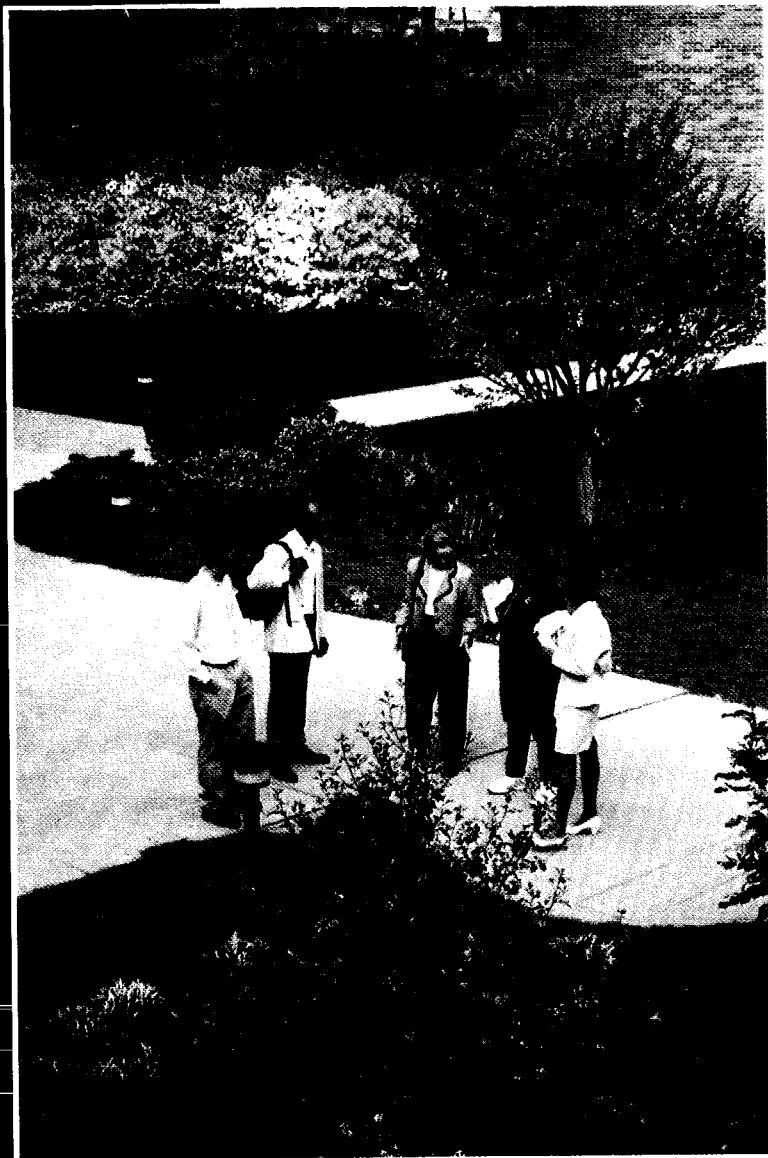




VANCE-GRANVILLE

COMMUNITY COLLEGE



CATALOG 1998-2000

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, Telephone number 404-679-4501) to award Associate in Arts degrees, Associate in Science degrees, Associate in Applied Science degrees and vocational diplomas.

Approval

Vance-Granville Community College is approved by the:
North Carolina Community College System
North Carolina Board of Nursing
Joint Review Committee, American Medical Association
Division of Vocational Rehabilitation
North Carolina State Approving Agency
for Veterans Education and Training
North Carolina Board of Cosmetic Art

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.



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

The following new dates, policies and figures replace the corresponding information listed in the 1998-2000 Vance-Granville Community College Catalog.

Page 7: Calendar

Fall Semester 1999

August 23	Monday	Curriculum Classes Begin
August 25	Wednesday	Last Day To Add A Class*
September 1	Wednesday	Last Day For Refund
September 1	Wednesday	Last Day To Withdraw With No Transcript Grade
September 6	Monday	Labor Day Holiday
October 18-19	Monday-Tuesday	Fall Break
October 20	Wednesday	Last Day To Withdraw With "W" Grade
November 25-26	Thursday-Friday	Thanksgiving Holidays
December 17	Friday	Curriculum Classes End

Spring Semester 2000

January 10	Monday	Curriculum Classes Begin
January 12	Wednesday	Last Day To Add A Class*
January 17	Monday	Martin Luther King, Jr. Holiday
January 20	Thursday	Last Day For Refund
January 20	Thursday	Last Day To Withdraw With No Transcript Grade
March 6	Monday	Last Day To Withdraw With "W" Grade
March 20-24	Monday-Friday	Spring Break
April 21	Friday	Good Friday Holiday
May 9	Tuesday	Curriculum Classes End
May 13	Saturday	Spring Graduation

Summer Term 2000

May 23	Tuesday	Curriculum Classes Begin
May 25	Thursday	Last Day To Add A Class*
May 29	Monday	Last Day For Refund
May 29	Monday	Last Day To Withdraw With No Transcript Grade
June 23	Friday	Last Day To Withdraw With "W" Grade
July 3-7	Monday-Friday	Independence Day Holidays
August 3	Thursday	Curriculum Classes End
August 7	Monday	Summer Graduation

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

ADMISSIONS

Page 16: Admission under Special Conditions

Special Students: Special students are those who are enrolled for course credit, but not in a curriculum leading to the diploma or associate degree. Students enrolled in this status are required to take the placement test battery for enrollment into English and mathematics courses. Prerequisites for specific courses will have to be met before enrolling, although the student does not have to meet the admission requirements for curriculum programs.

Students classified as "special students" are ineligible to receive most types of financial aid. Students who accumulate more than twenty-four (24) degree/diploma hours must complete the regular admission requirements.

Page 17: Student Assessment and Placement

Each new curriculum student is required to take an assessment and placement test battery, prior to the initial registration. A returning student who has not completed developmental course work and who has missed six or more consecutive terms at Vance-Granville Community College must retake the placement test and enroll in the developmental course work as indicated by his/her scores.

The placement scores will be used in academic advising and determining a student's chances at success in selected courses. Students who lack the basic academic skills will be given opportunities to eliminate deficiencies through developmental courses. Students who place into Adult Basic Skills reading will be allowed to enroll in developmental courses after they have received appropriate remediation through Adult Basic Skills program.

Page 17: Retest Policy

A new student may retest one time before enrolling in classes if he/she so desires. The student must request a retest by letter to either the Dean of Student Services, the Dean of Student Development and Advancement or a satellite coordinator. A student must wait at least three (3) days after taking the placement test before retesting.

A student cannot retake the placement test once he/she has enrolled in developmental courses. The student must successfully complete the developmental course work before moving on to curriculum classes. Exceptions will only occur with a written request from the instructor to the Dean of Student Services.

Page 25-26: Academic Grievance/Grade Appeals Policy, Dismissal from a Program and Appeal of Dismissal or Suspension

Revisions to these policies are in effect. If necessary, students should see the Dean of Student Services for additional information.

Page 32: Drop and Add

Courses may be added during the first three class days of the term; instructor approval is required beyond the first three class days up to and including the 10% census date.

Pages 32, 54 and 59: Addition of Class Cancellation Policy

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

FINANCIAL INFORMATION

Page 38: Tuition/Fees

Curriculum Tuition*: Diploma and Degree Programs	Costs Per Semester/Term	
	In-State	Out-of-State
Fall and Spring Semesters:		
14 or more credit hours	\$374.50	\$2,376.50
1-13 hours (per credit hour)	\$26.75	\$169.75
Summer Term:		
9 or more credit hours	\$ 240.75	\$1,527.75
1-8 hours (per credit hour)	\$26.75	\$169.75

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

Curriculum Fees*:

Fall and Spring Semesters:		
12 or more credit hours	\$19.00	\$19.00
1-11 credit hours	\$14.00	\$14.00
Summer Term:	No Charge	No Charge

* Subject to change by the N.C. Legislature

CONTINUING EDUCATION

Page 59: College Services

Costs

Registration fees and costs of texts and supplies for occupational extension programs vary according to length and content of courses. However, fees are usually minimal. There are no registration fees for most of the law enforcement, fire service, and emergency care courses provided for agency personnel. Persons 65 years of age and older (in-state) may attend with no registration fee. Current registration fees* by length of courses are as follows:

- \$50.00 for 0-10 hours
- \$55.00 for 11-30 hours
- \$60.00 for 31-100 hours
- \$65.00 for more than 100 hours

Limited grants on a need basis for College Services students may be available.

*Subject to change by the N.C. Legislature.

Alcohol and Drug Abuse 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 is also prohibited under 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 202 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.

You 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 effect the immune system.

If you desire counseling or treatment for the abuse of alcohol or drugs, you should contact any of the following agencies:

- Alcoholics Anonymous Alcoholism Information Center 919-286-9499
- Narcotics Anonymous Hotline 919-755-5391
- Alcohol Drug Council of NC 1-800-662-7030
- Alcohol Abuse 24-Hour Hotline & Treatment 1-800-374-2800
- Alcohol Abuse & Addiction – Information & Treatment 1-800-333-2294
- Alcohol Abuse 24-Hour Assistance & Treatment 1-800-234-1253

Franklin County

- Alcoholism & Drug Abuse Services – Mental Health Program 919-496-4111

Granville County

- Alcoholism & Drug Abuse Services – Mental Health Program 919-693-2611
120 Orange St., Oxford, NC 27565
- Alcoholics Anonymous 111 Grace Street, Oxford, NC 919-693-5635
- Alcoholics Anonymous 213 Pine Tree Rd., Oxford, NC 919-693-2329

Vance County

- Alcoholism & Drug Abuse Services – Mental Health Program 252-492-4011

Warren County

- Alcoholism & Drug Abuse Services – Mental Health Program 252-257-2774
546 Ridgeway St., Warrenton, NC

Durham County

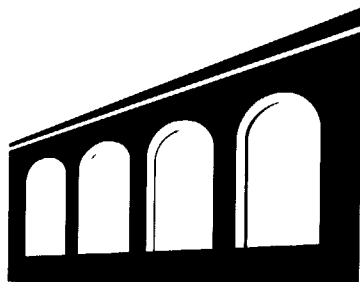
- Substance Abuse Services 919-560-7500
705 S. Mangum St., Durham, NC 27701

Wake County

- Mental Health Services 3010 Falstaff Rd., Raleigh, NC 919-250-3100
- Alcoholics Anonymous Hotline 24 Hours 919-783-6144
- Al-Anon-Alateen 3824 Barrett Dr., Raleigh, NC 919-787-1653

CATALOG

1998-2000



VANCE-GRANVILLE
COMMUNITY COLLEGE

Your Opportunity For Success

(252) 492-2061

<http://www.vgcc.cc.nc.us>

info@vgcc.cc.nc.us

DIRECTORY INFORMATION

Vance-Granville Community College

MAIN CAMPUS

Intersection of I-85 and Poplar Creek Road (Exit 209)
Midway between Henderson, N.C., and Oxford, N.C.
P.O. Box 917, Henderson, N.C. 27536
(252) 492-2061

SATELLITE CAMPUSES

Warren County Campus

Highway 158 (Business)
Ridgeway St. & Spring St.
P.O. Box 207, Warrenton, N.C. 27589
(252) 257-1900

South Campus

Butner-Creedmoor Highway
Intersection of I-85 & N.C.56
P.O. Box 39, Creedmoor, N.C. 27522
(919) 528-4737

Franklin County Campus

8100 N.C. 56 Highway, Louisburg, N.C. 27549
(919) 496-1567

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.

<i>For Information About:</i>	<i>Write to the Office of:</i>
Academic Advising	Dean of Student Services
Academic Policies and Faculty	Dean of Instruction
Administrative Affairs	President
Admissions	Coordinator of Admissions & Records
Bookstore	Business Manager
Building Usage	Facilities Coordinator
Buildings and Grounds	Director of Plant Operations
Community Services	Dean of College Services
Curriculum, Instruction	Dean of Instruction
Employment	Personnel Officer
Extension Programs	Dean of College Services
Federal Programs	Dean of Workforce Development
Financial & Veterans' Assistance	Coordinator of Financial Aid
Fiscal and Business Affairs	Business Manager
Human Resources Development	HRD/JTPA Coordinator
Industrial Services	Director of Industry Services
Institutional Research	Director of Institutional Effectiveness
Job Placement	Coordinator of Career Center
Library	Director of Learning Resources
Literacy Programs	Dean of Continuing Education
Placement Testing/Student Assessment	Coordinator of Admissions & Records
Public Information/News Media	Director of Marketing
Registration/Student Records	Coordinator of Admissions & Records
Small Business	Director of Small Business
Student Affairs and Activities	Dean of Student Services
Theatre Arts	Theatre Arts Coordinator
Transcripts	Registrar

MESSAGE FROM THE PRESIDENT

Vance Granville Community College, like society and the world around it, continues to change. But our goal remains the same — to prepare you, and all those who seek assistance at our doors, to succeed in future endeavors.

Since the school began in 1969 as a technical institute, it operated on the quarter system until the fall of 1997 when we began scheduling classes by semester. This was a move made throughout the 59 schools in the Community College System of North Carolina.

Frankly, we thought enrollment at Vance-Granville, which had continued to increase each school year, might fall off a bit with the beginning of the semester system. Instead, 232 more students enrolled for Fall Semester 1997 than for Spring Quarter 1997. This defied a trend across the state community college system.

We cannot explain this in any definite terms, but we are confident it is an endorsement of the quality and variety of marketable skills we are providing our students and the successes they have achieved after graduation from Vance-Granville.

One advantage of the semester system is that courses conform more readily to four-year college offerings, and they ease the transfer of credits from Vance-Granville to a four-year college or university. We will continue to strengthen our College Transfer Program so that our students who want to go on to pursue bachelor's degrees will be better prepared to do so.

However, we will in no way diminish the emphasis we place on technical and vocational training at Vance-Granville Community College. We are extremely proud of the preparation we provide for our students who want to obtain a skill and enter the world of work. Our graduates have been extremely successful at getting good jobs and in passing certification exams that are part of their fields.

The upgrading of facilities and equipment continues at Vance-Granville, particularly in the computer/technology realm. The installation of fiber optic cabling and new computers with the latest software programs have brought our Occupational Extension labs to the highest level available.

Despite the recent purchases, installations and innovations, Vance-Granville Community College remains the finest education bargain available anywhere. Continued donations to our Endowment Fund allow it to grow and provide financial aid which ensures that no eligible student will be denied access to education because he or she cannot pay. A generous community has made this possible for you and your fellow students.

We are thankful for the support we get from individuals, businesses and organizations within our four-county community, and we will work hard to justify their faith in us. With their continued support and our sincere efforts Vance-Granville Community College will only grow stronger. From this strength, you — the student — will benefit.



A handwritten signature in dark ink, which appears to read "Ben F. Currin". The signature is written in a cursive, flowing style.

Ben F. Currin

TABLE OF CONTENTS

Directory of Correspondence	2
Message from the President	3
Academic Calendar	6
College Administration, Board of Trustees	8
The College	9
Philosophy	11
Admissions	13
Admissions Procedures	Special Students
Selective Admissions	International Students
Transfer Admissions	Student Assessment
Readmission	Residency
Academic Information	19
Degrees, Diplomas & Certificates	Grade Appeals Policy
Student Classification	Dismissal from Program
Advanced Placement	Dean's List
Credit by Examination	Attendance
Prerequisites	Academic Advising
Graduation Requirements	Distance Learning
Grading System	Cooperative Work Experience
Standards of Progress	
Registration and Records	31
Registration	Auditing
Change in Registration	Student Records
Course Load	
Financial Information	37
Tuition	Accident Insurance
Books	Refunds
Student Fees	Student Aid
Graduation Fees	Financial Aid
Continuing Education Fees	Scholarships
General Information	45
Learning Resources Center	
Ambassadors	Health Services
Career Center & Job Placement	I.D. Cards
Conduct	Inclement Weather
Counseling	Organizations
Day Care Services	Orientation
Disabilities	Parking
Emergency Information	Theatre Arts Program
Grievance Procedures	Unattended Children
Handbook	
Continuing Education	53
Costs and CEUs	Adult Learning Center
Adult Basic Education	Computer Center
General Educational Development	Industry Services
Adult High School Diploma	Public Services
Compensatory Education	Small Business Center
English as a Second Language	Workforce Development

Programs of Study	65
Accounting	
Air Conditioning, Heating & Refrigeration Technology	
Associate in Arts and Associate in Science Degrees	
Associate Degree Nursing (Integrated)	
Automotive Systems Technology	
Basic Law Enforcement Training	
Business Administration	
Business Administration/Operations Management	
Carpentry	
Cosmetology	
Cosmetology Instructor	
Criminal Justice Technology	
Early Childhood Associate	
Early Childhood Associate/Teacher Associate	
Electrical/Electronics Technology	
Electronics Engineering Technology	
General Occupational Technology	
Industrial Maintenance Technology	
Information Systems	
Manicuring/Nail Technology	
Medical Assisting	
Office Systems Technology	
Office Systems Technology/Legal	
Office Systems Technology/Medical	
Phlebotomy	
Practical Nursing	
Radiography	
Recreation & Leisure Studies	
Welding Technology	
Developmental Studies	
Course Descriptions	117
Faculty and Staff	201
Campus Locations	213

**VANCE-GRANVILLE COMMUNITY COLLEGE
1998-2000 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 48 days in length. The College is in session five days and four nights a week.

Fall Semester 1998

August 24	Monday	Curriculum Classes Begin
August 26	Wednesday	Last Day To Add A Class
September 7	Monday	Labor Day Holiday
September 15	Tuesday	Last Day For Refund
September 15	Tuesday	Last Day To Withdraw With No Transcript Grade
October 12-13	Monday-Tuesday	Fall Break
October 21	Wednesday	Last Day To Withdraw With "W" Grade
November 26-27	Thursday-Friday	Thanksgiving Holidays
December 18	Friday	Curriculum Classes End

Spring Semester 1999

January 11	Monday	Curriculum Classes Begin
January 13	Wednesday	Last Day To Add A Class
January 18	Monday	Martin Luther King, Jr. Holiday
February 2	Tuesday	Last Day For Refund
February 2	Tuesday	Last Day To Withdraw With No Transcript Grade
March 8	Monday	Last Day To Withdraw With "W" Grade
April 2-9	Friday-Friday	Spring Break
May 11	Tuesday	Curriculum Classes End Spring Graduation To Be Announced

Summer Term 1999

May 25	Tuesday	Curriculum Classes Begin
May 27	Thursday	Last Day To Add A Class
June 7	Monday	Last Day For Refund
June 7	Monday	Last Day To Withdraw With No Transcript Grade
June 25	Friday	Last Day To Withdraw With "W" Grade
July 5-9	Monday-Friday	Independence Day Holidays
August 5	Thursday	Curriculum Classes End
August		Summer Graduation To Be Announced

Fall Semester 1999

August 23	Monday	Curriculum Classes Begin
August 25	Wednesday	Last Day To Add A Class
September 6	Monday	Labor Day Holiday
September 14	Tuesday	Last Day For Refund
September 14	Tuesday	Last Day To Withdraw With No Transcript Grade
October 18-19	Monday-Tuesday	Fall Break
October 20	Wednesday	Last Day To Withdraw With "W" Grade
November 25-26	Thursday-Friday	Thanksgiving Holidays
December 17	Friday	Curriculum Classes End

Spring Semester 2000

January 10	Monday	Curriculum Classes Begin
January 12	Wednesday	Last Day To Add A Class
January 17	Monday	Martin Luther King, Jr. Holiday
February 1	Tuesday	Last Day For Refund
February 1	Tuesday	Last Day To Withdraw With No Transcript Grade
March 6	Monday	Last Day To Withdraw With "W" Grade
March 20-24	Monday-Friday	Spring Break
April 21	Friday	Good Friday Holiday
May 9	Tuesday	Curriculum Classes End Spring Graduation To Be Announced

Summer Term 2000

May 23	Tuesday	Curriculum Classes Begin
May 25	Thursday	Last Day To Add A Class
June 5	Monday	Last Day For Refund
June 5	Monday	Last Day To Withdraw With No Transcript Grade
June 23	Friday	Last Day To Withdraw With "W" Grade
July 3-7	Monday-Friday	Independence Day Holidays
August 3	Thursday	Curriculum Classes End
August		Summer Graduation To Be Announced

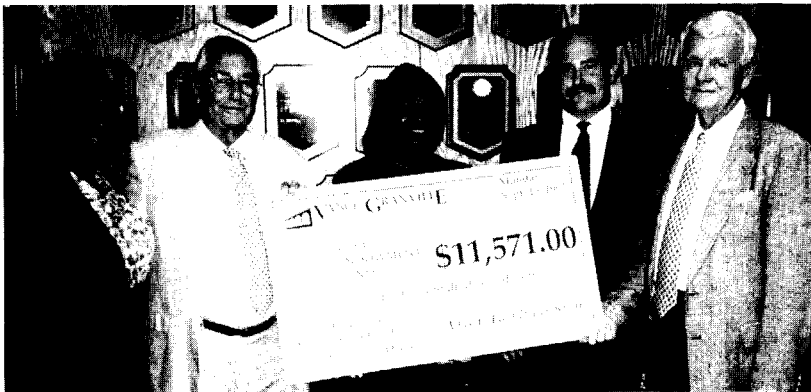
THE COLLEGE ADMINISTRATION

Dr. Ben F. Currin President
 Robert A. Miller Vice President
 Frederick H. Wilson, Jr. Dean of Instruction
 Maria B. Bailey Dean of Student Services
 Leo Kelly, Jr. Dean of Continuing Education
 Daniel W. Guin Dean of College Services
 Terry E. Garrison Dean of Workforce Development
 Gary W. Morgan Business Manager

BOARD OF TRUSTEES

John T. Church, Sr. Chairman
 John K. Nelms Vice Chairman
 Henrietta H. Clark Secretary

D. Bernard Alston Vance County
 J. David Brooks Granville County
 Michele E. Burgess Vance County
 John T. Church, Sr. Vance County
 Henrietta H. Clark Vance County
 T.W. Ellis, Jr. Vance County
 John M. Foster Vance County
 Clarence Lemons Granville County
 John K. Nelms Granville County
 Abdul Rasheed Vance County
 Donald C. Seifert Vance County
 Grace W. Vickery Vance County
 Ralph S. Knott Franklin County (ex-officio)



Faculty and staff present check to trustees for Endowment Fund.

THE COLLEGE

Vance-Granville Community College was founded as Vance County Technical Institute by the 1969 North Carolina General Assembly. In receiving its charter, it became the 30th college approved as a member of the state system, which today boasts 59 institutions.

In January 1970, VCTI officially moved into renovated quarters of the old Maria Parham Hospital building in Henderson and several months later began offering extension classes there. 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. The 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, the new campus opened in August, 1976, just six weeks after the Legislature granted the institution 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 and Warren counties.

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, the VGCC Endowment Fund Corporation was reactivated to seek contributions from the community for its scholarship program and other support for the college. The response has been so overwhelming that the fund has grown from approximately \$15,000 (in 1982) to approximately \$2.5 million in assets, including \$850,000 in trusts naming the college as beneficiary. One of these trusts, amounting to \$800,000, is the largest single donation ever to the local fund — and possibly the largest to any North Carolina community college educational foundation.

