. Graduates will work with individuals, families, groups, organizations, and communities in providing a therapeutic arena of care.

COURSE AND HOUR REQUIREMENTS

Title		Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Prof. Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
Natural Sciences/Mathematics: (Select one*)					
BIO 140	Environmental Biology	3	0	0	3
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MAT 115	Mathematical Models	2	2	0	3
Social/Behavioral Science:					
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Required Subject Areas:					
Psychology:					
PSY 281	Abnormal Psychology	3	0	0	3
Sociology:					
SOC 213	Sociology of the Family	3	0	0	3

B. CONCENTRATION

		Class	Lab	Clinical	Credits
HSE 226	Mental Retardation	3	0	0	3
MHA 150	Mental Health Systems	3	0	0	3
MHA 155	Psychological Assessment	3	0	0	3
MHA 240	Advocacy	2	0	0	2
PSY 265	Behavior Modification	3	0	0	3

C. OTHER MAJOR HOURS:

		Class	Lab	Clinical	Credits
CIS 111	Basic PC Literacy	1	2	0	2
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 115	Work Experience Seminar I	1	0	0	1
COE 121	Cooperative Work Experience II	0	0	10	1
HSE 145	Child Abuse and Neglect	3	0	0	3
PSY 241	Development Psychology	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 70

HUMAN SERVICES TECHNOLOGY/ SUBSTANCE ABUSE
(A4538E)

Associate in Applied Science Degree

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates can obtain certification by the North Carolina Substance Abuse Board.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Prof. Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*				
ART 111 Art Appreciation	3	0	0	3
DRA 111 Theatre Appreciation	3	0	0	3
HUM 121 Nature of America	3	0	0	3
HUM 122 Southern Culture	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
Natural Sciences/Mathematics: (Select one)*				
BIO 140 Environmental Biology	3	0	0	3
BIO 163 Basic Anatomy & Physiology	4	2	0	5
MAT 115 Mathematical Models	2	2	0	3
Social/Behavioral Science:				
SOC 210 Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
HSE 110	Intro to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Required Subject Areas:					
Psychology:					
PSY 281	Abnormal Psychology	3	0	0	3
Sociology:					
SOC 213	Sociology of the Family	3	0	0	3
B. CONCENTRATION:					
COE 111	Cooperative Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 120	Intake & Assessment	3	0	0	3
SAB 125	Substance Abuse Case Management	2	2	0	3
SAB 135	Addictive Process	3	0	0	3
SAB 240	SAB Issues in Client Services	3	0	0	3
C. OTHER MAJOR HOURS:					
CIS 111	Basic PC Literacy	1	2	0	2
COE 112	Cooperative Work Experience I	0	0	20	2
COE 121	Cooperative Work Experience II	0	0	10	1
PSY 241	Development Psychology	3	0	0	3
SAB 210	Substance Abuse Counseling	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 68

INDUSTRIAL SYSTEMS TECHNOLOGY
(D50240)
Diploma

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 102 Applied Communications II	3	0	0	3
Natural Science/Mathematics:				
MAT 101 Applied Mathematics I	2	2	0	3
PHY 101 Fundamentals of Physics I	3	2	0	4
A. CORE				
MNT 110 Introduction to Maintenance Procedures	1	3	0	2
WLD 112 Basic Welding Processes	1	3	0	2
Required Subject Areas:				
Electrical:				
ELC 112 DC/AC Electricity	3	6	0	5
Hydraulics:				
HYD 110 Hydraulics/Pneumatics I	2	3	0	3
Blueprints and Diagrams:				
BPR 111 Blueprint Reading	1	2	0	2
Metalworking & Fabrication:				
MEC 111 Machine Processes I	2	3	0	3
Safety:				
ISC 110 Workplace Safety	1	0	0	1

B.   CONCENTRATION: (Not applicable)

C.   OTHER MAJOR HOURS:

ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
MEC 112	Machine Processes II	2	3	0	3
MEC 165	Fabrication Techniques	1	3	0	2
MNT 111	Maintenance Practices	2	2	0	3
MNT 165	Mechanical Industrial Systems	1	3	0	2
MNT 240	Industrial Equipment Troubleshooting	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 47

INFANT/TODDLER CARE

(C55290)

Certificate

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I.	**GENERAL EDUCATION COURSES**				
	None				
A.	**CORE**				
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 131	Child, Family and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 234	Infants, Toddlers & Two's	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **16**

INFORMATION SYSTEMS SECURITY

(A25270)
Associate in Applied Science Degree

     Information Systems Security covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

     Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

     Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

I. GENERAL EDUCATION COURSES

Communications:

ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3

Humanities/Fine Arts: (Select one)*

ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3

Natural Science/Mathematics: (Select one)*

BIO 140	Environmental Biology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
MAT 151	Statistics	3	0	0	3
MAT 161	College Algebra	3	0	0	3

Social/Behavioral Science: (Select one)*

ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
HIS 131	American History I	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 160	Secure Admin I	2	2	0	3
SEC 210	Intrusion Detection	2	2	0	3
SEC 220	Defense-in-Depth	2	2	0	3
SEC 289	Security Capstone Project	1	4	0	3
Required Subject Areas:					
Basic Computer Skills:					
CIS 111	Basic PC Literacy	1	2	0	2
Business:					
BUS 110	Introduction to Business	3	0	0	3
Operating Systems:					
NOS 120	Linux/UNIX Single User	2	2	0	3

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:

		Class	Lab	Work Exp/ Clinical	Credits
CET 150	Computer Forensics I	2	3	0	3
NET 175	Wireless Technology	2	2	0	3
NOS 220	Linux/Admin I	2	2	0	3
SEC 240	Wireless Security	2	2	0	3
Major Electives: (Select 3 hours)					
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
NET 225	Routing & Switching I	1	4	0	3
NOS 230	Windows Admin I	2	2	0	3
OST 131	Keyboarding	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3
WEB 230	Implementing Web Services	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 74

SECURITY SPECIALIST
(C25270S)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
SEC 150	Secure Communications	2	2	0	3
SEC 160	Secure Admin I	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 18

LATERAL ENTRY

(C55430)

Certificate

The Lateral Entry curriculum, provides a course of study leading to the development of the general pedagogy competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes human growth and development, learning theory, instructional technology, school policies and procedures, home, school, and community collaborations, and classroom organization and management to enhance learning. Courses offered by partnering senior institutions include instructional methods, literacy and diversity.

Graduates should meet the general pedagogy competencies within the first three years of teaching, including a minimum of six semester hours per school year. Additional requirements, such as pre-service training and passing the PRAXIS, are required for licensure.

For further information go to www.ralc.ccs.k12.nc.us.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits

I.   GENERAL EDUCATION COURSES

None

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 131	Child, Family and Community	3	0	0	3
EDU 163	Classroom Mgt & Instruct	3	0	0	3
EDU 243	Learning Theory	3	0	0	3
EDU 245	Policies and Procedures	3	0	0	3
EDU 271	Educational Technology	2	2	0	3

Required Subject Areas:
Human Development: (Select one)

	Title	Class	Lab	Work Exp/ Clinical	Credits
EDU 244	Human Growth/Development	3	0	0	3
PSY 241	Developmental Psych	3	0	0	3

Required courses that must be offered by partnering senior institution:

Title	Class	Lab	Work Exp/ Clinical	Credits
Literacy/Reading Methods	**3**	**0**	**0**	**3**
Instructional Methods	**3**	**0**	**0**	**3**
Meeting Special Learning Needs,Exceptionalities and Diversity	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 27

MANICURING/NAIL TECHNOLOGY
(C55400)
Certificate

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/ computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
None				
A. CORE				
COS 121 Manicure/Nail Technology	4	6	0	6
COS 222 Manicure/Nail Technology II	4	6	0	6

Required Subject Areas: None

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **12**

MEDICAL ASSISTING
Diploma (D45400)
Associate in Applied Science Degree (A45400)
(One Plus One Option)

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

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

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

COURSE AND HOUR REQUIREMENTS (FIRST YEAR)

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
Social/Behavioral Science:					
PSY 150	General Psychology	3	0	0	3
A. CORE					
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Lab Procedures I	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
Required Subject Areas:					
Anatomy & Physiology:					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
Medical/Legal Issues:					
MED 118	Medical Law & Ethics	2	0	0	2
Terminology:					
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
C. OTHER MAJOR HOURS:					
CIS 111	Basic PC Literacy	1	2	0	2
MED 262	Clinical Perspectives	1	0	0	1
MED 272	Drug Therapy	3	0	0	3
OST 131	Keyboarding	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **47**

COURSE AND HOUR REQUIREMENTS (SECOND YEAR)

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)					
HUM 121	Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
Natural Sciences/Mathematics:					
MAT 115	Mathematical Models	2	2	0	3
Social/Behavioral Science:					
PSY 241	Developmental Psychology	3	0	0	3
A. CORE					
CTS 130	Spreadsheet	2	2	0	3
MED 134	Medical Transcription	2	2	0	3
MED 232	Medical Insurance Coding	1	3	0	2
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	3	0	0	3
OST 136	Word Processing	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 75

MEDICAL OFFICE ADMINISTRATION

(A25310)

Associate in Applied Science Degree

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

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

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
Natural Science/Mathematics: (Select one)*					
BIO 140	Environmental Biology	3	0	0	3
BIO 163	Basic Anat & Physiology	4	2	0	5
MAT 115	Mathematical Models	2	2	0	3
Social/Behavioral Science: (Select one)*					
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
HIS 131	American History I	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3
Required Subject Areas:					
Document Processing:					
OST 136	Word Processing	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
Office Administration:					
OST 181	Intro to Office Systems	2	2	0	3
Computer/Information Systems:					
OST 131	Keyboarding	1	2	0	2
OST 137	Office Software Applications	2	2	0	3
Medical Terminology:					
OST 141	Medical Terminology I	3	0	0	3
OST 142	Medical Terminology II	3	0	0	3

B.   CONCENTRATION: (Not applicable)

C.   OTHER MAJOR HOURS:

		Class	Lab	Work Exp/ Clinical	Credits
OST 138	Advanced Software Applications	2	2	0	3
OST 153	Office Finance Solutions	1	2	0	2
OST 184	Records Management	2	2	0	3
OST 236	Adv Word/Information Processing	2	2	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
OST 286	Professional Development	3	0	0	3

Major Electives: (Select 5 hours)

		Class	Lab	Work Exp/ Clinical	Credits
BUS 260	Business Communications	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CTS 130	Spreadsheet	2	2	0	3
OST 132	Keyboard Skill Building	1	2	0	2
OST 134	Text Entry and Formatting	2	2	0	3
OST 162	Executive Terminology	3	0	0	3
OST 233	Office Publication Design	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 67

MEDICAL TRANSCRIPTION SPECIALIST

(C25310M)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
OST 132	Keyboard Skill Building	1	2	0	2
OST 136	Word Processing	2	2	0	3
OST 141	Medical Terminology I	3	0	0	3
OST 142	Medical Terminology II	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **18**

NETWORKING TECHNOLOGY

(A25340)

Associate in Applied Science Degree

The Networking Technology curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I.	**GENERAL EDUCATION COURSES**				
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
Natural Science/Mathematics: (Select one)*					
BIO 140	Environmental Biology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
Social/Behavioral Science: (Select one)*					
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
HIS 131	American History I	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
SEC 110	Security Concepts	3	0	0	3
Required Subject Areas:					
Basic Computer Skills:					
CIS 111	Basic PC Literacy	1	2	0	2
Business:					
BUS 110	Introduction to Business	3	0	0	3
Design:					
NET 289	Networking Project	1	4	0	3
Operating System Administration:					
NOS 220	Linux/UNIX Admin I	2	2	0	3

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:

		Class	Lab	Work Exp/ Clinical	Credits
NET 175	Wireless Technology	2	2	0	3
NOS 230	Windows Admin I	2	2	0	3
SEC 160	Security Admin I	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
Major Electives: (Select 3 hours)					
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
SEC 150	Secure Communication	2	2	0	3
SEC 210	Intrusion Detection	2	2	0	3
SEC 240	Wireless Security	2	2	0	3
SPA 111	Elementary Spanish I	3	0	0	3
WEB 230	Implementing Web Services	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 74

NETWORK PROFESSIONAL

(C25340N)

Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 111	Basic PC Literacy	1	2	0	2
CTS 120	Hardware/Software Support	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 175	Wireless Technology	2	2	0	3
SEC 110	Security Concepts	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **17/18**

OFFICE ADMINISTRATION

(A25370)

Associate in Applied Science Degree

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	3	0	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*				
ART 111 Art Appreciation	3	0	0	3
DRA 111 Theatre Appreciation	3	0	0	3
HUM 121 The Nature of America	3	0	0	3
HUM 122 Southern Culture	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
Natural Science/Mathematics: (Select one)*				
BIO 140 Environmental Biology	3	0	0	3
BIO 163 Basic Anat & Physiology	4	2	0	5
MAT 115 Mathematical Models	2	2	0	3
Social/Behavioral Science: (Select one)*				
ECO 151 Survey of Economics	3	0	0	3
HIS 131 American History I	3	0	0	3
POL 120 American Government	3	0	0	3
PSY 118 Interpersonal Psychology	3	0	0	3
PSY 150 General Psychology	3	0	0	3
SOC 210 Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3
Required Subject Areas:					
Formatting/Word Processing:					
OST 136	Word Processing	2	2	0	3
Office Systems/Managment:					
OST 181	Intro to Office Systems	2	2	0	3
Computer/Information Systems:					
OST 137	Office Software Applications	2	2	0	3

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:					
BUS 260	Business Communications	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 138	Advanced Software Application	2	2	0	3
OST 153	Office Finance Solutions	1	2	0	2
OST 223	Administrative Office Transcription I	2	2	0	3
OST 224	Administrative Office Transcription II	1	2	0	2
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 286	Professional Development	3	0	0	3

Major Electives: (Select 8 hours)					
BUS 110	Introduction to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CTS 130	Spreadsheet	2	2	0	3
ECM 210	Introduction to E-Commerce	2	2	0	3
OST 132	Keyboard Skill Building	1	2	0	2
OST 162	Executive Terminology	3	0	0	3
OST 233	Office Publication Design	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 66

OFFICE ADMINISTRATION
(D25370)
Diploma

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits

I. GENERAL EDUCATION COURSES

Communications:

	Title	Class	Lab	Work Exp/ Clinical	Credits
ENG 111	Expository Writing	3	0	0	3

and

Select **3 hours** from the A.A. General Education List (Social Science, Humanities, or Math/Science)*

*Additional pick list on pages 101-108

A. CORE

Required Courses:

	Title	Class	Lab	Work Exp/ Clinical	Credits
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 138	Advanced Software Application	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 181	Intro to Office Systems	2	2	0	3
OST 184	Records Management	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3

C. OTHER MAJOR HOURS:

Select **4 hours** from the OST prefix

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 37

GENERAL OFFICE
(C25370G)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 136	Word Processing	2	2	0	3
OST 137	Office Software Applications	2	2	0	3
OST 138	Advanced Software Application	2	2	0	3
OST 164	Text Editing Applications	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: 17

OFFICE ADMINISTRATION/ LEGAL

(A2537A)

Associate in Applied Science Degree

Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*					
ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
Natural Science/Mathematics: (Select one)*					
BIO 140	Environmental Biology	3	0	0	3
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MAT 115	Mathematical Models	2	2	0	3
Social/Behavioral Science: (Select one)*					
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
HIS 131	American History I	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A.   CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	2	2	0	3
Required Subject Areas:					
Formatting/Word Processing:					
OST 136	Word Processing	2	2	0	3
Office Systems/Managment:					
OST 181	Intro to Office Systems	2	2	0	3
Computer/Information Systems:					
OST 137	Office Software Applications	2	2	0	3
B. CONCENTRATION:					
BUS 115	Business Law I	3	0	0	3
OST 155	Legal Terminology	3	0	0	3
OST 156	Legal Office Procedures	2	2	0	3
OST 252	Legal Transcription I	2	2	0	3
C. OTHER MAJOR HOURS:					
BUS 260	Business Communications	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	2	0	3
OST 138	Advanced Software Application	2	2	0	3
OST 153	Office Finance Solutions	1	2	0	2
OST 159	Legal Office Ethics	2	0	0	2
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 286	Professional Development	3	0	0	3
Major Electives: (Select 5 hours)					
CJC 131	Criminal Law	3	0	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CTS 130	Spreadsheet	2	2	0	3
OST 132	Keyboard Skill Building	1	2	0	2
OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 162	Executive Terminology	3	0	0	3
OST 233	Office Publication Design	2	2	0	3
OST 284	Emerging Technologies	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 68

PHARMACY TECHNOLOGY

(D45580)
Diploma

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
Social/Behavioral Science:					
PSY 150	General Psychology	3	0	0	3
A. CORE					
Required Courses:					
PHM 110	Introduction to Pharmacy	3	0	0	3
PHM 111	Pharmacy Practice I	3	3	0	4
PHM 115	Pharmacy Calculations	3	0	0	3
PHM 118	Sterile Products	3	3	0	4
PHM 120	Pharmacology I	3	0	0	3
PHM 125	Pharmacology II	3	0	0	3
PHM 140	Trends in Pharmacy	2	0	0	2
PHM 165	Pharmacy Prof Practice	2	0	0	2
Required Subject Areas:					
Pharmacy Clinical:					
PHM 138	Pharmacy Clinical	0	0	24	8
B. CONCENTRATION: (Not applicable)					
C. OTHER MAJOR HOURS:					
BUS 270	Professional Development	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 43

PRACTICAL NURSING
(D45660)
Diploma

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

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

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I.	**GENERAL EDUCATION COURSES**				
Communications:					
ENG 111	Expository Writing	3	0	0	3
Social/Behavioral Science:					
PSY 110	Life Span Development	3	0	0	3
A. CORE					
Required Courses:					
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	8	0	12	12
NUR 103	Practical Nursing III	6	0	12	10

Required Subject Areas: None

B.   CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:					
BIO 106	Intro. to Anatomy/Physiology/Microbiology	2	2	0	3
BIO 155	Nutrition	3	0	0	3
NUR 117	Pharmacology	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: 47

RADIOGRAPHY
(A45700)
Associate in Applied Science Degree

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Mission Statement: The Radiography Program at Vance-Granville Community College seeks to recruit and retain qualified students to acquire the knowledge and skills necessary to pass the American Registry of Registered Technologists' national examination and obtain gainful employment in the field of Radiography through didactic and clinical experiences.

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)					
HUM 121	American Experience	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
Natural Science/Mathematics:					
MAT 115	Mathematical Models	2	2	0	3
Social/Behavioral Science:					
PSY 150	General Psychology	3	0	0	3
A. CORE					
Required Courses:					
RAD 110	Radiography Introduction & Patient Care	2	3	0	3
RAD 111	Radiographic Procedures I	3	3	0	4
RAD 112	Radiographic Procedures II	3	3	0	4

continued. . .

RAD 121	Radiographic Imaging I	2	3	0	3
RAD 122	Radiographic Imaging II	1	3	0	2
RAD 131	Radiographic Physics I	1	3	0	2
RAD 151	RAD Clinical Education I	0	0	6	2
RAD 161	RAD Clinical Education II	0	0	15	5
RAD 171	RAD Clinical Education III	0	0	12	4
RAD 211	Radiographic Procedures III	2	3	0	3
RAD 231	Radiographic Physics II	1	3	0	2
RAD 241	Radiobiology/Protection	2	0	0	2
RAD 245	RAD Quality Management	1	3	0	2
RAD 251	RAD Clinical Education IV	0	0	21	7
RAD 261	RAD Clinical Education V	0	0	21	7
RAD 271	Radiography Capstone	0	3	0	1

Required Subject Areas: None

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:

BIO 163	Basic Anatomy & Physiology	4	2	0	5
CIS 111	Basic PC Literacy	1	2	0	2

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 75

SCHOOL-AGE EDUCATION

(A55440)

Associate in Applied Science Degree

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/ private schools, recreational centers, and other programs that work with school-age populations.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications: (Select one set of two classes)				
ENG 110 Freshman Composition **and**	3	0	0	3
ENG 116 Technical Report Writing	3	0	0	3
or				
ENG 111 Expository Writing **and**	3	0	0	3
ENG 112 Argument-Based Research *or*	3	0	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)*				
ART 111 Art Appreciation	3	0	0	3
ART 240 Painting I	3	0	0	3
DRA 111 Theater Appreciation	3	0	0	3
HUM 122 Southern Culture	3	0	0	3
MUS 110 Music Appreciation	3	0	0	3
MUS 113 American Music	3	0	0	3
PHI 210 History of Philosophy	3	0	0	3
Natural Sciences/Mathematics: (Select one)*				
BIO 140 Environmental Biology	3	0	0	3
BIO 140A Environmental Biology Lab	0	3	0	1
GEL 111 Introductory Geology	3	2	0	4
MAT 115 Mathematical Models	3	0	0	3
MAT 121 Algebra/Trigonometry I	3	0	0	3
MAT 140 Survey of Mathematics	3	0	0	3
MAT 161 College Algebra	3	0	0	3
PHY 110 Conceptual Physics	3	0	0	3
PHY 110A Conceptual Physics Lab	0	2	0	1

Social/Behavioral Science: (Select one)*

HIS 121	Western Civilization I	3	0	0	3
HIS 122	Western Civilization II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
HIS 221	African-American History	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

*Additional pick list on pages 101-108

A.   CORE

Required Courses:

EDU 131	Child, Family, & Community	3	0	0	3
EDU 163	Classroom Mgt. & Instruct	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 285	Internship Exp-School-Age	1	9	0	4
EDU 289	Adv. Issues/School Age	2	0	0	2

Required Subject Areas:
Child Development:

EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3

Special Education:

EDU 221	Children with Exceptionalities	3	0	0	3

Education Overview:

EDU 216	Foundations of Education	4	0	0	4

B.   CONCENTRATION: (Not applicable)

C.   OTHER MAJOR HOURS:

CIS 110	Introduction to Computers	2	2	0	3
	or				
CIS 111	Basic PC Literacy	1	2	0	2
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 235	School Age Development & Programs	3	0	0	3
EDU 256	Instructional Strategies/Social Studies	2	2	0	3
EDU 257	Instructional Strategies/Math	2	2	0	3
EDU 258	Instructional Strategies/Science	2	2	0	3
EDU 263	School Age Program Administration	2	0	0	2
EDU 281	Instructional Strategies/Reading & Writing	2	2	0	3
EDU 282	Early Childhood Literature	3	0	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 71

SCHOOL-AGE EDUCATION
(D55440)
Diploma

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				

Communications: (Select one)

ENG 101	Applied Communications	3	0	0	3
ENG 110	Freshman Composition	3	0	0	3
ENG 111	Expository Writing	3	0	0	3

Select <u>one</u> course from <u>one</u> of the following areas:

Humanities/Fine Arts: (Select one)

ART 111	Art Appreciation	3	0	0	3
ART 240	Painting I	3	0	0	3
DRA 111	Theater Appreciation	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3

Natural Sciences/Mathematics: (Select one)

BIO 140	Environmental Biology	3	0	0	3
GEL 111	Introductory Geology	3	2	0	4
MAT 115	Mathematical Models	3	0	0	3
MAT 121	Algebra/Trigonometry I	3	0	0	3
PHY 110	Conceptual Physics	3	0	0	3

Social/Behavioral Science: (Select one)

PSY 118	Interpersonal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

A.   CORE

Required Courses:

EDU 131	Child, Family, & Community	3	0	0	3
EDU 163	Classroom Mgt. & Instruct	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 285	Internship Exp-School-Age	1	9	0	4

Required Subject Areas:
Child Development:

EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3

Special Education:

EDU 221	Children with Exceptionalitiies	3	0	0	3

Education Overview:

		Class	Lab	Work Exp/Clinical	Credits
EDU 216	Foundations of Education	4	0	0	4

C.   **OTHER MAJOR HOURS:**

CIS 111	Basic PC Literacy	1	2	0	2
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 235	School Age Development & Programs	3	0	0	3
EDU 263	School Age Program Administration	2	0	0	2
EDU 282	Early Childhood Literature	3	0	0	3
EDU 289	Adv. Issues/School Age	2	0	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **47**

<div align="center">

SCHOOL-AGE CARE & ADMINISTRATION
(C55440C)
Certificate

</div>

Course and Hour Requirements

	Title	Class	Lab	Work Exp/Clinical	Credits
EDU 119	Intro to Early Childhood Education	4	0	0	4
EDU 145	Child Development II	3	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 163	Classroom Mgt. & Instruct	3	0	0	3
EDU 235	School Age Development & Programs	3	0	0	3
EDU 263	School Age Program Administration	2	0	0	2

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **18**

WEB TECHNOLOGIES
(A25290)
Associate in Applied Science Degree

The Web Technologies curriculum prepares graduates for careers in the information technology arena using computers and distributed computing to disseminate and collect information via the web.

Course work in this program covers the terminology and use of computers, network devices, networks, servers, databases, applications, programming languages, as well as web applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of web applications, websites, web services, and related areas of distributed computing.

Course and Hour Requirements

	Title	Class	Lab	Work Exp/ Clinical	Credits

I. General Education Courses

Communications:

	Title	Class	Lab	Work Exp/ Clinical	Credits
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3

Humanities/Fine Arts: (Select one)*

ART 111	Art Appreciation	3	0	0	3
DRA 111	Theatre Appreciation	3	0	0	3
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3

Natural Sciences/Mathematics: (Select one)*

BIO 140	Environmental Biology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3

Social/Behavioral Science: (Select one)*

ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
HIS 131	American History I	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

*Additional pick list on pages 101-108

A. CORE

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
Required Courses:					
CIS 115	Intro. to Prog. & Logic	2	3	0	3
DBA 110	Database Concepts	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 120	Intro. to Internet Multimedia	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 230	Implementing Web Services	2	2	0	3
WEB 250	Database Drive Websites	2	2	0	3
Required Subject Areas:					
Basic Computer Skills:					
CIS 111	Basic PC Literacy	1	2	0	2
Business:					
BUS 110	Introduction to Business	3	0	0	3
Design:					
NET 289	Networking Project	1	4	0	3
Operating System Administration:					
NOS 220	Linux/UNIX Admin I	2	2	0	3

B. CONCENTRATION: (Not applicable)

C. OTHER MAJOR HOURS:

		Class	Lab	Work Exp/ Clinical	Credits
WEB 111	Intro. to Web Graphics	2	2	0	3
WEB 182	PHP Programming	2	2	0	3
WEB 185	ColdFusion Programming	2	2	0	3
WEB 289	Internet Technologies Project	1	4	0	3
WEB 211	Advanced Web Graphics	2	2	0	3

Major Electives: (Select 3 hours)

		Class	Lab	Work Exp/ Clinical	Credits
CIS 162	MM Presentation Software	2	2	0	3
COE 111,112,113	Cooperative Work Experience I	0	0	10-20-30	1-2-3
COE 121,122,123	Cooperative Work Experience II	0	0	10-20-30	1-2-3
COE 131	Cooperative Work Experience III	0	0	10	1
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual Basic Programming	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 130	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2
SPA 111	Elementary Spanish I	3	0	0	3
WEB 180	Active Server Pages	2	2	0	3
WEB 186	XML Technology	2	2	0	3
WEB 220	Advanced Multimedia	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE: 74

WEB DESIGN SPECIALIST
(C25290D)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 111	Intro. to Web Graphics	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 120	Intro. to Internet Multimedia	2	2	0	3
WEB 210	Web Design	2	2	0	3
WEB 211	Advanced Web Graphics	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **18**

WEB PROGRAMMING SPECIALIST
(C25290P)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
CIS 115	Intro. to Prog. & Logic	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 115	Web Markup and Scripting	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 180	Active Server Pages	2	2	0	3
	or				
WEB 182	PHP Programming	2	2	0	3
	or				
WEB 186	XML Technology	2	2	0	3
WEB 185	ColdFusion Programming	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **18**

WELDING TECHNOLOGY

(D50420)

Diploma

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

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

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

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
I.	**GENERAL EDUCATION COURSES**				
Communications:					
ENG 102	Applied Communications II	3	0	0	3
Natural Science/Mathematics:					
MAT 101	Applied Mathematics I	2	2	0	3
A. CORE					
WLD 110	Cutting Processes	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3
B.	**CONCENTRATION: (Not applicable)**				
C.	**OTHER MAJOR HOURS:**				
BPR 111	Blueprint Reading	1	2	0	2
WLD 111	Oxy-Fuel Welding	1	3	0	2
WLD 116	SMAW (Stick) Plate/Pipe	1	9	0	4
WLD 151	Fabrication I	2	6	0	4
WLD 261	Certification Practices	1	3	0	2

TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA: **38**

SMAW (STICK) PLATE

(C50420S)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BPR 111	Blueprint Reading	1	2	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 111	Oxy-Fuel Welding	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 141	Symbols and Specifications	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **14**

GMAW (MIG) FCAW/PLATE

(C50420M)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BPR 111	Blueprint Reading	1	2	0	2
WLD 110	Cutting Processes	1	3	0	2
WLD 111	Oxy-Fuel Welding	1	3	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE : **15**

GTAW (TIG) PLATE

(C50420T)
Certificate

COURSE AND HOUR REQUIREMENTS

	Title	Class	Lab	Work Exp/ Clinical	Credits
BPR 111	Blueprint Reading	1	2	0	2
WLD 115	SMAW (Stick) Plate	2	9	0	5
WLD 121	GMAW (Mig) FCAW/Plate	2	6	0	4
WLD 131	GTAW (Tig) Plate	2	6	0	4
WLD 141	Symbols and Specifications	2	2	0	3

TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE: **18**

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ACA 090   Study Skills   **3   0   0   3**
Prerequisites: None
Corequisites: None
This course is intended for those who placed into credit-level course
work but who are not maintaining satisfactory academic progress toward
meeting program goals. Topics include study skills, note taking, learning
styles and strategies, test taking, goal setting, and self-assessment skills.
Upon completion, students should be able to manage their learning
experiences to successfully meet educational goals.