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; construction of a new South Campus complex in Granville County; and the renovation of facilities for an annex campus in Warren County. Both satellites were completed in 1987.

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 '80s underscored VGCC's ongoing efforts in the '90s 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, \$4,217,400, was earmarked for a variety of construction/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. This structure, totaling nearly 24,000 square feet, houses 11 College Transfer/General College classrooms, a day care center, a computer lab, a classroom for nursing aide/EMT training, and faculty/staff offices.

This new facility, coupled with expansion and renovation at the satellite campuses, will help accommodate increases in enrollment. During 1996-97 the College served more than 14,515 curriculum and extension students — or one of every seven eligible adults in the service area.

As Vance-Granville positions itself to enter the 21st century, it faces a host of changes and advances in technology, research, instructional services and resources. The College has rapidly embraced the Information Highway, upgrading its computer technology for training, for communications and for acquiring access to a world of information through the Internet and other resources for its students, faculty and staff.

In the fall of 1997, the College switched from the quarterly system to a semester schedule, in keeping with a statewide community college system re-engineering initiative that affects curriculum programs only.

MAIN CAMPUS

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 eight classroom buildings and a Civic Center valued in total at \$21.4 million.

SATELLITE CAMPUSES

Along with providing a variety of programs on its Main Campus, the College offers classes at other locations in the four-county service area.

VGCC operates three satellite campuses: the South Campus, situated between Butner and Creedmoor in southern Granville County; the Warren County Campus in Warrenton; and the Franklin County Campus in Louisburg. These three campuses have a combined value of \$3.1 million.

In 1995, the College purchased 22 acres of land in Franklin County as the site for a new permanent satellite in that area. Classes began in the two-story, 35,000-square-foot building in the fall semester of 1998.

Moreover, improvements to existing buildings were completed and new parking spaces were added at Warren Campus. Future plans call for additional classrooms and/or labs and shops at South Campus.

PHILOSOPHY

The philosophy which 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 postsecondary 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.

PURPOSE AND GOALS

The purpose of Vance-Granville Community College is to extend accessible and affordable lifelong learning opportunities that will enable the citizens of Vance, Granville, Franklin and Warren counties and beyond to acquire the skills necessary to obtain gainful employment in the marketplace of this State, overcome handicaps imposed by illiteracy and insufficient mastery of basic skills, acquire the first two years of a college education, and enhance the quality of life through the development of personal interests and talents.

Special goals established to accomplish this purpose are to

- Improve and ensure quality educational programs and services;
- Develop improved strategies for recruitment and retention of students;
- Improve and expand all programs, services, equipment and facilities to meet future needs;
- Strengthen accountability procedures and processes in all departments;
- Provide opportunities for community outreach through cultural and educational offerings.

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 and Junior Colleges.

CONSUMER INFORMATION

In order to provide complete explanations on items of consumer information, the College makes available descriptive literature, which may be found in the admissions area on Main Campus or the coordinator's office at the satellite campuses. Individuals desiring information on graduation rates and/or campus crime rates may request the information from the office of Dean of Student Services.

VISITORS

Visitors are always welcome at Vance-Granville Community College. Members of the Counseling Services Division or satellite campus coordinators will conduct campus tours for individuals or groups as desired.

Inquiries about the College and its programs should be directed to the Dean of Student Services or the Dean of Continuing Education.

Visitors are not permitted to attend classes or contact students on campus without permission from the Dean of Student Services or satellite campus coordinators.



ADMISSIONS

Vance-Granville Community College maintains an "open door" admissions policy for all applicants who are high school graduates or who are 18 years old or older. Placement of students in the various programs of instruction is selective with special emphasis on career guidance and individual admissions counseling. The College serves all 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 course 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, a counseling interview and/or academic advising session is arranged, and a series of placement assessment examinations are scheduled. When scores on tests or other evidence indicate a lack of readiness to pursue a specific curriculum, the student will be assigned to the developmental courses or may be encouraged to reevaluate occupational and/or educational goals.

Students entering degree programs are required to be high school graduates or the equivalent. Students entering programs that offer the vocational diploma or certificate should be high school graduates, but exceptions may be made for adults who have been out of school for some time, who can profit from instruction.

General Admissions Procedures

1. Submit a completed admissions application.
2. Submit an official transcript of all previous education beyond the eighth grade. (Exception: GED graduates)
3. GED and Adult High School Diploma graduates must submit an official record of scores.
4. Participate in placement assessment examinations as required by a program of study.
5. Participate in academic advising.

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.

Selective Admissions

Selective admissions are used in programs of study that require additional standards to the "open door" philosophy. In addition to the standard procedures required of all curricular applicants, students desiring enrollment in Associate Degree Nursing, Cosmetology, Phlebotomy, Medical Assisting, Practical Nursing and Radiography must meet specific departmental requirements. For selection to specific programs of study, students should direct inquiries to the Admissions Office.

Selective Admissions Procedures

1. Applicants should qualify on placement examinations as prescribed for the program of study.
2. Upon qualifying, applicants may be scheduled for conferences with members of the department in which they desire to enroll.
3. Meet secondary school or postsecondary course requirements as established for specific programs of study.

4. 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.
5. Final selection will be determined by the number of openings in the program of study and by the applicant's evaluation and ranking.

TRANSFER FROM POSTSECONDARY INSTITUTIONS

The student who has successfully completed courses at other institutions must adhere to the same procedures as an incoming freshman. The student is responsible for submitting his/her application and transcripts of all previous educational experience. A catalog of the college attended or an official statement giving a description of the courses completed would be beneficial.

Courses completed at other institutions for which transfer credit is requested will be evaluated by the Registrar in accordance with the following statements:

1. Transfer credit may not exceed 50 percent of the diploma or degree requirements as stated in the desired program of study.
2. All credit to be transferred must be equated with curriculum offerings in the desired program of study.
3. No grade lower than a "C" may be transferred.
4. Transfer of credit will not influence the student's quality point average and will not be evaluated in graduation honors or other awards.

Transfer Within the College

Students who desire to change from one program to another may have their records reviewed for possible transfer of credit. In cases where grades are acceptable and prior course work is applicable to the new curriculum, transfer may be allowed. Transfer of credits will not influence the student's grade point average in the new program. Also, transfer of credit will not influence the student's quality point average and will not be evaluated in graduation honors or other awards.

READMISSION

A student who previously attended VGCC but was not enrolled the immediate preceding year must make application or readmission with the 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 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 Education programs must meet additional requirements. Students may contact the Admission's Office for details concerning these requirements.

Admission Under Special Conditions:

Provisional Student: Students whose records are not complete may be permitted to enter the College as provisional students. A provisional student will be required to complete the placement examinations and to submit all required transcripts prior to the end of the term in which he/she enrolls. No provisional student will be certified for veterans' benefits or federal financial aid awards until full admissions status is awarded.

Special Students: Special students are those who are enrolled for course credit, but not in a curriculum leading to the diploma or associate degree. Students enrolled in this status will normally be required to meet the prerequisites for the course or to demonstrate a necessary level of competence, although they do not have to meet the admissions requirements for curricular programs. Special students are not eligible for veterans' benefits or federal financial aid awards.

Dual or Concurrent Enrollment and Cooperative Programs for High School Students: Qualified high school students at least 16 years of age may enroll in courses if official written permission is obtained from their school principal (or designee) or the superintendent of their school system. These courses may be used to provide self-improvement, and/or to acquire advanced standing in their chosen program of study. Dual enrollment students must complete the placement examination for their particular classes to be taken. These students are not allowed to displace adult students, and therefore must register on the last day of late registration at predesignated times. Cooperative program classes are curriculum classes 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. High school students enrolled in these classes receive college and high school credit under the guidelines of the Huskins Bill.

CONCURRENT ENROLLMENT FOR GED STUDENTS

Students currently enrolled in GED programs may enroll as provisional students or special students in curriculum courses. These individuals will be required to meet established course prerequisites and/or demonstrate a necessary level of competence.

ADULT EDUCATION AND EXTENSION STUDENTS

Any student admitted to class must have reached his/her 18th birthday, and the student's regular public class must have graduated. Students who are not 18 years of age may be admitted for special programs when approved by the appropriate school principal and superintendent.

WAIVER OF TRANSCRIPT REQUIREMENTS

The transcript requirement is waived for applicants who enter to audit courses or enroll as special students.

INTERNATIONAL STUDENTS

International students are admitted in the same manner as other applicants with these exceptions: Before being considered for admission, an international student must: (1) present an acceptable score on the Test of English as a Foreign Language or take and pass the high school equivalent.

lency examination or present other acceptable proof of ability to speak, write, and understand the English language; (2) submit official transcripts of high school or college records; and (3) submit a statement from a bank or other appropriate official certifying that the applicant has sufficient funds to cover all expenses incurred while attending Vance-Granville Community College, including tuition, fees, incidental expenses, food, housing and transportation; and (4) have a local sponsor residing in the College's service area. For tuition purposes, a foreign student is classified as an out-of-state student and will, therefore, be charged out-of-state fees.

STUDENT ASSESSMENT AND PLACEMENT

Each new curriculum student is required to take an assessment and placement test battery, prior to the initial registration. Returning students whose test scores are over two years old may be required to retest. The test battery is not an entrance examination and will in no way deny admission to the College. The placement scores will be used in academic advising and in determining a student's chances of success in selected courses. Students who lack the basic academic skills will be given opportunities to eliminate deficiencies through developmental courses. Placement test scores are also used in the determination of points for the selective admissions programs in health education.

RETEST POLICY

There is a three-month waiting period before the student assessment and placement battery can be re-administered unless provision for exception is made by the Dean of Student Services. One exception may be made during a three-month waiting period. Health Education program applicants who do not meet the minimum cut-off scores in reading, writing and mathematics may retest every three months.

WAIVER OF ASSESSMENT AND PLACEMENT TESTING

The placement test battery may be waived for the following applicants with the exception of those programs covered under the Selective Admission Procedures.

1. Transfer students who have successfully completed college or university-level courses in English and/or mathematics.
2. Applicants who scored 920 or better on the Scholastic Assessment Test (SAT) with an individual English score of 480 or better and at least 440 on mathematics or a 19 on the American College Test (ACT) with neither verbal or math scores below a 19. A waiver can be granted for SAT scores of 400 verbal and 400 mathematics if the SAT was taken prior to April 1, 1995.
3. Applicants who enroll as special or audit students, unless scores are necessary for placement in desired English or mathematics.

TESTING SCHEDULE

The assessment and placement battery is periodically scheduled throughout each academic term. Testing sessions are scheduled day and evening to accommodate students with special needs. Students are notified of testing schedules after making application to the College.

RIGHT OF APPEAL (TESTING)

Any individual who thinks that special consideration should be given to him/her concerning the test policy has a right to appeal. A formal request in writing, briefly describing reasons for the appeal, should be made to the Dean of Student Services.

RESIDENCE STATUS FOR TUITION PURPOSES

The tuition charge for persons who have been legal residents of North Carolina for a 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 tuitional 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 tuitional 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 tuitional 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 tuitional purposes shall be required from all applicants claiming to be North Carolina residents, and a determination shall be made by the Dean of Student Services as to whether or not the applicant qualifies for in-state tuitional rates. Should the ruling be contrary to the applicant's expectation, it may be appealed to the Student Services Committee of the College. Should the Student Services 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 Dean of Student Services.

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 Dean of Student Services.



ACADEMIC INFORMATION

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. A **Diploma** is awarded to students who complete the one-year vocational curricula.
4. A **Certificate** is awarded to students who complete programs less than one year in length.
5. A **High School Diploma** is awarded to students qualifying through the Individualized Instructional Center program. The diploma is awarded by the Vance County Board of Education in cooperation with Vance-Granville Community College.
6. The **Adult High School Equivalency Certificate** is awarded by the North Carolina Department of Public Instruction to individuals who make satisfactory scores on the General Educational Development (GED) tests.

STUDENT CLASSIFICATION

FRESHMAN: A student who has earned less 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. (Summer: for 9 or more credit hours)

PART-TIME STUDENT: A student who is taking less than 12 credit hours. (Summer: less than 9 credit hours)

SPECIAL STUDENT: A student who is not seeking a degree or who is auditing a course.

ADVANCED PLACEMENT

Advanced placement is offered to students who, because of their demonstrated abilities, are qualified to accelerate their studies. In some courses offered at VGCC, proficiency tests are given or can be requested for students who already have mastery of the subject matter contained within a given course. Such tests are generally administered during the drop/add period at the beginning of each term. Permission for such an examination must be obtained from the appropriate subject area department chairman. Advanced Placement Exam scores of "3" or higher may qualify the student to enroll in the second level of the required course. Students requesting this advanced placement must provide documentation of AP exam scores from Educational Testing Services to the registrar.

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 for the course and then notify the instructor during the first class meeting that they wish to challenge the course.

The examination will be administered by the appropriate department. The standard tuition fee for curriculum courses per credit hours will be charged.

Successful completion of the course will result in a grade of "CE". The credit hours of the class will count toward graduation. Please note that some colleges may 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.

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. In the event other courses and/or experiences might qualify the student to take a course without the prescribed prerequisite, a student may request permission to exempt the prerequisite course by proficiency examination. This examination must be satisfactorily completed prior to entering the higher-level course. Students failing to meet prerequisites prior to entering a course may be dropped from the class.

GRADUATION REQUIREMENTS

To be eligible for graduation, a student must

1. Successfully complete his/her course of study.
2. Earn a cumulative quality point average of 2.0 on all work attempted that is applicable toward graduation.
3. 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.)
4. Have submitted an Application for Graduation form to the Registrar's Office. (The Application for Graduation must be approved by the student's academic advisor.)

NOTE: Transfer students must complete a minimum of 50 percent of the courses as required in their program of study at Vance-Granville Community College. Waiver of this requirement must be approved by the department chairperson and Dean of Instruction.

APPLICATION FOR GRADUATION

It is the responsibility of the student to make application for graduation during the term preceding the term he/she expects to complete curricular requirements (See "Academic Calendar" 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; and 3) make an appointment with the registrar. When this form has been completed by the student and signed by the advisor, the student meets with the Registrar, who will certify the student for graduation when all graduation requirements have been met. The graduation fee must be paid at this time.

Graduation exercises to award degrees and diplomas are held twice a year — in May and August. Candidates for degrees and diplomas are encouraged to attend commencement exercises.

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 grade 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.

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. Only grades for courses taken while in the student's current major are computed in the Quality Point Average. Major courses taken under a previous major are not computed in the Q.P.A., but may count toward graduation credit. The grade is awarded by the instructor and may not be changed without a proper authorization form being completed by the instructor.

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
I	Incomplete Grades (No Credit)	*
P	Pass/Fail Class Grade	*
R	Reschedule	*
X	Audit (No Credit)	*
W	Officially Withdrew	*
WA	Administrative Withdrawal	*
T	Transfer Credit	*
CE	Credit By Examination	*

*Not computed in Quality Point Average.

INCOMPLETE GRADE

(No Credit) The symbol "I" is assigned in place of a grade when students who are making satisfactory progress are unable to complete all class assignments.

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 (A,B,C,D,F) within the time period designated by the instructor, but not to exceed six weeks from the close of the term in which the course is taken. 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 for veterans' benefits and may also affect Federal Financial Aid Standards of Progress.

'P' GRADE

For specified courses, students who meet basic course requirements will be awarded a grade of "P" (pass). When applicable, credit for the hours is given toward graduation, but no quality points are awarded. The specific courses for which the "P" grade is applicable are English 80, 90, and 90A, Reading 80 and 90, and Math 60, 70, and 80.

'R' GRADE

(No Credit) The "R" indicates the student is making progress but has not met minimum course objectives. The student can profit by remaining in the course and should reschedule during the next registration. The "R" will not be computed in quality point averages and no credit is awarded. (For financial aid veterans' benefits, the "R" grade is classified as nonpunitive for GPA purposes, but still will affect financial aid Standards of Progress.)

'X' GRADE

(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. (See page 34 for additional information on auditing a course.)

'W' GRADE

(No Credit) The "W" indicates the student officially withdrew from the course without academic penalty. The "W" requires the student to re-enroll in order to receive credit for the course. Students who officially register for a course may not withdraw merely by non-attendance. "W" grades are not payable for veterans' benefits and will affect Federal Financial Aid Standards of Progress.

Students who fail to withdraw officially will receive an "F" on each course for which they were registered.

'WA' GRADE

(No Credit) The "WA" indicates that the student officially withdrew with the approval of the instructor, department chairperson, Dean of Instruction, and Dean of Student Services after the 40th day of the semester (24th day of the summer term).

'CE' GRADE

(Credit By Examination) The "CE" indicates that the student has received credit by examination for a course. Details of this procedure appear in the chapter on Academic Information.

CHANGE OF GRADE

Awarding grades to students is the responsibility of the instructor. Once awarded, a grade may be changed only upon written explanation and authorization from the instructor to the Records Office using the Change of Grade form.

COMPUTING QUALITY POINT AVERAGES

The grades for each subject will be converted to quality points. A quality point average will be determined for an individual's academic standing for awards and probation. 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.
2. The total quality points are then divided by the total semester hour credits of courses attempted in order to obtain the quality point average.

STANDARDS OF PROGRESS

Each student at Vance-Granville Community College is expected to maintain satisfactory academic progress toward completing requirements of a degree or 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.

Academic standing is determined by the cumulative quality point average. (Total number of quality points earned divided by the total number of semester hours attempted.) A student whose cumulative grade point average falls below a 2.0 on a 4.0 scale is placed on academic warning, academic probation or academic suspension. Part-time students are subject to the provisions of these standards when 12 semester hours are completed.

Academic Warning

Students are notified when their cumulative quality point average is between a 1.6 and a 1.99. They are expected to earn a 2.0 grade point average in the next term of enrollment. Individuals on academic warning are required to see a member of the Counseling Services staff to discuss their academic progress. At off-campus sites, students may see a satellite coordinator or counselor who will contact the Counseling Services staff.

Academic Probation

Students are notified when their cumulative quality point average is below 1.6. Individuals on academic probation are required to see a member of the Counseling Services staff to discuss their academic progress. At off-campus sites, students may see a satellite coordinator or counselor who will contact the Counseling Services staff. These individuals must limit their course load and earn a 2.0 grade point average during the next term enrolled.

Academic Suspension

Any student on academic probation who fails to earn a quality point average of 2.0 the following term will be required to make a personal appeal to his/her department chairperson and see a member of the Counseling Services staff prior to registering the following term. At off-campus sites, students may see a satellite coordinator or counselor who will contact the Counseling Services staff and the department chairperson. Any student not following the outlined procedures will be suspended for one term.

Any appeal of the Standards of Progress beyond the department chairpersons will be directed to the Dean of Student Services, whose decision will be final. (See *Appeal of Dismissal or Suspension* on page 26.)

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.)**

Health Education Students Standards of Progress

A student will not be allowed to continue in the Health Education Programs with a grade of "D" in certain courses as specified in the student handbooks.

ACADEMIC GRIEVANCE/GRADE APPEALS POLICY

On occasion, a student may have an academic problem that requires discussion with an instructor. Problems may involve disagreement over a grade or the application of the attendance policy. Students must initiate this process as soon as a concern develops rather than waiting until the end of the term, as some faculty may not be available between terms. Grade appeals must be on file within 30 days of the end of the term in which the grade was awarded. A student having an academic problem must discuss the problem in a calm and sincere manner. Most problems are resolved at the instructor level. If the problem is not resolved through discussions with the instructor, the student may appeal by following the sequence listed below:

1. Instructor
2. Program Head and/or Chairperson
3. Dean of Instruction

continued

At each level of appeal the same procedures will apply and will occur in the following order:

1. The student will *personally deliver* a letter to the instructor detailing their academic concerns.
2. A written response from the instructor will be *personally delivered* to the student within two college working days from receipt of the student's letter.
3. If not satisfied with the response, the student will have two college working days to appeal to the next level. At each level of appeal the student will be responsible for providing a copy of their initial letter and responses from the previous levels of appeal.

The Dean of Instruction will make the final decision in all academic grievances. Any student involved in the Academic Grievance Appeals Process will continue in scheduled classes until a final decision is reached, unless health and safety is an issue.

Students should be aware that, when attempting to add a class as a result of an appeals decision, certain classes may already have the maximum allowed enrollment. If this situation occurs, the student must enroll in the class at a later date.

DISMISSAL FROM A PROGRAM

If at any time during the term, the head of a program determines that a student is not a safe and dependable practitioner in the clinic, shop, lab, or a similar area, the student may be dismissed from the program with the concurrence of the Dean of Student Services. The student will receive a letter of dismissal from the head of the program, followed by a letter from the Dean of Student Services outlining the dismissal and information on the right of due process. (See *Student Code of Conduct, Section III: Disciplinary Appeals/Grievances/Procedures.*)

Appeal of Dismissal or Suspension

A suspended or dismissed student has the right to appeal his/her suspension or dismissal through the following procedure. The student must initiate his/her appeal by filing a written request for review of the suspension/dismissal to the Dean of Student Services within 10 college working days of the date on the notice of dismissal from the Dean of Student Services. The suspended/dismissed student must be prepared to present a compelling case by showing a justifiable reason for his/her academic standing or by demonstrating QPA computation error. Procedures will then be followed according to the *Student Code of Conduct, Section III.*

Forgiveness Policy

Students may petition, in writing, the Dean of Student Services to have courses taken at the College which are at least five years old excluded

from the Quality Point Average calculation on their academic transcript. The student will need to justify the request and provide evidence of re-enrollment or continued enrollment if approval of the petition is granted. Students not currently enrolled will need to complete a minimum of six credit hours with a "C" average or better for the petition to be favorably considered. If approved, a new transcript will be prepared indicating excluded courses by asterisk. Federal Financial Aid regulations require that these courses be counted 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.*

Repeating Courses

A course taken at Vance-Granville Community College may be repeated in order to raise the grade only if the previous grade was below a "C". Such a course may be repeated only twice. It is the responsibility of the student to notify the Records Office to refigure the QPA if a higher grade is earned. Exceptions may be made by student petition to the Dean of Instruction. In the case of a course which has been repeated, only the grade points and credit hours earned in the most recent attempt will be used in the computation of the grade point average to determine eligibility for graduation. All grades will be recorded on the transcript. *Note: Veterans' benefits are not payable to students who repeat any course in which they make a grade of "D" or higher, except for Health Education 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.*

DEAN'S LIST

At the close of each term, students who are carrying a full load (12 hours or more) in courses leading to a diploma or degree will be included on the Academic Dean's List, provided they have no grades of "I" or no grade lower than a "B" and provided that the quality point average of all their grades for that term is 3.25 or better.

CONTACT HOURS AND CREDIT HOURS

*Semester credit hours are awarded for classes on the following arrangements:

Classroom: 16 contact hours = 1 semester hour of credit.

Laboratory: 32 or 48 contact hours = 1 semester hour of credit.

Clinical: 48 contact hours equal 1 semester hour of hour.

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 N.C. Community College System.

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 Maintenance Technology
- Welding Technology

ATTENDANCE

Students are expected to be present at all scheduled classes and examinations. At the beginning of each course, the instructor will announce the attendance requirements of the course in accordance with departmental 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).