ACA 111   College Student Success   **1   0   0   1**
Prerequisites: None
Corequisites: None
This course introduces the college's physical, academic, and social
environment and promotes the personal development essential for success.
Topics include campus facilities and resources; policies, procedures, and
programs; study skills; and life management issues such as health, self-
esteem, motivation, goal-setting, diversity, and communication. Upon
completion, students should be able to function effectively within the
college environment to meet their educational objectives.

ACA 115   Success & Study Skills   **0   2   0   1**
Prerequisites: None
Corequisites: None
This course provides an orientation to the campus resources and
academic skills necessary to achieve educational objectives. Emphasis
is placed on an exploration of facilities and services, study skills, library
skills, self-assessment, wellness, goal-setting, and critical thinking. Upon
completion, students should be able to manage their learning experiences
to successfully meet educational goals.

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

ACC 115   College Accounting   **3   2   0   4**
Prerequisites   Local, ENG 080, MAT 060, RED 090
Corequisites: None
This course introduces basic accounting principles for a sole proprietorship.
Topics include the complete accounting cycle with end-of-period
statements, bank reconciliation, payrolls, and petty cash. Upon completion,
students should be able to demonstrate an understanding of accounting
principles and apply those skills to a business organization.

Course No.	Title	Class	Lab	Work Exp/Clinical	Credit

ACC 120　　Principles of Financial Accounting　　3　2　0　4
Prerequisites　None
Corequisites:　None
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121　　Principles of Managerial Accounting　　3　2　0　4
Prerequisites:　State, 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 129　　Individual Income Taxes　　2　2　0　3
Prerequisites:　None
Corequisites:　None
This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 130　　Business Income Taxes　　2　2　0　3
Prerequisites:　Local, ACC 129
Corequisites:　None
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax depreciation, accounting periods and methods, corporations, partnerships, S corporations, estates and trusts, and gifts. Upon completion, students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 140　　Payroll Accounting　　1　2　0　2
Prerequisites:　State, ACC 115 or ACC 120
Corequisites:　None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ACC 150	**Accounting Software Application**	**1**	**2**	**0**	**2**

Prerequisites: State, ACC 115 or ACC 120
Corequisites: None

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220	**Intermediate Accounting I**	**3**	**2**	**0**	**4**

Prerequisites: State, ACC 120; Local, ACC 121
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analysis of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221	**Intermediate Accounting II**	**3**	**2**	**0**	**4**

Prerequisites: State, ACC 220
Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225	**Cost Accounting**	**3**	**0**	**0**	**3**

Prerequisites: State, ACC 121
Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269	**Audit & Assurance Services**	**3**	**0**	**0**	**3**

Prerequisites: State, ACC 220
Corequisites: None

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

AHR 110   Introduction to Refrigeration   2   6   0   5

Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111   HVACR Electricity   2   2   0   3

Prerequisites: None
Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112   Heating Technology   2   4   0   4

Prerequisites: None
Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113   Comfort Cooling   2   4   0   4

Prerequisites: None
Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114   Heat Pump Technology   2   4   0   4

Prerequisites: State, 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

AHR 115   Refrigeration Systems   1   3   0   2
Prerequisites: State, AHR 110
Corequisites: None
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 130   HVAC Controls   2   2   0   3
Prerequisites: State, AHR 111
Corequisites: None
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 133   HVAC Servicing   2   6   0   4
Prerequisites: None
Corequisites: State, 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   0   1
Prerequisites: None
Corequisites: None
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 180   HVACR Customer Relations   1   0   0   1
Prerequisites: None
Corequisites: None
This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

AHR 210   Residential Building Code   1   2   0   2

Prerequisites: None
Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211   Residential System Design   2   2   0   3

Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

ANT 210   General Anthropology   3   0   0   3

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ANT 220   Cultural Anthropology   3   0   0   3

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ART 111   Art Appreciation   3   0   0   3

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ART 114   Art History Survey I   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 115   Art History Survey II   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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

ART 240   Painting I   0   6   0   3
Prerequisites: None
Corequisites: None
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ATR 280   Robotic Fundamentals   3   2   0   4
Prerequisites: None
Corequisites: None
This course covers application, programming, and maintenance fundamentals for robotic devices. Emphasis is placed on terminology, problem solving, robotic systems controls, and hands-on projects. Upon completion, students should be able to apply basic concepts in application, programming, and robotic control systems.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

AUT 110   Intro to Auto Technology   2   2   0   3

Prerequisites: None
Corequisites: None

This course covers workplace safety, hazardous material and environmental regulations, use of hand tools, service information resources, basic concepts, systems, and terms of automotive technology. Topics include familiarization with vehicle systems along with identification and proper use of various automotive hand and power tools. Upon completion, students should be able to describe safety and environmental procedures, terms associated with automobiles, identify and use basic tools and shop equipment.

AUT 114   Safety and Emissions   1   2   0   2

Prerequisites: None
Corequisites: None

This course covers the laws, procedures, and specifications needed to perform a North Carolina State Safety and Emissions inspection. Topics include brake, steering and suspension, lighting, horn, windshield wiper, tire, mirrors, and emission control devices inspection. Upon completion, students should be able to perform complete and thorough North Carolina State Safety and Emissions inspections.

AUT 116   Engine Repair   2   3   0   3

Prerequisites: None
Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A   Engine Repair Lab   0   3   0   1

Prerequisites: None
Corequisites: State, 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 123   Powertrain Diagn & Serv   1   3   0   2

Prerequisites: None
Corequisites: None

This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and removal and replacement of major components. Upon completion, students should be able to perform basic service and diagnosis of the powertrain and related systems, and to perform in vehicle repairs and remove and replace components.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

AUT 141   Suspension & Steering Systems   2   3   0   3
Prerequisites: None
Corequisites: None
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A   Suspension & Steering Lab   0   3   0   1
Prerequisites: None
Corequisites: State, 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   0   3
Prerequisites: None
Corequisites: None
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

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

AUT 161   Basic Auto Electricity   4   3   0   5
Prerequisites: None
Corequisites: None
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

AUT 163   Adv Auto Electricity   2   3   0   3
Prerequisites: State, AUT 161
Corequisites: None
This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A   Adv Auto Electricity Lab   0   3   0   1
Prerequisites: None
Corequisites: State, AUT 163
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/ electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 171   Auto Climate Control   2   4   0   4
Prerequisites: None
Corequisites: None
This course covers the theory of refrigeration and heating, electrical/ electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

AUT 181   Engine Performance 1   2   3   0   3
Prerequisites: None
Corequisites: None
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

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

AUT 183   Engine Performance 2   2   6   0   4
Prerequisites: State, 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 221   Automatic Transm/Transaxles   2   3   0   3
Prerequisites: None
Corequisites: None
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.

AUT 221A   Auto Transm/Transax Lab   0   3   0   1
Prerequisites: None
Corequisites: State, 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   0   3
Prerequisites: None
Corequisites: None
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

AUT 231A   Man Trans/Ax/Drtrains Lab   0   3   0   1

Prerequisites: None
Corequisites: State, AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 281   Adv Engine Performance   2   2   0   3

Prerequisites: None
Corequisites: None

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

BIO 094   Concepts of Human Biology   3   2   0   4

Prerequisites   None
Corequisites: State, RED 090

This course focuses on fundamental concepts of human biology. Topics include terminology, biochemistry, cell biology, tissues, body systems, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level anatomy and physiology courses.

BIO 106   Intro to Anatomy/Physiology/Microbiology   2   2   0   3

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease.

BIO 110   Principles of Biology   3   3   0   4

Prerequisites   Local, ENG 090, RED 090
Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

BIO 111   **General Biology I**   **3**   **3**   **0**   **4**
Prerequisites   Local, ENG 090, RED 090
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics*

BIO 112   **General Biology II**   **3**   **3**   **0**   **4**
Prerequisites: State, BIO 111
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120   **Introductory Botany**   **3**   **3**   **0**   **4**
Prerequisites: State, BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 130   **Introductory Zoology**   **3**   **3**   **0**   **4**
Prerequisites: State, BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

BIO 140   **Environmental Biology**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A   **Environmental Biology Lab**   **0**   **3**   **0**   **1**
Prerequisites: None
Corequisites: State, BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is paced on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

BIO 150   **Genetics in Human Affairs**   **3**   **0**   **0**   **3**
Prerequisites: State, BIO 110 or BIO 111
Corequisites: None
This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 155   **Nutrition**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion and the nutritional requirements of all age groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

BIO 163   **Basic Anatomy & Physiology**   **4**   **2**   **0**   **5**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 168   **Anatomy and Physiology I**   **3**   **3**   **0**   **4**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 169   **Anatomy and Physiology II**   **3**   **3**   **0**   **4**
Prerequisites: State, BIO 168
Corequisites: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 175   **General Microbiology**   **2**   **2**   **0**   **3**
Prerequisites: State, BIO 110, BIO 112, BIO 163, or BIO 169;
Corequisites: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/Clinical	Credit

BIO 275   Microbiology   3   3   0   4

Prerequisites: State, BIO 110, BIO 112, BIO 163, or BIO 169;
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BPM 110   Bioprocess Practices   3   4   0   5

Prerequisites: None
Corequisites: None

This course provides a study of plant operations including various plant utility systems and detailed study of the varied plant environments in a bioprocessing facility. Emphasis is placed on quality mindset and principles of validation through applications of monitoring procedures. Upon completion, students should be able to demonstrate the rigors of industry regulation and its necessity.

BPM 111   Bioprocess Measurements   3   3   0   4

Prerequisites: State, BIO 110 and BPM 110
Corequisites: None

This course covers a variety of physical measurements. Emphasis is placed on pH, temperature, pressure and flow rates, as well as spectrophotometry, and biochemical and chemical analytical methods. Upon completion, students should be able to demonstrate and perform many aspects of process monitoring.

BPM 112   Upstream Bioprocessing   3   4   0   5

Prerequisites: State, BPM 111
Corequisites: None

This course introduces techniques involved in cell growth and fractionation. Topics include fermentation theory and application, as well as cell harvesting, cell disruption, and fractionation methods. Upon completion, students should be able to grow cells as well as isolate and collect various fractions.

BPM 113   Downstream Bioprocessing   3   3   0   4

Prerequisites: State, BPM 111, CHM 131 and CHM 131A
Corequisites: None

This course introduces a variety of techniques involved in separation procedures. Topics include extraction and precipitation, concentration and molecular filtration methods as well as different types of chromatography. Upon completion, students should be able to perform most separation procedures with an understanding of industrial scale proportions.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BPR 111	**Blueprint Reading**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

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

BPR 130	**Blueprint Reading/Construction**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

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

BUS 110	**Introduction to Business**	**3**	**0**	**0**	**3**

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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 115	**Business Law I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

BUS 116	**Business Law II**	**3**	**0**	**0**	**3**

Prerequisites: State, BUS 115
Corequisites: None

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

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

BUS 121   Business Math   2   2   0   3
Prerequisites: Local, MAT 060
Corequisites: None
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135   Principles of Supervision   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137   Principles of Management   3   0   0   3
Prerequisites: None
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BUS 153   Human Resource Management   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 217   Employment Law and Regulations   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BUS 225	**Business Finance**	**2**	**2**	**0**	**3**

Prerequisites: State, ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 260	**Business Communication**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

BUS 270	**Professional Development**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

CAR 110	**Introduction to Carpentry**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

CAR 111	**Carpentry I**	**3**	**15**	**0**	**8**

Prerequisites: None
Corequisites: None
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112	**Carpentry II**	**3**	**15**	**0**	**8**

Prerequisites: State, 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CAR 113   Carpentry III   3   9   0   6
Prerequisites: State, CAR 111
Corequisites: None
This course covers interior trim and finishes. Topics include safety, hand/ power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114   Residential Building Codes   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CAR 115   Residential Planning/Estimating   3   0   0   3
Prerequisites: State, 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.

CAT 210   CT Physics & Equipment   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the system operations and components, image processing and display, image quality, and artifacts in computed tomography. Emphasis is placed on the data acquisition components, tissue attenuation conversions, image manipulation, and factors controlling image resolution. Upon completion, students should be able to understand the physics and instrumentation used in computed tomography.

CAT 211   CT Procedures   4   0   0   4
Prerequisites: None
Corequisites: State, CAT 210
This course is designed to cover specialized patient care, cross-sectional anatomy, contrast media, and scanning procedures in computed tomography. Emphasis is placed on patient assessment and monitoring, contrast agents' use, radiation safety, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of the imaging procedures in computed tomography.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CAT 231	**CT Clinical Practicum**	**0**	**0**	**33**	**11**

Prerequisites: None
Corequisites: None
This course provides the opportunity to apply knowledge gained from classroom instruction to the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in computed tomography. Upon completion, students should be able to assume a variety of duties and responsibilities within the computed tomography clinical environment.

CET 111	**Computer Upgrade/Repair I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 150	**Computer Forensics I**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media.

CET 250	**Computer Forensics II**	**2**	**3**	**0**	**3**

Prerequisites: None
Corequisites: None
This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks.

CHM 090	**Chemistry Concepts**	**4**	**0**	**0**	**4**

Prerequisites: Local, MAT 070, RED 080
Corequisites: None
This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CHM 131   Introductory to Chemistry   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 131A   Intro to Chemistry Lab   0   3   0   1
Prerequisites: Local, ENG 090, RED 090
Corequisites: State, CHM 131
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 132   Organic and Biochemistry   3   3   0   4
Prerequisites: State, CHM 131 and CHM 131A or CHM 151
Corequisites: None
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.*

CHM 151   General Chemistry I   3   3   0   4
Prerequisites: Local, ENG 090, RED 090
Corequisites: Local, MAT 161 or MAT 171 or MAT 271
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CHM 152   General Chemistry II   3   3   0   4
Prerequisites: State, CHM 151
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 251   Organic Chemistry I   3   3   0   4
Prerequisites: State, CHM 152
Corequisites: None
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CHM 252   Organic Chemistry II   3   3   0   4
Prerequisites: State, CHM 251
Corequisites: None
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CIS 110   Introduction to Computers   2   2   0   3
Prerequisites: None
Corequisites: None
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitive Option).*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CIS 111   Basic PC Literacy   1   2   0   2

Prerequisites: None
Corequisites: None

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

CIS 115   Intro. to Prog. & Logic   2   3   0   3

Prerequisites: State, MAT 070
Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/ mathematics (Quantitative Option).*

CIS 162   MM Presentation Software   2   2   0   3

Prerequisites: State, CIS 110 or CIS 111
Corequisites: None

This course is designed to integrate visual and audio resources using presentation software in a simple interactive multimedia project. Emphasis is placed upon design and audience considerations, general prototyping, and handling of media resources. Upon completion, students should be able to demonstrate an original interactive multimedia presentation implementing all of these resources in a professional manner.

CJC 100   Basic Law Enforcement Training   9   30   0   19

Prerequisites: Local, Sponsorship from a Public Law Enforcement Agency
Corequisites: None

This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111   Introduction to Criminal Justice   3   0   0   3

Prerequisites: None
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 112	**Criminology**	**3**	**0**	**0**	**3**

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

CJC 113	**Juvenile Justice**	**3**	**0**	**0**	**3**

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

CJC 121	**Law Enforcement Operations**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 122	**Community Policing**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

CJC 131	**Criminal Law**	**3**	**0**	**0**	**3**

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

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CJC 132   Court Procedure & Evidence   3   0   0   3

Prerequisites: None
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141   Corrections   3   0   0   3

Prerequisites: None
Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 151   Introduction to Loss Prevention   3   0   0   3

Prerequisites: None
Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

CJC 211   Counseling   3   0   0   3

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing, and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

CJC 212   Ethics & Community Relations   3   0   0   3

Prerequisites: Local, ENG 090, RED 090
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CJC 213   **Substance Abuse**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214   **Victimology**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces the study of victims. Emphasis is placed on roles/ characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 215   **Organization & Administration**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221   **Investigative Principles**   **3**   **2**   **0**   **4**
Prerequisites: None
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 223   **Organized Crime**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CJC 231   **Constitutional Law**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
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 241   **Community-Based Corrections**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

COE 111   Cooperative Work Experience I   **0**   **0**   **10**   **1**
Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112   Cooperative Work Experience I   **0**   **0**   **20**   **2**
Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 113   Cooperative Work Experience I   **0**   **0**   **30**   **3**
Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COE 115	**Work Experience Seminar I**	**1**	**0**	**0**	**1**

Prerequisites:　None
Corequisites:　State, COE 111, COE 112, COE 113, or COE 114
This is a seminar course designed to enrich the student's cooperative education work experience.

COE 121	**Cooperative Work Experience II**	**0**	**0**	**10**	**1**

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

COE 122	**Cooperative Work Experience II**	**0**	**0**	**20**	**2**

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

COE 123	**Cooperative Work Experience II**	**0**	**0**	**30**	**3**

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

COE 125	**Work Experience Seminar II**	**1**	**0**	**0**	**1**

Prerequisites:　None
Corequisites:　State, COE 121, COE 122, COE 123, or COE 124
This is a seminar course designed to enrich the student's cooperative education work experience.

COE 131	**Cooperative Work Experience III**	**0**	**0**	**10**	**1**

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

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

COE 132   **Co-op Work Experience III**   0   0   20   2
Prerequisites: None
Corequisites: None
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COM 110   **Introduction to Communication**   3   0   0   3
Prerequisites: Local, ENG 111
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 120   **Interpersonal Communication**   3   0   0   3
Prerequisites: Local, ENG 111
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 140   **Intro Intercultural Com**   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COM 150	**Intro. to Mass Comm.**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 111
Corequisites: State, ENG 112, ENG 114

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Emphasis is on the nature, history, functions , and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should have an awareness of the pervasive nature of the mass media and how the media operate in an advanced post-industrial society. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

COM 231	**Public Speaking**	**3**	**0**	**0**	**3**

Prerequisites: Local, 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COS 111	**Cosmetology Concepts I**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: State, 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**	**0**	**8**

Prerequisites: None
Corequisites: State, COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113	**Cosmetology Concepts II**	**4**	**0**	**0**	**4**

Prerequisites: None
Corequisites: State, 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

COS 114   Salon II   0   24   0   8
Prerequisites: None
Corequisites: State, COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115   Cosmetology Concepts III   4   0   0   4
Prerequisites: None
Corequisites: State, 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   0   4
Prerequisites: None
Corequisites: State, COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117   Cosmetology Concepts IV   2   0   0   2
Prerequisites: None
Corequisites: State, 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   0   7
Prerequisites: None
Corequisites: State, 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COS 121	**Manicure/Nail Technology I**	**4**	**6**	**0**	**6**

Prerequisites: None
Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

COS 222	**Manicure/Nail Technology II**	**4**	**6**	**0**	**6**

Prerequisites: State, COS 121
Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 240	**Contemporary Design**	**1**	**3**	**0**	**2**

Prerequisites: State, COS 111 and COS 112
Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 271	**Instructor Concepts I**	**5**	**0**	**0**	**5**

Prerequisites: Local, ENG 090 and RED 090,
and a Cosmetology license with six months experience
as a licensed cosmetologist
Corequisites: State, COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272	**Instructor Practicum I**	**0**	**21**	**0**	**7**

Prerequisites: Local, ENG 090 and RED 090, and a Cosmetology
License with six months experience as a licensed
cosmetologist
Corequisites: State, COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

COS 273 Instructor Concepts II 5 0 0 5
Prerequisites: State, COS 271 and COS 272
Corequisites: State, COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II 0 21 0 7
Prerequisites: State, COS 271 and COS 272
Corequisites: State, COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

CSC 134 C++ Programming 2 3 0 3
Prerequisites: Local, CIS 115
Corequisites: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 139 Visual BASIC Programming 2 3 0 3
Prerequisites: Local, CIS 115
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 to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CSC 151 JAVA Programming 2 3 0 3
Prerequisites: Local, CIS 115
Corequisites: None
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CTS 120	**Hardware/Software Support**	**2**	**3**	**0**	**3**

Prerequisites: State, CIS 110 or CIS 111
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain exisiting equipment and software, and troubleshoot/repair non-functioning personal computers.

| **CTS 130** | **Spreadsheet** | **2** | **2** | **0** | **3** |

Prerequisites: State, CIS 110 or CIS 111 or OST 137; Local, MAT 060
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 230** | **Advanced Spreadsheet** | **2** | **2** | **0** | **3** |

Prerequisites: State, CTS 130
Corequisites: None

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.

| **CTS 285** | **Systems Analysis & Design** | **3** | **0** | **0** | **3** |

Prerequisites: State, CIS 115
Corequisites: None

This course introduces established and evolving methodologies for the analysis, design and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

| **CTS 289** | **System Support Project** | **1** | **4** | **0** | **3** |

Prerequisites: State, CTS 285; Local, CIS 162, CTS 130, DBA 110, NOS 110
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CUL 110   Sanitation & Safety   2   0   0   2
Prerequisites: None
Corequisites: None
This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

CUL 110A   Sanitation & Safety Lab   0   2   0   1
Prerequisites: None
Corequisites: State, CUL 110
This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

CUL 112   Nutrition for Foodservice   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include fundamentals of personal nutrition, nutrition over the life cycle, weight management and exercise, health aspects of nutrition, developing healthy recipes and menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 120   Purchasing   2   0   0   2
Prerequisites: None
Corequisites: None
This course covers purchasing for hotels and restaurants. Emphasis is placed on procurement, yield tests, inventory control, specification, planning, forecasting, market trends, terminology, cost controls, pricing, and foodservice ethics. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 130   Menu Design   2   0   0   2
Prerequisites: None
Corequisites: None
This course introduces menu design. Topics include development of standardized recipes, layout, nutritional concerns, product utilization, demographics, and customer needs. Upon completion, students should be able to write, lay out, and produce effective menus for a variety of hospitality settings.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 135	**Food & Beverage Service**	**2**	**0**	**0**	**2**

Prerequisites: None
Corequisites: None
This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 135A	**Food & Beverage Service Lab**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: State, CUL 135
This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 140	**Basic Culinary Skills**	**2**	**6**	**0**	**5**

Prerequisites: None
Corequisites: None
This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 160	**Baking I**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 170	**Garde Manger I**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CUL 170A	**Garde Manger I Lab**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: State, CUL 170
This is a laboratory course to compliment CUL 170. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 170. Upon completion, students should be able to demonstrate proficiency in the design of a basic cold food display.

CUL 180   **International & American Regional Cuisine**   **1**   **8**   **0**   **5**
Prerequisites: State, CUL 140
Corequisites: None
This course provides practical experience in the planning, preparation, and service of representative foods from different countries and regions of America. Emphasis is placed on eating habits, indigenous foods and customs, nutritional concerns, and traditional equipment. Upon completion, students should be able to research and execute international and domestic menus.

CUL 240   **Advanced Culinary Skills**   **1**   **8**   **0**   **5**
Prerequisites: State, CUL 140
Corequisites: None
This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 250   **Classical Cuisine**   **1**   **8**   **0**   **5**
Prerequisites: State, CUL 140, CUL 240
Corequisites: None
This course reinforces the classical culinary kitchen as established by Escoffier. Topics include the working Grand Brigade of the kitchen, table d'hote menus, signature dishes, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

CUL 260   **Baking II**   **1**   **4**   **0**   **3**
Prerequisites State, CUL 160
Corequisites None
This course is a continuation of CUL 160. Topics include specialty breads, understanding, development and maintaining of natural sourdough, classical desserts, laminated pastry dough, cake and torte decorating and dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation and plating, specialty sourdough production, cake decorating, and dessert buffet production skills.

CUL 270   **Garde Manger II**   **1**   **4**   **0**   **3**
Prerequisites: State, CUL 170 Local, CUL 110, CUL 140
Corequisites None
This course is a continuation of CUL 170. Topics include patés, terrines, galantines, ice and tallow carving, chaud-froid/aspic work, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering function to include a classical cold buffet with appropriate show pieces.

CUL 270A   **Garde Manger II Lab**   **0**   **3**   **0**   **1**
Prerequisites: State, CUL 170
Corequisites: State, CUL 270
This is a laboratory course to accompany CUL 270. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 270. Upon completion, students should be able to demonstrate proficiency in the design and technical applications of advanced gardemanger work including classical cold buffets with appropriate showpieces.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

CUL 280   Pastry & Confections   1   4   0   3
Prerequisites: State, CUL 160
Corequisites: None
This course is a continuation of CUL 260. Topics include confections and candy, chocolate tempering and molding, transfer sheets, pulled and blown sugar (basic pulling and ribboning), pastillage, marzipan and custom silicon molding. Upon completion, students should be able to design and produce centerpieces and showpieces made from tempered chocolate, pulled sugar, pastillage and marzipan, as produced through custom molding, pre-set molding, stencil cut-outs, pattern tracing and/or free-hand shaping.

CUL 280A   Pastry and Confections Lab   0   3   0   1
Prerequisites: State, CUL 160
Corequisites: State, CUL 280
This is a laboratory course to accompany CUL 280. Emphasis is placed on the practical experiences that enhance the materials and skills presented in CUL 280. Upon completion, students should be able to demonstrate proficiency in the execution of plated desserts, dessert platters and show pieces.

DBA 110   Database Concepts   2   3   0   3
Prerequisites: Local, CIS 110 or CIS 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.

DBA 115   Database Applications   2   2   0   3
Prerequisites: State, DBA 110
Corequisites: None
This course applies concepts learned in DBA 110 to a specific DMBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.

DRA 111   Theatre Appreciation   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine art.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

DRA 112   **Literature of the Theatre**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 122   **Oral Interpretation**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ECM 168   **Electronic Business**   **2**   **2**   **0**   **3**
Prerequisites: Local, ENG 080, RED 080
Corequisites: None
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of e-commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of e-commerce as a foundation for developing plans leading to electronic business implementation.

ECM 210   **Introduction to E-Commerce**   **2**   **2**   **0**   **3**
Prerequisites: Local, ENG 080, RED 090
Corequisites: None
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working e-commerce Internet web site.

ECM 220   **E-Commerce Planning & Implementation**   **2**   **2**   **0**   **3**
Prerequisites: Local, ENG 080, RED 090
Corequisites: None
This course builds on currently accepted business practices to develop a business plan and implementation model for e-commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for e-commerce in a small to medium size business.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ECM 230　　Capstone Project　　1　6　0　3
Prerequisites:　State, ECM 220
Corequisites:　None
This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an e-commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for e-commerce in a small to medium size business.

ECO 151　　Survey of Economics　　3　0　0　3
Prerequisites:　Local, ENG 080, MAT 060, RED 090
Corequisites:　None
This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251　　Principles of Microeconomics　　3　0　0　3
Prerequisites:　Local, ENG 080, MAT 060, RED 090
Corequisites:　None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252　　Principles of Macroeconomics　　3　0　0　3
Prerequisites:　Local, ENG 080, MAT 060, RED 090
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 socio-economic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

EDU 114   Intro to Family Childcare   3   0   0   3
Prerequisites: State, Take one set
                Set 1: ENG 080, RED 080 and MAT 060
                Set 2: ENG 085 and MAT 060
Corequisites: None
This course introduces the student to family child care home environments
with emphasis on standards and developmentally effective approaches
for supporting diverse children and families. Topics include standards for
quality, curriculum for multiple age groups, authentic assessment methods,
business practices, building positive family and community partnerships,
and professionalism. Upon completion, students should be able to design
a family child care handbook that reflects a healthy, respectful, supportive,
and stimulating learning environment.

EDU 119   Intro to Early Child Educ   4   0   0   4
Prerequisites: None
Corequisites: None
This course covers the foundations of the education profession, the diverse
educational settings for young children, professionalism and planning
developmentally appropriate programs for all children.   Topics include
historical foundations, program types, career options, professionalism and
creating inclusive environments and curriculum responsive to the needs
of all children and families. Upon completion, students should be able
to design career plans and develop schedules, environments and activity
plans appropriate for all children.

EDU 125   Sign Lang. for Educators   3   0   0   3
Prerequisites: State, Take one set
                Set 1: ENG 080 and RED 080
                Set 2: ENG 085
Corequisites: None
This course introduces students to the sign language systems commonly
used in educational environments. Topics include fingerspelling,
receptive and expressive sign language usage, a comparison of sign
language systems, and forms of relevant technology. Upon completion,
students should be able to communicate at an introductory level using
various English-based sign language systems including Manually Coded
English.

EDU 131   Child, Family, & Commun   3   0   0   3
Prerequisites: State, Take one set
                Set 1: ENG 080 and RED 080
                Set 2: ENG 085
Corequisites: None
This course covers the development of partnerships between culturally
and linguistically diverse families, children, schools and communities.
Emphasis is placed on developing skills and identifying benefits for
establishing, supporting, and maintaining respectful, collaborative
relationships between diverse families, programs/schools, and community
agencies/resources. Upon completion, students should be able to explain
appropriate relationships between families, educators, and professionals
that enhance development and educational experiences of all children.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 144	**Child Development I**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
                Set 1: ENG 080 and RED 080
                Set 2: ENG 085
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145	**Child Development II**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
                Set 1: ENG 080 and RED 080
                Set 2: ENG 085
Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146	**Child Guidance**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
                Set 1: ENG 080 and RED 080
                Set 2: ENG 085
Corequisites: None

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 151	**Creative Activities**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085
Corequisites: None

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 152	**Music, Movement, & Lang**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085
Corequisites: None

This course introduces a historical perspective of music and movement and integrates the whole language concept with emphasis on diversity. Emphasis is placed on designing an environment that emphasizes language development through developmentally and culturally appropriate music and movement. Upon completion, students should be able to design an environment that develops language through a music and movement curriculum that emphasizes diversity.

EDU 153	**Health, Safety & Nutrit**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
Set 1: ENG 080 and RED 080
Set 2: ENG 085
Corequisites: None

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 154	**Social/Emotion/Behav Dev**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
               Set 1: ENG 080, RED 080, EDU 144 and EDU 145
               Set 2: ENG 080, RED 080, PSY 244 and PSY 245
               Set 3: ENG 085, EDU 144 and EDU 145
               Set 4: ENG 085, PSY 244 and PSY 245
Corequisites: None

This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 162	**Observ & Assess in ECE**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
              Set 1: ENG 080 and RED 080
              Set 2: ENG 085
Corequisites: None

This course introduces the research, benefits, goals, and ethical considerations associated with observation and assessment in Early Childhood environments. Emphasis is placed on the implementation of multiple observation/assessment strategies including anecdotal records, event samples, rating scales, and portfolios to create appropriate learning experiences. Upon completion, students should be able to practice responsible assessment and use assessments to enhance programming and collaboration for children and families.