ACADEMIC ADVISING

Vance-Granville Community College takes pride in its commitment to academic advising. The focus of this commitment lies in the great educative value of faculty and professional advisors helping students to set meaningful, self-directive goals. Academic advising is a developmental process that assists students in the planning and the 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.

Special and developmental students are advised by counselors or advisors in the Counseling Services department. All 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.

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 attendance (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 attendance or has a break in attendance 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.

DISTANCE LEARNING

Distance learning courses are an innovative way for students to earn college credit. Telecourses, courses taught over the Internet, and Information Highway courses are all part of the Distance Learning Program at Vance-Granville Community College.

Telecourses are textbook-based courses that have a component of televised instruction consisting of lectures appearing on the Public Broadcasting System channel. Students are able to do most of the course work at home and are only required to come to campus a few times to take tests.

Internet courses reach the student over the Internet, and reading assignments, research, and even study sessions and discussion groups take place via the computer. As with telecourses, students enrolled in Internet courses do most of the work at home and need only come to the college campus a few times. For both telecourses and Internet courses, an on-campus instructor is assigned to each course. The instructor makes assignments, grades papers and tests, and is available to help students with their questions about course materials.

Telecourses and Internet courses are ideal for working parents, people on swing shifts, and others who find it difficult to come to campus regularly to take courses. These courses do require, however, a great deal of time and a firm commitment. Successful students in Internet courses and telecourses 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 instructors or other students.

Information Highway courses are broadcast from another college to Vance-Granville's television studio/classroom in Building 6. 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 microphones on the desks and after class via the telephone or the Internet. The Information Highway allows the college to offer courses that might otherwise not be offered.

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

COOPERATIVE WORK EXPERIENCE

The cooperative work experience curriculum course is designed to enable qualified students to combine classroom learning with career work experience that is related to the student's academic study. Emphasis is placed on parallel plans of school and work in business, industry or government, structured by measurable learning objectives. Upon completion, students should be able to locate employment more readily because of their on-the-job work experience.

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 (except for Early Childhood Associate and Early Childhood Associate/Teacher Associate, where co-op is a requirement).

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. (These courses are not eligible for veterans' benefits.)



REGISTRATION & RECORDS

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. A student who is registered in a course must be assigned a grade by the course instructor at the end of that course. The number of semester hours for which a student is registered becomes effective at the end of the add period.

New Students

For registration purposes, "new students" are defined as those students who are enrolling at VGCC for the first time. All first-time students are strongly encouraged to attend orientation sessions for new students. The orientation sessions are scheduled both day and evening. New students are required to register on the dates designated on the academic calendar and published on class schedules.

Re-entering Students

A student who previously attended Vance-Granville Community College but was not enrolled the immediate preceding term must reactivate his/her application with the 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 Records Office. "Re-entering" students will register on the registration dates designated in the academic calendar.

Continuing Students

For registration purposes "continuing students" are defined as those students who are currently enrolled. All continuing students are strongly urged to preregister for the following term. Preregistering will help ensure a student getting the courses in his/her program for graduation purposes. Each student should (1) schedule a meeting with his/her advisor and fill out a Student Registration form, (2) submit the form during preregistration, and (3) complete the process by paying tuition and fees.

CHANGE IN REGISTRATION

Authorization

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 drop/add form obtainable from the Records Office.

Drop and Add

Courses may be added during the first three class days of the term. To accomplish the process the students must

1. Obtain a drop/add form from the Records Office or satellite campus office and fill it out completely;

2. Have the academic advisor or counselor approve the change and sign the form;
3. Sign the form and return it to the Records Office or satellite campus office for updating registration;
4. Take the form to the Cashier for validation, as well as tuition payment, if appropriate; and
5. Attend added class(es) immediately. Due to varied departmental attendance requirements, students may have exceeded the number of allowable absences.

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 official withdrawals during the refund period of each term (see note below). All official withdrawals after the refund period of the term and on or before the midpoint of the term will be recorded as a "W" grade. There is no academic penalty for a "W" grade; however, for Federal Financial Aid, the course(s) given a "W" grade may count as hours attempted but not earned. After the midpoint of a term, permission for an Administrative Withdrawal must be granted before a student may officially withdraw — or an "F" grade will be assigned. Any student who is a veteran needs to see the veterans' officer prior to withdrawing from any course, since benefits will not be paid for a "W" or "WA" grade.

If a student stops attending or never attends without officially withdrawing from a course, the student will receive an "F" grade for the course. Ultimately, it is the responsibility of the student to withdraw from a course.

Note: 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. 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.

Administrative Withdrawals

A student can petition in writing for an Administrative Withdrawal to the Dean of Student Services for a "WA" (no penalty) after the midpoint of a term, if mitigating circumstances warrant. Approval can only be granted with permission of the instructor, Department Chair, Dean of Instruction and Dean of Student Services. The burden of explanation and documentation of mitigating circumstances lies with the student.

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 department chairperson and a course substitution form must be on file in the Records Office. Students in technical or vocational curriculums may take higher level courses than those required for graduation in their curriculum in the following areas: math; English; humanities; science; or social sciences.

COURSE LOAD

A student's normal load will be from 16 to 20 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 20 hours per term must obtain the approval of their academic advisor.

AUDITING COURSES

A student may elect to audit a course or courses, and he/she is responsible for informing the instructor that he/she wants to audit the course. This option may only be selected during the official add period of each term. The academic advisor will record "AUDIT" on the Registration form or Change of Registration form. 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 financial aid or veterans' benefits are payable for audit courses.*

CHANGE OF AUDIT REGISTRATION

A student may change his/her registration in a course from credit to audit or from audit to credit *only* during the official add period. Audit carries no academic credit.

Change of Curriculum (Change of Major)

There are times when a student's aptitude and interests may be better served by a change of curriculum. Should a change be advisable, a counselor should be consulted to explore possibilities that will serve the interest of the student.

Students who desire to change from one program of study to another must file a Change-of-Major form with the Records Office.

Students who desire a change from one program of study to another will have their academic records reviewed for possible transfer credit. In cases where grades are acceptable and prior course work is applicable to the new curriculum, transfer credit may be allowed.

Veterans should consult with the veterans officer before making a change; the Veterans Administration will not pay for some types of training and also will place a limit on the number of changes permitted in program choice during the benefit period.

Because of the nature of the associate degree and vocational diploma programs, each student requesting a change of curriculum will have his/her record evaluated in terms of his/her goals.

Note: Federal financial aid regulations require that all hours taken in all majors will be counted toward the maximum allowed for payment. (See Your Guide To Financial Aid for a complete explanation.)

Transcript Reporting

When an official request in writing is made by the student, transcripts of the student's record will be sent to other colleges, universities, employ-

ers, and to the student. Note: Transcripts sent or issued directly to a student will be stamped "Issued to Student." A Transcript Request form should be filed with the Records Office a minimum of one week prior to the time a student wants his/her transcript mailed.

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 Records Office). The Business Office verifies that there is no obligation due the College or notifies the student of any such obligation.

TRANSCRIPT FEE

A fee of \$1.00 will be charged for each transcript requested by the student.

Student Permanent Records

The College maintains a permanent record on each student, including the original application documents, a transcript of courses taken at VGCC, and documentation recording changes to this data.

STUDENT RECORDS

Release of Information: Family Educational Rights & Privacy Act

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 expressed written consent of 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 Dean of Student Services that it not be released.

Procedures Governing Release of Information

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

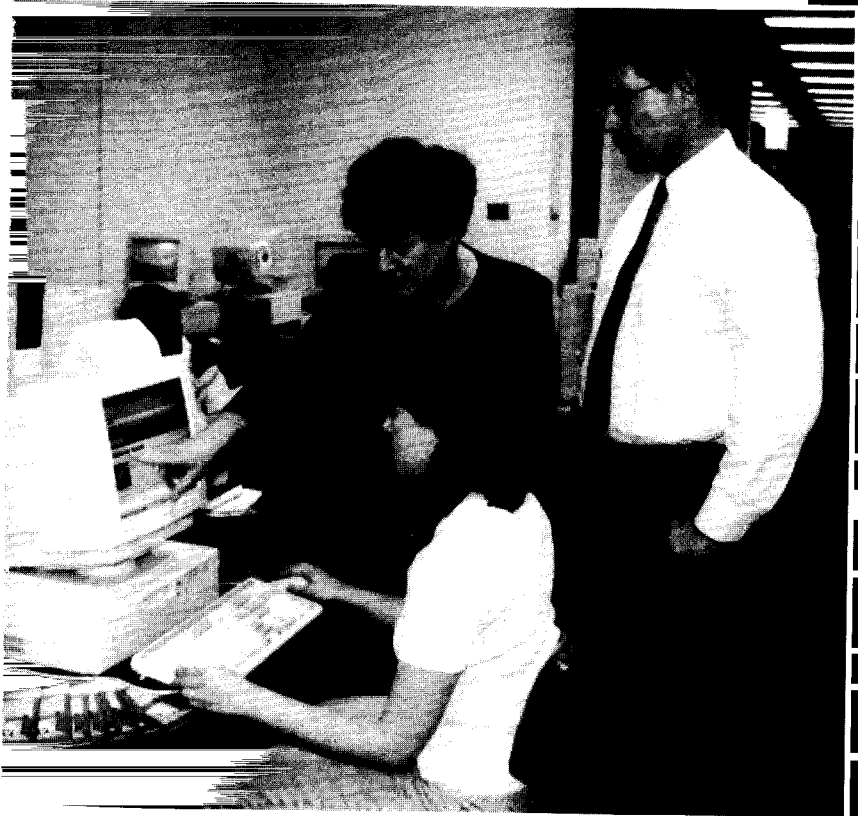
1. The Records Office may release transcripts of information from official records, including reports of standing to academic and administrative staff members of Vance-Granville Community College whose responsibilities require this information.
2. The Records Office may honor appropriate requests for directory-type information from student records.
3. The Records Office may release information pertaining to honor achievements for publication.

The Official Academic Record

A report of grades earned in each course is sent to the student at the end of each term.

An official record of all the student's courses, credits, and grades earned is kept in the Records Office. The student should maintain a record of his/her courses, credits and grades each term and check from time to time to see that his/her record agrees with that of the College. The record may also help him/her determine his/her eligibility for any activity that requires him/her to meet specific scholastic standards. Copies of the official record are available to the student upon request.

Each student who is in attendance or who has been in attendance at the College has the right to inspect and review his/her own education records maintained by the College. The College will comply with a request to review an education record within a reasonable time, but in any event not more than 45 days after the request is made. Any student or parent desiring to review the student's education records should make his/her request directly to the Registrar.



FINANCIAL INFORMATION

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 the hours of 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 4 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, 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*: Diploma and Degree Programs	Costs per Term	
	In-State	Out-of-State
Fall and Spring Terms:		
14 or more credit hours	\$280.00	\$2,282.00
1-13 hours (per credit hour)	20.00	163.00
Summer Term:		
9 or more credit hours	180.00	1,467.00
1-8 hours (per credit hour)	20.00	163.00

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

CURRICULUM FEES*:

Fall and Spring Terms:		
12 or more credit hours	19.00	19.00
1-11 credit hours	14.00	14.00
Summer Term:	No Charge	No Charge

* Subject to change by the N.C. Legislature

Senior Citizens

North Carolina residents 65 years of age and older shall be exempt from the payment of curriculum tuition, student activity fee, and extension registration fees in accordance with Chapter 981 of the 1977 Session Laws. This statement is not applicable 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 Friday from 9 a.m.-1 p.m., and Monday through Wednesday from 5:30-7:30 p.m. These hours are extended during the first few days of each term.

The Bookstore accepts cash, checks, MasterCard, VISA, some financial aid, and some third party billings. Refunds on books are allowed for dropped or canceled courses.

Bookstore Refund Policy

To obtain a refund, students must: 1) have the original cash register receipt or proof of enrollment in the course; 2) present valid identification; 3) return books during the eligible tuition refund period; and 4) return books 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, but the average cost per term is approximately \$300.

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 FEES

A student's fee will be assessed according to the chart on page 38. The proceeds from student fees are budgeted cooperatively by students and faculty in support of noncurricular activities. Fees include parking, student I.D. cards, student accident insurance and student activities.

GRADUATION FEE

A graduation fee of \$10.00 per degree or diploma will be due and payable to the Business Office once a curricular student applies for a degree or diploma and is notified by the Student Services Office that he/she is eligible 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.

CONTINUING ED & ADULT BASIC EDUCATION FEES

Registration fees vary according to program area. Fees are published with course schedules. There are no charges for Adult Basic Education (ABE), high school completion (GED), compensatory education (CED), or human resources development (HRD) courses; however, a parking permit will be required at a cost of \$2.00.

Additional costs may be charged for materials, textbooks, and supplies depending on the nature and scope of the class. Most cultural activities are offered free to the public; however, there are times when a nominal fee may be charged.

ACCIDENT INSURANCE

Students registering for curriculum classes and who pay a student fee receive accident insurance covering the student while on campus.

MALPRACTICE INSURANCE

Some curriculum programs require that students obtain liability (malpractice) insurance (e.g., Cosmetology, Radiography, Registered Nursing, Phlebotomy, specialized occupational extension courses, 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 enroll in College-sponsored activities if he/she has an indebtedness to the College.

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. 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 Records Office or the satellite campus coordinator.

Activity fees, malpractice insurance fees and other fees are not refundable.

Note: The Refund policy is subject to change as directed by the N.C. Legislature and the N.C. Board of Community Colleges.

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. 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 Assistant Dean of Student Services and questions concerning federally-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 other appropriate 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 Progress, deadlines and eligibility requirements is available from the Financial Aid Office by request. The Financial Aid Handbook provides additional information regarding financial aid at Vance-Granville Community College.

HOW TO APPLY

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

- A student must be a U.S. citizen or a permanent resident.
- A student must have a correct Social Security number, and if the student is male, he must be registered with the Selective Service Board.
- 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 a refund 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 Office.

Financial need will be reevaluated each year and appropriate increase or decrease in the amount of assistance offered will be made. For the purpose of this reevaluation, a new Financial Aid Application is required for needs analysis.

FINANCIAL AID ASSISTANCE

Students may receive assistance on financial aid on an individual basis. Evening hours are available every Thursday until 6 p.m.; other times are available by appointment. Students attending satellite campuses may schedule appointments with the Financial Aid Office staff during their scheduled visits to the satellite campus sites.

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

Pell Grants

Students are encouraged to apply early for Pell 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. Remaining Pell balances will be disbursed to those students during drop/add to use for book purchases and other educational expenses incurred during the term. 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 Services 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 continually 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.

College Work Study

Vance-Granville Community College participates in the federally-supported College Work Study (CWS) 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.

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 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 may not exceed one half of a student's unmet need, or \$2,000 per academic year, whichever is less. Recipients of this award are selected by the N.C. State Education Assistance Authority.

Stafford Loans - Subsidized Student Loan

This federal program is available to qualifying students enrolled on at least a half-time basis. The maximum amount available to students is \$2,625 for a first-year student per academic year or the total allowable cost of education less any other financial assistance received. Repayment of the loan begins six months after withdrawing from classes or upon graduation. Applications may be obtained from the Financial Aid Office.

SCHOLARSHIPS

The scholarships listed below are awarded individually, based on the criteria outlined for each scholarship. While need is a factor in determining the recipients, it is not the primary criterion in all cases. Application forms are available in the Office of Student Services. Scholarship recipients are selected by the Scholarship Selection Committee unless otherwise stipulated in the criteria of the scholarship. The selection committee is composed of a cross section of VGCC faculty and staff members. Selections are made by the committee, based on a review of the applications and recommendations from faculty members.

Presidential Merit Awards

Scholarships valued at \$1,000 per year are provided by interest earned on contributions to the Endowment Fund. Recipients must be full-time students with exemplary scholastic records. Recipients are selected by department chairpersons and Student Services administrators. Vance, Granville, Franklin and Warren high school seniors in the top 10 percent of their graduating class at the end of their junior year may be eligible for a Presidential Merit Award.

Academic Achievement Scholarships

Scholarships valued at \$500 per year are awarded to full-time students with high scholastic ability and some financial need. A designated number of Academic Achievement Scholarships are reserved for graduating high school seniors and are selected by counselors and principals from the secondary schools. The remaining scholarships are selected by the Scholarship Committee with recommendations by Vance-Granville Community College faculty and staff.

The Academic Achievement Scholarships are made available by local individual and business contributions to the College's Endowment Fund.

Departmental Grants

Funds earned from Bookstore profits are made available each year to the various academic departments, Counseling Services, and the satellite campuses for the purpose of assisting full- and part-time students with college tuition expenses. Recipients are selected by department chairpersons and/or the Dean of Student Services. Grants are distributed throughout the academic year to students in need of assistance.

Other Scholarships

Carolina Power and Light Company Scholarship
Harriet & Henderson Yarns Inc. Scholarship
Alaris Nursing Scholarship
Myrtle Jane Pruitt Scholarship
North Carolina Community College Scholarship
Sprint Scholarship
Wachovia Bank and Trust Company Scholarship

OTHER FINANCIAL ASSISTANCE PROGRAMS

ACHIEVEMENT THROUGH CURRICULUM TRAINING (ACT)

ACT is a federal grant-in-aid program provided through Job Training Partnership Act (JTPA) funding. ACT is designed to assist low-income persons with obtaining either vocational or technical skills training in preparation for employment. The program provides individual student costs of tuition, fees, books and some transportation depending upon applicant eligibility, program selection and availability of funds. Counseling and job placement services are also provided. Interested persons should contact the college's JTPA Department for more information or to apply.

Dislocated Workers Program

This is a federal program administered by the state to assist recently laid-off workers with retraining or upgrading of skills. The program can pay for costs of tuition, fees, books and some transportation depending upon applicant eligibility, program selection and availability of funds. Interested persons should contact their local Employment Security Commission office for more information or to apply.

Vocational Rehabilitation

Students who have physical, mental or emotional disabilities that constitute vocational disabilities may be eligible for assistance through the North Carolina Division of Vocational Rehabilitation. Students should make inquiries through the local Vocational Rehabilitation Office.

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 service persons who contributed toward their education while on active duty to the Veterans Education Assistance Program (VEAP); 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.

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; provide the Financial Aid Office with appropriate records of attendance; 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. *Courses taken on an arranged basis are not approved for veterans educational benefits.*

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.)



GENERAL INFORMATION

LEARNING RESOURCES CENTER

The Learning Resources Center (LRC) is vital to the educational program at Vance-Granville Community College. The 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 supports the total educational program by providing reference and instructional support services, print and nonprint media, computerized indexes, audio-visual equipment, full-text CD-ROMs, and Internet access.

Diverse media on a broad range of subjects are represented in the collection. Diverse viewpoints are represented as well. Students may find information in their field of study as well as general interest material. When selecting materials, the LRC staff gives careful consideration to institutional goals, course offerings, the nature of the student body, and the needs of the community.

Materials

All materials are located in open stack areas, assuring access to all users. Materials are arranged according to the Library of Congress Classification System. An automated on-line public access catalog is available for locating materials in the LRC.

The book collection is divided into the Reference and Circulating Sections. Books are circulated by utilizing the Dynix Automation System, which is connected to many North Carolina community college collections. The nonprint media are shelved in a separate section and include videocassettes and audiotapes. A collection of film classics on videocassette is available. Videocassettes may be checked out or viewed in the LRC. Equipment is available for use with all nonprint media.

The LRC subscribes to a large number of specialized and general interest magazines as well as local and national newspapers. Current magazines are placed on the magazine display shelving. Back issues of magazines for the current year are stored beneath the display shelves. Back issues of some titles are stored on microfilm. Microfilm and microfiche reader-printers are available for use in the LRC. Articles may be copied for a charge of five cents per page. A complete list of periodical holdings is located in a card file at the circulation desk. The LRC contains both print and computerized indexes to periodicals, including CD-ROM titles with full-text magazine and newspaper articles.

A vertical file of pamphlet and booklet material is maintained. The LRC subscribes to a microfiche collection of catalogs for colleges and universities in the South.

LRC SERVICES

General

Orientation programs are held for new students and staff members. Guided tours are conducted upon request. Interlibrary loan service is available upon request.

A copy machine is available for general use. The charge is five cents per copy.

The faculty and staff may place materials such as assigned readings, tests, and reference books on reserve at the circulation desk. The LRC staff handles these materials as necessary.

Audio-Visual

Film/videocassette rental is provided from educational and commercial suppliers. Free film service is available from the North Carolina State and Health Libraries.

The LRC has the capability of producing transparencies, slides, videotapes and cassette copies. A laminator is available for faculty use.

Telecommunications

The LRC provides telecommunications services for faculty and staff of Vance-Granville Community College as well as for groups and organizations in the community. These services include teleconferences, telecourses, and special programming. Inquiries should be directed to the Telecommunications Coordinator.

Internet Access

Computer workstations are available with research-related internet access for students. Orientation tours include research methods and strategies on internet usage. Individual instruction is available as needed.

LRC POLICIES

General

A user must register for a borrower's card in order to check out materials from the LRC. Name, address, telephone number, and at least two identification cards are required; one of which is preferably a North Carolina driver's license.

Most books may be checked out for a period of three weeks and may be renewed as necessary if no one else has requested them. Videos may be checked out for two days. Fines are charged for overdue materials as follows: books, 10 cents/day; videocassettes, \$1/day; and reserve materials, 25 cents/hour. Students will not be permitted to register until materials are returned. As a general rule, reference books are for library use only.

Reserve

If reserve materials are allowed to circulate, they may be checked out at 8:30 p.m. for overnight use. On Fridays, reserve materials may be checked out at 3 p.m. The material must be returned by 9 a.m. the following school day. The instructor or staff person may give specific instructions as necessary.

Periodicals

Current issues of periodicals do not circulate. Back issues may be photocopied within the boundaries of copyright law. All microfilm must be used in the LRC.

Audio-Visual

Users borrowing equipment are responsible for any damage due to negligence. As a general rule, equipment must be returned within 24 hours.

Films or videocassettes may be requested through the Media Specialist. Three weeks ordering time should be allowed for films from the North Carolina State and Health Libraries.

AMBASSADOR PROGRAM

The Ambassador Program is composed of an honorary group of students from the different program areas who have been nominated by the faculty and selected by a committee. These student leaders represent the College at special events on campus as well as in the community for a term of one year. Some of the services the Ambassadors provide include hosting campus activities, conducting campus tours, speaking to community groups, and assisting with registration/orientation and other student activities. Through these activities, the Ambassadors develop leadership skills as well as having a golden opportunity to meet new people and have many rewarding experiences. For more information regarding the Ambassador Program, see a member of Counseling Services.

BULLETIN BOARD COMMUNICATION

Bulletin boards are used for official communication of the College. Students are expected to read announcements daily to keep informed about pertinent information. Bulletin boards are located throughout the campus.

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 planning and job placement. The 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. Several computerized guidance systems, such as *Sigi PLUS*, *The Integrator* and *NC Careers*, are available to help students find occupations that meet their individual interests and needs. Upon completion of each guidance system, the results and possible career options are discussed. Other valuable resources concerning career information and opportunities are also available. Individual and group sessions can be scheduled for career guidance by calling the Career Center coordinator.