EDU 163	**Classroom Mgt & Instruct**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
              Set 1: ENG 080 and RED 080
              Set 2: ENG 085
Corequisites: None

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 173	**Becoming a Prof'l in ECE**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
              Set 1: ENG 080 and RED 080
              Set 2: ENG 085
Corequisites: None

This course is an introduction to the early childhood profession. Emphasis is placed on the NAEYC Ethical Code, professional growth through involvement in professional organizations, and development of a professional portfolio. Upon completion, students should be able to identify professional resources and community partners in order to involve oneself in the early childhood field.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

EDU 184 **Early Child Intro Pract**   **1**   **3**   **0**   **2**
Prerequisites: State, Take one set
              Set 1: ENG 080, RED 080 and EDU 119
              Set 2: ENG 085 and EDU 119
Corequisites: None

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 216 **Foundations of Education**   **4**   **0**   **0**   **4**
Prerequisites: State, Take one set
              Set 1: ENG 090 and RED 090
              Set 2: ENG 095
Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only.

EDU 220 **Prog Poli in Early Interv**   **3**   **0**   **0**   **3**
Prerequisites: State, Take one set
              Set 1: ENG 090, RED 090 and EDU 144
              Set 2: ENG 090, RED 090 and EDU 234
              Set 3: ENG 090, RED 090 and PSY 244
              Set 4: ENG 095 and EDU 144
              Set 5: ENG 095 and EDU 234
              Set 6: ENG 095 and PSY 244
Corequisites: None

This course covers program policies, issues, legislation, and service delivery models included in early intervention. Emphasis is placed on trends and policies in early intervention relating to programs for infants and young children with disabilities, family roles, and research outcomes. Upon completion, students should be able to identify roles and responsibilities, describe the referral and placement options and explain the different service delivery models.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 221	**Children with Exceptional**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
        Set 1: ENG 090, RED 090, EDU 144 and EDU 145
        Set 2: ENG 090, RED 090, PSY 244 and PSY 245
        Set 3: ENG 095, EDU 144 and EDU 145
        Set 4: ENG 095, PSY 244 and PSY 245
Corequisites: None
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only.

EDU 223	**Specific Learning Disab**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
        Set 1: ENG 090, RED 090, EDU 144 and EDU 145
        Set 2: ENG 090, RED 090, PSY 244 and PSY 245
        Set 3: ENG 095, EDU 144 and EDU 145
        Set 4: ENG 095, PSY 244 and PSY 245
Corequisites: None
This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/ inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.

EDU 234	**Infants, Toddlers, & Twos**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
        Set 1: ENG 090, RED 090 and EDU 119
        Set 2: ENG 095 and EDU 119
Corequisites: None
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/ toddler/twos development, plan/select activities/materials, and partner with diverse families.

Course No.	Title	Class	Lab	Work Exp/Clinical	Credit

EDU 235   School-Age Dev & Program   3   0   0   3
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 243   Learning Theory   3   0   0   3
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation.

EDU 244   Human Growth/Development   3   0   0   3
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth.

EDU 245   Policies and Procedures   3   0   0   3
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 247	**Sensory & Physical Disab**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
      Set 1: ENG 090, RED 090, EDU 144 and EDU 145
      Set 2: ENG 090, RED 090, PSY 244 and PSY 245
      Set 3: ENG 095, EDU 144 and EDU 145
      Set 4: ENG 095, PSY 244 and PSY 245
Corequisites: None

This course covers characteristics, intervention strategies, assistive technologies, and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 248	**Developmental Delays**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
      Set 1: ENG 090, RED 090, EDU 144 and EDU 145
      Set 2: ENG 090, RED 090, PSY 244 and PSY 245
      Set 3: ENG 095, EDU 144 and EDU 145
      Set 4: ENG 095, PSY 244 and PSY 245
Corequisites: None

This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 251	**Exploration Activities**	**3**	**0**	**0**	**3**

Prerequisites: State, Take one set
      Set 1: ENG 090 and RED 090
      Set 2: ENG 095
Corequisites: None

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 256	**Inst Strat/Social Studies**	**2**	**2**	**0**	**3**

Prerequisites: State, Take one set
      Set 1: ENG 090 and RED 090
      Set 2: ENG 095
Corequisites: None

This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study.

EDU 257   **Inst Strat/Math**   **2**   **2**   **0**   **3**
Prerequisites: State, Take one set
                Set 1: ENG 090, RED 090 and MAT 060
                Set 2: ENG 095 and MAT 060
Corequisites: None
This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking and numerical concepts. Upon completion, students should be able to assess, plan, implement and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study.

EDU 258   **Inst Strategies/Science**   **2**   **2**   **0**   **3**
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course covers objectives, content, materials, and instructional approaches to natural sciences for elementary through middle grades. Topics include classroom and laboratory science experiences, research/ study techniques, and critical thinking. Upon completion, students should be able to assess/plan/implement/evaluate developmentally appropriate learning experiences in science as related to the North Carolina Standard Course of Study.

EDU 259   **Curriculum Planning**   **3**   **0**   **0**   **3**
Prerequisites: State, Take one set
                Set 1: ENG 090, RED 090 and EDU 119
                Set 2: ENG 095 and EDU 119
Corequisites: None
This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

EDU 261   **Early Childhood Admin I**   **3**   **0**   **0**   **3**
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: State, EDU 119
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

EDU 262   **Early Childhood Admin II**   **3**   **0**   **0**   **3**
Prerequisites: State, Take one set
                Set 1: ENG 090, RED 090 and EDU 261
                Set 2: ENG 095 and EDU 261
Corequisites: State, EDU 119
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 263   **School-Age Program Admin**   **2**   **0**   **0**   **2**
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

EDU 271   **Educational Technology**   **2**   **2**   **0**   **3**
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 280   **Language & Literacy Exp**   **3**   **0**   **0**   **3**
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/ assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

EDU 281   Instruc Strat/Read & Writ   2   2   0   3
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 282   Early Childhood Lit   3   0   0   3
Prerequisites: State, Take one set
                Set 1: ENG 090 and RED 090
                Set 2: ENG 095
Corequisites: None
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

EDU 284   Early Child Capstone Prac   1   9   0   4
Prerequisites: State, Take one set
                Set 1: ENG 090, RED 090, EDU 119, EDU 144, EDU 145,
                EDU 146, and EDU 151
                Set 2: ENG 095, EDU 119, EDU 144, EDU 145, EDU 146,
                and EDU 151
Corequisites: None
This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

EDU 285   **Internship Exp-School Age**   **1**   **9**   **0**   **4**
Prerequisites: State, Take one set
         Set 1: ENG 090, RED 090, EDU 144, EDU 145, EDU 118 and EDU 163
         Set 2: ENG 095, EDU 144, EDU 145, EDU 118 and EDU 163
Corequisites: None
This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EDU 287   **Leadership/Early Child Ed**   **3**   **0**   **0**   **3**
Prerequisites: State, Take one set
         Set 1: ENG 090, RED 090, EDU 119, EDU 131, EDU 144,
         and EDU 145
         Set 2: ENG 090, RED 090, EDU 119, EDU 131, PSY 244,
         and PSY 245
         Set 3: ENG 095, EDU 119, EDU 131, EDU 144,and EDU 145
         Set 4: ENG 095, EDU 119, EDU 131, PSY 244, and PSY 245
Corequisites: None
This course is designed to facilitate and guide the development of early childhood professionals preparing for leadership roles in improving community early childhood services. Topics include principles of social change, characteristics of effective leaders, techniques of action research, childcare funding mechanisms, quality initiatives, and key issues in early care. Upon completion, students should be able to identify key issues; develop strategic plans; establish relationships with community leaders; and identify opportunities and barriers for advocacy.

EDU 289   **Adv Issues/School Age**   **2**   **0**   **0**   **2**
Prerequisites: State, Take one set
         Set 1: ENG 090 and RED 090
         Set 2: ENG 095
Corequisites: None
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/ teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.

EGR 131   Introduction To Electronics Technology   **1**   **2**   **0**   **2**
Prerequisites: None
Corequisites: None
This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ELC 112   DC/AC Electricity   3   6   0   5

Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

ELC 113   Basic Wiring I   2   6   0   4

Prerequisites: None
Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

ELC 114   Basic Wiring II   2   6   0   4

Prerequisites: Local, ELC 113
Corequisites: None

This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115   Industrial Wiring   2   6   0   4

Prerequisites: None
Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117   Motors and Controls   2   6   0   4

Prerequisites: Local, ELC 112
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ELC 118   National Electrical Code   1   2   0   2
Prerequisites: None
Corequisites: None
This course covers the use of the current National Electrical Code.
Topics include the NEC history, wiring methods, overcurrent protection,
materials, and other related topics. Upon completion, students should be
able to effectively use the NEC.

ELC 119   NEC Calculations   1   2   0   2
Prerequisites: None
Corequisites: None
This course covers branch circuit, feeder, and service calculations.
Emphasis is placed on sections of the National Electrical Code related to
calculations. Upon completion, students should be able to use appropriate
code sections to size wire, conduit, and overcurrent devices for branch
circuits, feeders, and service.

ELC 125   Diagrams and Schematics   1   2   0   2
Prerequisites: None
Corequisites: None
This course covers the interpretation of electrical diagrams, schematics,
and drawings common to electrical applications. Emphasis is placed
on reading and interpreting electrical diagrams and schematics. Upon
completion, students should be able to read and interpret electrical
diagrams and schematics.

ELC 127   Software for Technicians   1   3   0   2
Prerequisites: Local, ELN 131
Corequisites: None
This course introduces computer software which can be used to solve elec-
trical/electronics problems. Topics include electrical/electronics calcula-
tions and applications. Upon completion, students should be able to utilize
a personal computer for electrical/electronics-related applications.

ELC 128   Introduction to PLC   2   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the programmable logic controller (PLC) and its
associated applications. Topics include ladder logic diagrams, input/
output modules, power supplies, surge protection, selection/installation
of controllers, and interfacing of controllers with equipment. Upon
completion, students should be able to install PLCs and create simple
programs.

ELC 131   DC/AC Circuit Analysis   4   3   0   5
Prerequisites: None
Corequisites: Local, MAT 121
This course introduces DC and AC electricity with an emphasis on circuit
analysis, measurements, and operation of test equipment. Topics include
DC and AC principles, circuit analysis laws and theorems, components,
test equipment operation, circuit simulation, 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ELC 215   **Electrical Maintenance**   **2**   **3**   **0**   **3**
Prerequisites: None
Corequisites: None
This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 228   **PLC Applications**   **2**   **6**   **0**   **4**
Prerequisites: Local, 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.

ELN 131   **Semiconductor Applications**   **3**   **3**   **0**   **4**
Prerequisites: None
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132   **Linear IC Applications**   **3**   **3**   **0**   **4**
Prerequisites: Local, ELN 131
Corequisites: None
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133   **Digital Electronics**   **3**   **3**   **0**   **4**
Prerequisites: None
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ELN 150	**CAD for Electronics**	**1**	**3**	**0**	**2**

Prerequisites: Local, CIS 110, CIS 111, or ELC 127
Corequisites: None
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

ELN 229	**Industrial Electronics**	**3**	**3**	**0**	**4**

Prerequisites: Local, ELC 112
Corequisites: None
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to install and/or troubleshoot these devices for proper operation in an industrial electronic circuit.

ELN 232	**Introduction to Microprocessors**	**3**	**3**	**0**	**4**

Prerequisites: Local, 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 234	**Communication Systems**	**3**	**3**	**0**	**4**

Prerequisites: Local, ELN 132
Corequisites: None
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ENG 080	**Writing Foundations**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ENG 085   Reading & Writing Found   5   0   0   5

Prerequisites: None
Corequisites: Local, ENG 085A

This course uses whole language to develop proficiency in reading and writing for college. Emphasis is placed on applying analytical and critical reading skills to a variety of texts and on introducing the writing process. Upon completion, students should be able to recognize and use various patterns of text organization and compose effective paragraphs. *This course integrates ENG 080 and RED 080. This course does not satisfy the developmental reading and writing prerequisites for ENG 111 and ENG 111A.*

ENG 085A   Reading & Writing Found Lab   0   2   0   1

Prerequisites: Local, ENG 085
Corequisites: None

This laboratory provides the opportunity to practice the skills introduced in ENG 085. Emphasis is placed on practical skills for applying analytical and critical reading skills to a variety of texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective paragraphs.

ENG 090   Composition Strategies   3   0   0   3

Prerequisites: State, ENG 080
Corequisites: Local, ENG 090A

This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 090A   Composition Strategies Lab   0   2   0   1

Prerequisites: State, ENG 080
Corequisites: State, ENG 090

This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

ENG 095   Reading & Comp Strategies   5   0   0   5

Prerequisites: State, ENG 080 and RED 080
Corequisites: None

This course uses whole language to strengthen proficiency in reading and writing for college. Emphasis is placed on applying critical reading skills to narrative and expository texts and on using the writing process. Upon completion, students should be able to comprehend, analyze, and evaluate college texts and to compose essays in preparation for college writing. *This course integrates ENG 090 and RED 090. This course satisfies the developmental reading and writing prerequisites for ENG 111 and ENG 111A.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ENG 095A	**Reading & Comp Strat Lab**	**0**	**2**	**0**	**1**

Prerequisites: State, ENG 080 and RED 080
Corequisites: None

This laboratory provides the opportunity to practice the skills introduced in ENG 095. Emphasis is placed on practical skills for applying critical reading skills to narrative and expository texts and on the writing process. Upon completion, students should be able to apply those skills in the production of effective essays in preparation for college writing.

ENG 101	**Applied Communications I**	**3**	**0**	**0**	**3**

Prerequisites: Local, RED 090
Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This course is intended for diploma programs.*

ENG 102	**Applied Communications II**	**3**	**0**	**0**	**3**

Prerequisites: Local, RED 090
Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

ENG 110	**Freshman Composition**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 090; Local, RED 090
Corequisites: None

This course is the first in a series of two 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	**Expository Writing**	**3**	**0**	**0**	**3**

Prerequisites: State, ENG 090, RED 090
Corequisites: None

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ENG 112   Argument-Based Research   3   0   0   3
Prerequisites: State, ENG 111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 114   Professional Research & Reporting   3   0   0   3
Prerequisites: State, ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 116   Technical Report Writing   3   0   0   3
Prerequisites: State, ENG 110 or ENG 111
Corequisites: None
This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models.

ENG 125   Creative Writing I   3   0   0   3
Prerequisites: State, ENG 111
Corequisites: None
This course, is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 131   Introduction to Literature   3   0   0   3
Prerequisites   State, ENG 111
Corequisites: State, ENG 112 or ENG 114
This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ENG 231	**American Literature I**	3	0	0	3

Prerequisites: State, ENG 112 or ENG 114
Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core* requirement in humanities/fine arts.