The job placement services are free of charge to area employers, current students, and graduates of VGCC. Services provided to students and graduates include assistance in identifying employers, assistance in writing resumés and cover letters, job interview skills, and current job openings. Employers are assisted in finding qualified employees from current students and graduates. Assistance in obtaining part- and full-time employment is given but the College cannot guarantee employment.

A bulletin board displaying all jobs currently on file with the Placement Office is located outside the Career Center in Building 4 on Main Campus, and updated lists are given to the satellite campus coordinators and the department chairpersons on a monthly basis. The Jobs Update list can also be located on the VGCC web page at <http://www.vgcc.cc.nc.us>.

The Career Center is located on the Main Campus. The hours for the Career Center are Monday through Thursday, 8 a.m.-5 p.m., and Friday, 8 a.m.-2:30 p.m. The Career Center is also open every Tuesday and Wednesday until 6 p.m., for the convenience of evening students and community participants.

CONDUCT

Students will be expected to conduct themselves at all times as mature and responsible individuals and should show a high regard for College facilities and property and for the personal property of others.

College regulations concerning student conduct are published in the Code of Conduct. Enrolling students are responsible for acquainting themselves with all regulations.

College regulations that serve to control such activities as traffic, parking, smoking, and other aspects of personal conduct must be observed. Students may be suspended or dismissed for conduct that is considered incompatible with standards of propriety and good judgment while on campus and/or 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 Dean of Student Services after consultation with appropriate personnel.

COUNSELING SERVICES

The Counseling Services staff provides many services including test data interpretation, orientation, pre-admissions counseling, student seminars, academic advising, referral follow-ups, and academic progress monitoring, as well as confidential personal counseling when requested. Students are encouraged to utilize these and other services available to them as they plan their educational goals. Counselors and advisors are available to students on an individual basis or in groups when appropriate. A member of Counseling Services is available during evening hours until 6 p.m. Monday through Thursday.

DAYCARE SERVICES

The College operates full-time DayCare Centers on main campus and Franklin County Campus as training laboratories for the Early Childhood Associate program.

The main campus center has been issued an "AA" License by 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, which opened in the fall of 1998, is for two- to five-year-old children.

Both centers open at 7:30 a.m. and close at 5:30 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.

DISABILITIES (Services for Persons with Disabilities)

Vance-Granville Community College offers assistance to persons with disabilities in order to help remove any barriers that could interfere with learning. Some of these services include special placement testing, if necessary; financial aid information including assistance in completing forms; classroom modification when needed; tutoring; individual advising and counseling; assigned parking, if necessary; and referrals to other agencies. Specific questions regarding special services should be directed to the special needs counselor.

EMERGENCY INFORMATION

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.

GRIEVANCE PROCEDURES

In matters pertaining to student conduct or suspensions, any student who feels he/she has been treated unjustly may present his/her case to the Student Services Committee. The committee will review all cases and make an appropriate recommendation to the President. The decision of the President on disciplinary action is final.

In all disciplinary cases, due process procedures are followed and include the right to a hearing, presentation of charges in writing, the right of counsel chosen by the accused, etc. The results of the hearing are presented in writing.

Student grievances concerning grading and academic matters are stated in the Academic Grievance Policy listed under Grading System.

HANDBOOK

A student handbook is prepared by Counseling Services with the aid of faculty and staff. The handbook is a guide for students in acquainting themselves with practices, policies and procedures of the College. The handbook provides the student with additional information not available in this catalog. Copies are issued during orientation and are on hand at all times in the Counseling Offices. It is the responsibility of each student to know the contents in order to ensure a successful education.

ORIENTATION

All new and returning full-time students are expected to participate in the student orientation program. Orientation is designed to facilitate the students' adjustment to the College's philosophy, programs, policies, standards, and procedures. Special emphasis is placed on services, resources, and facilities of the College and the encouragement of the students to make full use of these opportunities. Special and part-time students are strongly encouraged to attend the orientation sessions so they will be better informed. Students are given a Student Handbook at orientation that outlines their course of study and other needed information. Questions concerning orientation may be directed to a member of the Counseling Services staff.

PARKING

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. Visitors' parking permits may be obtained from the receptionist in Building 1. 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.

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 from the North Carolina Division of Motor Vehicles indicating the driver's disabilities. Persons with temporary disabilities may utilize the handicapped parking spaces by contacting the Campus Security office and presenting a statement from a physician describing the injury and recommending special parking.

THEATRE ARTS PROGRAM

The Theatre Arts Program was begun in the Fall of 1990 to expand the cultural offerings of the College and to involve students, staff and community members in theatrical activities. The program offers informal acting classes and workshops and gives students, staff and others the opportunity to participate in plays produced on campus.

UNATTENDED CHILDREN ON CAMPUS

The recreational facilities, classrooms, and other areas of the College are designated primarily for the student population. Students are discouraged from bringing children on campus unless they are enrolled in the College day care program. Children or other individuals (non-students) accompanying students are not allowed in class, nor can the College assume responsibility for these individuals while on campus.

HOUSING

The College does not have dormitory facilities nor does it assume any responsibility for student housing. If the 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.

HEALTH SERVICES

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

The College has made arrangements with local physicians who will take emergency calls. Emergency facilities are also available at Maria Parham Hospital in Henderson.

I.D. CARDS

All students enrolled in curriculum classes on the Main Campus will be issued I.D. cards at the beginning of each term. A student may be required to show identification and identify himself/herself anytime he/she is on campus.

INCLEMENT WEATHER

Should it appear that adverse weather or other factors would necessitate closing of Vance-Granville Community College for either full-time or extension classes, the President, or his/her 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.

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 student activities program may include student government, publications, intramural athletics, departmental clubs, and special interest groups. 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 President. Should a sufficient number of students desire a particular 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.



CONTINUING EDUCATION

CONTINUING EDUCATION, OCCUPATIONAL EXTENSION & ADULT EDUCATION

The Continuing Education, Occupational Extension and Adult Education programs at Vance-Granville Community College provide an opportunity for adults to meet the following objectives:

1. To improve the ability to read, speak and write the English language.
2. To finish high school.
3. To obtain pre-employment training in order to find a job.
4. To upgrade and to update skills used in a present job in order to increase abilities and future opportunities.
5. To improve personal and family life.
6. To learn new hobbies and skills for greater enjoyment of leisure time.
7. To expand cultural offerings to the community.

Admissions

Any adult who has reached his/her 18th birthday, or whose regular high school class has graduated, is eligible to participate. Any individual having special high school educational needs, but who does not meet the admission requirements, may enroll with written permission of the superintendent and the principal of his/her high school system in the county in which he/she resides. The parent of the student must present a notarized petition granting permission for the student to enroll in the program.

Costs

Registration fees vary according to program area. Fees are published with course schedules. There are no charges for Adult Basic Education (ABE), high school completion (GED), compensatory education (CED), or human resources development (HRD) courses.

Adults 65 years of age and older may attend at no charge, in most cases.

Additional costs may be charged for materials, textbooks and supplies depending on the nature and scope of the class. Most cultural activities are offered free to the public; however, there are times when a nominal fee may be charged.

Refund Policy

Students who must withdraw from a course may be eligible for a partial refund of tuition. If withdrawal occurs, the student must immediately contact the appropriate coordinator, director, or dean regarding a refund.

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

Continuing Education Units (CEUs) are awarded for all extension courses approved by the Division. CEUs are an established method of recording an individual's participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

Anyone earning CEUs at Vance-Granville Community College can obtain a transcript from the Records Office. A \$1.00 per copy transcript fee should be included with the request. Certificates of completion are normally awarded to classes.

Schedules

Continuing Education classes are offered on a semester basis or as needed. Classes are scheduled when a need for a class is established, space exists to teach the class, and an instructor is available.

Types of Program Areas

- Academic Education Extension
- Adult Basic Education (ABE)
- Adult High School Diploma (AHS)
- Apprenticeship
- Avocational
- Compensatory Education (CED)
- Cooperative Skill Training
- Focused Industrial Training
- English as a Second Language (ESL)
- General Educational Development (GED)
- Human Resources Development (HRD)
- Industrial Service
- Job Training Partnership Act (JTPA)
- Lectures, Performances, Exhibitions, Etc.
- New and Expanding Industry
- Occupational Extension
- Practical Skills
- Recreational
- Small Business

LITERACY EDUCATION

ADULT BASIC EDUCATION (ABE)

The Adult Basic Education program is designed to address the educational needs of adults who are 18 years of age and older and have less than an eighth grade education. In addition, the program provides opportunities for adults to improve their skills if they have high school credentials yet their functional skills are below the eighth grade level.

The major objective of the ABE program is to increase basic skills by providing classes in reading, writing, speaking, and computation with an emphasis on developing 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 their own objectives for enrolling in the program.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

Any person who is 18 years of age or older may prepare for the 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 GED exam, a student is awarded a certificate that is considered the equivalent of a high school diploma. GED tests are administered several times during each term. GED classes are available at each of VGCC's campuses and at other sites located throughout the College's service area.

A student entering a GED course of study will be given diagnostic tests to determine areas of strength and weakness. Instructors work individually with students in planning the most effective study program. GED class instruction will often concentrate on improving reading comprehension skills, increasing writing ability, and upgrading math skills.

ADULT HIGH SCHOOL DIPLOMA

The Vance-Granville Community College Adult High School Diploma Program is available during the day at each of the four campuses. Students must be at least 18 years of age in order to be admitted. A placement test will be administered and interested students will be required to demonstrate a high school level of proficiency in reading in order to be admitted into the Adult High School Diploma Program. This competency-based program requires an 85 percent mastery level for each unit test and final exam administered. High school transcripts are evaluated by campus Adult Learning Center coordinators and a program of study is established. Students work independently, in small groups and on computerized instructional units. Books and materials are provided for classroom use only. Student texts are available at the Vance-Granville Community College bookstore.

SPECIAL NEEDS

A student who is between 16 and 18 years of age, 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 must determine that admission to the Adult Learning Center is the best educational option for the student. In addition, the Adult Learning Center coordinator or Adult Basic Skills instructional staff must conclude after interviewing the student 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 a "Code of Conduct for Minors" form.

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 the necessary skills to successfully participate in our society. Specifically, the course content consists of task-analyzed instructional programs in the following domains: language, mathematics, social science, community living, health, consumer and vocational education.

ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)

This program of study 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 and language usage, sentence structure, and composition in order to strengthen the student's confidence in using English.

ADULT LEARNING CENTER

The Adult Learning Center (ALC) is designed to provide students attending the center with access to a variety of instructional approaches and materials. A computerized Integrated Learning System provides students with both an interactive learning experience and exposure to computer technology. 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 determine the most convenient schedule for each student. During the initial enrollment process, most students will be administered placement tests and inventories. This assessment procedure is necessary in order to establish precise short-term learning goals and select appropriate instructional materials.

Students are encouraged to participate in a variety of instructional activities that include independent study, small group assignments, 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.

COLLEGE SERVICES

CEUs

Continuing Education Units (CEUs) are awarded for all College Services courses approved by the Division.

Costs

Registration fees and costs of texts and supplies vary according to length and content of courses. However, fees are usually minimal. There are no registration fees for most of the law enforcement, fire service, and emergency care courses provided for agency personnel. Persons 65 years of age and older (in-state) may attend with no registration fee.

Schedules

Courses are offered on a semester basis and as needed.

COMPUTER CENTER

The Computer Center provides training on a variety of computer application programs. These training classes include, but are not limited to, Windows, word processing, electronic spreadsheets, databases, presentation software, financial software and Internet access software. The Computer Center offers both shorter overview classes and longer in-depth classes. Classes are scheduled during daytime, evening and weekend hours at all campuses to provide access to all students. In addition to course offerings to the general public, the Computer Center also provides customized training for local businesses, industries and local government agencies to meet their specific needs.

INDUSTRY SERVICES

The Industry Services Division 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 sponsored by Industry Services include:

1. New Industry Training designed to assist in the training of employees for new industries being established in North Carolina. The training is provided at no cost to the participating industry.
2. Expanding Industry Training designed to promote the expansion of existing industries by assisting in the training of new employees at no cost to the participating industry.

continued

3. Existing Industry Training designed to train personnel to increase efficiency of the organization and to update employee skills. Costs may vary according to length and content of training, but are usually minimal.
4. In-Plant Training designed to teach fundamental skills of a particular job. Training is conducted at the site in which the organization normally operates — usually at the employee's assigned work station. A minimal fee will be charged.
5. Focused Industrial Training designed for specific groups of workers who need additional skills and technical knowledge and also for workers who need to update their skills because of technological changes. Also provide training that cannot be provided through other existing occupational programs. A minimal fee may be charged.

Industry Services personnel also work closely with local economic developers, employment security commissions, chambers of commerce in the recruitment of new industries and employees to the College's service area.

LAW ENFORCEMENT

The Law Enforcement Department of the College offers training designed to meet the needs of state, county, city and other law enforcement agencies through a combination of required training for certification and in-service training to maintain and upgrade skills.

NURSE ASSISTANT EDUCATION

This program provides Nursing Assistant 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.

OCCUPATIONAL EXTENSION

The College Services Division 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, prison education and others.

PUBLIC SERVICES

The Public Services Division of the College provides educational and training programs for emergency care units, fire service units, and governmental agencies. In addition, other academic, vocational and technical courses are offered. Public Services program offerings and services include, but are not limited to, the following:

1. Fire Service training designed to train beginning firefighters and upgrade experienced 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. 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 Mobile Intensive Care Nurse training are also offered. Continuing Education and American Heart Association classes such as Advanced Cardiac Life Support and Pediatric Advanced Life Support are offered.
3. Emergency Rescue Technician training enabling the participant to gain certification in this area.
4. 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.

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. Maintaining 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, 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 and others.

WORKFORCE DEVELOPMENT

The Workforce Development Division consists of adult education programs which largely provide academic support, customized skills training, pre-employment skills training and assisted employment opportunities for disadvantaged students.

STUDENT SUPPORT SERVICES PROGRAM

The Student Support Services program is federally funded through the U.S. Department of Education. It is known as a TRIO Program among secondary and postsecondary education institutions.

Student Support Services is designed to serve students who are low income, first college generation or with disabilities. The program seeks to increase student retention, graduation rates, the number of student transfers to four-year colleges or universities, and to foster a climate supportive of the success of eligible students.

Services provided directly to students by the program include academic tutoring, individual and group counseling, financial aid counseling, mentoring, college orientation, cultural enrichment and follow-up counseling. These services are designed to assist program eligible students with overcoming barriers which typically interfere with the academic success of students with special needs. Program enrollment is dependent upon student eligibility and available student participation level.

HUMAN RESOURCES DEVELOPMENT PROGRAM

Human Resources Development (HRD) is a comprehensive prevocational or pre-employment training program designed to assist unemployed and underemployed persons with acquiring effective job seeking and keeping skills. Also, persons currently employed and interested in skills upgrading or retraining may enroll into the program. Additionally, the program assists persons with preparing for rigorous study in diploma, degree, Associate in Arts or Associate in Science programs or other lifelong learning opportunities.

The HRD program focuses upon customer wants and needs. Training may include a variety of topics relating to employability competency skills and self sufficiency. Instruction can be provided on either an individual or group basis. Training length will vary according to customer needs. Finally, HRD can be linked to other college training programs or connected to agencies outside the institution where appropriate.

Core Curriculum Components

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

- * Career Assessment skills, interests, learning level, work values and personality
- * Job Orientation and Motivation self-esteem, goal setting, values clarification, attitudes, resume writing, job interviewing and job-keeping strategies
- * Life Skills managing personal finances, parenting, citizenship, health and safety, and community resources
- * Basic Education reading, writing, math and oral communication improvement
- * College Preparation program choices, admissions, financial aid, study skills, time management, support services and campus life
- * Job Entry-Level Computer Training entry level skills training in word processing software, formatting documents and other computer applications used in general office or other work environment

Support Services

- * Counseling
- * Child Care/Transportation Referral
- * Job Development
- * Further Training Placement
- * Job Placement
- * Program Follow-Up

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

JOB TRAINING PARTNERSHIP ACT PROGRAMS

Job Training Partnership Act (JTPA) programs are federally funded by the U.S. Department of Labor and usually awarded through state or local government sources. Both college administered and non-college administered JTPA programs are usually available to students.

JTPA programs are intended for persons determined economically disadvantaged or otherwise eligible according to appropriate program guidelines. Services and benefits usually provided by college administered JTPA programs include: classroom instruction, practical skills experience, counseling, job coaching, job development, job placement, follow-up; and payment of tuition, fees, books, and some transportation costs. Available college administered programs likely include:

- * Achievement Through Curriculum Training (ACT) - assist eligible students with enrollment into an approved vocational or technical program through payment of tuition, fees, books, supplies, and some transportation costs. Counseling, job development, job placement and follow-up services are also provided. Students must maintain a minimum 2.0 grade point average to continue eligibility through graduation.
- * NC Grant - customized training usually for a class size of fifteen eligible students with training not exceeding 26 weeks. Training usually consists of both classroom and practical experience. All training and related costs are provided by the project. Supportive services are also provided by the project.
- * Eight Percent (8%) Projects - programs that will relate to either school-to-work transition, literacy and lifelong learning or women in nontraditional employment. All training and related costs are provided by the project. Supportive services are also provided by the project.
- * On-The-Job Training (OJT) - a subsidized employment program for eligible participants which can cover costs of classroom training and reimburse employers one-half (1/2) the wages paid the participant during a six-month participation period.

Non-college administered JTPA programs and services available are usually sponsored through the Employment Security Commission, NC Department of Labor and Job Corps. These and other agencies should be contacted to obtain specific information about their JTPA programs which sponsor students to attend Vance-Granville.

For more information on JTPA or to apply for a particular program, please contact the JTPA Department.



PROGRAMS OF STUDY

PROGRAMS OF STUDY

Accounting	67
Air Conditioning, Heating & Refrigeration Technology	69
Associate in Arts and Associate in Science Degrees	71
Associate Degree Nursing (Integrated)	74
Automotive Systems Technology	75
Basic Law Enforcement Training	76
Business Administration	77
Business Administration/Operations Management	79
Carpentry	82
Cosmetology	83
Cosmetology Instructor	84
Criminal Justice Technology	85
Early Childhood Associate	87
Early Childhood Associate/Teacher Associate	89
Electrical/Electronics Technology	91
Electronics Engineering Technology	92
General Occupational Technology	94
Industrial Maintenance Technology	95
Information Systems	96
Manicuring/Nail Technology	98
Medical Assisting	99
Office Systems Technology	101
Office Systems Technology/Legal	103
Office Systems Technology/Medical	106
Phlebotomy	109
Practical Nursing	110
Radiography	111
Recreation & Leisure Studies	112
Welding Technology	114
Developmental Studies	115

ACCOUNTING

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 CPA 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/		Credits
			Clinical		
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 121	Algebra/Trigonometry I	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
Social/Behavioral Science: (Select one)					
ANT 220	Cultural 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

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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

III. MAJOR COURSES

ACC 120	Principles of Accounting I	3	2	0	4
ACC 121	Principles of Accounting II	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 130	Business Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Computerized General Ledger	1	2	0	2
ACC 220	Intermediate Accounting I	3	2	0	4
ACC 221	Intermediate Accounting II	3	2	0	4
ACC 225	Cost Accounting	3	0	0	3
ACC 269	Auditing	3	0	0	3
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
BUS 225	Business Finance I	2	2	0	3
BUS 260	Business Communications	3	0	0	3
CIS 120	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2

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
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Major Electives: (Select 3 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 126	Graphics Software Intro	2	2	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3
ISC 121	Environmental Health and Safety	3	0	0	3
ISC 130	Introduction to Quality Control	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 136	Word Processing	1	2	0	2

TOTAL CREDITS

75

AWARD:

AAS

AIR CONDITIONING, HEATING & REFRIGERATION TECHNOLOGY

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/		Credits
				Clinical		
I. GENERAL EDUCATION COURSES						
ENG 101	Applied Communications I	3	0	0		3
MAT 101	Applied Mathematics I	2	2	0		3
II. MAJOR COURSES						
AHR 110	Intro 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 114	Heat Pump Technology	2	4	0		4
AHR 115	Refrigeration Systems	1	3	0		2
AHR 130	HVAC Controls	2	2	0		3
AHR 133	HVAC Servicing	2	6	0		4
AHR 160	Refrigerant Certification	1	0	0		1
AHR 180	HVACR Customer Relations	1	0	0		1
AHR 211	Residential System Design	2	2	0		3
WLD 112	Basic Welding Processes	1	3	0		2

TOTAL CREDITS

42

AWARD:

DIPLOMA

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The Associate in Arts and Associate in Science programs provide students with the first two years of a four-year baccalaureate degree. They are designed primarily for students interested in pursuing a B.A. or B.S. degree. Students who complete the programs will be awarded Associate in Arts (A.A.) or Associate in Science (A.S.) degrees and may then transfer to four-year colleges and universities, usually entering as juniors. Students who earn an A.A. or an A.S. degree and discontinue their studies find that the degree improves their marketability in the world of work. The programs also serve the needs of students interested in taking a few courses for transfer to senior institutions, for personal interest, and to improve skills needed in their occupations.

Students are admitted to the programs after application by achieving placement test scores sufficiently high to place in English 111 (Expository Writing) and Mathematics 161 (College Algebra). Applicants with a combined score of at least 920 on the Scholastic Aptitude Test (SAT), with a verbal score of at least 480 and a mathematics score of at least 440, are exempt from the foregoing test requirements. Students who do not score sufficiently high on the placement test will be placed in developmental studies courses, which are designed to remedy academic deficiencies.

During the first two years of college, students take a general selection of courses to gain a wide exposure to the different fields of knowledge. At Vance-Granville, students pursuing an A.A. or an A.S. degree take a specific number of credit hours in each of the following areas: composition; humanities and fine arts; social and behavioral sciences; mathematics; natural sciences; and speech. The chart on the following pages entitled "Associate in Arts and Associate in Science Degree Requirements" shows the number of hours students must take in each area, the number of elective hours required, and the courses that have been approved to satisfy area and elective requirements. Students must complete 65 credit hours to graduate.

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

MINIMUM CREDIT HOURS REQUIRED FOR DEGREE: 65

			A.A. Degree	A.S. Degree
I. GENERAL EDUCATION CORE			44	44
A. Composition			6	6
		Class	Lab	Credit
ENG 111	Expository Writing	3	0	3
ENG 113	Literature-Based Research	3	0	3
B. Humanities/Fine Arts			12	12
Select from three disciplines. Two literature courses (ENG) are required.				
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 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 251	Western World Literature I	3	0	3
ENG 252	Western World Literature II	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 130	Myth in Human Culture	3	0	3
HUM 150	American Women's Studies	3	0	3
MUS 110	Music Appreciation	3	0	3
PHI 210	History of Philosophy	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

continued. . .

C. Social and Behavioral Sciences 12 12

Select four courses from at least three disciplines. One history course must be taken.

		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 210	Comparative Government	3	0	3
POL 120	American Government	3	0	3
PSY 150	General Psychology	3	0	3
PSY 239	Psy. of Personality	3	0	3
PSY 241	Develop. 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 8

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
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

E. Mathematics 6 6

MAT 151	Statistics I	3	0	3
MAT 161	College Algebra	3	0	3
MAT 162	College Trigonometry	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

II. OTHER REQUIRED HOURS

21 21

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

B. For students pursuing the A.A. degree, eighteen hours should be selected from courses not used to satisfy the General Education Core requirement or from the Elective Courses list. (Note: Most freshman will be required to take the Success and Study Skills course. Students who plan to transfer to a four-year institution requiring P.E. should take the necessary P.E. courses.)