ENG 232	**American Literature II**	3	0	0	3

Prerequisites: State, ENG 112 or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233	**Major American Writers**	3	0	0	3

Prerequisites: State, ENG 112 or ENG 114
Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241	**British Literature I**	3	0	0	3

Prerequisites: State, ENG 112 or ENG 114
Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 242	**British Literature II**	3	0	0	3

Prerequisites: State, ENG 112 or ENG 114
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine art.*

ENG 261	**World Literature I**		**3**	**0**	**0**	**3**

Prerequisites: State, ENG 112 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 111	**Elementary French I**		**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112	**Elementary French II**		**3**	**0**	**0**	**3**

Prerequisites: State, FRE 111
Corequisites: None

This course is a continuation of FRE 111 focusing on the fundamental elements of the French 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 French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 211	**Intermediate French I**		**3**	**0**	**0**	**3**

Prerequisites: State, FRE 112
Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 212	**Intermediate French II**		**3**	**0**	**0**	**3**

Prerequisites: State, FRE 211
Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
GEL 111	**Introductory Geology**	**3**	**2**	**0**	**4**

Prerequisites   Local, ENG 090, RED 090
Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

		Class	Lab		Credit
GEO 111	**World Regional Geography**	**3**	**0**	**0**	**0**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab		Credit
GEO 112	**Cultural Geography**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

		Class	Lab		Credit
HEA 110	**Personal Health/Wellness**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab		Credit
HEA 112	**First Aid & CPR**	**1**	**2**	**0**	**2**

Prerequisites: Local, ENG 080, RED 090
Corequisites: None

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HIS 121	**Western Civilization I**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122	**Western Civilization II**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131	**American History I**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132	**American History II**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

HIS 221   **African-American History**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HRM 110   **Introduction to Hospitality**   **2**   **0**   **0**   **2**
Prerequisites: None
Corequisites: None
This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

HRM 145   **Hospitality Supervision**   **3**   **0**   **0**   **3**
Prerequisites: None
Corequisites: None
This course covers principles of supervision as they apply to the hospitality industry. Topics include recruitment, selection, orientation, training, evaluation, and leadership skills. Upon completion, students should be able to understand and apply basic supervisory skills unique to the hospitality and service industry.

HSE 110   **Introduction to Human Services**   **2**   **2**   **0**   **3**
Prerequisites: Local, RED 080
Corequisites: None
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

HSE 112   **Group Process I**   **1**   **2**   **0**   **2**
Prerequisites: Local, Enrollment in the HSE program
Corequisites: None
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

HSE 123   Interviewing Techniques   2   2   0   3
Prerequisites: Local, RED 080
Corequisites: None
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125   Counseling   2   2   0   3
Prerequisites: None
Corequisites: None
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 127   Conflict Resolution   2   2   0   3
Prerequisites: Local, RED 080
Corequisites: None
This course introduces conflict resolution and mediation theory and practice. Emphasis is placed on achieving compromise and a win/win perception. Upon completion, students should be able to demonstrate competence in identifying seemingly dissimilar positions and facilitating agreement.

HSE 145   Child Abuse & Neglect   3   0   0   3
Prerequisites: Local, RED 080
Corequisites: None
This course explores the abused and neglected child, including the nature and dimension of the problem. Emphasis is placed on various types of abuse and neglect, their causes, proper treatment, and reporting laws and procedures. Upon completion, students should be able to identify family intervention and counseling techniques to help parents effectively cope in parent-child conflicts.

HSE 210   Human Services Issues   2   0   0   2
Prerequisites: Local, RED 080
Corequisites: None
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 225   Crisis Intervention   3   0   0   3
Prerequisites: Local, RED 080
Corequisites: None
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HSE 226	**Mental Retardation**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None

This course covers mental retardation and related issues. Emphasis is placed on the theoretical perspectives, causes, prevention, and treatment of mental retardation. Upon completion, students should be able to demonstrate a general knowledge of the mentally retarded individual.

HSE 240	**Issues in Client Services**	**3**	**0**	**0**	**3**

Prerequisites: Local, RED 080
Corequisites: None

This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

HSE 245	**Stress Management**	**2**	**2**	**0**	**3**

Prerequisites: Local, RED 080
Corequisites: None

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors.

HSE 250	**Financial Services**	**2**	**0**	**0**	**2**

Prerequisites: Local, RED 080
Corequisites: None

This course introduces those agencies that provide income maintenance casework services. Emphasis is placed on qualifying applicants for a variety of economic assistant programs offered by human services agencies. Upon completion, students should be able to make a factual and objective assessment of a client's economic situation to qualify them for economic assistance.

HSE 251	**Activities Therapy**	**2**	**2**	**0**	**3**

Prerequisites: Local, RED 080
Corequisites: None

This course introduces skills and techniques used in recreation and leisure activities to enhance the lives of special populations. Emphasis is placed on music, art, and recreational therapy. Upon completion, students should be able to define, plan, and adapt recreational activities for selected groups and individuals.

HSE 255	**Health Problems & Prevention**	**2**	**2**	**0**	**3**

Prerequisites: Local, RED 080
Corequisites: None

This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

HUM 115   Critical Thinking   3   0   0   3
Prerequisites: State, ENG 095 or RED 090 and ENG 090
Corequisites: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the SACS humanities requirement for AAS degree programs.*

HUM 121   The Nature of America   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 122   Southern Culture   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150   American Women's Studies   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 160   Introduction to Film   2   2   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

HYD 110 **Hydraulics/Pneumatics I**   2   3   0   3
Prerequisites: None
Corequisites: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

INT 110 **International Business**   3   0   0   3
Prerequisites: None
Corequisites: None
This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

ISC 110 **Workplace Safety**   1   0   0   1
Prerequisites: None
Corequisites: None
This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.

ISC 121 **Environmental Health & Safety**   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

ISC 130 **Intro to Quality Control**   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

ISC 131   Quality Management   3   0   0   3

Prerequisites: None
Corequisites: None

This course provides a study and analysis of the aspects and implications of quality management that lead to customer satisfaction through continuous quality improvement. Topics include Total Quality Management, ISO 9000, organizing for quality, supplier/vendor relationships, and the role of leadership in quality management. Upon completion, students should be able to demonstrate an understanding of quality management concepts and techniques.

ISC 135   Principles of Industrial Mgmt   3   0   0   3

Prerequisites: None
Corequisites: None

This course covers the managerial principles and practices required for organizations to succeed in modern industry. Topics include the functions and roles of all levels of management, organization design, and planning and control of manufacturing operations. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 210   Operations & Production Planning   3   0   0   3

Prerequisites: None
Corequisites: None

This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.

ISC 221   Statistical Quality Control   3   0   0   3

Prerequisites: State, Completion of Curriculum Mathematics Requirement
Corequisites: None

This course covers the principles and techniques of statistical process control for the improvement of productivity. Emphasis is placed on basic statistics for quality control, organization and procedures for efficient quality control including inspections, process control, and tests of significance. Upon completion, students should be able to apply statistical principles and techniques to enhance production.

ISC 223   Quantitative Methods   3   0   0   3

Prerequisites: None
Corequisites: None

This course introduces the quantitative methods involved in operations management decision making. Topics include linear programming, forecasting techniques, inventory control, project management, decision analysis, and simulation modeling. Upon completion, students should be able to interpret quantitative results and demonstrate appropriate decision-making skills.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ITA 111	**Elementary Italian I**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course introduces the fundamental elements of the Italian 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 Italian and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts*

ITA 112	**Elementary Italian II**	**3**	**0**	**0**	**3**

Prerequisites: State, ITA 111
Corequisites: None
This course is a continuation of ITA 111 focusing on the fundamental elements of the Italian 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 Italian and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts*

LOG 110	**Introduction to Logistics**	**3**	**0**	**0**	**3**

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**	**0**	**3**

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 215	**Supply Chain Management**	**3**	**0**	**0**	**3**

Prerequisites: State, LOG 110
Corequisites: None
This course covers all activities involved in the flow of products and information between the suppliers, customers, producers, and service providers. Topics include acquiring, purchasing, manufacturing, assembling, and distributing goods and services throughout the supply chain organizations. Upon completion, students should be able to identify the supply chain units, describe the materials management processes, and prepare for the APICS CPIM examination.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

LOG 235   Import/Export Management   3   0   0   3
Prerequisites: State, LOG 125
Corequisites: None
This course introduces the elements of import and export operations, from transportation to documentation, finance, and security and the effects on the global supply chain. Emphasis is placed on existing import/export regulations, customs documentation, intermodal transportation, foreign freight forwarders, global technology, and homeland security initiatives. Upon completion, students should be able to perform import/export operations, channels of distribution, implemented technologies, and associate with operating a secure supply chain.

LOG 240   Purchasing Logistics   3   0   0   3
Prerequisites: State, LOG 110
Corequisites: None
This course introduces the various aspects of purchasing, and their impact on materials management, supply chain, transportation, and global logistics processes. Emphasis is placed on the different methods of electronic sourcing, negotiating and pricing principles, and on the internal and external considerations associated with international logistics. Upon completion, students should be able to describe and apply the principles and terminology used in procurement including electronic data interchange services, purchasing and logistics systems.

LOG 250   Advanced Global Logistics   3   2   0   4
Prerequisites: State, LOG 125
Corequisites: None
This course covers the advanced application of global operations and logistics strategies, planning, technology, risk, and management necessary to cope with the global business environment. Emphasis is placed on an in-depth understanding of global sourcing, shipping, tracking, and e-logistics systems necessary to operate inbound/outbound logistics in a global market. Upon completion, students should be able to identify the different global markets and logistics technology available to process international inbound/outbound logistics transactions.

MAS 140   Introduction to Masonry   1   2   0   2
Prerequisites: None
Corequisites: None
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

MAT 060   Essential Mathematics   3   2   0   4
Prerequisites: None
Corequisites: None
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

MAT 070   **Introductory Algebra**   **3**   **2**   **0**   **4**
Prerequisites: State, MAT 060
Corequisites: State, RED 080
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080   **Intermediate Algebra**   **3**   **2**   **0**   **4**
Prerequisites: State, MAT 070
Corequisites: State, RED 080
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 101   **Applied Mathematics I**   **2**   **2**   **0**   **3**
Prerequisites: State, MAT 060
Corequisites: None
This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for diploma programs.*

MAT 115   **Mathematical Models**   **2**   **2**   **0**   **3**
Prerequisites: State, MAT 070
Corequisites: None
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 121   **Algebra/Trigonometry I**   **2**   **2**   **0**   **3**
Prerequisites: State, MAT 070
Corequisites: None
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 **Algebra/Trigonometry II** **2** **2** **0** **3**
Prerequisites: State, MAT 121 or MAT 161 or MAT 171
Corequisites: None
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 140 **Survey of Mathematics** **3** **0** **0** **3**
Prerequisites: State, MAT 090, MAT 121, MAT 161, MAT 171
Corequisites: None
This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 151 **Statistics I** **3** **0** **0** **3**
Prerequisites: State, MAT 080 or MAT 121 or MAT 161 or MAT 171
Corequisites: Local, MAT 151A
This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics (Quantitative Options).*

MAT 151A **Statistics I Lab** **0** **2** **0** **1**
Prerequisites: State, MAT 080 or MAT 121 or MAT 161 or MAT 171
Corequisites: State, MAT 151
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 161	**College Algebra**	**3**	**0**	**0**	**3**

Prerequisites: State, MAT 080
Corequisites: None

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 165	**Finite Mathematics**	**3**	**0**	**0**	**3**

Prerequisites: State, MAT 161
Corequisites: None

This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 171	**Precalculus Algebra**	**3**	**0**	**0**	**3**

Prerequisites: State, MAT 080 or MAT 161
Corequisites: Local, MAT 171A

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 171A	**Precalculus Algebra Lab**	**0**	**2**	**0**	**1**

Prerequisites: State, MAT 080 or MAT 161
Corequisites: State, MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

MAT 172   Precalculus Trigonometry   3   0   0   3
Prerequisites: State, MAT 171
Corequisites: Local, MAT 172A
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172A   Precalculus Trigonometry Lab   0   2   0   1
Prerequisites: State, MAT 171
Corequisites: State, MAT 172
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 263   Brief Calculus   3   0   0   3
Prerequisites: State, MAT 161 or MAT 171
Corequisites: None
This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271   Calculus I   3   2   0   4
Prerequisites: State, MAT 172
Corequisites: None
This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 272	**Calculus II**	**3**	**2**	**0**	**4**

Prerequisites: State, MAT 271
Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 273	**Calculus III**	**3**	**2**	**0**	**4**

Prerequisites: State, MAT 272
Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

MEC 111	**Machine Processes I**	**1**	**4**	**0**	**3**

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 safely machine simple parts to specified tolerances.

MEC 112	**Machine Processes II**	**2**	**3**	**0**	**3**

Prerequisites: State, MEC 111
Corequisites: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

MEC 165	**Fabrication Techniques**	**1**	**3**	**0**	**2**

Prerequisites: State, MEC 111 and WLD 112
Corequisites: None

This course expands skills in bench work, welding, and machinery. Emphasis is placed on integrating techniques of welding and machine processes. Upon completion, students should be able to design, fabricate, and repair parts and/or modify existing equipment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

MED 110   **Orientation to Medical Assisting**   **1**   **0**   **0**   **1**
Prerequisites: Local, ENG 090, RED 090
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**   **0**   **2**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121   **Medical Terminology I**   **3**   **0**   **0**   **3**
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122   **Medical Terminology II**   **3**   **0**   **0**   **3**
Prerequisites: State, MED 121
Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130   **Administrative Office Procedures I**   **1**   **2**   **0**   **2**
Prerequisites: Local, Enrollment in the Medical Assisting Program
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MED 131	**Administrative Office Procedures II**	**1**	**2**	**0**	**2**

Prerequisites: Local, MED 130
Corequisites: None
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134	**Medical Transcription**	**2**	**2**	**0**	**3**

Prerequisites: State, MED 121; Local, OST 131
Corequisites: Local, MED 122
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

MED 140	**Exam Room Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: Local, BIO 163, Enrollment in the Medical Assisting Program
Corequisites: None
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150	**Laboratory Procedures I**	**3**	**4**	**0**	**5**

Prerequisites: Local, Enrollment in the Medical Assisting Program
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 232	**Medical Insurance Coding**	**1**	**3**	**0**	**2**

Prerequisites: Local, BIO 163, MED 122
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 260	**MED Clinical Externship**	**0**	**0**	**15**	**5**

Prerequisites: Local, Completion of All MED Prefix Courses
Corequisites: None
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

MED 262   Clinical Perspectives   1   0   0   1
Prerequisites: Local, ENG 090, RED 090
Corequisites: Local, MED 260
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264   MED Assisting Overview   2   0   0   2
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270   Symptomatology   2   2   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these 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   0   3
Prerequisites: Local, MED 140 and Enrollment in the Medical Assisting
                Program
Corequisites: None
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

MHA 150   Mental Health Systems   3   0   0   3
Prerequisites: State, HSE 110
Corequisites: None
This course introduces the treatment and services available at both public and private mental health facilities. Topics include intake procedures, admission criteria, history, and structure of mental health facilities. Upon completion, students should be able to demonstrate competence in articulating both the theory and practice of mental health services delivery.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

MHA 155   Psychological Assessment   3   0   0   3
Prerequisites: State, PSY 150
Corequisites: None
This course covers psychological assessment. Emphasis is placed on different types of psychological tests. Upon completion, students should be able to recognize and understand the purpose of various psychological tests.

MHA 240   Advocacy   2   0   0   2
Prerequisites: State, HSE 110
Corequisites: None
This course covers the roles and duties of the client advocate. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from contact initiation to termination.

MKT 120   Principles of Marketing   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MNT 110   Introduction to Maintenance Procedures   1   3   0   2
Prerequisites: None
Corequisites: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

MNT 111   Maintenance Practices   2   2   0   3
Prerequisites: Local, MNT 110
Corequisites: None
This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

MNT 165   Mechanical Industrial Systems   1   3   0   2
Prerequisites: None
Corequisites: None
This course covers mechanical components used in industrial machine operation. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

MNT 240   Industrial Equipment Troubleshooting   1   3   0   2
Prerequisites: Local, ELC 112 or ELC 131
Corequisites: None
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MRI 210   MRI Physics and Equipment   3   0   0   3
Prerequisites: None
Corequisites: None
This course covers the physical principles of image formation, data acquisition, and image processing in magnetic resonance imaging. Emphasis is placed on instrumentation, fundamentals, pulse sequences, data manipulation, imaging parameters, options, and their effects on image quality. Upon completion, students should be able to understand the principles behind image formation, data acquisition, and image processing in magnetic resonance imaging.

MRI 211   MRI Procedures   4   0   0   4
Prerequisites: None
Corequisites: None
This course covers patient care, magnetic field safety, cross-sectional anatomy, contrast media, and scanning procedures in magnetic resonance imaging. Emphasis is placed on patient assessment and monitoring, safety precautions, contrast agents' use, methods of data acquisition, and identification of cross-sectional anatomy. Upon completion, students should be able to integrate all facets of imaging procedures in magnetic resonance imaging.

MRI 231   MRI Clinical Practicum   0   0   33   11
Prerequisites: None
Corequisites: None
This course provides experience in the computed tomography clinical setting. Emphasis is placed on patient care and positioning, scanning procedures, and image production in magnetic resonance imaging. Upon completion, students should be able to assume a variety of duties and responsibilities within the magnetic resonance clinical environment.

MUS 110   Music Appreciation   3   0   0   3
Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

MUS 111   Fundamentals of Music   3   0   0   3
Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
Corequisites: None
This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 113   American Music   3   0   0   3
Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
Corequisites: None
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 121   Music Theory I   3   2   0   4
Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
Corequisites: None
This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 131   Chorus I   0   2   0   1
Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
Corequisites: None
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 132   Chorus II   0   2   0   1
Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
                      State, MUS 131
Corequisites: None
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MUS 141	**Ensemble I**	**0**	**2**	**0**	**1**

Prerequisites: Local, ENG 090 and RED 090 or ENG 095
Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 142	**Ensemble II**	**0**	**2**	**0**	**1**

Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
State, MUS 141
Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 210	**History of Rock Music**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
Corequisites: None

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 211	**History of Country Music**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
Corequisites: None

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 212	**American Musical Theatre**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090 and RED 090 **or** ENG 095
Corequisites: None

This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NET 125	**Networking Basics**	**1**	**4**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126	**Routing Basics**	**1**	**4**	**0**	**3**

Prerequisites: State, NET 125
Corequisites: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 175	**Wireless Technology**	**2**	**2**	**0**	**3**

Prerequisites: State, NET 110 or NET 125
Corequisites: None

This course introduces the student to wireless technology and interoperability with different communication protocols. Topics include Wireless Application Protocol (WAP), Wireless Mark-up language (WML), link manager, service discovery protocol., transport layer and frequency band. Upon completion, students should be able to discuss in written and oral form protocols and procedures required for different wireless applications.

NET 225	**Routing & Switching I**	**1**	**4**	**0**	**3**

Prerequisites: State, NET 126
Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches., Ethernet switching, VLANS, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226	**Routing & Switching II**	**1**	**4**	**0**	**3**

Prerequisites: State, NET 225
Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

NET 289   Networking Project   1   4   0   3
Prerequisites: None
Corequisites: State, NET 226
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

NOS 110   Operating System Concepts   2   3   0   3
Prerequisites: None
Corequisites: None
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120   Linux/UNIX Single User   2   2   0   3
Prerequisites: State, 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 commend line requirements and desktop productivity roles.

NOS 130   Windows Single User   2   2   0   3
Prerequisites: State, NOS 110
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/ optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 220   Linux/UNIX Admin 1   2   2   0   3
Prerequisites: State, NOS 120
Corequisites: None
This course introduces the Linux file system, group administration, and system hardware controls, Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X. Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

NOS 230   Windows Admin I   2   2   0   3
Prerequisites: State, NOS 130
Corequisites: None
This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NUR 101   Practical Nursing I   7   6   6   11
Prerequisites: Local, Admission to the Practical Nursing Program
Corequisites: Local, BIO 106 or BIO 169, BIO 155, NUR 117
This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 102   Practical Nursing II   8   0   12   12
Prerequisites: Local, NUR 101
Corequisites: Local, ENG 111, PSY 110
This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 103   Practical Nursing III   6   0   12   10
Prerequisites: Local, NUR 102
Corequisites: None
This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 111   Intro to Health Concepts   4   6   6   8
Prerequisites: None
Corequisites: None
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112   Health-Illness Concepts   3   0   6   5

Prerequisites: State, NUR 111
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113   Family Health Concepts   3   0   6   5

Prerequisites: State, NUR 111
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114   Holistic Health Concepts   3   0   6   5

Prerequisites: State, NUR 111
Corequisites: None

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117   Pharmacology   1   3   0   2

Prerequisites: Local, Admission to the Practical Nursing 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

Prerequisites: State, 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 212	**Health System Concepts**	**3**	**0**	**6**	**5**

Prerequisites: State, NUR 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213	**Complex Health Concepts**	**4**	**3**	**15**	**10**

Prerequisites: State, NUR 111, NUR 112, NUR 113, NUR 114,
NUR 211, and NUR 212
Corequisites: None
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to **provide** quality, individualized, entry level nursing care.

NUT 110	**Nutrition**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well-being.

OMT 112	**Materials Management**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course covers the basic principles of materials management. Emphasis is placed on the planning, procurement, movement, and storage of materials. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques related to materials management.

OMT 260	**Issues in Operations Management**	**3**	**0**	**0**	**3**

Prerequisites: State, ISC 121, ISC 131, ISC 210, ISC 221 and OMT 112
Corequisites: None
This course presents a variety of topics that highlight contemporary problems and issues related to operations management. Emphasis is placed on productions and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

OST 131   Keyboarding   1   2   0   2
Prerequisites: None
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132   Keyboarding Skill Building   1   2   0   2
Prerequisites: None
Corequisites: None
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 133   Adv Keyboard Skill Bldg   1   2   0   2
Prerequisites: State, OST 132
Corequisites: None
This course is designed to increase speed and improve accuracy to meet employment tests and job requirements. Emphasis is placed on individualized diagnostic and prescriptive drills. Upon completion, students should be able to keyboard with greater speed and accuracy as measured by five-minute timed writings and skill-development paragraphs.

OST 134   Text Entry & Formatting   2   2   0   3
Prerequisites: Local, OST 131 or Equivalent
Corequisites: None
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 135   Advanced Text Entry & Formatting   3   2   0   4
Prerequisites: State, OST 134
Corequisites: None
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

OST 136   Word Processing   2   2   0   3
Prerequisites: None
Corequisites: None
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

OST 137   **Office Software Applications**   **2**   **2**   **0**   **3**
Prerequisites: None
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 138   **Advanced Software Applications**   **2**   **2**   **0**   **3**
Prerequisites: State, OST 137 or CIS 111 or CIS 110
Corequisites: None
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

OST 141   **Medical Terms I-Medical Office**   **3**   **0**   **0**   **3**
Prerequisites: None
Corequisites: None
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142   **Medical Terms II-Medical Office**   **3**   **0**   **0**   **3**
Prerequisites: State, OST 141
Corequisites: None
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148   **Medical Coding Billing & Insurance**   **3**   **0**   **0**   **3**
Prerequisites: Local, OST 141
Corequisites: None
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

OST 149   Medical Legal Issues   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 153   Office Finance Solutions   1   2   0   2
Prerequisites: None
Corequisites: None
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 155   Legal Terminology   3   0   0   3
Prerequisites: Local, OST 136 or Equivalent
Corequisites: None
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.

OST 156   Legal Office Procedures   2   2   0   3
Prerequisites: State, OST 134
Corequisites: None
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. *This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program.*

OST 159   Legal Office Ethics   2   0   0   2
Prerequisites: Local, OST 136 or Equivalent
Corequisites: None
This course introduces the complex legal and ethical issues involved in the role of administrative support personnel in a variety of law-related offices. Topics include conduct compatible with the professional obligations of the employer, legally protected relationships, and the professional responsibilities of the employee. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of law-related workplaces.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 162	**Executive Terminology**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

OST 164	**Text Editing Applications**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181	**Intro to Office Systems**	**2**	**2**	**0**	**3**

Prerequisites: Local, OST 136
Corequisites: None

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

OST 184	**Records Management**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223	**Admin Office Transcript I**	**2**	**2**	**0**	**3**

Prerequisites: State, OST 164; and OST 134 or OST 136
Corequisites: None

This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.

OST 224	**Admin. Ofc Transcript II**	**1**	**2**	**0**	**2**

Prerequisites: State, OST 223
Corequisites: None

This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents.

OST 233   **Office Publications Design**   **2**   **2**   **0**   **3**
Prerequisites: State, OST 136
Corequisites: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236   **Adv Word/Information Processing**   **2**   **2**   **0**   **3**
Prerequisites: State, OST 136
Corequisites: None
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

OST 241   **Medical Office Transcription I**   **1**   **2**   **0**   **2**
Prerequisites: State, MED 121 or OST 141; Local, OST 136
Corequisites: None
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242   **Medical Office Transcription II**   **1**   **2**   **0**   **2**
Prerequisites: State, OST 241
Corequisites: None
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

OST 243   **Medical Office Simulation**   **2**   **2**   **0**   **3**
Prerequisites: State, OST 148
Corequisites: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 252   **Legal Transcription I**   **2**   **2**   **0**   **3**
Prerequisites: State, OST 134 or OST 136 and OST 155
Corequisites: None
This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 284	**Emerging Technologies**	**1**	**2**	**0**	**2**

Prerequisites: None
Corequisites: None

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 286	**Professional Development**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 289	**Administrative Office Mgt**	**2**	**2**	**0**	**3**

Prerequisites: State, OST 164 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 modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

PED 110	**Fit and Well for Life**	**1**	**2**	**0**	**2**

Prerequisites: Local, RED 080
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 115	**Step Aerobics I**	**0**	**3**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of step aerobics. Emphasis is placed on basic stepping up and down on an adjustable platform; cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion, students should be able to participate in basic step aerobics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

PED 120   **Walking for Fitness**   0   3   0   1
Prerequisites: None
Corequisites: None
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

PED 125   **Self-Defense-Beginning**   0   2   0   1
Prerequisites: None
Corequisites: None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 128   **Golf-Beginning**   0   2   0   1
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 129   **Golf-Intermediate**   0   2   0   1
Prerequisites: State, PED 128
Corequisites: None
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 130   **Tennis-Beginning**   0   2   0   1
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PED 139	**Bowling-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 142	**Lifetime Sports**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 143	**Volleyball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 144	**Volleyball-Intermediate**	**0**	**2**	**0**	**1**

Prerequisites: State, PED 143
Corequisites: None

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 145	**Basketball-Beginning**	**0**	**2**	**0**	**1**

Prerequisites: None
Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 146   Basketball-Intermediate   0   2   0   1

Prerequisites: State, PED 145
Corequisites: None

This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play basketball at a competitive level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 148   Softball   0   2   0   1

Prerequisites: None
Corequisites: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 152   Swimming-Beginning   0   2   0   1

Prerequisites: None
Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PHI 210   History of Philosophy   3   0   0   3

Prerequisites: State, ENG 111
Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 230   Introduction to Logic   3   0   0   3

Prerequisites: State, ENG 111
Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHM 110	**Introduction to Pharmacy**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, MAT 070, RED 090
Corequisites: None
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 111	**Pharmacy Practice I**	**3**	**3**	**0**	**4**

Prerequisites: None
Corequisites: State, PHM 110 and PHM 115
This course provides 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 compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115	**Pharmacy Calculations**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, MAT 070, RED 090
Corequisites: None
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 118	**Sterile Products**	**3**	**3**	**0**	**4**

Prerequisites: State, PHM 110 and PHM 111
Corequisites: None
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120	**Pharmacology I**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, MAT 070, RED 090
Corequisites: None
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

PHM 125   Pharmacology II   3   0   0   3
Prerequisites: State, PHM 120
Corequisites: None
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 133   Pharmacy Clinical   0   0   9   3
Prerequisites: None
Corequisites: None
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 135   Pharmacy Clinical   0   0   15   5
Prerequisites: None
Corequisites: None
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 138   Pharmacy Clinical   0   0   24   8
Prerequisites: None
Corequisites: None
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 140   Trends in Pharmacy   2   0   0   2
Prerequisites: Local, ENG 090, MAT 070, RED 090
Corequisites: None
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHM 165	**Pharmacy Prof Practice**	**2**	**0**	**0**	**2**

Prerequisites: Local, ENG 090, MAT 070, RED 090
Corequisites: None

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

PHY 101	**Fundamentals of Physics I**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces fundamental physical concepts with emphasis on applications. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied to their specific programs.

PHY 110	**Conceptual Physics**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 110A	**Conceptual Physics Lab**	**0**	**2**	**0**	**1**

Prerequisites: Local, ENG 090, RED 090
Corequisites: State, PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 131	**Physics-Mechanics**	**3**	**2**	**0**	**4**

Prerequisites: State, MAT 121 or MAT 161 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

PHY 151   College Physics I   3   2   0   4
Prerequisites: State, MAT 161 or MAT 171; Local, ENG 090, RED 090
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/ mathematics.*

PHY 152   College Physics II   3   2   0   4
Prerequisites: State, PHY 151
Corequisites: None
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251   General Physics I   3   3   0   4
Prerequisites: State, MAT 271; Local, ENG 090, RED 090
Corequisites: State, MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252   General Physics II   3   3   0   4
Prerequisites: State, MAT 272 and PHY 251
Corequisites: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

POL 120   American Government   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 210   Comparative Government   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 220   International Relations   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides a study of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 101   Applied Psychology   3   0   0   3
Prerequisites: None
Corequisites: None
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living.

PSY 110   Life Span Development   3   0   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides an introduction to the study of human growth
and development. Emphasis is placed on 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 and apply this knowledge to their specific
field of study.