Elective Courses

ACA 111	College Student Success	1	0	1
ACA 115	Success and Study Skills	0	2	1
ACC 120	Principles of Accounting I	3	2	4
ACC 121	Principles of Accounting II	3	2	4
ART 121	Design I	1	4	3
ART 131	Drawing I	0	6	3
ART 240	Painting I	0	6	3
BIO 165	Anatomy & Physiology I	3	3	4
BIO 166	Anatomy & Physiology II	3	3	4
BIO 168	Anatomy & Physiology I	3	3	4
BIO 169	Anatomy & Physiology II	3	3	4
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	Introduction to Programming & Logic	2	2	3
COM 110	Introduction to Communication	3	0	3
COM 120	Interpersonal Communication	3	0	3
CSC 134	C++ Programming	2	3	3
DRA 122	Oral Interpretation	3	0	3
EDU 116	Introduction to Education	3	2	4
ENG 111A	Expository Writing Lab	0	2	1
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
MAT 285	Differential Equations	3	0	3
PED 110	Fitness & Wellness for Life	1	2	2
PED 115	Step Aerobics I	0	3	1
PED 130	Tennis-Beginning	0	2	1
PED 139	Bowling-Beginning	0	2	1
PED 143	Volleyball-Beginning	0	2	1
PED 152	Swimming-Beginning	0	2	1
PSY 243	Child Psychology	3	0	3

ASSOCIATE DEGREE NURSING (INTEGRATED)

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		Credits
			Lab	Clinical	
I. GENERAL EDUCATION COURSES					
BIO 165	Anatomy & Physiology I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
PSY 150	Gen. Psychology	3	0	0	3
SOC 210	Introduction to Sociology	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
II. MAJOR COURSES					
BIO 166	Anatomy & Physiology II	3	3	0	4
NUR 110	Nursing I	5	3	6	8
NUR 117	Pharmacology	1	3	0	2
NUR 120	Nursing II	5	3	6	8
NUR 130	Nursing III	4	3	6	7
NUR 210	Nursing IV	5	3	12	10
NUR 220	Nursing V	4	3	15	10
NUR 233	Leadership in Nursing	2	0	0	2
PSY 241	Development Psychology	3	0	0	3
TOTAL CREDITS					73
AWARD:					AAS

AUTOMOTIVE SYSTEMS TECHNOLOGY

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

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

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		Credits
			Clinical		
I. GENERAL EDUCATION COURSES					
ENG 101	Applied Communications I	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
II. MAJOR COURSES					
AUT 115	Engine Fundamentals	2	3	0	3
AUT 116	Engine Repair	1	3	0	2
AUT 131	Drive Trains	2	3	0	3
AUT 141	Suspension and Steering Systems	2	4	0	4
AUT 151	Brake Systems	2	2	0	3
AUT 161	Electrical Systems	2	6	0	4
AUT 171	Heating & Air Conditioning	2	3	0	3
AUT 183	Engine Performance-Fuels	2	3	0	3
AUT 221	Automatic Transmissions	2	6	0	4
AUT 282	Engine Electrical Management	3	9	0	6
TOTAL CREDITS					41
AWARD:					DIPLOMA

BASIC LAW ENFORCEMENT TRAINING

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.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

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	27	0	18
TOTAL CREDITS:					18
AWARD:				CERTIFICATE	

BUSINESS ADMINISTRATION

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/		Credits
			Clinical		
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 110	Principles of Biology	3	3	0	4
BIO 111	General Biology I	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 163	Basic Anatomy & Physiology	4	2	0	5
BIO 165	Anatomy & Physiology I	3	3	0	4
BIO 168	Anatomy & Physiology I	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
GEL 111	Introductory Geology	3	2	0	4
MAT 115	Mathematical Models	2	2	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
PHS 111	Physical Science I	3	2	0	4
PHY 131	Physics Mechanics	3	2	0	4

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Social/Behavioral Science: (Select one)

ANT 220	Cultural 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
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

II. MAJOR COURSES

ACC 120	Principles of Accounting I	3	2	0	4
ACC 121	Accounting II	3	2	0	4
ACC 129	Taxes-Individuals	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
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
BUS 137	Principles of Management	3	0	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 225	Business Finance I	2	2	0	3
BUS 260	Business Communications	3	0	0	3
BUS 270	Professional Development	3	0	0	3
CIS 120	Spreadsheet	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2

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:

CIS 111	Basic PC Literacy	1	2	0	2
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Major Electives: (Select 3 hours)

ACC 130	Business Income Taxes	2	2	0	3
ACC 150	Computerized General Ledger	1	2	0	2
ACC 225	Cost Accounting	3	0	0	3
CIS 126	Graphics Software Intro	2	2	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3
ISC 121	Environmental Health and Safety	3	0	0	3
ISC 130	Introduction to Quality Control	3	0	0	3
OST 136	Word Processing	1	2	0	2

TOTAL CREDITS**68-70****AWARD:****AAS**

BUSINESS ADMINISTRATION / OPERATIONS MANAGEMENT

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.

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 110	Principles of Biology	3	3	0	4
BIO 111	General Biology I	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 165	Anatomy & Physiology I	3	3	0	4
BIO 168	Anatomy & Physiology I	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
GEL 111	Introductory Geology	3	2	0	4
MAT 115	Mathematical Models	2	2	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
MAT 151	Statistics I	3	0	0	3

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MAT 161	College Algebra	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
PHS 111	Physical Science I	3	2	0	4
PHY 131	Physics Mechanics	3	2	0	4

Social/Behavioral Science: (Select one)

ANT 220	Cultural 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
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

II. MAJOR COURSES

A. CORE

ACC 120	Principles of Accounting I	3	2	0	4
BUS 110	Intro to Business	3	0	0	3
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 225	Business Finance I	2	2	0	3
BUS 260	Business Communications	3	0	0	3
CIS 120	Spreadsheet	2	2	0	3
ISC 223	Quantitative Methods	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2

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:

CIS 111	Basic PC Literacy	1	2	0	2
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Major Electives: (Select 3 hours)

ACC 130	Business Income Taxes	2	2	0	3
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ACC 150	Computerized General Ledger	1	2	0	2
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
BUS 270	Professional Development	3	0	0	3
CIS 126	Graphics Software Intro	2	2	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3
OST 136	Word Processing	1	2	0	2

B. CONCENTRATION:

ISC 121	Environmental Health & Safety	3	0	0	3
ISC 130	Introduction to Quality Control	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

TOTAL CREDITS

74-75

AWARD:

AAS

CARPENTRY

This 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/		Credits
			Clinical		
I. GENERAL EDUCATION COURSES					
ENG 101	Applied Communications I	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
II. MAJOR COURSES					
BPR 130	Blueprint Reading/Construction	1	2	0	2
CAR 111	Carpentry I	4	15	0	9
CAR 112	Carpentry II	4	15	0	9
CAR 113	Carpentry III	3	9	0	6
CAR 114	Residential Bldg Codes	3	0	0	3
CAR 115	Residential Planning/Estimating	3	0	0	3
ISC 115	Construction Safety	2	0	0	2
MAS 140	Introduction to Masonry	1	2	0	2
TOTAL CREDITS					42

AWARD:

DIPLOMA

COSMETOLOGY

This 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					
ENG 101	Applied Communications I	3	0	0	3
PSY 101	Applied Psychology	3	0	0	3
II. MAJOR 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
COS 117	Cosmetology Concepts IV	2	0	0	2
COS 118	Salon IV	0	21	0	7
TOTAL CREDITS					47
AWARD:					DIPLOMA

COSMETOLOGY INSTRUCTOR

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.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		
			Clinical	Credits	
I. GENERAL EDUCATION COURSES					
None					
II. MAJOR 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 CREDITS **24**

AWARD: **CERTIFICATE**

CRIMINAL JUSTICE TECHNOLOGY

This curriculum is designed to provide practical 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 officer, 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/		Credits
			Clinical		
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	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
Humanities/Fine Arts: (Select one)					
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
Social/Behavioral Science: (Select one)					
POL 120	American Government	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

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II. MAJOR COURSES

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 121	Law Enforcement Operations	3	0	0	3
CJC 122	Community Policing	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 151	Introduction to Loss Prevention	3	0	0	3
CJC 211	Counseling	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 214	Victimology	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3
CJC 223	Organized Crime	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
CJC 233	Correctional Law	3	0	0	3
CJC 241	Community-Based Corrections	3	0	0	3

Select 3 hours from the following:

CJC 215	Organization & Administration	3	0	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3

TOTAL CREDITS

76

AWARD:

AAS

EARLY CHILDHOOD ASSOCIATE

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

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

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

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
MAT 115	Mathematics Models	2	2	0	3
PSY 150	General Psychology	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

II. MAJOR COURSES

COE 111	Cooperative Education I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
EDU 111	Early Childhood Credential I	2	0	0	2
EDU 112	Early Childhood Credential II	2	0	0	2
EDU 131	Child, Family, & Community	3	0	0	3
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
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 157	Active Play	2	2	0	3

continued...

EDU 221	Children with Special Needs	3	0	0	3
EDU 234	Infants, Toddlers & Two's	3	0	0	3
EDU 252	Math & Science Activities	3	0	0	3
EDU 252A	Math & Science Activities Lab	0	2	0	1
EDU 253	Music for Children	1	2	0	2
EDU 259	Curriculum Planning	3	0	0	3
EDU 261	Early Childhood Administration I	2	0	0	2
EDU 282	Early Childhood Literature	3	0	0	3

SELECT 9 HOURS FROM ONE OF THE LISTED OPTIONS:

Professional Business and Management Option:

ACC 129	Individual Income Taxes	2	2	0	3
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
BUS 137	Principles of Management	3	0	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 260	Business Communications	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 120	Spreadsheet	2	2	0	3

Professional Fundamentals Option:

PSY 243	Child Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 213	Sociology of Family	3	0	0	3
SOC 220	Social Problems	3	0	0	3

TOTAL CREDITS

73

AWARD:

AAS

EARLY CHILDHOOD ASSOCIATE / TEACHER ASSOCIATE

Teacher Associate is a concentration under the Curriculum Title of Early Childhood Associate. This curriculum prepares individuals to work with children in learning environments from infancy through middle childhood. The Teacher Associate concentration prepares students with strong backgrounds in early childhood development focusing on the primary grades in public and private classrooms.

Students will work under the supervision of the classroom teacher to perform general instructional, clerical, or tutorial duties. Course work includes childhood growth and development; foundations of education; and materials and methods for implementing strategies to support public school curriculum.

Graduates should qualify for employment opportunities as professional education assistants in public and private schools. Other employment opportunities include teaching or assistant teaching in Head Start programs and other pre-school 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 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)					
ART 111	Art Appreciation	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PHI 210	History of Philosophy	3	0	0	3
Social/Behavioral Science: (Select one)					
ANT 220	Cultural 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
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

continued...

Natural Sciences/Mathematics: (Select one)

MAT 115	Mathematical Models	3	0	0	3
MAT 121	Algebra/Trigonometry I	3	0	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3

II. MAJOR COURSES**A. CORE**

COE 111	Cooperative Education I	0	0	10	1
EDU 111	Early Childhood Credential I	2	0	0	2
EDU 112	Early Childhood Credential II	2	0	0	2
EDU 131	Child, Family, & Community	3	0	0	3
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
EDU 151A	Creative Activities Lab	0	2	0	1
EDU 153	Health, Safety & Nutrition	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 221	Children with Special Needs	3	0	0	3
EDU 253	Music for Children	1	2	0	2
EDU 256	Science & Social Studies Methods	3	2	0	4
EDU 257	Math Methods & Materials	2	2	0	3
EDU 271	Media Technology for Teachers	2	2	0	3
EDU 282	Early Childhood Literature	3	0	0	3

B. CONCENTRATION

COE 121	Cooperative Education II	0	0	10	1
EDU 118	Teacher Associate Principles & Practices	3	0	0	3
EDU 186	Reading & Writing Methods	3	0	0	3
EDU 235	School Age Development & Progress	2	0	0	2
EDU 275	Effective Teaching Training	2	0	0	2
EDU 285	Internship Experience-School Age	1	0	0	1

TOTAL CREDITS**72****AWARD:****AAS**

ELECTRICAL/ELECTRONICS TECHNOLOGY

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

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, 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 trainer 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					
ENG 101	Applied Communications I	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
II. MAJOR COURSES					
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 117	Motors and Controls	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
ELC 128	Introduction to PLC	2	3	0	3
ELC 215	Electrical Maintenance	2	3	0	3
ELN 229	Industrial Electronics	2	4	0	4
PHY 101	Fundamentals of Physics I	3	2	0	4
TOTAL CREDITS					43
AWARD:					DIPLOMA

ELECTRONICS ENGINEERING TECHNOLOGY

This 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, telecommunication 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 master the competencies necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to think, analyze, and troubleshoot.

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

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		Credits
			Clinical		
I. GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
II. MAJOR COURSES					
ATR 280	Robotic Fundamentals	3	2	0	4
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	2	0	2
ELC 128	Introduction to PLC	2	3	0	3
ELC 131	DC/AC Circuit Analysis	4	3	0	5
ELC 228	PLC Applications	2	6	0	4
ELN 131	Electronic Devices	3	3	0	4
ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 150	CAD for Electronics	1	3	0	2
ELN 232	Introduction to Microprocessors	3	3	0	4
ELN 233	Microprocessor Systems	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

Select 3 hours from the following:

COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3
CSC 133	C Programming	2	3	0	3

TOTAL CREDITS **73**

AWARD: **AAS**

GENERAL OCCUPATIONAL TECHNOLOGY

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree level courses offered by the College.

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

Students interested in this program must see a representative of the Counseling Services staff for advising.

Curriculum Requirements	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

INDUSTRIAL MAINTENANCE TECHNOLOGY

This curriculum is designed to prepare or up-grade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspection, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		Credits
			Clinical		
I. GENERAL EDUCATION COURSES					
ENG 101	Applied Communications I	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
PHY 101	Fundamentals of Physics I	3	2	0	4
II. MAJOR COURSES					
BPR 111	Blueprint Reading	1	2	0	2
ELC 112	DC/AC Electricity	3	6	0	5
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
HYD110	Hydraulics/Pneumatics I	2	3	0	3
ISC 110	Workplace Safety	1	0	0	1
MEC111	Machine Processes I	2	3	0	3
MEC 112	Machine Processes II	2	3	0	3
MEC 160	Mechanical Industrial Systems	1	3	0	2
MEC 165	Fabrication Techniques	1	3	0	2
MNT 110	Introduction to Maintenance Procedures	1	3	0	2
MNT 111	Maintenance Practices	1	3	0	2
MNT 240	Industrial Equipment Troubleshooting	1	3	0	2
WLD 112	Basic Welding Processes	1	3	0	2
TOTAL CREDITS					46

AWARD:

DIPLOMA

INFORMATION SYSTEMS

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

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

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

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
Natural Science/Mathematics: (Select one)					
MAT 115	Mathematical Models	2	2	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
MAT 171	Precalculus Algebra	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
Social/Behavioral Science: (Select one)					
ANT 220	Cultural Anthropology	3	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	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

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

II. MAJOR COURSES

ACC 120	Principles of Accounting I	3	2	0	4
BUS 121	Business Math	2	2	0	3
BUS 270	Professional Development	3	0	0	3
CIS 111	Basic PC Literacy	1	2	0	2
CIS 115	Introduction to Prog. & Logic	2	2	0	3
CIS 120	Spreadsheet I	2	2	0	3
CIS 126	Graphics Software Introduction	2	2	0	3
CIS 130	Survey of Operating Systems	2	3	0	3
CIS 144	Operating System - DOS	2	2	0	3
CIS 152	Database Concepts & Applications	2	2	0	3
CIS 153	Database Applications	2	2	0	3
CIS 173	Network Theory	2	2	0	3
CIS 220	Spreadsheets II	1	2	0	2
CIS 286	Systems Analysis & Design	3	0	0	3
CIS 288	Systems Project	1	4	0	3
OST 131	Keyboarding	1	2	0	2
NET 110	Data Communications/Networking	2	2	0	3
OST 136	Word Processing	1	2	0	2
OST 233	Office Publications Design	2	2	0	3

Major Electives: (Select 6 hours)

CIS 148	Operating System - Windows NT	2	2	0	3
CIS 157	Database Programming I	2	2	0	3
CIS 174	Network System Manager I	2	2	0	3
CIS 215	Hardware Installation/Maintenance	2	3	0	3
CIS 216	Software Installation/Maintenance	1	2	0	2
CIS 225	Integrated Software	1	2	0	2
CIS 246	Operating System - UNIX	2	3	0	3
CSC 133	C Programming	2	3	0	3
CSC 134	C++ Programming	2	3	0	3
CSC 139	Visual BASIC Programming	2	3	0	3
CSC 140	Visual C Programming	2	3	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3

TOTAL CREDITS **75**

AWARD: **AAS**

MANICURING/NAIL TECHNOLOGY

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					
II. MAJOR COURSES					
COS 121	Manicure/Nail Technology	4	6	0	6
COS 122	Manicure/Nail Technology II	4	6	0	6
TOTAL CREDITS					12

AWARD:

CERTIFICATE

MEDICAL ASSISTING

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

Title	Class	Lab	Work Exp/		Credits
			Clinical		
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	Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
Social/Behavioral Science (Select One):					
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Natural Sciences:					
BIO 168	Anatomy & Physiology I	3	3	0	4

continued. . .

II. MAJOR COURSES

BIO 169	Anatomy & Physiology II	3	3	0	4
CIS 111	Basic PC Literacy	1	2	0	2
CIS 120	Spreadsheet	2	2	0	3
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law & Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 134	Medical Transcription	2	2	0	3
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Lab Procedures I	3	4	0	5
MED 232	Medical Insurance Coding	1	3	0	2
MED 240	Exam Room Procedures II	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
MED 272	Drug Therapy	3	0	0	3
OST 131	Keyboarding	1	2	0	2
OST 136	Word Processing	1	2	0	2

TOTAL CREDITS 70

AWARD: AAS

OFFICE SYSTEMS TECHNOLOGY

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

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

Graduates should qualify for employment in a variety of positions in business, government and industry. Job classifications range from entry-level to supervisor to middle management. Graduates receive preparation to take the Certified Professional Secretary (CPS) exam.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111	Expository Writing	3	0	3
ENG 114	Professional Research & Reporting	3	0	3
Humanities/Fine Arts: (Select one)				
ART 111	Art Appreciation	3	0	3
DRA 111	Theatre Appreciation	3	0	3
HUM 121	The Nature of America	3	0	3
HUM 122	Southern Culture	3	0	3
PHI 210	History of Philosophy	3	0	3
Natural Science/Mathematics: (Select one)				
BIO 110	Principles of Biology	3	3	4
BIO 111	General Biology I	3	3	4
BIO 140	Environmental Biology	3	0	3
BIO 163	Basic Anat & Physiology	4	2	5
BIO 165	Anatomy & Physiology I	3	3	4
BIO 168	Anatomy & Physiology I	3	3	4
CHM 151	General Chemistry I	3	3	4
MAT 115	Mathematical Models	2	2	3
MAT 121	Algebra/Trigonometry I	2	2	3
MAT 151	Statistics I	3	0	3
MAT 161	College Algebra	3	0	3
MAT 171	Precalculus Algebra	3	0	3
PHS 111	Physical Science I	3	2	4
PHY 131	Physics Mechanics	3	2	4

continued. . .

Social/Behavioral Science: (Select one)

ANT 220	Cultural Anthropology	3	0	0	3
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
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
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

II. MAJOR COURSES

ACC 120	Principles of Accounting I	3	2	0	4
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
CIS 120	Spreadsheet	2	2	0	3
CIS 152	Database Concepts & Applications	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	3	2	0	4
OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 136	Word Processing	1	2	0	2
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	1	2	0	2
OST 223	Machine Transcription I	1	2	0	2
OST 224	Machine Transcription II	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 286	Professional Development	2	0	0	2
OST 289	Office Systems Management	2	2	0	3

Computer/Information Systems:

CIS 111	Basic PC Literacy	1	2	0	2
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Major Electives: (Select 3 hours)

CIS 126	Graphics Software Introduction	2	2	0	3
CIS 153	Database Applications	2	2	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3
OST 137	Office Software Applications	1	2	0	2
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 284	Emerging Technologies	2	0	0	2

TOTAL CREDITS**68-70****AWARD:****AAS**

OFFICE SYSTEMS TECHNOLOGY / LEGAL

Legal is a concentration under the Curriculum Title of Office Systems Technology. 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/		Credits
			Clinical		
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 110	Principles of Biology	3	3	0	4
BIO 111	General Biology I	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 165	Anatomy & Physiology I	3	3	0	4
BIO 168	Anatomy & Physiology I	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
GEL 111	Introductory Geology	3	2	0	4
MAT 115	Mathematical Models	2	2	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
PHS 111	Physical Science I	3	2	0	4
PHY 131	Physics Mechanics	3	2	0	4

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Social/Behavioral Science: (Select one)

ANT 220	Cultural Anthropology	3	0	0	3
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
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
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

II. MAJOR COURSES**A. CORE**

ACC 120	Principles of Accounting I	3	2	0	4
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
CIS 120	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	3	2	0	4
OST 135	Advanced Text Entry & Formatting	3	2	0	4
OST 136	Word Processing	1	2	0	2
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 286	Professional Development	2	0	0	2
OST 289	Office Systems Management	2	2	0	3

Computer/Information Systems:

CIS 111	Basic PC Literacy	1	2	0	2
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Major Electives: (Select 3 hours)

CIS 126	Graphics Software Intro	2	2	0	3
CIS 152	Database Concepts & App.	2	2	0	3
CJC 131	Criminal Law	3	0	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3
OST 137	Office Software Applications	1	2	0	2
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 284	Emerging Technologies	2	0	0	2

B. CONCENTRATION

OST 155	Legal Terminology	3	0	0	3
OST 156	Legal Office Procedures	2	2	0	3
OST 251	Legal Document Formatting	2	2	0	3
OST 252	Legal Transcription I	1	2	0	2
OST 253	Legal Transcription II	1	2	0	2

TOTAL CREDITS**74-75****AWARD:****AAS**

OFFICE SYSTEMS TECHNOLOGY / MEDICAL

Medical is a concentration under the Curriculum Title of Office Systems Technology. This curriculum prepares individuals for entry-level jobs in medical and allied health facilities. Jobs include transcription, secretary, hospital unit secretary, records clerk, insurance form preparer, patient accounting clerk, and clinical technician.

Course work includes processing, compiling, recording, and maintaining medical records; utilizing office equipment and software; medical law and ethics; billing and coding; and transcribing medical documents.

Employment opportunities include the offices of allied health facilities, HMOs, insurance claims processors, laboratories, and manufacturers and suppliers of medical and hospital equipment.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		Credits
			Clinical		
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 110	Principles of Biology	3	3	0	4
BIO 111	General Biology I	3	3	0	4
BIO 140	Environmental Biology	3	0	0	3
BIO 163	Basic Anat & Physiology	4	2	0	5
BIO 165	Anatomy & Physiology I	3	3	0	4
BIO 168	Anatomy & Physiology I	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
GEL 111	Introductory Geology	3	2	0	4
MAT 115	Mathematical Models	2	2	0	3
MAT 121	Algebra/Trigonometry I	2	2	0	3
MAT 151	Statistics I	3	0	0	3
MAT 161	College Algebra	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
PHS 111	Physical Science I	3	2	0	4
PHY 131	Physics Mechanics	3	2	0	4

Social/Behavioral Science: (Select one)

ANT 220	Cultural Anthropology	3	0	0	3
ECO 151	Survey of Economics	3	0	0	3
ECO 251	Prin. of Microeconomics	3	0	0	3
ECO 252	Prin. of Macroeconomics	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
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

II. MAJOR COURSES**A. CORE**

ACC 120	Principles of Accounting I	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
CIS 120	Spreadsheet	2	2	0	3
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	3	2	0	4
OST 136	Word Processing	1	2	0	2
OST 164	Text Editing Applications	3	0	0	3
OST 184	Records Management	1	2	0	2
OST 233	Office Publications Design	2	2	0	3
OST 242	Medical Office Transcription II	1	2	0	2
OST 286	Professional Development	2	0	0	2
OST 289	Office Systems Management	2	2	0	3

Computer/Information Systems:

CIS 111	Basic PC Literacy	1	2	0	2
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Major Electives: (Select 3 hours)

CIS 126	Graphics Software Intro	2	2	0	3
CIS 152	Database Concepts & App.	2	2	0	3
CIS 153	Database Applications	2	2	0	3
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3
OST 137	Office Software Applications	1	2	0	2
OST 236	Advanced Word/Information Processing	2	2	0	3
OST 284	Emerging Technologies	2	0	0	2

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B. CONCENTRATION

OST 141	Medical Terminology I - Medical Office	3	0	0	3
OST 142	Medical Terminology II - Medical Office	3	0	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	2	0	0	2
OST 241	Medical Office Transcription	1	2	0	2
OST 243	Medical Office Simulation	2	2	0	3
TOTAL CREDITS					72-74
AWARD:					AAS

PHLEBOTOMY

This curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physician's offices, and other health care settings, and may be eligible for national certification as phlebotomy technicians.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		Credits
			Clinical		
I. GENERAL EDUCATION COURSES					
None					
II. MAJOR COURSES					
PBT 100	Phlebotomy Technology	5	2	0	6
PBT 101	Phlebotomy Practicum	0	0	9	3
PSY 118	Interpersonal Psychology	3	0	0	3
TOTAL CREDITS					12
AWARD:			CERTIFICATE		

PRACTICAL NURSING

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					
ENG 111	Expository Writing	3	0	0	3
PSY 110	Life Span Development	3	0	0	3
II. MAJOR COURSES					
BIO 106	Introduction to Anatomy/Physiology/Microbiology	2	2	0	3
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
NUR 117	Pharmacology	1	3	0	2
NUR 118	Nutrition/Diet Therapy	2	0	0	2
TOTAL CREDITS					46
AWARD:					Diploma

RADIOGRAPHY

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.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		Credits
			Clinical		
I. GENERAL EDUCATION COURSES					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
Humanities: (Select one)					
HUM 121	American Experience	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
II. MAJOR COURSES					
BIO 168	Anatomy & Physiology I	3	3	0	4
BIO 169	Anatomy & Physiology II	3	3	0	4
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
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	Radiation Protection	2	0	0	2
RAD 245	Radiographic Analysis	2	3	0	3
RAD 251	RAD Clinical Education IV	0	0	21	7
RAD 261	RAD Clinical Education V	0	0	21	7
TOTAL CREDITS					76
AWARD:					AAS

RECREATION AND LEISURE STUDIES

The Recreation Associate Curriculum prepares individuals to plan, direct, and implement recreating activities in diverse environments for all age groups. The program is designed to meet the needs of students interested in the private, public, commercial or therapeutic environment.

Course work includes introductory courses concerning history, terminology, programming and general information concerning the recreation profession. Students learn recreation programs and activities in the following areas: cultural arts, team sports, outdoor education, wellness, individual activities and adapted activities.

Upon completion graduates should qualify for a variety of assistant level positions at recreation centers, schools, hospitals, nursing facilities, parks, and commercial recreation establishments. They will be an asset in designing and implementing recreation programs and activities.

COURSE AND HOUR REQUIREMENTS

Title	Class	Lab	Work Exp/		Credits
			Clinical		
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
ENG 114	Professional Research & Reporting	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
Humanities/Fine Arts: (Select one)					
HUM 121	The Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
Social/Behavioral Science: (Select one)					
POL 120	American Government	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
SOC 220	Social Problems	3	0	0	3

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II. MAJOR COURSES

CIS 113	Computer Basics	0	2	0	1
HEA 112	First Aid & CPR	1	2	0	2
PSY 150	General Psychology	3	0	0	3
REC 110	Introduction to Leisure Services	3	0	0	3
REC 120	Introduction to Special Populations	3	0	0	3
REC 122	Program Administration	3	0	0	3
REC 124	Social Recreational Activities	1	2	0	2
REC 126	Outdoor Recreation	1	2	0	2
REC 127	Team Sports & Games	1	2	0	2
REC 128	Individual Sports & Games	1	2	0	2
REC 214	Camp Administration	3	2	0	4
REC 216	Recreational Arts & Crafts	1	3	0	2
REC 217	Maintenance/Facility Management	2	2	0	3
REC 218	Cultural Programs	1	3	0	2
REC 222	Commercial Recreation & Tourism	3	0	0	3
REC 224	Leisure & the Aging	2	2	0	3
REC 226	Pathways to Wellness	3	0	0	3
TRE 120	Adapted Activities	1	2	0	2
TRE 140	Human Body in Health & Disease	3	0	0	3
Select 3 hours from the following:					
COE 111	Cooperative Work Experience I	0	0	10	1
COE 112	Cooperative Work Experience I	0	0	20	2
COE 113	Cooperative Work Experience I	0	0	30	3
REC 131	Principles of Motor Development	3	0	0	3
TOTAL CREDITS					66
AWARD:					AAS

WELDING TECHNOLOGY

The Welding Technology curriculum provides students a sound understanding of the science, technology, and application essential for successful employment in the welding and metals 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					
ENG 101	Applied Communications I	3	0	0	3
MAT 101	Applied Mathematics I	2	2	0	3
II. MAJOR COURSES					
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 116	SMAW (Stick) Plate/Pipe	1	9	0	4
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
WLD 151	Fabrication I	2	6	0	4
WLD 261	Certification Practices	1	3	0	2

TOTAL CREDITS

38

AWARD:

DIPLOMA

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 will develop with the student a program of study designed to help him or her remove deficiencies in academic skills.

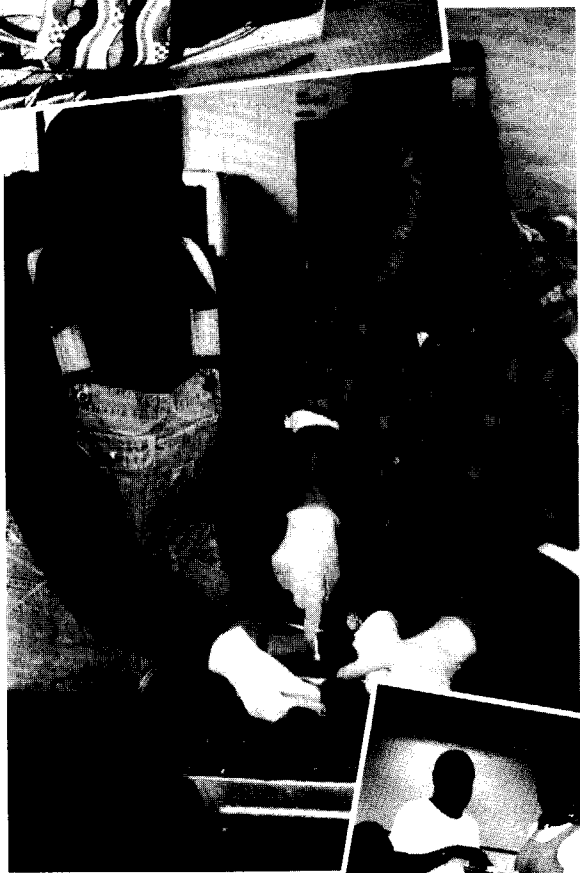
The Developmental Studies Program offers course sequences in English, reading, mathematics, and the sciences. In addition to the course offerings, members of the staffs of Counseling Services and Student Support Services provide special counseling and tutoring to students enrolled in developmental courses.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

Note: The students on 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.

DEVELOPMENTAL COURSES

	Title	Class	Lab	Work Exp/	
				Clinical	Credits
ACA 090	Study Skills	3	0	0	3
BIO 090	Foundations of Biology	3	2	0	4
CHM 090	Chemistry Concepts	4	0	0	4
ENG 080	Writing Foundations	3	2	0	4
ENG 090*	Composition Strategies	3	0	0	3
ENG 090A*	Composition Strategies Lab	0	2	0	1
MAT 060	Essential Mathematics	3	2	0	4
MAT 070	Introductory Algebra	3	2	0	4
MAT 080	Intermediate Algebra	3	2	0	4
RED 080	Introduction to College Reading	3	2	0	4
RED 090	Improved College Reading	3	2	0	4

* ENG 090A will be offered as a required lab in conjunction with ENG 090. The class and lab sections will be coordinated so that the students have the same instructor for both.





COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

ACA 090	Study Skills	3	0	0	3
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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 meet educational goals successfully.

ACA 111	College Student Success	1	0	0	1
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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
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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.

ACC 120	Principles Of Accounting I	3	2	0	4
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Prerequisites: None

Corequisites: None

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

ACC 121	Principles of Accounting II	3	2	0	4
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Prerequisites: ACC 120

Corequisites: None

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

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credi
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: None					
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: 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.					
ACC 150	Computerized General Ledger	1	2	0	2
Prerequisites: 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: ACC 121					
Corequisites: None					
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and statements and extensive analyses of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.					

Course No.	Title	Class	Work Exp/		Credit
			Lab	Clinical	
ACC 221	Intermediate Accounting II	3	2	0	4

Prerequisites: ACC 220

Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225	Cost Accounting	3	0	0	3
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Prerequisites: ACC 121

Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 269	Auditing	3	0	0	3
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Prerequisites: ACC 220

Corequisites: None

This course covers the overall framework of the process of conducting audits and investigations. Emphasis is placed on collecting data from working papers, arranging and systematizing the audit, and writing the audit report. Upon completion, students should be able to demonstrate competence in applying the generally accepted auditing standards and the procedures for conducting an audit.

AHR 110	Introduction to Refrigeration	2	6	0	5
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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
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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.

Course No.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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
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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
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Prerequisites: AHR 110 or AHR 113

Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115	Refrigeration Systems	1	3	0	2
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Prerequisites: 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
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Prerequisites: 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AHR 133	HVAC Servicing	2	6	0	4

Prerequisites: None

Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 160	Refrigerant Certification	1	0	0	1
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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
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Prerequisites: None

Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

AHR 211	Residential System Design	2	2	0	3
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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
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Prerequisites: None

Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ANT 220	Cultural Anthropology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed.					
ART 111	Art Appreciation	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media.					
ART 114	Art History Survey I	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.					
ART 115	Art History Survey II	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.					
ART 121	Design I	1	4	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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.

ATR 280	Robotic Fundamentals	3	2	0	4
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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.

AUT 115	Engine Fundamentals	2	3	0	3
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Prerequisites: None

Corequisites: None

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis/repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116	Engine Repair	1	3	0	2
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Prerequisites: None

Corequisites: None

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

AUT 131	Drive Trains	2	3	0	3
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Prerequisites: None

Corequisites: None

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

Course No.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
AUT 141	Suspension & Steering Systems	2	4	0	4
Prerequisites: None					
Corequisites: None					
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair various steering and suspension components, check and adjust various alignment angles, and balance wheels.					
AUT 151	Brake Systems	2	2	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 161	Electrical Systems	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course covers basic electrical theory and wiring diagrams, test equipment, and diagnosis/repair/replacement of batteries, starters, alternators, and basic electrical accessories. Topics include diagnosis and repair of battery, starting, charging, lighting, and basic accessory systems problems. Upon completion, students should be able to diagnose, test, and repair the basic electrical components of an automobile.					
AUT 171	Heating & Air Conditioning	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis/repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.					
AUT 183	Engine Performance-Fuels	2	3	0	3
Prerequisites: None					
Corequisites: None					
This course covers the principles of fuel delivery/management, exhaust/emission systems, and procedures for diagnosing and restoring engine performance using appropriate test equipment. Topics include procedures for diagnosis/repair of fuel delivery/management and emission systems using appropriate service information. Upon completion, students should be able to describe, diagnose, and repair engine fuel delivery/management and emission control systems using appropriate service information and diagnostic equipment.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
AUT 221	Automatic Transmissions	2	6	0	4
Prerequisites: None					
Corequisites: None					
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains.					
AUT 282	Engine Electrical Management	3	9	0	6
Prerequisites: None					
Corequisites: None					
This course includes principles, systems, and procedures required for diagnosing and restoring engine performance/driveability and emission control through mechanical, electrical, and gas analysis. Emphasis is placed on diagnostics using mechanical, electrical (including on-board), and gas analysis to determine root causes for repair purposes. Upon completion, students should be able to diagnose and repair PCM-related engine performance/driveability and emission problems.					
BIO 090	Foundations of Biology	3	2	0	4
Prerequisites: None					
Corequisites: RED 090					
This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.					
BIO 106	Introduction to Anatomy/Physiology/Microbiology	2	2	0	3
Prerequisites: None					
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: None					
Corequisites: None					
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 111	General Biology I	3	3	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.					
BIO 112	General Biology II	3	3	0	4
Prerequisites: BIO 111					
Corequisites: None					
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels.					
BIO 120	Introductory Botany	3	3	0	4
Prerequisites: BIO 110 or BIO 111					
Corequisites: None					
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants.					
BIO 130	Introductory Zoology	3	3	0	4
Prerequisites: BIO 110 or BIO 111					
Corequisites: None					
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups.					
BIO 140	Environmental Biology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 163	Basic Anatomy & Physiology	4	2	0	5
Prerequisites: None					
Corequisites: None					
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.					
BIO 165	Anatomy and Physiology I	3	3	0	4
Prerequisites: None					
Corequisites: None					
This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.					
BIO 166	Anatomy and Physiology II	3	3	0	4
Prerequisites: BIO 165					
Corequisites: None					
This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems.					
BIO 168	Anatomy and Physiology I	3	3	0	4
Prerequisites: None					
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, nervous, special senses, and endocrine systems. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.					
BIO 169	Anatomy and Physiology II	3	3	0	4
Prerequisites: BIO 168					
Corequisites: None					
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the 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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BIO 275	Microbiology	3	3	0	4
Prerequisites: BIO 110, BIO 163, BIO 165, or BIO 168					
Corequisites: None					
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms.					
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.					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
BUS 121	Business Math	2	2	0	3

Prerequisites: None

Corequisites: None

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

BUS 137	Principles of Management	3	0	0	3
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Prerequisites: None

Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 217	Employment Law and Regulations	3	0	0	3
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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.

BUS 225	Business Finance	2	2	0	3
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Prerequisites: ACC 120

Corequisites: None

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

BUS 260	Business Communication	3	0	0	3
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Prerequisites: ENG 111 and OST 131

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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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 111	Carpentry I	4	15	0	9
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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	4	15	0	9
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Prerequisites: CAR 111

Corequisites: None

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

CAR 113	Carpentry III	3	9	0	6
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Prerequisites: CAR 111

Corequisites: None

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

CAR 114	Residential Building Codes	3	0	0	3
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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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CAR 115	Residential Planning/Estimating	3	0	0	3
Prerequisites: BPR 130					
Corequisites: None					
This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.					
CHM 090	Chemistry Concepts	4	0	0	4
Prerequisites: None					
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.					
CHM 151	General Chemistry I	3	3	0	4
Prerequisites: None					
Corequisites: None					
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152.					
CHM 152	General Chemistry II	3	3	0	4
Prerequisites: CHM 151					
Corequisites: None					
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields.					
CHM 251	Organic Chemistry I	3	3	0	4
Prerequisites: CHM 152					
Corequisites: None					
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credi
CHM 252	Organic Chemistry II	3	3	0	4
Prerequisites: CHM 251					
Corequisites: None					
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields.					
CIS 001	Computer Skills Laboratory				
An individualized laboratory utilizing computer instruction will be maintained and operated in support of regular curriculum courses. The Computer Skills Laboratory will provide supportive instructional services for students who are required by their instructor to attend for additional or supplemental instruction.					
CIS 110	Introduction to Computers	2	2	0	3
Prerequisites: RED 090					
Corequisites: None					
This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.					
CIS 111	Basic PC Literacy	1	2	0	2
Prerequisites: RED 090					
Corequisites: None					
This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills..					
CIS 113	Computer Basics	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CIS 115	Introduction to Programming & Logic	2	2	0	3
Prerequisites: MAT 080, MAT 090					
Corequisites: OST 130					

This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CIS 120	Spreadsheet I	2	2	0	3
Prerequisites: CIS 110 or CIS 111					
Corequisites: None					

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 126	Graphics Software Introduction	2	2	0	3
Prerequisites: None					
Corequisites: None					

This course provides an introduction to graphic design and execution of pictorial graphics using a variety of software packages. Emphasis is placed on creation and manipulation of images using graphic design software. Upon completion, students should be able to create graphic designs and incorporate these designs into printed publications.

CIS 130	Survey of Operating Systems	2	3	0	3
Prerequisites: RED 090					
Corequisites: None					

The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 144	Operating System - DOS	2	2	0	3
Prerequisites: CIS 130					
Corequisites: None					

This course introduces operating systems concepts for DOS operating systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating system functions at the support level in a DOS environment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CIS 148	Operating System - Windows NT	2	2	0	3
Prerequisites: None					
Corequisites: CIS 130					
This course introduces operating systems concepts for the Windows NT operating system. Topics include hardware management, file and memory management, system configuration/optimization, networking options, and utilities. Upon completion, students should be able to perform operating system functions at the single/multi-user support level in a Windows NT environment.					
CIS 152	Database Concepts & Applications	2	2	0	3
Prerequisites: None					
Corequisites: CIS 110					
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.					
CIS 153	Database Applications	2	2	0	3
Prerequisites: CIS 115, CIS 152					
Corequisites: None					
This course covers advanced database functions continued from CIS 152. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.					
CIS 157	Database Programming I	2	2	0	3
Prerequisites: CIS 153					
Corequisites: None					
This course is designed to develop programming proficiency in a selected DBMS. Emphasis is placed on the Data Definition Language (DDL) and Data Manipulation Language (DML) of the DBMS as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports representative of industry requirements.					
CIS 173	Network Theory	2	2	0	3
Prerequisites: NET 110					
Corequisites: None					
This course examines Token Ring, Ethernet, and Arcnet networks. Topics include LAN topologies and design; cable characteristics, cable, interface cards, server, and client installation; basic management techniques; linking networks; and troubleshooting LAN problems. Upon completion, students should be able to install both hardware and software for a small client/server LAN and troubleshoot common network problems.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CIS 174	Network System Manager I	2	2	0	3
Prerequisites: CIS 115, CIS 130, CIS 173					
Corequisites: None					
This course covers effective network management. Topics include network file system design and security, login scripts and user menus, printing services, e-mail, and backup. Upon completion, students should be able to administer an office network system					
CIS 215	Hardware Installation/Maintenance	2	3	0	3
Prerequisites: CIS 110 or CIS 111					
Corequisites: None					
This course covers the basic hardware of a personal computer, including operations and interactions with software. Topics include component identification, the memory system, peripheral installation and configuration, preventive maintenance, and diagnostics and repair. Upon completion, students should be able to select appropriate computer equipment, upgrade and maintain existing equipment, and troubleshoot and repair non-functioning personal computers.					
CIS 216	Software Installation/Maintenance	1	2	0	2
Prerequisites: CIS 110, CIS 115, CIS 130					
Corequisites: None					
This course introduces the installation and troubleshooting aspects of personal computer software. Emphasis is placed on initial installation and optimization of system software, commercial programs, system configuration files, and device drivers. Upon completion, students should be able to install, upgrade, uninstall, optimize, and troubleshoot personal computer software.					
CIS 220	Spreadsheets II	1	2	0	2
Prerequisites: CIS 120					
Corequisites: None					
This course covers advanced spreadsheet design and development. Topics include advanced functions, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.					
CIS 225	Integrated Software	1	2	0	2
Prerequisites: CIS 120, CIS 152, OST 136					
Corequisites: None					
This course provides strategies to perform data transfer among software programs. Emphasis is placed on data interchange among word processors, spreadsheets, presentation graphics, databases, and communications products. Upon completion, students should be able to integrate data to produce documents using multiple technologies.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CIS 246	Operating System - UNIX	2	3	0	3
Prerequisites: CIS 130					
Corequisites: None					
This course includes operating systems concepts for UNIX operating systems. Topics include hardware management, file and memory management, system configuration/optimization, utilities, and other related topics. Upon completion, students should be able to effectively use the UNIX operating system and its utilities.					
CIS 286	Systems Analysis & Design	3	0	0	3
Prerequisites: CIS 153					
Corequisites: CIS 126, CIS 220, OST 136					
This course examines established and evolving methodologies for the analysis, design, and development of a business information system. Emphasis is placed on business systems characteristics, managing information systems projects, prototyping, CASE tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.					
CIS 288	Systems Project	1	4	0	3
Prerequisites: CIS 126, CIS 153, CIS 220, CIS 286, OST 136					
Corequisites: None					
This course provides an opportunity to complete a significant systems project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.					
CJC 100	Basic Law Enforcement Training	9	27	0	18
Prerequisites: None					
Corequisites: None					
This course covers the skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Emphasis is placed on topics and areas as defined by the North Carolina Administrative Code. Upon completion, students should be able to demonstrate competence in the topics and areas required for the state comprehensive examination					
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.					

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.					
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	Work Exp/			
		Class	Lab	Clinical	Credi
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.					
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: None					
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: None					
Corequisites: None					
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 213	Substance Abuse	3	0	0	3

Prerequisites: None
Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214	Victimology	3	0	0	3
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Prerequisites: None
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
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Prerequisites: None
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221	Investigative Principles	3	2	0	4
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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 222	Criminalistics	3	0	0	3
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Prerequisites: None
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
CJC 223	Organized Crime	3	0	0	3
Prerequisites: None					
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.					
CJC 231	Constitutional Law	3	0	0	3
Prerequisites: None					
Corequisites: None					
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.					
CJC 233	Correctional Law	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.					
CJC 241	Community-Based Corrections	3	0	0	3
Prerequisites: None					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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
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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
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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 121	Cooperative Work Experience II	0	0	10	1
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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	Co-op Work Experience II	0	0	20	2
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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 123	Co-op 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 131	Co-op Work Experience III	0	0	10	1
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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
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Prerequisites: None

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.

COM 120	Interpersonal Communication	3	0	0	3
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Prerequisites: None

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.