PSY 118   Interpersonal Psychology   3   0   0   3
Prerequisites: ENG 090 and RED 090 or ENG 095
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   0   3
Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course provides an overview of the scientific study of human
behavior. Topics include history, methodology, biopsychology, sensation,
perception, learning, motivation, cognition, abnormal behavior, personality
theory, social psychology, and other relevant topics. Upon completion,
students should be able to demonstrate a basic knowledge of the science
of psychology. *This course has been approved to satisfy the Comprehensive
Articulation Agreement general education core requirement in social/behavioral
sciences.*

PSY 239   Psychology of Personality   3   0   0   3
Prerequisites: State, PSY 150
Corequisites: None
This course covers major personality theories and personality research
methods. Topics include psychoanalytic, behavioristic, social learning,
cognitive, humanistic, and trait theories including supporting research.
Upon completion, students should be able to compare and contrast
traditional and contemporary approaches to the understanding of
individual differences in human behavior. *This course has been approved
to satisfy the Comprehensive Articulation Agreement general education core
requirement in social/behavioral sciences.*

PSY 241   Developmental Psychology   3   0   0   3
Prerequisites: State, PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is
placed on major theories and perspectives as they relate to the physical,
cognitive, and psychosocial aspects of development from conception to
death. Upon completion, students should be able to demonstrate knowledge
of development across the life span. *This course has been approved to satisfy
the Comprehensive Articulation Agreement general education core requirement
in social/behavioral sciences.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PSY 243	**Child Psychology**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 265	**Behavioral Modification**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281	**Abnormal Psychology**	**3**	**0**	**0**	**3**

Prerequisites: State, PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PTC 110	**Industrial Environment**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None
This course provides the pharmaceutical industry, including a broad overview of work in this field. Emphasis is placed on good manufacturing practices (GMP), work conduct, company organization, job expectations, personal safety, hygiene, and company rules and regulations. Upon completion, students should be able to follow good manufacturing practice regulations and inspect a pharmaceutical manufacturing facility for compliance with GMP.

RAD 110	**Radiography Introduction & Patient Care**	**2**	**3**	**0**	**3**

Prerequisites: Local, Enrollment in the Radiography Program
Corequisites: State, RAD 111 and RAD 151
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 111	**RAD Procedures I**	**3**	**3**	**0**	**4**

Prerequisites: Local, Enrollment in the Radiography Program
Corequisites: State, RAD 110 and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112	**RAD Procedures II**	**3**	**3**	**0**	**4**

Prerequisites: State, RAD 110, RAD 111, and RAD 151; Local, BIO-163
Corequisites: Local, RAD 121 and RAD 161

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121	**Radiographic Imaging I**	**2**	**3**	**0**	**3**

Prerequisites: State, RAD 110, RAD 111, and RAD 151
Corequisites: Local, RAD 112 and RAD 161

This course covers factors of image quality and methods of exposure control. Topics include density, contrast, recorded detail, distortion, technique charts, manual and automatic exposure control, and tube rating charts. Upon completion, students should be able to demonstrate an understanding of exposure control and the effects of exposure factors on image quality.

RAD 122	**Radiographic Imaging II**	**1**	**3**	**0**	**2**

Prerequisites: State, RAD 112, RAD 121, and RAD 161; Local BIO 163
Corequisites: State, RAD 131 and RAD 171

This course covers image receptor systems and processing principles. Topics include film, film storage, processing, intensifying screens, grids, and beam limitation. Upon completion, students should be able to demonstrate the principles of selection and usage of imaging accessories to produce quality images.

RAD 131	**Radiographic Physics I**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment.

RAD 151	**RAD Clinical Ed I**	**0**	**0**	**6**	**2**

Prerequisites: Local, Enrollment in the Radiography Program
Corequisites: State, RAD 110 and RAD 111

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 161	**RAD Clinical Ed II**	**0**	**0**	**15**	**5**

Prerequisites: State, RAD 110, RAD 111, and RAD 151
Corequisites: State, RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171	**RAD Clinical Ed III**	**0**	**0**	**12**	**4**

Prerequisites: State, RAD 112, RAD 121, and RAD 161
Corequisites: State, RAD 122, RAD 131; Local, RAD 241

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211	**RAD Procedures III**	**2**	**3**	**0**	**3**

Prerequisites: State, RAD 122
Corequisites: State, RAD 231, RAD 241, and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, pathology, and advanced imaging. Upon completion, students should be able to demonstrate competence in these areas.

RAD 231	**Radiographic Physics II**	**1**	**3**	**0**	**2**

Prerequisites: State, RAD 131, or RAD 171
Corequisites: Local, RAD 245, RAD 261

This course continues the study of physics that underlie diagnostic X-ray production and radiographic and fluoroscopic equipment. Topics include X-ray production, electromagnetic interactions with matter, X-ray devices, and equipment circuitry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.

RAD 241	**Radiobiology/Protection**	**2**	**0**	**0**	**2**

Prerequisites: State, RAD 122, RAD 131 and RAD 171
Corequisites: State, RAD 211, RAD 231 and RAD 251

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245	**RAD Quality Management**	**1**	**3**	**0**	**2**

Prerequisites: State, RAD 211, RAD 231, RAD 241 and RAD 251
Corequisites: State, RAD 261

This course provides an overview of imaging concepts and introduces methods of quality assurance. Topics include a systematic approach for image evaluation and analysis of imaging service and quality assurance. Upon completion, students should be able to establish and administer a quality assurance program and conduct a critical review of images.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 251	**RAD Clinical Ed IV**	**0**	**0**	**21**	**7**

Prerequisites: State, RAD 122, RAD 131 and RAD 171
Corequisites: State, RAD 211, RAD 231 and RAD 241
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261	**RAD Clinical Ed V**	**0**	**0**	**21**	**7**

Prerequisites: State, RAD 251
Corequisites: State, RAD 245
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271	**Radiography Capstone**	**0**	**3**	**0**	**1**

Prerequisites: State, RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: State, RAD 245, RAD 261
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

RED 080	**Introduction to College Reading**	**3**	**2**	**0**	**4**

Prerequisites: None
Corequisites: None
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context.

RED 090	**Improved College Reading**	**3**	**2**	**0**	**4**

Prerequisites: State, RED 080
Corequisites: None
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material.

REL 110	**World Religions**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
REL 211	**Introduction to Old Testament**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

| **REL 212** | **Introduction to New Testament** | **3** | **0** | **0** | **3** |

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

| **SAB 110** | **Substance Abuse Overview** | **3** | **0** | **0** | **3** |

Prerequisites: Local, RED 080
Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

| **SAB 120** | **Intake and Assessment** | **3** | **0** | **0** | **3** |

Prerequisites: Local, RED 080
Corequisites: None

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process.

| **SAB 125** | **SAB Case Management** | **2** | **2** | **0** | **3** |

Prerequisites: State, SAB 120
Corequisites: None

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SAB 135	**Addictive Process**	**3**	**0**	**0**	**3**

Prerequisites: Local, RED 080
Corequisites: None

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210	**Substance Abuse Counseling**	**2**	**2**	**0**	**3**

Prerequisites: Local, RED 080
Corequisites: None

This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

SAB 240	**SAB Issues in Client Services**	**3**	**0**	**0**	**3**

Prerequisites: Local, RED 080
Corequisites: None

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues.

SEC 110	**Security Concepts**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 150	**Security Communications**	**2**	**2**	**0**	**3**

Prerequisites: State, SEC 110 and NET 110 or NET 125
Corequisites: None

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SEC 160	**Secure Admin I**	**2**	**2**	**0**	**3**

Prerequisites: State, SEC 110 and NET 110 or NET 125
Corequisites: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SEC 210	**Intrusion Detection**	**2**	**2**	**0**	**3**

Prerequisites: State, SEC 160
Corequisites: None

This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.

SEC 220	**Defense-In-Depth**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: State, SEC 160

This course introduces students to the concepts of defense in-depth, a security industry best practice. Topics include firewalls, backup systems, redundant systems, disaster recovery, and incident handling. Upon completion, students should be able to plan effective information security defenses, backup systems, and disaster recovery procedures. *This course is restricted to the Information Systems Security, the Information Systems Security/Operating Systems, and the Information Systems Security/Security Hardware curriculums.*

SEC 230	**Attack Methodology**	**3**	**2**	**0**	**4**

Prerequisites: State, SEC 220
Corequisites: None

This course provides the student with an in-depth look at common Internet, network, and host-based attack methodologies. Topics include attack methods such as social engineering, spoofing, denial of service, man-in-the-middle, session hijacking, password cracking, malicious code and web hacking techniques. Upon completion, students should be able to generate anomalous network traffic, identify common network attack patterns, and perform penetration testing. *This course is restricted to the Information Systems Security/Operating Systems curriculum.*

SEC 240	**Wireless Security**	**2**	**2**	**0**	**3**

Prerequisites: State, SEC 110 and NET 175
Corequisites: None

This course introduces security principles and topics related to the wireless networking environment. Topics include network topologies, network protocols, security issues, and best practices for wireless environments. Upon completion, students should be able to design, setup, manage, and secure a wireless network.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SEC 289	**Security Capstone Project**	**1**	**4**	**0**	**3**

Prerequisites: State, SEC 220
Corequisites: None

This course provides the student the opportunity to put into practice all the skills learned to this point. Emphasis is placed on security policy, process planning, procedure definition, business continuity, and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation. *This course is restricted to the Information Systems Security, the Information Systems Security/ Operating Systems, and the Information Systems Security/Security Hardware curriculums.*

SOC 210	**Introduction to Sociology**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213	**Sociology of the Family**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 220	**Social Problems**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SOC 225	**Social Diversity**	**3**	**0**	**0**	**3**

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

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

Prerequisites: Local, ENG 090, RED 090
Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

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

Prerequisites: State, SPA 111
Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 211	**Intermediate Spanish I**	**3**	**0**	**0**	**3**

Prerequisites: State, SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212	**Intermediate Spanish II**	**3**	**0**	**0**	**3**

Prerequisites: State, SPA 211
Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SWK 113	**Working with Diversity**	**3**	**0**	**0**	**3**

Prerequisites: None
Corequisites: None

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

WEB 110	**Internet/Web Fundamentals**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

WEB 111	**Intro to Web Graphics**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course is the first of two courses covering the creation of web graphics, addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, type conversion, RGB color, the browser-safe palette, elementary special effects, image maps, and other related topics. Upon completion, students should be able to create graphics such as banners buttons, backgrounds, and other graphics for Web pages.

WEB 115	**Web Markup and Scripting**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards.

WEB 120	**Intro Internet Multimedia**	**2**	**2**	**0**	**3**

Prerequisites: Local, WEB 110
Corequisites: None

This is the first of two courses covering the creation of Internet Multimedia. Topics include Internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create Internet multimedia presentations utilizing a variety of methods and applications.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WEB 140	**Web Development Tools**	**2**	**2**	**0**	**3**

Prerequisites: Local, WEB 110
Corequisites: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire websites and supporting applets.

WEB 180	**Active Server Pages**	**2**	**2**	**0**	**3**

Prerequisites: State, CIS 115; Local, WEB 115
Corequisites: None
This course introduces active server programming. Topics include HTML forms processing and other issues related to developing active web applications. Upon completion, students should be able to create and maintain a dynamic website.

WEB 182	**PHP Programming**	**2**	**2**	**0**	**3**

Prerequisites: State, CIS 115; Local, WEB 115
Corequisites: None
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

WEB 185	**ColdFusion Programming**	**2**	**2**	**0**	**3**

Prerequisites: State, CIS 115; Local, WEB 115
Corequisites: None
This course introduces ColdFusion Programming. Topics include installing a ColdFusion development environment, using CFQUERY tags to send and receive database information, creating and displaying a form, and other related topics. Upon completion, students should be able to design, code, test, and debug using a ColdFusion environment.

WEB 186	**XML Technology**	**2**	**2**	**0**	**3**

Prerequisites: State, CIS 115; Local, WEB 115
Corequisites: None
This course is designed to introduce students to XML and related internet technologies. Topics include extendible style language (XSL,) document object model (DOM), extendible style sheet language transformation (XSLT), and simple object access protocol (SOAP). Upon completion, students should be able to create a complex XML document.

WEB 210	**Web Design**	**2**	**2**	**0**	**3**

Prerequisites: Local, WEB 115
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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit

WEB 211   Advanced Web Graphics   2   2   0   3
Prerequisites: State, WEB 110; Local, WEB 111
Corequisites: None
This course is the second of two courses covering web graphics. Topics include graphics acquisition using scanners and digital cameras, graphics optimization, use of masks, advanced special effects, GIF animation, and other related topics. Upon completion, students should be able to create graphics optimized for size, graphic file type, properly converted from digitized sources and create useful animated graphics.

WEB 220   Advanced Multimedia   2   2   0   3
Prerequisites: State, WEB 120
Corequisites: None
This is the second of two courses covering Internet multimedia. Topics include use of advanced Internet multimedia applications. Upon completion, students should be able to create interactive Internet multimedia presentations.

WEB 230   Implementing Web Services   2   2   0   3
Prerequisites: State, NET 110 or NET 125
Corequisites: None
This course covers website and web server architecture. Topics include installation, configuration, administration, and security of web servers, services and sites. Upon completion, students should be able to effectively manage the web services deployment lifecycle according to industry standards.

WEB 250   Database Driven Websites   2   2   0   3
Prerequisites: State, DBA 110 and WEB 140; Local, WEB 115
Corequisites: None
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 289   Internet Technologies Project   1   4   0   3
Prerequisites: State, WEB 230, and WEB 250
Corequisites: None
This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.

WLD 110   Cutting Processes   1   3   0   2
Prerequisites: None
Corequisites: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WLD 111	**Oxy-Fuel Welding**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

WLD 112	**Basic Welding Processes**	**1**	**3**	**0**	**2**

Prerequisites: None
Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115	**SMAW (Stick) Plate**	**2**	**9**	**0**	**5**

Prerequisites: None
Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116	**SMAW (Stick) Plate/Pipe**	**1**	**9**	**0**	**4**

Prerequisites: State, 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**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131	**GTAW (TIG) Plate**	**2**	**6**	**0**	**4**

Prerequisites: None
Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
WLD 141	**Symbols & Specifications**	**2**	**2**	**0**	**3**

Prerequisites: None
Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 151	**Fabrication I**	**2**	**6**	**0**	**4**

Prerequisites: State**,** WLD 110, WLD 115, WLD 116, and WLD 131
Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout 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**	**0**	**2**

Prerequisites: State, WLD 115, WLD 121, and WLD 131
Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

ADMINISTRATION

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Matt Williams .... Vice President of Finance and Operations
Vanessa Jones... Vice President of Community and Economic Development
Dr. Ken Lewis .... Vice President of Information Technology
Gene Purvis..................................... Vice President of Student Affairs
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Washington, Herbert Y. ....Academic Advisor
Watkins, Vickie S. ....Senior Systems Administrator
Watkins, Vickie W. ....Financial Aid Assistant, Franklin County Campus
Wheeler, Mae W. ....Administrative Assistant, Franklin County Campus
Whitehead, Anne ....Clerical Assistant, LRC
Wilkerson, Lawanda .... Child Care Specialist, Franklin County Campus
Wilkinson, Ellen H. ....Child Care Specialist
Williams, Alicia ....Administrative Assistant
Williams, Dorothy H.. Custodian
Williams, Sharon. .... Admissions & Records Assistant
Williamson, Susan H. ....Accounting Technician
Wilson, Glynnis.........................Financial Aid Assistant, South Campus
Wilson, Katherine..Case Manager/Job Developer, WIA
Wright, Robert .... Evening Custodial Supervisor

INDEX

Shown Below: Location of Main and Satellite Campuses