COM 231	Public Speaking	3	0	0	3
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Prerequisites: ENG 111

Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support.

Course No.	Title	Class	Lab	Work exp/ Clinical	Credit
COS 111	Cosmetology Concepts I	4	0	0	4
Prerequisites: None					
Corequisites: COS 112					
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.					
COS 112	Salon I	0	24	0	8
Prerequisites: None					
Corequisites: COS 111					
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.					
COS 113	Cosmetology Concepts II	4	0	0	4
Prerequisites: COS 111 and COS 112					
Corequisites: COS 114					
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.					
COS 114	Salon II	0	24	0	8
Prerequisites: COS 112					
Corequisites: COS 113					
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.					
COS 115	Cosmetology Concepts III	4	0	0	4
Prerequisites: COS 111 and COS 112					
Corequisites: COS 116					
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
COS 116	Salon III	0	12	0	4
Prerequisites: COS 112					
Corequisites: COS 115					
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.					
COS 117	Cosmetology Concepts IV	2	0	0	2
Prerequisites: COS 111 and COS 112					
Corequisites: COS 118					
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.					
COS 118	Salon IV	0	21	0	7
Prerequisites: None					
Corequisites: COS 117					
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.					
COS 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 122	Manicure/Nail Technology II	4	6	0	6
Prerequisites: COS 121					
Corequisites: None					
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.					

COS 271	Instructor Concepts I	5	0	0	5
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Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: COS 272 202

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
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Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist

Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student

COS 273	Instructor Concepts II	5	0	0	5
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Prerequisites: COS 271 and COS 272

Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274	Instructor Practicum II	0	21	0	7
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Prerequisites: COS 271 and COS 272

Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

CSC 133	C Programming	2	3	0	3
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Prerequisites: CIS 115

Corequisites: None

This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credi
CSC 134	C++ Programming	2	3	0	3
Prerequisites: CIS 115					
Corequisites: None					
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs.					
CSC 139	Visual BASIC Programming	2	3	0	3
Prerequisites: CIS 115					
Corequisites: None					
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.					
CSC 140	Visual C Programming	2	3	0	3
Prerequisites: CIS 115					
Corequisites: None					
This course introduces event-driven computer programming using the Visual C programming languages. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual C language programs.					
DRA 111	Theatre Appreciation	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.					
DRA 112	Literature of the Theatre	3	0	0	3
Prerequisites: None					
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.					
DRA 122	Oral Interpretation	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the dramatic 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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ECO 151	Survey of Economics	3	0	0	3

Prerequisites: None

Corequisites: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.

ECO 251	Principles of Microeconomics	3	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces economic analysis of individual, business, and industries 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.

ECO 252	Principles of Macroeconomics	3	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals.

EDU 111	Early Childhood Credentials I	2	0	0	2
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Prerequisites: None

Corequisites: None

This course introduces early childhood education and the role of the teacher in environments that encourage exploration and learning. Topics include professionalism, child growth and development, individuality, family, and culture. Upon completion, students should be able to identify and demonstrate knowledge of professional roles, major areas of child growth and development, and diverse families.

Course No.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
EDU 112	Early Childhood Credentials II	2	0	0	2

Prerequisites: None

Corequisites: None

This course introduces developmentally appropriate practices, positive guidance, and standards of health, safety, and nutrition. Topics include the learning environment, planning developmentally appropriate activities, positive guidance techniques, and health, safety, and nutrition standards. Upon completion, students should be able to demonstrate developmentally appropriate activities and positive guidance techniques and describe health/sanitation/nutrition practices that promote healthy environments for children.

EDU 116	Introduction to Education	3	2	0	4
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Prerequisites: None

Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational trends and issues, curriculum development, and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.

EDU 118	Teacher Associate Principles & Practices	3	0	0	3
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Prerequisites: None

Corequisites: None

This course covers the teacher associate's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting professional role of the teacher associate, demonstrate positive communication, and discuss educational philosophy.

EDU 131	Child, Family, & Community	3	0	0	3
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Prerequisites: None

Corequisites: None

This course covers the relationships between the families, programs for children/schools, and the community. Emphasis is placed on establishing and maintaining positive collaborative relationships with families and community resources. Upon completion, students should be able to demonstrate strategies for effectively working with diverse families and identifying and utilizing community resources.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 144	Child Development I	3	0	0	3

Prerequisites: None

Corequisites: None

This course covers the theories of child development and the developmental sequences of children from conception through the pre-school years for early childhood educators. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and appropriate experiences for the young child. Upon completion, students should be able to identify developmental milestones, plan experiences to enhance development, and describe appropriate interaction techniques and environments for typical/atypical development.

EDU 145	Child Development II	3	0	0	3
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Prerequisites: EDU 144

Corequisites: None

This course covers theories of child development and developmental sequences of children from pre-school through middle childhood for early childhood educators. Emphasis is placed on characteristics of physical/motor, social, emotional, and cognitive/language development and appropriate experiences for children. Upon completion, students should be able to identify developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146	Child Guidance	3	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces practical principles and techniques for developmentally appropriate guidance. Emphasis is placed on encouraging self-esteem and cultural awareness, effective communication skills, and direct and indirect guidance techniques and strategies. Upon completion, students should be able to demonstrate strategies which encourage positive social interactions, promote conflict resolution, and develop self-control, self-motivation, and self-esteem in children.

EDU 151	Creative Activities	3	0	0	3
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Prerequisites: None

Corequisites: None

This course covers creative learning environments, planning and implementing developmentally appropriate experiences, and developing appropriate teaching materials for the classroom. Emphasis is placed on creative activities for children in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to select and evaluate developmentally appropriate learning materials and activities.

Course No.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
EDU 151A	Creative Activities Lab	0	2	0	1

Prerequisites: None

Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153	Health, Safety, & Nutrition	3	0	0	3
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Prerequisites: None

Corequisites: None

This course focuses on promoting and maintaining the health and well-being of children. Topics include health and nutritional needs, safe and healthy environments, and recognition and reporting of child abuse and neglect. Upon completion, students should be able to set up and monitor safe indoor and outdoor environments and implement a nutrition education program.

EDU 157	Active Play	2	2	0	3
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Prerequisites: None

Corequisites: None

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities.

EDU 186	Reading & Writing Methods	3	0	0	3
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Prerequisites: None

Corequisites: None

This course covers concepts, resources, and methods for teaching reading and writing to school-age 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 developmentally appropriate reading and writing experiences.

EDU 221	Children with Special Needs	3	0	0	3
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Prerequisites: EDU 144 and EDU 145

Corequisites: None

This course introduces working with children with special needs. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the home and classroom environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, and work collaboratively to plan, implement, and evaluate inclusion strategies.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.					
EDU 235	School-Age Development & Program	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.					
EDU 252	Math & Science Activities	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials.					
EDU 252A	Math & Science Activity Lab	0	2	0	1
Prerequisites: None					
Corequisites: EDU 252					
This course provides a laboratory component to complement EDU 252. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate math and science activities.					
EDU 253	Music for Children	1	2	0	2
Prerequisites: None					
Corequisites: None					
This courses covers theory, methods, and integration of music into a total early childhood experience. Topics include music theory, musical instruments, song design, and performance on the keyboard and autoharp. Upon completion, students should be able to play and sing a song and integrate musical skills into the curriculum.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 256	Science & Social Studies Methods	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course covers objectives, content, materials, and instructional approaches to natural sciences and social studies. Topics include classroom and laboratory science experiences; 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 learning experiences in science and social studies.					
EDU 257	Math Methods & Materials	2	2	0	3
Prerequisites: None					
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.					
EDU 259	Curriculum Planning	3	0	0	3
Prerequisites: EDU 112					
Corequisites: None					
This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.					
EDU 261	Early Childhood Administration I	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
EDU 271	Media Technology for Teachers	2	2	0	3
Prerequisites: None					
Corequisites: None					
This course covers the operation and maintenance of recording and projection equipment, the creation of classroom materials, and the application of new technologies in schools. Topics include audiovisual equipment and production, electronic and on-line information, instructional materials construction, and use of educational software. Upon completion, students should be able to use and maintain audiovisual equipment, develop instructional materials, and implement technologies for clerical management and instruction.					
EDU 275	Effective Teaching Training	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course provides specialized training using an experienced-based approach to learning. Topics include instructional preparation and presentation, student interaction, time management, learning expectations, evaluation, and curriculum principles and planning. Upon completion, students should be able to prepare and present a six-step lesson plan and demonstrate ways to improve students' time-on-task.					
EDU 282	Early Childhood Literature	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.					
EDU 285	Internship Experience-School Age	1	0	0	1
Prerequisites: ENG 111 and completion of curriculum core requirements					
Corequisites: COE 122					
This course provides an opportunity to discuss internship experiences with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in early childhood education.					
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	Work Exp/			
		Class	Lab	Clinical	Credi
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, and analyze simple 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 115	Industrial Wiring	2	6	0	4
Prerequisites: ELC 113					
Corequisites: None					
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.					
ELC 117	Motors and Controls	2	6	0	4
Prerequisites: ELC 112 or ELC 131					
Corequisites: None					
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations, applications, and controls. Upon completion, students should be able to utilize a personal computer for electrical/electronics-related applications.					
ELC 128	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: MAT 121					
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ELC 215	Electrical Maintenance	2	3	0	3

Prerequisites: ELC 117

Corequisites: None

This course introduces the theory of maintenance and the skills necessary to maintain electrical equipment found in industrial and commercial facilities. Topics include maintenance theory, predictive and preventive maintenance, electrical equipment operation and maintenance, and maintenance documentation. Upon completion, students should be able to perform maintenance on electrical equipment in industrial and commercial facilities.

ELC 228	PLC Applications	2	6	0	4
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Prerequisites: ELC 128

Corequisites: None

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers.

ELN 131	Electronic Devices	3	3	0	4
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Prerequisites: ELC 112 or ELC 131

Corequisites: None

This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thyristors, and related components. Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

ELN 132	Linear IC Applications	3	3	0	4
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Prerequisites: ELN 131

Corequisites: None

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133	Digital Electronics	3	3	0	4
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Prerequisites: ELC 112 or ELC 131

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ELN 150	CAD for Electronics	1	3	0	2
Prerequisites: 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	2	4	0	4
Prerequisites: ELC 112, ELC 131, or ELC 140					
Corequisites: None					
This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices (filters, rectifiers, FET, SCR, Diac, Triac, Op-amps, etc). 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: ELN 133					
Corequisites: None					
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.					
ELN 233	Microprocessor Systems	3	3	0	4
Prerequisites: ELN 232					
Corequisites: None					
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.					
ELN 234	Communication Systems	3	3	0	4
Prerequisites: 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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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.					
ENG 090	Composition Strategies	3	0	0	3
Prerequisites: ENG 080					
Corequisites: None					
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.					
ENG 090A	Composition Strategies Lab	0	2	0	1
Prerequisites: ENG 080					
Corequisites: ENG 090					
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.					
ENG 101	Applied Communications I	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. In addition, students should be able to work individually and collaboratively to produce well-delivered and designed oral presentations appropriate to the workplace.					
ENG 111	Expository Writing	3	0	0	3
Prerequisites: ENG 090 and RED 090, or placement in ENG 111					
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.					

Course No.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
ENG 111A	Expository Writing Lab	0	2	0	1
Prerequisites: ENG 090 and RED 090					
Corequisites: ENG 111					
This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.					
ENG 113	Literature-Based Research	3	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works.					
ENG 114	Professional Research & Reporting	3	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations.					
ENG 231	American Literature I	3	0	0	3
Prerequisites: ENG 113 or ENG 114					
Corequisites: None					
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical, and cultural contexts.					
ENG 232	American Literature II	3	0	0	3
Prerequisites: ENG 113 or ENG 114					
Corequisites: None					
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.					

Course No.	Title	Class	Lab	Work Exp/		Credit
				Clinical		
ENG 233	Major American Writers	3	0	0		3

Prerequisites: ENG 113 or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

ENG 241	British Literature I	3	0	0		3
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Prerequisites: ENG 113 or ENG 114

Corequisites: None

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 242	British Literature II	3	0	0		3
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Prerequisites: ENG 113 or ENG 114

Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 251	Western World Literature I	3	0	0		3
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Prerequisites: ENG 113 or ENG 114

Corequisites: None

This course provides a survey of selected European works from the Classical period through the Renaissance. 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.

ENG 252	Western World Literature II	3	0	0		3
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Prerequisites: ENG 113 or ENG 114

Corequisites: None

This course provides a survey of selected European works from the Neo-classical 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 selected works.

Course No.	Title	Class	Lab	Work Exp/		Credit
				Clinical		
FRE 111	Elementary French I	3	0	0		3

Prerequisites: None

Corequisites: None

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness.

FRE 112	Elementary French II	3	0	0		3
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Prerequisites: 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.

FRE 211	Intermediate French I	3	0	0		3
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Prerequisites: 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.

FRE 212	Intermediate French II	3	0	0		3
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Prerequisites: 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.

GEL 111	Introductory Geology	3	2	0		4
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Prerequisites: None

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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
GEO 111	World Regional Geography	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.					
GEO 112	Cultural Geography	3	0	0	3
Prerequisites: None					
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.					
HEA 110	Personal Health/Wellness	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness.					
HEA 112	First Aid & CPR	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.					
HIS 121	Western Civilization I	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HIS 122	Western Civilization II	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.					
HIS 131	American History I	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history.					
HIS 132	American History II	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War.					
HIS 221	African-American History	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.					
HUM 121	The Nature of America	3	0	0	3
Prerequisites: None					
Corequisites: ENG 111					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
HUM 122	Southern Culture	3	0	0	3
Prerequisites: None					
Corequisites: ENG 111					
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.					
HUM 130	Myth in Human Culture	3	0	0	3
Prerequisites: None					
Corequisites: ENG 111					
This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture.					
HUM 150	American Women's Studies	3	0	0	3
Prerequisites: None					
Corequisites: ENG 111					
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.					
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.					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
ISC 115	Construction Safety	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the basic concepts of construction site safety. Topics include ladders, lifting, lock-out/tag-out, personal protective devices, scaffolds, and above/below ground work based on OSHA regulations. Upon completion, students should be able to demonstrate knowledge of applicable safety regulations and safely participate in construction projects.					
ISC 121	Environmental Health & Safety	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.					
ISC 130	Introduction 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.					
ISC 210	Operations & Production Planning	3	0	0	3
Prerequisites: Completion of curriculum mathematics requirement					
Corequisites: None					
This course includes the fundamentals of operations and production planning, forecasting, and scheduling. Topics include demand management, production planning and control, scheduling, and budgeting. Upon completion, students should be able to demonstrate an understanding of the concepts and techniques involved in operations and production planning.					
ISC 223	Quantitative Methods	3	0	0	3
Prerequisites: Completion of curriculum mathematics requirement					
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
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.					
MAT 070	Introductory Algebra	3	2	0	4
Prerequisites: MAT 060					
Corequisites: 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: MAT 070					
Corequisites: 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: 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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 115	Mathematical Models	2	2	0	3
Prerequisites: MAT 070					
Corequisites: None					
This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, functional notation, linear functions and their groups, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.					
MAT 121	Algebra/Trigonometry I	2	2	0	3
Prerequisites: MAT 070					
Corequisites: None					
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic, radical, exponential, and logarithmic functions; descriptive statistics; right triangle trigonometry; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.					
MAT 122	Algebra/Trigonometry II	2	2	0	3
Prerequisites: MAT 121					
Corequisites: None					
This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, trigonometry, and systems of equations. Topics include translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, statistics, and systems of equations. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.					
MAT 151	Statistics I	3	0	0	3
Prerequisites: MAT 080					
Corequisites: 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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 151A	Statistics I Lab	0	2	0	1
Prerequisites: MAT 080					
Corequisites: MAT 151					
This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.					
MAT 161	College Algebra	3	0	0	3
Prerequisites: MAT 080					
Corequisites: None					
This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on equations and inequalities; polynomials, 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.					
MAT 162	College Trigonometry	3	0	0	3
Prerequisites: MAT 161					
Corequisites: None					
This course provides an integrated technological approach to trigonometry and its applications. Topics include trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication.					
MAT 165	Finite Mathematics	3	0	0	3
Prerequisites: 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.					
MAT 171	Precalculus Algebra	3	0	0	3
Prerequisites: MAT 080					
Corequisites: 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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 171A	Precalculus Algebra Lab	0	2	0	1

Prerequisites: MAT 080

Corequisites: 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.

MAT 172	Precalculus Trigonometry	3	0	0	3
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Prerequisites: MAT 171

Corequisites: 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, comic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.

MAT 172A	Precalculus Trigonometry Lab	0	2	0	1
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Prerequisites: MAT 171

Corequisites: 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.

MAT 263	Brief Calculus	3	0	0	3
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Prerequisites: MAT 161

Corequisites: None

This course introduces concepts of differentiation and integration and their applications to solving problems; the course is designed for students needing one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results.

MAT 271	Calculus I	3	2	0	4
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Prerequisites: MAT 172 or MAT 175

Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MAT 272	Calculus II	3	2	0	4

Prerequisites: MAT 271

Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems.

MAT 273	Calculus III	3	2	0	4
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Prerequisites: MAT 272

Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables.

MAT 285	Differential Equations	3	0	0	3
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Prerequisites: MAT 272

Corequisites: None

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena.

MEC 111	Machine Processes I	2	3	0	3
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Prerequisites: None

Corequisites: None

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MEC 112	Machine Processes II	2	3	0	3
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Prerequisites: MEC 111

Corequisites: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound set-up 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

Course No.	Title	Class	Lab	Work Exp/	
				Clinical	Credit
MEC 160	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, coupling electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.

MEC 165	Fabrication Techniques	1	3	0	2
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Prerequisites: WLD 112 and MEC 111

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.

MED 110	Orientation to Medical Assisting	1	0	0	1
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Prerequisites: None

Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118	Medical Law and Ethics	2	0	0	2
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Prerequisites: None

Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121	Medical Terminology I	3	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credi
MED 122	Medical Terminology II	3	0	0	3
Prerequisites: MED 121					
Corequisites: None					
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.					
MED 130	Administrative Office Procedures I	1	2	0	2
Prerequisites: 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.					
MED 131	Administrative Office Procedures II	1	2	0	2
Prerequisites: MED 130					
Corequisites: None					
This course is the second in a series and provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.					
MED 134	Medical Transcription	2	2	0	3
Prerequisites: MED 121					
Corequisites: None					
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.					
MED 140	Exam Room Procedures I	3	4	0	5
Prerequisites: 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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
MED 150	Laboratory Procedures I	3	4	0	5
Prerequisites: 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: MED 131					
Corequisites: None					
This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.					
MED 240	Exam Room Procedures II	3	4	0	5
Prerequisites: MED 140					
Corequisites: None					
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.					
MED 260	MED Clinical Externship	0	0	15	5
Prerequisites: Enrollment in the Medical Assisting program					
Corequisites: None					
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.					
MED 272	Drug Therapy	3	0	0	3
Prerequisites: Enrollment in the Medical Assisting program and MED 140					
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.					

Course No.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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	1	3	0	2
Prerequisites: 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 240	Industrial Equipment Troubleshooting	1	3	0	2
Prerequisites: ELC 112 or ELC 131					
Corequisites: None					
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.					
MUS 110	Music Appreciation	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NET 110	Data Comm/Networking	2	2	0	3

Prerequisites: CIS 110, CIS 130

Corequisites: None

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NUR 101	Practical Nursing I	7	6	6	11
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Prerequisites: Enrollment in the Practical Nursing program

Corequisites: None

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span

NUR 102	Practical Nursing II	8	0	12	12
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Prerequisites: None

Corequisites: None

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 103	Practical Nursing III	6	0	12	10
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Prerequisites: None

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.

Course No.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
NUR 110	Nursing I	5	3	6	8

Prerequisites: Admission to the Associate Degree Nursing program

Corequisites: NUR 117, BIO 165, PSY 150

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on introducing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations in health.

NUR 117	Pharmacology	1	3	0	2
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Prerequisites: Admission to Associate Degree Nursing Program

Corequisites: NUR 110, BIO 165, PSY 150

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 118	Nutrition/Diet Therapy	2	0	0	2
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Prerequisites: None

Corequisites: None

This course covers the six nutrient categories and provides an overview of diet recommendations for promotion and maintenance of health. Topics include the food pyramid recommendations for individuals across the life span, energy balance, and special dietary modifications for common alterations in health. Upon completion, students should be able to complete a nutritional assessment, analyze diets, and recommend dietary adaptations to meet individual health needs.

NUR 120	Nursing II	5	3	6	8
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Prerequisites: NUR 110, NUR 117, BIO 165, PSY 150

Corequisites: BIO 166, PSY 241, ENG 111

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to participate in the delivery of nursing care for individuals with common alterations in health.

NUR 130	Nursing III	4	3	6	7
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Prerequisites: NUR 120, BIO 166, PSY 241, ENG 111

Corequisites: ENG 114

This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on expanding the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to deliver nursing care to individuals with common alterations in health.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
NUR 210	Nursing IV	5	3	12	10
Prerequisites: NUR 130, ENG 114					
Corequisites: SOC 210, Humanities course of choice					
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on using collaboration as a provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to modify nursing care for individuals with common alterations in health.					
NUR 220	Nursing V	4	3	15	10
Prerequisites: NUR 210, SOC 210					
Corequisites: NUR 233					
This course provides an expanded knowledge base for delivering nursing care to individuals of various ages. Emphasis is placed on the nurse's role as an independent provider and manager of care for a group of individuals and member of a multidisciplinary team. Upon completion, students should be able to provide comprehensive nursing care to a group of individuals with common complex health alterations.					
NUR 233	Leadership in Nursing	2	0	0	2
Prerequisites: NUR 210					
Corequisites: NUR 220					
This course is designed to enhance nursing leadership and management skills in a variety of health care settings. Emphasis is placed on leadership styles, supervision, delegation, leadership and management theories, conflict resolution, change, and time management. Upon completion, students should be able to apply leadership and management skills in a variety of health care settings.					
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: ISC 121, ISC 131, ISC 210 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 production and operations planning, environmental health and safety, materials management, and quality systems. Upon completion, students should be able to demonstrate the ability to make decisions and resolve problems in an operations management environment.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credi
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 134	Text Entry & Formatting	3	2	0	4
Prerequisites: OST 131					
Corequisites: None					
This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents.					
OST 135	Advanced Text Entry & Formatting	3	2	0	4
Prerequisites: OST 134					
Corequisites: None					
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.					
OST 136	Word Processing	1	2	0	2
Prerequisites: OST 131 or equivalent					
Corequisites: None					
This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.					
OST 137	Office Software Applications	1	2	0	2
Prerequisites: OST 131					
Corequisites: None					
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands on approach. Upon completion, students should be able to use software in a business environment.					
OST 141	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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 142	Medical Terms II-Medical Office	3	0	0	3
Prerequisites: OST 141					
Corequisites: None					
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.					
OST 148	Medical Coding Billing & Insurance	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.					
OST 149	Medical Legal Issues	2	0	0	2
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 155	Legal Terminology	3	0	0	3
Prerequisites: None					
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 demonstrate an understanding of the use of these legal terms.					
OST 156	Legal Office Procedures	2	2	0	3
Prerequisites: 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.					

Course No.	Title	Work Exp/			
		Class	Lab	Clinical	Credit
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 184	Records Management	1	2	0	2
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	Machine Transcription I	1	2	0	2
Prerequisites: OST 134, OST 136, and OST 164					
Corequisites: None					
This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.					
OST 224	Machine Transcription II	1	2	0	2
Prerequisites: OST 223					
Corequisites: None					
This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.					
OST 233	Office Publications Design	2	2	0	3
Prerequisites: 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	Advanced Word/Information Processing	2	2	0	3
Prerequisites: OST 136					
Corequisites: None					
This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 241	Medical Office Transcription I	1	2	0	2
Prerequisites: OST 136, OST 141					
Corequisites: None					
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.					
OST 242	Medical Office Transcription II	1	2	0	2
Prerequisites: OST 241					
Corequisites: None					
This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.					
OST 243	Medical Office Simulation	2	2	0	3
Prerequisites: OST 148					
Corequisites: None					
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.					
OST 251	Legal Document Formatting	2	2	0	3
Prerequisites: OST 134 and OST 155					
Corequisites: None					
This course is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed.					
OST 252	Legal Transcription I	1	2	0	2
Prerequisites: OST 136, OST 155, OST 251					
Corequisites: OST 251					
This course provides experience in using the transcriber to produce legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on operating the transcriber, developing listening skills to translate the audio into hard copy, and producing mailable documents. Upon completion, students should be able to transcribe legal forms and documents with reasonable accuracy.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
OST 253	Legal Transcription II	1	2	0	2
Prerequisites: OST 252					
Corequisites: None					
This course is designed to improve transcription skills to produce more complex legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on developing speed and accuracy in the production of correspondence, documents, and forms. Upon completion, students should be able to transcribe legal forms and documents with greater accuracy and speed.					
OST 284	Emerging Technologies	2	0	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	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.					
OST 289	Office Systems Management	2	2	0	3
Prerequisites: OST 134, OST 136, and OST 164					
Corequisites: None					
This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.					
PBT 100	Phlebotomy Technology	5	2	0	6
Prerequisites: Enrollment in the Phlebotomy Technology program					
Corequisites: PBT 101					
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.					

Course No.	Title	Class	Lab	Work Exp/	
				Clinical	Credit
PBT 101	Phlebotomy Practicum	0	9	0	3
Prerequisites: Enrollment in the Phlebotomy Technology program					
Corequisites: PBT 100					

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

PED 110	Fit and Well for Life	1	2	0	2
Prerequisites: None					
Corequisites: None					

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests.

PED 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.

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.

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.

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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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.					
PHI 210	History of Philosophy	3	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied.					
PHS 111	Physical Science I	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course covers the general principles of chemistry and geology. Topics include measurement, matter, chemical reactions, and geological concepts. Upon completion, students should be able to perform metric measurements, describe chemical composition and reactions, and explain these in relation to the earth's composition.					
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: None					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHY 110A	Conceptual Physics Lab	0	2	0	1
Prerequisites: None					
Corequisites: PHY 110					
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110.					
PHY 131	Physics-Mechanics	3	2	0	4
Prerequisites: MAT 121 or MAT 161					
Corequisites: None					
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.					
PHY 151	College Physics I	3	2	0	4
Prerequisites: MAT 161					
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.					
PHY 152	College Physics II	3	2	0	4
Prerequisites: PHY 151					
Corequisites: None					
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.					
PHY 251	General Physics I	3	3	0	4
Prerequisites: MAT 271					
Corequisites: MAT 272					
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PHY 252	General Physics II	3	3	0	4
Prerequisites: 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.					
POL 120	American Government	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.					
POL 210	Comparative Government	3	0	0	3
Prerequisites: None					
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.					
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: None					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
PSY 118	Interpersonal Psychology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.					
PSY 150	General Psychology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.					
PSY 239	Psychology of Personality	3	0	0	3
Prerequisites: PSY 150					
Corequisites: None					
This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior.					
PSY 241	Developmental Psychology	3	0	0	3
Prerequisites: PSY 150					
Corequisites: None					
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.					
PSY 243	Child Psychology	3	0	0	3
Prerequisites: PSY 150					
Corequisites: None					
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children.					

Course No.	Title	Class	Lab	Work Exp/		Credit
				Clinical		
PSY 281	Abnormal Psychology	3	0	0		3

Prerequisites: PSY 150

Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

RAD 110	Radiography Introduction & Patient Care	2	3	0		3
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Prerequisites: Enrollment in Radiography program

Corequisites: 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.

RAD 111	RAD Procedures I	3	3	0		4
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Prerequisites: Enrollment in the Radiography program

Corequisites: 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
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Prerequisites: RAD 110, RAD 111, and RAD 151

Corequisites: 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
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Prerequisites: RAD 110, RAD 111, and RAD 151

Corequisites: 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.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 122	Radiographic Imaging II	1	3	0	2
Prerequisites: RAD 112, RAD 121, and RAD 161					
Corequisites: 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: RAD 112, RAD 121, and RAD 161					
Corequisites: RAD 122 and RAD 171					
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: Enrollment in the Radiography program					
Corequisites: 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.					
RAD 161	RAD Clinical Ed II	0	0	15	5
Prerequisites: RAD 110, RAD 111, and RAD 151					
Corequisites: 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: RAD 112, RAD 121, and RAD 161					
Corequisites: RAD 122 and RAD 131					
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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 211	RAD Procedures III	2	3	0	3
Prerequisites: RAD 122					
Corequisites: 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: RAD 171					
Corequisites: RAD 211, RAD 241, and RAD 251					
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, equipment circuitry, targets, filtration, and dosimetry. Upon completion, students should be able to demonstrate an understanding of the application of physical concepts as related to image production.					
RAD 241	Radiation Protection	2	0	0	2
Prerequisites: RAD 112, RAD 131, and RAD 171					
Corequisites: 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	Radiographic Analysis	2	3	0	3
Prerequisites: RAD 251					
Corequisites: 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.					
RAD 251	RAD Clinical Ed IV	0	0	21	7
Prerequisites: RAD 122, RAD 131, and RAD 171					
Corequisites: 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.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
RAD 261	RAD Clinical Ed V	0	0	21	7
Prerequisites: RAD 251					
Corequisites: 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.					
REC 110	Introduction to Leisure Services	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces park and recreation systems focusing on the social aspects and the role of government in meeting the recreational needs of America. Emphasis is placed on the importance of resource management arising from the social needs of urban America. Upon completion, students should be able to outline the leisure need of America in the 21st century.					
REC 120	Introduction to Special Populations	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces a variety of special populations and conditions that may be encountered in therapeutic recreation environments. Topics include mental retardation, mental illness, communication disorders, as well as many specific physical and muscular conditions. Upon completion, students should be able to define and identify characteristics of special conditions and locate corresponding treatment locations within the community.					
REC 122	Program Administration	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the organization and implementation of recreational programs. Topics include schedules and budgets, group dynamics, problem-solving techniques, and leadership roles. Upon completion, students should be able to construct schedules for facilities and personnel, prepare budgets and cost analysis, and demonstrate leadership characteristics and problem-solving techniques.					
REC 124	Social Recreational Activities	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers planning, organizing, and leading social recreational activities and programs. Emphasis is placed on understanding group dynamics and incorporating these techniques in social activities. Upon completion, students should be able to organize and carry out social events for all age groups in various social settings.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
REC 126	Outdoor Recreation	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces outdoor recreation and its relationship to our natural surroundings. Emphasis is placed on conservation, wildlife, nature, community resources, and federal and state regulatory agencies. Upon completion, students should be able to plan, organize, and conduct activities in an outdoor natural environment.					
REC 127	Team Sports & Games	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers the basic rules, skills, and terminology of selected team sports that are popular in recreation settings. Emphasis is placed on organization, administration, and promotion of sports. Upon completion, students should be able to demonstrate knowledge of the basics of team sports and be able to evaluate a good team sports program.					
REC 128	Individual Sports & Games	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course covers individual sports and games. Emphasis is placed on skills, rules, equipment, and proper teaching techniques. Upon completion, students should be able to demonstrate the proper techniques necessary to lead others in individual activities.					
REC 131	Principles of Motor Development	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers principles of motor development. Topics include prenatal development; reflexive, rudimentary, and fundamental motor development; and basic motor skills patterns. Upon completion, students should be able to identify the sequential development of fundamental movements, motor patterns, and sports skills.					
REC 214	Camp Administration	3	2	0	4
Prerequisites: None					
Corequisites: None					
This course covers the skills and knowledge necessary to work effectively in outdoor camping environments. Emphasis is placed on layout and design of a camp setting and programming outdoor activities and nature skills. Upon completion, students should be able to plan and conduct recreational activities for day and residential camping environments.					
REC 216	Recreational Arts & Crafts	1	3	0	2
Prerequisites: None					
Corequisites: None					
This course covers the various art media with particular emphasis on their use in recreational settings. Emphasis is placed on practical hands-on experience in age-related multimedia art activities. Upon completion, students should be able to demonstrate teaching techniques and acquired hands-on skills.					

Course No.	Title	Class	Lab	Work Exp/	
				Clinical	Credit
REC 217	Maintenance/Facility Management	2	2	0	3

Prerequisites: None

Corequisites: None

This course provides hands-on experience in maintaining equipment and managing a recreational facility. Emphasis is placed on the use of indoor and outdoor recreational facilities and equipment. Upon completion, students should be able to lay out a recreational environment, including equipment that meets safety standards.

REC 218	Cultural Programs	1	3	0	2
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Prerequisites: None

Corequisites: None

This course provides a general knowledge of music, dance, and drama required for cultural programming. Emphasis is placed on activity planning and practical skills in cultural arts. Upon completion, students should be able to discuss values, scope, and organizational patterns for cultural programming.

REC 222	Commercial Recreation & Tourism	3	0	0	3
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Prerequisites: None

Corequisites: None

This course covers job opportunities in the tourism industry. Emphasis is placed on the economic impact of tourism in communities and the job opportunities available through commercial activities. Upon completion, students should be able to describe the economic impact and commercial recreation endeavors within the state.

REC 224	Leisure & the Aging	2	2	0	3
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Prerequisites: None

Corequisites: None

This course covers the basic components of planning leisure programs for older adults. Emphasis is placed on needs and capabilities of older adults, programming techniques, and leadership skills. Upon completion, students should be able to initiate, direct, and coordinate personnel and carry out activities for older adults.

REC 226	Pathways to Wellness	3	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces the concept of total wellness by making lifestyle changes so that spiritual, mental, and social well-being are attained. Emphasis is placed on current health information and setting health goals and objectives to attain total well-being. Upon completion, students should be able to make positive changes in attaining personal and family wellness.

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credi
RED 080	Introduction to College Reading	3	2	0	4
Prerequisites: None					
Corequisites: None					
The 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: 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: None					
Corequisites: None					
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.					
REL 211	Introduction to Old Testament	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.					
REL 212	Introduction to New Testament	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SOC 210	Introduction to Sociology	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.					
SOC 213	Sociology of the Family	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.					
SOC 220	Social Problems	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems.					
SOC 225	Social Diversity	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance.					
SPA 111	Elementary Spanish I	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
SPA 112	Elementary Spanish II	3	0	0	3
Prerequisites: SPA 111					
Corequisites: None					
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness.					
SPA 211	Intermediate Spanish I	3	0	0	3
Prerequisites: SPA 112					
Corequisites: None					
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.					
SPA 212	Intermediate Spanish II	3	0	0	3
Prerequisites: SPA 211					
Corequisites: None					
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.					
TRE 120	Adapted Activities	1	2	0	2
Prerequisites: None					
Corequisites: None					
This course introduces activity and equipment adaptations used in recreation in order to improve access for people with disabilities. Topics include adaptations to make sports, games, outdoor activities, dance, and hobbies accessible. Upon completion, students should be able to adapt activities and equipment to fit individual clients' needs and strengths.					
TRE 140	Human Body in Health & Disease	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the structure and function of the human body in relation to recreational limitations due to diseases and disorders. Emphasis is placed on body systems and medical terminology. Upon completion, students should be able to identify diseases and disorders and their effect on the individual.					

Course No.	Title	Class	Lab	Work Exp/ Clinical	Credit
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.					
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: 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
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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
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Prerequisites: None

Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 141	Symbols & Specifications	2	2	0	3
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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
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Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131

Corequisites: None

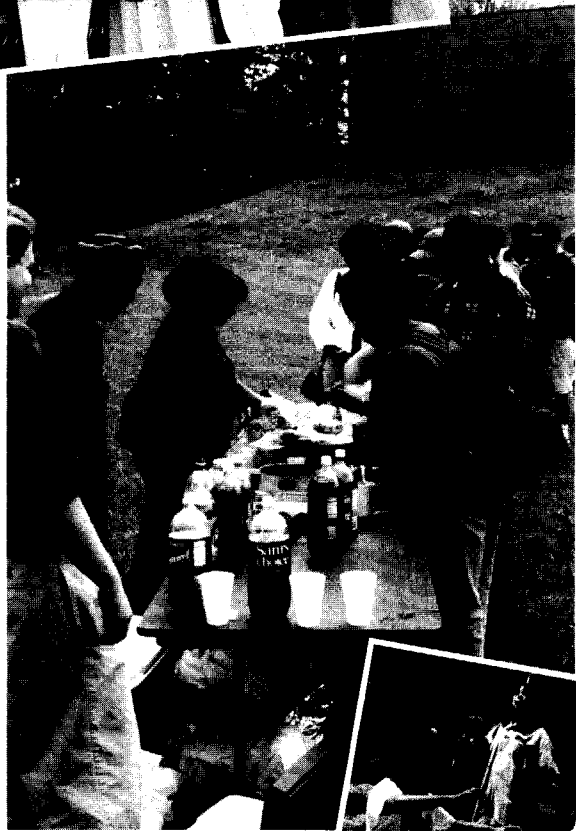
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 261	Certification Practices	1	3	0	2
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Prerequisites: WLD 115, WLD 121, and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.





FACULTY & STAFF

ADMINISTRATIVE OFFICERS

Dr. Ben F. Currin	President
Robert A. Miller	Vice President
Frederick H. Wilson, Jr.	Dean of Instruction
Maria B. Bailey	Dean of Student Services
Leo Kelly, Jr.	Dean of Continuing Education
Daniel W. Guin	Dean of College Services
Terry E. Garrison	Dean of Workforce Development
Gary W. Morgan	Business Manager

FULL-TIME ADMINISTRATION AND FACULTY

Alston, Yvonne M.	Counselor, Student Support Services B.A., North Carolina State University
Askew, Paula B.	Program Head/Instructor, Cosmetology Vocational Diploma, Edgecombe Technical College
Averette, Dorothy C.	Instructor, Information Systems Technology B.S., East Carolina University
Bailey, Maria B.	Dean of Student Services B.S., Radford University; M.B.A., Meredith College
Baird, Jr., David H.	Instructor, Carpentry B.A., High Point College
Ballentine, Angela R.	Chairperson, Health Education; Program Head/Instructor, Radiography B.S., Greensboro College; Certificate in Radiologic Technology, Moses H. Cone Memorial Hospital M.Ed., North Carolina State University
Baskerville, Rachel C.	Instructor, Office Systems Technology B.S. and M.S., North Carolina Agricultural and Technical State University
Beck, Brenda W.	Coordinator of Admissions and Records Associate Degree, Lexington College of Business
Beck, John J.	Chairperson/Instructor, General College/College Transfer B.A., University of South Carolina; M.A. and Ph.D., University of North Carolina at Chapel Hill
Behar, Ann C.	Coordinator/Instructor, Computer Extension Programs B.A., Appalachian State University; M.B.A., Meredith College
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Brewer, Frances L.	Instructor/Developmental Math A.S., Averett College; B.S., East Carolina University

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Master Certification in Automotive Service Excellence, General Motors Corporation;
A.A.S., Business Administration, VGCC
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Certified Master Mechanic
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- Fleming, Roxanne R. Director of Personnel & Institutional Effectiveness
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SUPPORT STAFF

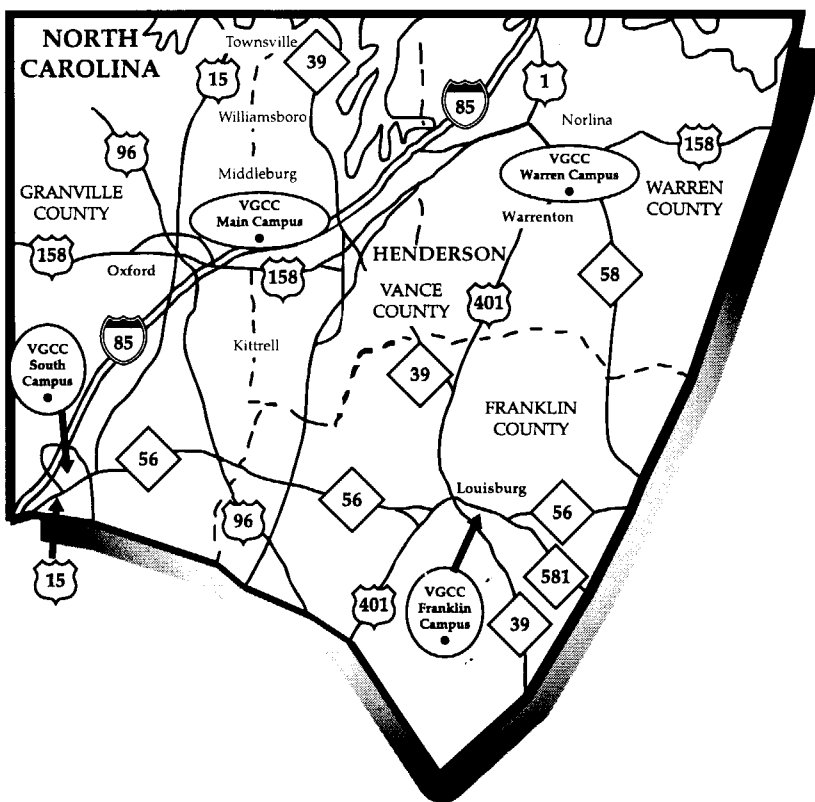
Andrews, Catherine R.	Library Clerk
Bender, Daniel H.	Computer Services Technician/Open Lab Technician
Bowman, Glenda W.	Assistant to the Coordinator of Career Center
Crawford, Harriet C.	Technical Assistant, LRC
Critcher, Delores C.	Technical Assistant/Media Specialist, LRC
Currin, Kay C.	Assistant Director of Personnel/Institutional Effectiveness
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Davis, Barbara N.	Technical Assistant, AVT Center
Dawes, Yamika W.	Tutor, Student Support Services
Durham, Elizabeth P.	Child Care Specialist, DayCare Center
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Fuller, Gerald P.	Public Information Officer
Gill, Donna A.	Assistant Director of Information Technology
Graham, Patricia P.	Administrative Assistant to the President
Hall, Evelyn L.	Technical Assistant, LRC
Harris, Deborah J.	Child Care Specialist, DayCare Center
Hughes, Katherine H.	Child Care Specialist, DayCare Center
Johnson, Pamela K.	Child Care Specialist, DayCare Center
Mabry, Edith L.	Accounting Technician/Accounts Receivable
Martin, Jacqueline L.	Child Care Specialist, DayCare Center
McCall, Shelia H.	Lead Accounting Technician
O'Geary, Amy E.	Assistant to the Coordinator of Admissions and Records/ Testing Specialist
O'Neal, Scott K.	Administrative Assistant/ Tutor Supervisor, Student Support Services
Overby, Jason D.	Computer Technician
Overton, Renee A.	Printer
Place, Lisa B.	Financial Aid Assistant
Rose, Jerry D.	Financial Aid Officer and Veterans Coordinator
Schuster, Rose Marie	Tutor, Student Support Services
Sherron, Lynn E.	DayCare Manager, Franklin County Campus
Short, Dolores H.	Accounting Technician/Cashier
Small, Ricky D.	Print Shop/Civic Center Technician
Spence, David W.	Bookstore Manager
Watkins, Vickie S.	Computer Systems Administrator
Wilkins, Betsy S.	Accounting Technician/Purchasing
Williamson, Susan H.	Accounting Technician
Winstead, Marsha R.	Computer Lab Technician

CLERICAL STAFF

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Ayscue, Nancy A.	Printshop/Bookstore Assistant
Brewer, Gina W.	Secretary, Industry Services/Law Enforcement
Brodie, Irma B.	Receptionist
Cash, Geraldine	Receptionist/Secretary, South Campus
Clopton, Jeanene T.	Receptionist
Dickerson, Claudette F.	Assistant to the Coordinator of Admissions and Records
Dodson, Donna V.	Secretary, Dean of Continuing Education
Forsythe, Lori L.	Assistant to the Coordinator of Admissions and Records
Fuller, Rebecca D.	Faculty Secretary
Hughes, Debra D.	Secretary to Business Manager/Accounting Technician
Jackson, Kimberly E.	Secretary, Vice President
Jones, Kathryn L.	Secretary/Recruiter, JTPA
McFadden, Linda R.	Assistant to the Coordinator of Admissions and Records
McMannen, Mary H.	Secretary, Dean of Student Services
Perkinson, April A.	Assistant Secretary, President's Office and Assistant Secretary, Dean of Workforce Development
Proctor, Alison L.	Secretary, Dean Of College Services and Secretary, Director of Small Business Center
Silver, Bonnie W.	Secretary, Warren County Campus
Slaughter, Carol P.	Secretary, Assistant Dean of Student Services/ Evening Receptionist
Stainback, Audrey S.	Faculty Secretary
Stephens, Dorothy W.	Records Specialist, Continuing Education
Teague, Betty G.	Accounts Payable Technician/Inventory and Secretary, Director of Plant Operations
Thomas, Elvira O.	Secretary, South Campus
Wheeler, Mae W.	Secretary, Franklin County Campus
Wood, Nancy M.	Secretary, Dean of Instruction

PLANT OPERATIONS STAFF

Wilkins, J. Fleming Director of Plant Operations and Security
Alston, Jerry Custodian
Alston, William T. Custodian/Security
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Brooks, Lillian W. Custodian
Currin, Kent E. Maintenance Technician
Grissom, Andy G. Maintenance Technician
Hargrove, Joseph Custodian
Harris, James M. Custodian
Jones, Mary A. Custodian
Morgan, Edward J. Groundskeeper/Custodian
Nicholas, Lucille H. Housekeeper, Warren County Campus
Pendergrass, Crystal H. Housekeeper
Person, Tony L. Messenger/Custodian
Richardson, Murtha Custodian
Whiten, Richard J. Maintenance Assistant
Yancey, Kenneth E. Security Officer/Evening Coordinator



VANCE-GRANVILLE COMMUNITY COLLEGE

MAIN CAMPUS

Intersection of Interstate 85 and Poplar Creek Road (Exit 209)
 Midway between Henderson, N.C., and Oxford, N.C.

SATELLITE CAMPUSES

Warren County Campus

U.S. 158 Business
 Ridgeway St. and Spring St.
 Warrenton, N.C.

South Campus

Butner-Creedmoor Highway
 Intersection of I-85
 and N.C. 56

Franklin County Campus

8100 N.C. 56 Highway
 Louisburg, N.C.

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